



City of Tukwila  
**Finance and Governance  
 Committee**

- ◆ **Zak Idan, Chair**
- ◆ **Kathy Hougardy**
- ◆ **Cynthia Delostrinos Johnson**

<u>Distribution:</u>	
Z. Idan	Mayor Ekberg
K. Hougardy	D. Cline
C. Delostrinos Johnson	R. Bianchi
K. Kruller	C. O'Flaherty
V. Seal	A. Youn
D. Quinn	L. Humphrey
T. McLeod	

# AGENDA

**MONDAY, MARCH 22, 2021 – 5:30 PM**  
 HAZELNUT CONFERENCE ROOM  
 (At east entrance of City Hall)

**THIS MEETING WILL NOT BE CONDUCTED AT CITY FACILITIES  
 BASED ON THE GOVERNOR'S PROCLAMATION 20-28.**

**THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS  
 MEETING IS: 1-253-292-9750, Access Code 973303373#**

**Click here to: [Join Microsoft Teams Meeting](#)**  
*For Technical Support during the meeting call: 1-206-431-2179.*

Item	Recommended Action	Page
<b>1. BUSINESS AGENDA</b>		
a. Monthly General Fund update. <i>Vicky Carlsen, Finance Director</i>	a. Discussion only.	<b>Pg.1</b>
b. Service level prioritization discussion. <i>Vicky Carlsen, Finance Director</i>	b. Discussion only.	<b>Pg.5</b>
c. City Council procedures update. <i>Laurel Humphrey, Legislative Analyst</i>	c. Discussion only.	<b>Pg.9</b>
<b>2. MISCELLANEOUS</b>		

**Next Scheduled Meeting:** *April 12, 2021*



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## **INFORMATIONAL MEMORANDUM**

**TO: Finance & Governance Committee**

**FROM: Vicky Carlsen, Finance Director**

**BY: Aaron Williams, Fiscal Manager**

**CC: Mayor Ekberg**

**DATE: March 22, 2021**

**SUBJECT: January 2021 Departmental Budget-to-Actuals Report**

### **Summary**

The purpose of the January 2021 General Fund Financial Report is to summarize for the City Council the general state of departmental expenditures and to highlight significant items. The following provides a high-level summary of the departmental financial performance.

The January 2021 Report is based on financial data available as of March 10, 2021, for the period ending January 31, 2021. Additional details can be found within the attached financial report.

### **Expenditures**

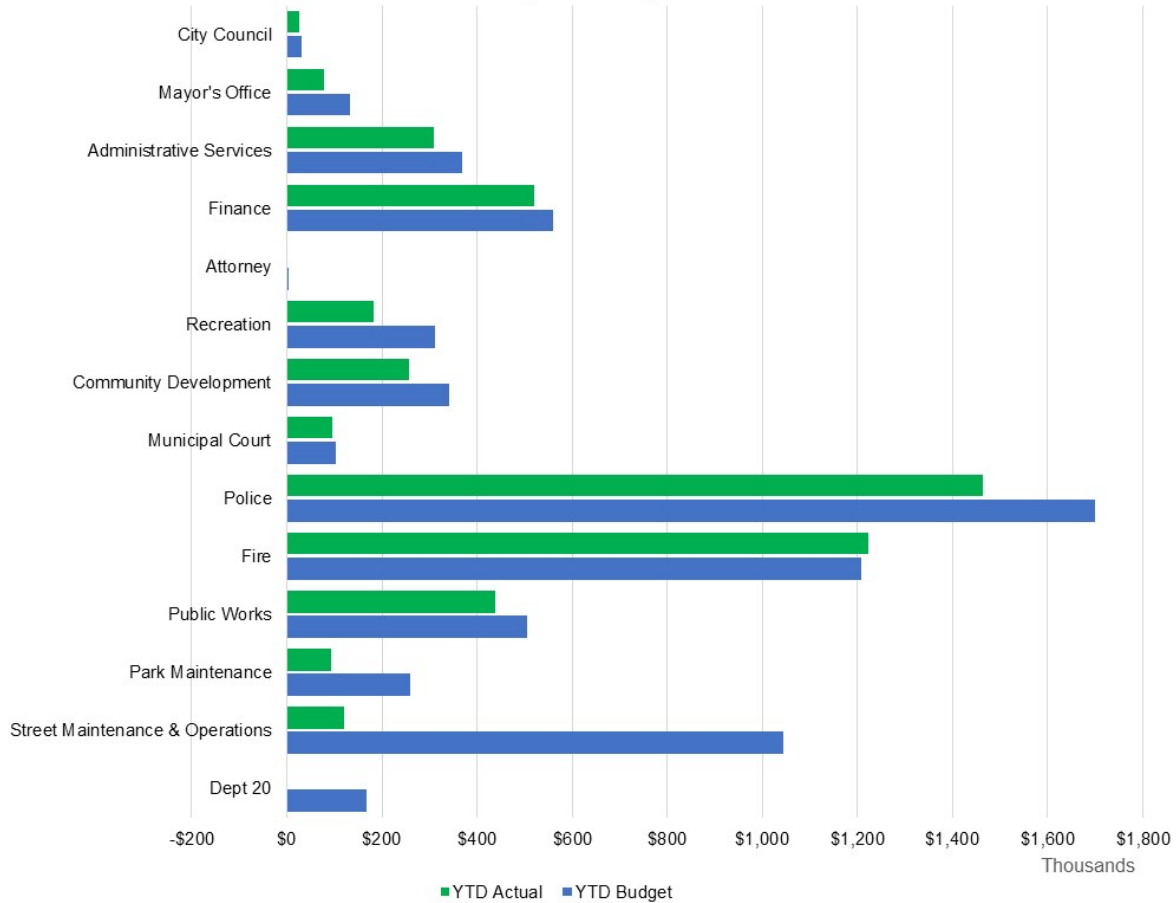
General Fund expenditures totaled \$4.8 million through January, which is \$1.9 million less than the allocated budget of \$6.7 million. The allocated budget is calculated to reflect year-to-date spending patterns of the previous year.

### **Departmental Variances**

Thirteen of fourteen General Fund departments were under their allocated budget through January 2021. Noteworthy variances are:

- The Fire Department is \$15 thousand over the allocated budget of \$1.2 million. The variance is related to slightly higher salaries & benefits compared to the allocated budget.
- The Street Maintenance & Operations department is \$923 thousand under the allocated budget. This is due to the timing of the annual surface water charges, which hit in February this year but were in January in the prior year.

Year to Date Department Expenditures Compared to Allocated Budget  
Through January 2021



**GENERAL FUND**

CITY OF TUKWILA

GENERAL FUND EXPENDITURES

Year-to-Date as of January 31, 2021

EXPENDITURES BY DEPARTMENT	BUDGET		ACTUAL			COMPARISON OF RESULTS			
	2021 ANNUAL	2021 ALLOCATED	2019	2020	2021	ACTUAL OVER/(UNDER)		% CHANGE	
						ALLOCATED BGDGT	EXPENDED	2019/2020	2020/2021
01 City Council	363,618	30,122	31,842	28,705	25,650	(4,472)	7%	(10)%	(11)%
03 Mayor's Office	1,464,526	132,912	205,697	147,813	78,976	(53,935)	5%	(28)%	(47)%
04 Administrative Services	4,984,464	367,965	300,656	322,574	309,423	(58,542)	6%	7%	(4)%
05 Finance	3,049,858	559,865	886,814	510,144	520,015	(39,850)	17%	(42)%	2%
06 Attorney	639,600	258	172	167	(1)	(260)	(0)%	(3)%	(101)%
07 Recreation	2,764,338	312,396	255,146	261,292	182,247	(130,149)	7%	2%	(30)%
08 Community Development	4,069,943	341,852	274,884	269,289	256,707	(85,145)	6%	(2)%	(5)%
09 Municipal Court	1,272,888	104,111	97,236	108,511	94,941	(9,169)	7%	12%	(13)%
10 Police	18,286,665	1,698,639	2,105,425	1,647,911	1,463,587	(235,052)	8%	(22)%	(11)%
11 Fire	12,706,860	1,207,013	1,415,370	1,220,341	1,222,368	15,355	10%	(14)%	0%
13 Public Works	3,621,145	504,430	473,917	457,421	438,063	(66,368)	12%	(3)%	(4)%
15 Park Maintenance	1,496,205	258,392	108,468	243,575	94,216	(164,176)	6%	125%	(61)%
16 Street Maintenance & Operations	2,963,180	1,044,208	278,326	1,012,187	120,430	(923,777)	4%	264%	(88)%
<b>Subtotal</b>	<b>57,683,290</b>	<b>6,562,163</b>	<b>6,433,952</b>	<b>6,229,930</b>	<b>4,806,622</b>	<b>(1,755,541)</b>	<b>8%</b>	<b>(3)%</b>	<b>(23)%</b>
20 Dept 20	5,462,760	167,417	1,325,000	-	-	(167,417)	-	-	-
<b>Total Expenditures</b>	<b>63,146,050</b>	<b>6,729,579</b>	<b>7,758,952</b>	<b>6,229,930</b>	<b>4,806,622</b>	<b>(1,922,958)</b>	<b>8%</b>	<b>(20)%</b>	<b>(23)%</b>

Percent of year completed 8%

**GENERAL FUND**

CITY OF TUKWILA

GENERAL FUND EXPENDITURES

Year-to-Date as of January 31, 2021

SALARIES AND BENEFITS	BUDGET		ACTUAL			COMPARISON OF RESULTS			
	2021 ANNUAL	2021	2019	2020	2021	ACTUAL OVER(UNDER)		% CHANGE	
		ALLOCATED				ALLOCATED BDGT	EXPENDED	2019/2020	2020/2021
11 Salaries	28,723,860	2,523,271	2,332,169	2,458,039	2,351,288	(171,983)	8%	5%	(4)%
12 Extra Labor	347,528	92,920	51,376	43,075	335	(92,585)	0%	(16)%	(99)%
13 Overtime	1,218,115	116,825	114,773	123,095	139,198	22,373	11%	7%	13%
15 Holiday Pay	515,500	577	-	441	2,560	1,982	0%	0%	480%
21 FICA	1,872,655	169,803	148,154	156,133	144,469	(25,334)	8%	5%	(7)%
22 Pension-LEOFF	899,828	66,768	69,032	71,649	68,920	2,152	8%	4%	(4)%
23 Pension-PERS/PSERS	1,631,377	150,375	141,606	150,914	133,928	(16,447)	8%	7%	(11)%
24 Industrial Insurance	875,820	110,308	108,720	118,554	45,845	(64,463)	5%	9%	(61)%
25 Medical & Dental	6,904,119	562,474	468,596	526,151	515,036	(47,439)	7%	12%	(2)%
28 Uniform/Clothing	8,525	60	-	-	-	(60)	0%	0%	0%
<b>Total Salaries &amp; Benefits</b>	<b>42,997,327</b>	<b>3,793,382</b>	<b>3,434,425</b>	<b>3,648,049</b>	<b>3,401,579</b>	<b>(391,803)</b>	<b>8%</b>	<b>6%</b>	<b>3%</b>

SUPPLIES, SERVICES AND CAPITAL	BUDGET		ACTUAL			COMPARISON OF RESULTS			
	2021 ANNUAL	2021	2019	2020	2021	ACTUAL OVER(UNDER)		% CHANGE	
		ALLOCATED				ALLOCATED BDGT	EXPENDED	2019/2020	2020/2021
0 Transfers	5,462,760	167,417	1,325,000	-	-	(167,417)	0%	(100)%	0%
31 Supplies	1,055,711	73,205	138,863	50,350	45,260	(27,945)	4%	(64)%	(10)%
34 Items Purchased for resale	13,000	10,000	-	235	-	(10,000)	0%	0%	(100)%
35 Small Tools	66,450	4,422	2,495	3,687	3,870	(552)	6%	48%	5%
41 Professional Services	5,439,071	177,995	394,962	121,375	33,256	(144,739)	1%	(69)%	(73)%
42 Communication	481,810	37,561	22,899	26,962	26,098	(11,463)	5%	18%	(3)%
43 Travel	83,196	10,845	13,188	7,669	234	(10,611)	0%	(42)%	(97)%
44 Advertising	34,750	1,454	1,437	1,687	300	(1,154)	1%	17%	(82)%
45 Rentals and Leases	2,166,137	145,838	233,397	106,284	148,515	2,677	7%	(54)%	40%
46 Insurance	1,030,329	1,023,092	1,766,560	980,935	1,107,054	83,962	107%	(44)%	13%
47 Public Utilities	1,991,445	1,066,665	54,976	1,047,325	7,926	(1,058,740)	0%	1805%	(99)%
48 Repairs and Maintenance	651,669	47,551	183,044	84,095	12,421	(35,130)	2%	(54)%	(85)%
49 Miscellaneous	1,153,730	126,929	187,707	151,276	20,108	(106,820)	2%	(19)%	-87%
64 Machinery & Equipment	518,665	43,222	-	-	-	(43,222)	0%	0%	0%
<b>Total Operating Expenses</b>	<b>20,148,723</b>	<b>2,936,197</b>	<b>4,324,528</b>	<b>2,581,881</b>	<b>1,405,043</b>	<b>(1,363,738)</b>	<b>7%</b>	<b>(40)%</b>	<b>(46)%</b>
<b>Total Expenses</b>	<b>63,146,050</b>	<b>6,729,579</b>	<b>7,758,952</b>	<b>6,229,930</b>	<b>4,806,622</b>	<b>(1,755,541)</b>	<b>8%</b>	<b>(20)%</b>	<b>(23)%</b>

Percent of year completed 8%





## **INFORMATIONAL MEMORANDUM**

**TO:** Finance and Governance Committee

**FROM:** Vicky Carlsen, Finance Director

**CC:** Mayor Ekberg

**DATE:** March 16, 2021

**SUBJECT:** Prioritizing service restoration when ongoing revenues exceed adopted budget

### **ISSUE**

Staff is seeking Committee input into a process for how to prioritize service level restoration if and when ongoing revenues exceed revenues adopted in the 2021-2022 biennial budget.

### **DISCUSSION**

#### *Recap of Budget and Service Level Reductions*

The City has been impacted by the global COVID-19 health crisis since February 2020. The pandemic negatively affected revenue streams with reductions in sales and other taxes as well as user fees for recreation programs. Revenues continue to be impacted and it is unknown when, or if, revenue streams will return to pre-pandemic levels.

Early on in the crisis, City Council and Administration took action to reduce expenditures in anticipation of the expected decline in revenue. In decreasing expenditures, service levels were necessarily reduced across all departments, but many of the reductions focused on lower priority programs. Reductions included the following:

- Reducing labor costs by freezing vacant positions, layoffs, furloughs, and temporary pay reductions
- Reducing overtime
- Elimination of extra labor
- Elimination of travel and non-essential training
- Reduced transfers to Fleet
- Reduced or eliminated low priority programs
- Line-item budget scrub

The 2021-2022 budget process began in the early summer of 2020 and continuation of the expected impacts of the pandemic were included throughout the proposed budget. High priority programs, such as human services, public safety, public works, and the court were funded to the extent possible. The proposed budget included support for key initiatives including:

- Funding for human services
- Continued implementation of the City's Equity Policy
- Reimaging police services by starting a Mental Health Professional pilot program

- Maintaining current level of fire services
- No additional service or employee reductions above reductions in 2020
- Continued investment in infrastructure
- Investment in technology
- Teen/Senior Center feasibility and programming

While the proposed budget did include funding for the priorities listed above, several service reductions had to be maintained due to a continued reduction in revenue projections. During budget deliberations, the City Council directed the restoration of some services using the proposed budget surplus, including parks and street maintenance and additional funding for human services. While some service levels were restored through the budget and budget review process, several programs continue at a reduced level or were eliminated in the adopted budget, including:

- Frozen positions in the Municipal Court, Parks, DCD, Police, Public Works
- Elimination of SeeClickFix program
- Reduction of extra labor in certain departments, eliminated in other departments
- Reduction in supplies, non-essential training and travel across all departments
- Elimination of commute trip reduction incentives
- Elimination of funding for the Community Connectors program
- Programming at the Tukwila Community Center

In addition to the program reductions listed above, all departments have experienced general line-item budget reductions for 2021, which leaves no room for unplanned/unexpected expenditures that do occur each year.

If revenues return at a higher level than adopted in the budget, the City Council will need to make decisions regarding the return of these services and service levels.

#### 2021 Budget Issues

Before service levels can be restored, it is important to understand pressures on the budget that will need to be addressed prior to restoring the service levels mentioned above. Some of the areas include:

- Implementation of a previously agreed upon Teamsters' wage and compensation study.
- Permit processing concerns due to impact of vacant and previously frozen positions to process workload which has remained steady during the pandemic.
- Increase in Fire Department overtime costs due to a minimum staffing settlement agreement with the Local IAFF #2088.

#### Ongoing vs One-time Revenues

As Council and Administration consider how and when to restore service levels it will be important to keep in mind adopted financial policies that state one-time revenue will be used for one-time expenditures and ongoing revenue will be used for ongoing expenditures. This will also be an opportune time to re-envision how services are provided. Staff will be providing updated projections on ongoing revenues, such as sales



tax and gambling tax, to gauge how these revenues are matching or exceeding original 2021-2022 Budget expectations. There are also one-time revenues that staff will be tracking, such as possible Streamlined Sales Tax funds which may be allocated during the current state legislative session.

State Funding - Streamlined Sales Tax (SST) Mitigation Funds

HB 1521 would restore the SST funding program until 2026, which was approved by the legislature in 2020 but vetoed by the Governor due to the pandemic and associated revenue losses. There is an effort to add funding to the supplemental budget to replace funding lost during the current state fiscal year, which would result in Tukwila receiving just under \$900,000 on May 1, 2021 if the effort is successful. While previously the SST funds were dedicated to the Public Safety Plan, staff removed that funding source from the plan when the Governor vetoed SST in 2020.

Federal Funding - American Rescue Plan

On March 10, 2021, a \$1.9 trillion relief package, known as the American Rescue Plan, was approved and provides funding in several areas including state and local aid, education, rental assistance, and transit. At this time, it appears that the City of Tukwila will receive \$4.43 million in one-time funds. It appears that half of the funds would be distributed 60 days after enactment and the remaining balance one year later. Because we are considered a nonentitlement city, we will receive the funds from the State rather than the federal government. It is unclear how quickly the State will release the funds to the City. Funds must be spent by December 31, 2024. These funds are not reimbursement for COVID-related costs, and therefore can be used in a variety of ways.

From what we know today, the funds can be used in the following ways:

- To respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses, and non-profits, or to aid impacted industries such as tourism, travel, and hospitality.
- Provide premium pay to eligible workers that are performing essential work.
- Provision of government services to the extent of the reduction in revenue due to the pandemic relative to revenues collected in the most recent full fiscal year.
- Make necessary investments in water, sewer, or broadband infrastructure.

The funds cannot be used to directly or indirectly offset tax reductions or delay a tax/tax increase. Nor can funds be deposited into any pension fund.

As new information becomes available, updated information will be provided.

Other Funding for the Tukwila Community

On February 19, 2021 Governor Inslee signed the state COVID relief bill that provides \$2.2 billion in funding that has the opportunity to assist the Tukwila community, including:

- \$714 million in assistance for K-12 schools
- \$618 million for public health's response to COVID, including testing, investigation and contact tracing; and funding for vaccination efforts

- \$365 million for emergency eviction, rental and utility assistance
- \$240 million for business assistance grants
- \$50 million for childcare
- \$26 million for food banks and other food programs
- \$91 million for income assistance, including \$65 million for relief for the state's immigrant population

The American Rescue Plan includes a variety of opportunities that can assist the Tukwila community, including:

- Direct stimulus payments to qualifying households of \$1,400 per person to single households making \$75,000 or less and couples earning \$150,000 or less. Individuals with dependents will also receive a \$1,400 tax credit per dependent on their 2020 tax returns.
- Enhanced unemployment payments of \$300 per week.
- Temporary child tax credit and monthly payments to qualifying households.
- \$7.25 billion in additional Paycheck Protection Program (PPP) loans for small businesses.
- \$128 billion in support for educational institutions.
- Additional support for the most vulnerable, including more funds for Low Income Home Energy Assistance Program (LIEHEAP) for utility assistance, temporary increase to WIC funds and more.
- \$25 billion for emergency rental assistance.
- \$65.1 billion for cities.

This memo and discussion are intended to begin the conversation so that committee members have a shared understanding of the service level decisions made in the 2021-2022 budget process and begin to plan for future decision making as revenues return.

**RECOMMENDATION**

Discussion only.



## INFORMATIONAL MEMORANDUM

TO: **Finance and Governance Committee**  
FROM: **Laurel Humphrey, Legislative Analyst**  
DATE: **March 16, 2021**  
SUBJECT: **City Council Rules of Procedure Update**

### **ISSUE**

Introduction of project to update City Council Rules of Procedure

### **DISCUSSION**

The City Council's procedures for conduct of its business are largely included in TMC 2.04. This Chapter hasn't been updated since 2003 and contains some outdated sections, such as reference to the old standing committees, that need to be addressed. This presents a good opportunity for a thorough review to ensure practices and procedures are timely, modern, and reflect good governance.

In alignment with previous discussions, staff has prepared an ordinance to re-enact Tukwila Municipal Code 2.04 by removing much of the current content and retaining key pieces. Staff has also prepared a draft Rules of Procedure document as well as a resolution that would adopt the new Rules following City Council review. These legislative pieces are still in the review phase with the City Attorney and City Clerk. In the meantime, staff would like to brief the Committee on certain areas that are being proposed for removal from the Code while also NOT being incorporated into the new Rules of Procedure document. Those areas are listed along with justifications for their removal as follows:

TMC 2.04.090 and TMC 2.04.110(A)(2)

*These sections describe City Clerk administrative procedures for processing agendas, and do not belong in a municipal code or in City Council rules.*

TMC 2.04.110(C)(3)

*This describes an outdated practice that does not make sense in the context of current work flow and agenda procedures. Councilmembers must give direction in public meetings, and if there is an issue that an individual Councilmember would like the City to consider, they may seek consensus during a meeting. Removing this would not interfere with that right.*

TMC2.04.110(D)

*The City Council President has the authority to approve the Committee of the Whole and Regular Meeting agendas, which includes providing input into the amount of time given to specific items. Calling this out specifically seems unnecessary.*

TMC 2.04.120(B)(1)

*TMC 2.04.120 combines speaking procedures for the City Council and for the public in the same section, which is totally inappropriate. Subsection B is outdated and does not match current public comment procedures or best practices. The new draft Rules of Procedure separates public comment into its own section and provides better description on how it works.*

TMC 2.04.120(B)(4)

*This section is not appropriate or in alignment with current laws and best practices as it interferes with First Amendment rights. The new draft Rules document does have a section about how to handle interruptions in the Council Chamber.*

TMC 2.04.180(B)

*This describes an obsolete practice that should be removed. The City Council adopted a comprehensive new Purchasing Policy at the end of 2020 that outlines appropriate spending procedures and authorities.*

**RECOMMENDATION**

Staff is seeking Committee concurrence and will return with the legislative documents at the next meeting.

**ATTACHMENTS**

- TMC 2.04

**CHAPTER 2.04**  
**CITY COUNCIL**

Sections:

- 2.04.010 Meetings Declared Open and Public
- 2.04.020 Regular Meetings
- 2.04.030 Committee of the Whole Meetings
- 2.04.040 Special Meetings
- 2.04.050 Quorum
- 2.04.060 Seating
- 2.04.070 Council President—Mayor Pro Tempore
- 2.04.080 Presiding Officer
- 2.04.090 Agenda for Regular or Special Council Meetings
- 2.04.100 Agenda Format
- 2.04.110 Miscellaneous Agenda Procedures
- 2.04.120 Speaking Procedures
- 2.04.130 Voting
- 2.04.140 Executive Sessions
- 2.04.150 Continuances
- 2.04.160 Adjournment
- 2.04.170 Questions of Parliamentary Procedure
- 2.04.180 Council Committees and Representatives
- 2.04.190 Filling Council Vacancies

**2.04.010 Meetings Declared Open and Public**

All meetings of the Tukwila City Council and its committees shall be open and public, and all persons shall be permitted to attend any meeting of these bodies, except as otherwise provided in TMC 2.04.140.

*(Ord. 2024 §1 (part), 2003)*

**2.04.020 Regular Meetings**

The City Council shall meet regularly on the first and third Mondays of each month at 7:00PM, unless an alternative starting time is set and notice is provided to the public pursuant to TMC 2.04.040. If at any time any Regular Meeting falls on a holiday, the Council shall meet on the next business day at the same hour. The City Council shall meet at Tukwila City Hall, unless otherwise publicly announced.

*(Ord. 2024 §1 (part), 2003)*

**2.04.030 Committee of the Whole Meetings**

A. The Council shall sit as a Committee of the Whole on the second and fourth Monday of each month at 7:00PM, unless an alternate starting time is published; except, if at any time any committee meeting falls on a holiday, the Council shall meet on the next business day at the same hour. The City Council shall meet at Tukwila City Hall, unless otherwise publicly announced.

B. Meetings of the Committee of the Whole shall be held primarily for the purpose of considering current issues of the City, coordinating the work of the City Council, and discussing draft ordinances, resolutions and policy issues in detail. The Committee of the Whole will have no power to take final actions, including but not limited to adopting ordinances or passing motions or resolutions.

C. The Committee of the Whole may meet in a retreat setting to plan their work at the beginning of the year or at any time beneficial to in-depth deliberations by the Council. Results of the Committee of the Whole's retreats will be discussed with the Mayor and administration in order to establish and understand City goals. A report summarizing the proceedings will be made available following each retreat. No official action will be taken at a retreat.

*(Ord. 2024 §1 (part), 2003)*

**2.04.040 Special Meetings**

Special meetings may be called by the Mayor, or any three Councilmembers, by written notice delivered by City employee(s) to each member of the Council at least 24 hours before the time specified for the proposed meeting and with public notice made pursuant to RCW 42.30.080.

*(Ord. 2024 §1 (part), 2003)*

**2.04.050 Quorum**

At all meetings of the City Council, four members shall constitute a quorum for the transaction of business.

*(Ord. 2024 §1 (part), 2003)*

**2.04.060 Seating**

A. Members of the City Council will be seated at the Council table according to seniority of the Council, except that the Council President will be seated at the right of the Mayor.

B. Seniority shall be determined by the:

1. Greatest consecutive number of years served.
2. Greatest consecutive number of years plus months or years served prior to the current term(s).
3. Number of votes when elected.

*(Ord. 2024 §1 (part), 2003)*

**2.04.070 Council President--Mayor Pro Tempore**

A. At the first Regular Meeting in January of each year, members of the City Council shall elect from their number a Council President who shall hold office at the pleasure of the Council. The general policy of the City Council is to elect presidents in a rotating order, based upon seniority. If a vacancy occurs in the office of Council President, the City Council, at their next Regular Meeting, shall select a new Council President to serve the remainder of the year.

B. In the absence of the Mayor, the Council President shall become the Mayor Pro Tempore and perform the duties of the Mayor, except that the Council President shall not have the power to appoint or remove any officer or to veto any ordinance. If a vacancy occurs in the office of the Mayor, the City Council – at their next Regular Meeting – shall elect from their number a Mayor who shall serve until a Mayor is elected and certified at the next municipal election.

*(Ord. 2209 §1, 2009; Ord. 2024 §1 (part), 2003)*

**2.04.080 Presiding Officer**

A. All Regular and Special Meetings of the City Council shall be presided over by the Mayor or, in his/her absence, by the Mayor Pro Tempore. If neither the Mayor nor the Mayor Pro Tempore is present at a meeting, the presiding officer for that meeting shall be elected by a majority of the vote of those Councilmembers present, provided there is a quorum.

B. All Committee of the Whole meetings shall be presided over by the Council President. If the Council President is temporarily absent, the Council shall elect a Councilmember to serve in that capacity until the Council President returns.

C. The City Clerk or his/her designee will staff Regular and Special Council meetings and Committees of the Whole meetings. In the absence of the Clerk, Deputy Clerk or other qualified staff member appointed by the Clerk, the Mayor or Council may appoint a staff person to act in that capacity.

D. The appointment of a Councilmember as Mayor Pro Tempore shall not in any way abridge his/ her right to vote on matters coming before the Council at such meeting.

E. The presiding officer shall preserve strict order and decorum at all meetings of the Council. The presiding officer shall state all questions coming before the Council, provide opportunity for discussion on each item on the table, and announce the decision of the Council on all subjects. Procedural decisions made by the presiding officer may be overruled by a majority vote of the Council.

*(Ord. 2024 §1 (part), 2003)*

**2.04.090 Agenda for Regular or Special Council Meetings**

All items to be included on the agenda for Council consideration must be submitted to the City Clerk in full by 12:00PM noon on the Wednesday preceding each Council meeting. The City Clerk shall then prepare a proposed agenda, with attachments, according to the order of business. After the proposed agenda has been approved by the Council President or, in his/her absence, by his/her designated member of the City Council, the City Clerk shall prepare the final agenda, which shall be distributed to the Mayor, Councilmembers, City Attorney and Department Heads no later than Noon on the Friday preceding the Council Meeting. A copy of the agenda and subsequent documents shall be posted on the lobby bulletin board at City Hall. A copy of the Agenda face sheet will be posted on the City's website.

*(Ord. 2024 §1 (part), 2003)*

**2.04.100 Agenda Format**

The format of a Regular or Special City Council agenda shall be as follows:

1. *Call to Order.*
2. *Pledge of Allegiance.*
3. *Roll Call.*
4. *Special Presentations on key agenda items.*
5. *Appointments and Proclamations of the Mayor.*
6. *Citizens' Comments.* This is an opportunity for the audience to comment on items not listed on the agenda.
7. *Consent Agenda:*

a. Contains all consent agenda items approved by the Council President, from a Committee of the Whole, or forwarded by unanimous committee action, and routine items such as, but not limited to, approval of minutes and approval of vouchers. No ordinances, resolutions or bid awards, will be included on the consent agenda.

b. The following rules shall apply to the consent agenda:

(1) Any member of the City Council may, by request and without a Council vote, have any items removed from the consent agenda. That item will, by automatic procedure, be placed under New Business for further discussion.

(2) The remaining items shall be approved by motion.

8. *Bid Awards.* All competitive bid awards shall comply with RCW Title 39, and those that require Council approval shall include the contractor/vendor name, the project name, and the total dollar amount of the award. The award may or may not include Washington State Sales Tax.

9. *Public Hearings:*

a. For public hearings required by City, State or Federal law or as the Council may direct. Examples may include, but not be limited to:

- (1) LID
- (2) Zoning

- (3) Budget
- (4) Revenue sharing grants
- (5) Annexation
- (6) Moratoria
- (7) Quasi-judicial decisions

b. The following procedures shall apply to public hearings, except public hearings subject to TMC Chapters 18.104 through 18.116, which shall be subject to the procedures specified therein:

(1) The presiding officer may exercise a change in the procedures, but said decision may be overruled by a majority vote of the City Council.

(2) The proponent spokesman shall speak first and be allowed 15 minutes. The Council may ask questions.

(3) The opponent spokesman shall be allowed 15 minutes for presentation and the Council may ask questions.

(4) Each side shall then be allowed 5 minutes for rebuttal.

(5) After the proponents and opponents have used their speaking time, Council may ask further questions of the speakers, who may respond.

c. At public hearings and for issues where a public meeting is required or requested, and a general audience is in attendance to present arguments for or against a public issue:

(1) A signup sheet for speakers will be available, and all citizens considering speaking will be asked to write their name and address legibly. If they speak without signing up, they will be asked to sign in after speaking.

(2) A person may speak for five minutes. No one may speak for a second time until everyone wishing to speak has had an opportunity to speak.

(3) After the speaker has used the allotted time, Council may ask questions of the speaker and the speaker may respond, but may not engage in further debate.

(4) Speakers should address their comments to the City Council and should not address other audience members. No disparaging remarks or remarks directed to opponents will be allowed.

(5) The hearing will then be closed to public participation by the presiding officer and open for Councilmember discussion.

10. *Unfinished Business.* This section of the agenda shall include items of a general nature, including resolutions and ordinances previously discussed at a Council meeting. The following procedures shall apply during this section of the agenda:

a. The item will be put on the table by motion.

b. The committee chair, sponsor or a designated spokesman of each item may give a presentation.

c. If a resolution or ordinance, the City Attorney or City Administrator may read the item by title only or, if requested by any Councilmember, the document may be read in its entirety. A motion by Council shall rule.

d. The Council may then question the sponsor or designated spokesman of the presented item.

e. When discussions conclude, the Council, by motion, will act upon the resolution, ordinance or other item.

11. *New Business.* This section of the agenda shall include all items of a general nature -- including resolutions and ordinances previously discussed at a Committee Meeting and put forward to the Regular Meeting -- and items that have been removed from the consent agenda. The procedures that apply during this section shall be the same as those under Unfinished Business.

12. *Reports.* Reports on special interest items from the Mayor, City Council, staff, City Attorney, and intergovernmental representatives.

13. *Miscellaneous.*

14. *Executive Session.*

15. *Adjournment.*

*(Ord. 2024 §1 (part), 2003)*

#### 2.04.110 Miscellaneous Agenda Procedures

A. The City Council desires to provide adequate time for administration and staff analysis, fact finding and presentation.

1. Items to come before the City Council should first be placed on the agenda of the appropriate committee for discussion before they are placed on the agenda of a Regular Council Meeting.

2. All items that are not routine in nature and presented shall include a completed Council Agenda Synopsis (CAS), a staff report, and Committee Minutes. The City Clerk or a designated person shall be responsible for attaching a CAS number, keeping the original CAS, and maintaining an index for future reference.

B. The agenda and provision for the Committee of the Whole shall be citizen comments, committee reports, discussion of items referred from committees, items referred by three Councilmembers, and items set by the Council President. The agenda and any attachments will be approved by the Council President or his/her designee, and shall be prepared by the City Clerk for distribution to the Council by 12:00PM noon on Friday.

C. Items may be placed directly on the agenda of a Regular Meeting when the items are approved by the Council President, and:

1. The items are routine in nature, such as approval of vouchers, proclamations, acknowledgement or receipt of petitions or documents, or discussion of claims for damages.

2. An emergency condition exists that represents a personnel hazard, impending deadline, or risk of immediate financial loss. In such instances, the CAS summary or staff memo should clearly define why the special procedure is necessary.

3. In the event the sponsor of any items to come before the City Council feels it both appropriate and beneficial to the City, that sponsor may bring such items directly to the Regular Meeting with the concurrence of three Councilmembers.

D. The Council President may affix an approximate time limit for each agenda item at the time of approval of the agenda.

E. All proposed ordinances and resolutions shall be reviewed by the City Attorney and bear the Attorney's certification that they are in correct form before final passage. All accompanying documents shall be available before ordinances and resolutions can be passed.

F. Resolutions of the City Council shall be signed by the Council President.

G. A joint resolution of the City Council and the Mayor may be proposed when:

1. The subject of the resolution is of broad City concern, and the subject contains Council policy and administrative procedure; or

2. The subject of the resolution is of a ceremonial or honorary nature.

H. Joint resolutions will be subject to the voting rules in TMC 2.04.130 and will be signed by the Mayor and Council President. The Council may provide for all Councilmembers to sign the joint resolution enacted under TMC 2.04.110 G.

*(Ord. 2024 §1 (part), 2003)*

**2.04.120 Speaking Procedures**

A. Speaking procedure for agenda items under consideration is as follows:

1. A Councilmember desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine him/herself to the question under debate. Recognition of Councilmembers shall be by seniority.

2. Any member, while speaking, shall not be interrupted unless it is to call him or her to order.

3. No Councilmember shall speak a second time on the same motion before an opportunity has been given each Councilmember to speak on that motion.

B. Addressing the Council for items under Council discussion shall proceed as follows:

1. Any person, with the permission of the presiding officer, may address the Council, but the presiding officer shall be required to recognize speakers in the following order:

a. A person designated by the presiding officer to introduce the subject under discussion.

b. Those whose request to be heard is contained in the written agenda.

c. Those who have submitted their request to be heard in writing or to the City Clerk before the meeting.

d. Those who ask recognition from the floor.

2. In addressing the Council, each person shall advance to the podium and, after recognition, give name and address, and -- unless further time is given by the presiding officer -- shall limit his/her address to five minutes. All remarks

shall be made to the Council as a body and not to any individual member or to the audience.

3. No person shall be permitted to enter into any discussion from the floor without first being recognized by the presiding officer.

4. Any person making personal, impertinent or slanderous remarks while addressing the Council shall be barred from further audience participation by the presiding officer unless permission to continue is granted by a majority vote of the Council.

*(Ord. 2024 §1 (part), 2003)*

**2.04.130 Voting**

A. Silence of a Councilmember during a voice vote shall be recorded as an affirmative vote except where such a Councilmember abstains because of a stated conflict of interest. Each member present must vote on all questions before the Council and may abstain only by reason of conflict of interest.

B. A roll-call vote may be requested by the presiding officer or any member of the Council. Voting normally shall be by seniority; however, this procedure may be changed by the presiding officer.

C. Confirmations of appointments by the Mayor, budget transfers, personnel levels, and formal motions, resolutions, ordinances and amendments thereto shall require the affirmative votes of four Councilmembers.

*(Ord. 2024 §1 (part), 2003)*

**2.04.140 Executive Sessions**

The City Council may hold an Executive Session during a Regular Meeting, Special Meeting or Committee of the Whole meeting to consider certain matters as set forth in RCW 42.30.110.

*(Ord. 2024 §1 (part), 2003)*

**2.04.150 Continuances**

Any hearing being held or ordered to be held by the City Council may be continued in the manner as set forth by RCW 42.30.100.

*(Ord. 2024 §1 (part), 2003)*

**2.04.160 Adjournment**

A. Any Committee of the Whole, Regular, adjourned Regular, Special or adjourned Special Meeting may be adjourned in the manner as set forth in RCW 42.30.090.

B. All meetings of the Council shall adjourn no later than 11:00PM. If the Council desires to extend the meeting, a motion shall be required of a majority plus one vote of Councilmembers present. Items not acted on by the 11:00PM deadline shall be deferred to the next respective Council meeting as unfinished business, unless Council, by a majority vote of members present, determines otherwise.

*(Ord. 2024 §1 (part), 2003)*



**2.04.170 Questions of Parliamentary Procedure**

Questions of parliamentary procedure not covered by TMC Chapter 2.04 shall be governed by Robert's Rules of Order, Newly Revised (latest edition).

*(Ord. 2024 §1 (part), 2003)*

**2.04.180 Council Committees and Representatives**

A. There are four standing committees of the Council consisting of three members each. The Council President shall appoint the membership of each committee and the committee chair by the second Regular Meeting of each year. The chair for each committee shall set the schedule of meetings and cause them to be published. In the event a committee member is unable to attend a meeting, that member may ask another Councilmember to attend in his/her place.

B. The standing committees shall consider and may make policy and legislative recommendations to the City Council on items referred to the committee by the Council President, the Council, administrative departments, boards or commissions. If budgeted in an amount less than or equal to \$25,000, a committee can approve a bid or negotiation award by an affirmative vote of three committee members. If a unanimous committee vote is not obtained, the award will be referred to the City Council for action. The standing committees, their scopes of authority, and the supporting City departments are as follow:

1. Transportation Committee, which shall consider matters related to transportation, transportation plans, traffic, transit, streets, street lighting, signals, street LIDs, and rights-of-way in coordination with the Public Works Department and Department of Community Development.

2. Utilities Committee, which shall consider matters related to water; sewer; electric power; natural gas; telephone; cable television; telecommunications; solid waste reduction, reuse and recycling; river basins; and levies, in coordination with the Public Works Department.

3. Finance and Safety Committee, which shall consider matters related to the general fiscal and financial operations of the City; budget and financial reports; and policy matters related to personnel including, but not limited to, the salary grade schedule, position classifications and salary changes in coordination with the Finance Department, Administrative Services Department, and City Administrator. They will consider library issues, tourism, administrative matters, and information technology issues in conjunction with the City Clerk, Library Advisory Board, Lodging Tax Advisory Board, Chamber of Commerce, and Information Services. They shall consider matters related to police and fire protection; the municipal court; emergency services; and animal control in coordination with the Police Department, Fire Department, Civil Service Commission, Public Works Department, and Community-Oriented Policing Board.

4. Community Affairs and Parks Committee, which shall consider matters related to the planning of the physical, economic, aesthetic, cultural and social development of the City; and Comprehensive Plan, Zoning Code, Building Code, code enforcement, Sign Code and annexation policies, in coordination with the Department of Community Development, Human Services, Planning Commission, Hearing Examiner, Sister Cities Committee, Human Services Advisory Board, and the Equity and Diversity Commission. They shall consider matters relating to parks and park plans, recreation facilities and community activities, in coordination with the Parks and Recreation Department, the Arts Commission, and Park Commission.

B. The Council President may establish such ad hoc committees as may be appropriate to consider special matters that do not readily fit the standing committee structure or that require special approach or emphasis. The Council President shall appoint Council representatives to intergovernmental councils, boards and committees as needed.

C. Council committees shall consider all matters referred. Each committee chair shall report to the Council the findings of the committee. Committees may refer items to the Council with no committee recommendation.

D. Each committee chair may review and approve his/her committee agenda and will approve committee minutes before distribution. The committee chair can authorize the cancellation of a committee meeting. An affirmative vote of three members of Finance and Safety Committee is required when the committee approves unbudgeted items.

*(Ord. 2024 §1 (part), 2003)*

**2.04.190 Filling Council Vacancies**

If a vacancy occurs in the office of Councilmember, the Council will follow the procedures outlined in RCW 35A.12.050. 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 and any application form for applying. The Council will draw up an application form, which contains relevant information to answer set questions posed by the Council. The application forms will be used in conjunction with an interview of each candidate to aid the Council selection of the new Councilmember.

*(Ord. 2024 §1 (part), 2003)*

