



**CITY OF COVINGTON**  
**CITY COUNCIL REGULAR MEETING AGENDA**  
[www.covingtonwa.gov](http://www.covingtonwa.gov)

**Tuesday, May 10, 2016**  
**7:00 p.m.**

**City Council Chambers**  
**16720 SE 271<sup>st</sup> Street, Suite 100, Covington**

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*Note: A Study Session is scheduled from 6:00 to 7:00 p.m.*

**CALL CITY COUNCIL REGULAR MEETING TO ORDER**

**ROLL CALL/PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PUBLIC COMMUNICATION**

- National Public Works Week Proclamation – May 2016 (Lindskov)
- Affordable Housing Week – May 16-22 (Joy Scott, Housing Consortium)
- Presentation: King County Metro's Long Range Plan (Wes Edwards, KC Transportation Planner)

**PUBLIC COMMENT** Speakers will state their name, address, and organization. Comments are directed to the City Council, not the audience or staff. Comments are not intended for conversation or debate and are limited to no more than four minutes per speaker. Speakers may request additional time on a future agenda as time allows.\*

**APPROVE CONSENT AGENDA**

- C-1. Minutes: March 22, 2016 Regular Meeting; April 12, 2016 Special Meeting – Study Session; and April 12, 2016 Regular Meeting (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Consider Ordinance Adopting Revised Building and Fire Code (Meyers/Napier)

**NEW BUSINESS**

- 1. Discuss Code of Ethics and Rules of Procedure (Springer)

**COUNCIL/STAFF COMMENTS** - Future Agenda Topics

**PUBLIC COMMENT** \*See Guidelines on Public Comments above in First Public Comment Section

**EXECUTIVE SESSION – if needed**

**ADJOURN**

Americans with Disabilities Act – reasonable accommodations provided upon request a minimum of 24 hours in advance (253-480-2400).

**Consent Agenda Item C-1**

Covington City Council Meeting

Date: May 10, 2016

SUBJECT: APPROVAL OF MINUTES: MARCH 22, 2016 CITY COUNCIL REGULAR MEETING MINUTES; APRIL 12, 2016 CITY COUNCIL SPECIAL MEETING – STUDY SESSION MINUTES; AND APRIL 12, 2016 CITY COUNCIL REGULAR MEETING MINUTES

RECOMMENDED BY: Sharon G. Scott, City Clerk

ATTACHMENT(S): Proposed Minutes

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION:

ALTERNATIVES:

FISCAL IMPACT:

CITY COUNCIL ACTION: \_\_\_\_\_ Ordinance \_\_\_\_\_ Resolution  X  Motion \_\_\_\_\_ Other

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds, to approve the March 22, 2016 City Council Regular Meeting Minutes; April 12, 2016 City Council Special Meeting-Study Session Minutes; and April 12, 2016 City Council Regular Meeting Minutes.**

**City of Covington  
Regular City Council Meeting Minutes  
Tuesday, March 22, 2016**

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271<sup>st</sup> Street, Suite 100, Covington, Washington, Tuesday, March 22, 2016, at 7:08 p.m., with Mayor Wagner presiding.

**COUNCILMEMBERS PRESENT:**

Jeff Wagner, Joe Cimaomo, Margaret Harto, Marlla Mhoon, Jim Scott, and Sean Smith.

**COUNCILMEMBERS ABSENT:**

Mark Lanza.

**STAFF PRESENT:**

Regan Bolli, City Manager; Don Vondran, Public Works Director; Noreen Beaufrere, Personnel Manager; Rob Hendrickson, Finance Director; Andrew McCurdy, Covington Police Chief; Karla Slate, Communications & Marketing Manager; Ethan Newton, Parks & Recreation Director; Sara Springer, City Attorney; Salina Lyons, Principal Planner; Bob Lindskov, City Engineer; Angie Feser, Parks Planner; Bill Fealy, Maintenance Worker-Arborist; and Sharon Scott, City Clerk/Executive Assistant.

**Council Action: Councilmember Scott moved and Councilmember Cimaomo seconded to excuse Councilmember Lanza. Vote: 6-0. Motion carried.**

Mayor Wagner opened the meeting with the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

**Council Action: Councilmember Harto moved and Councilmember Scott seconded to approve the Agenda. Vote: 6-0. Motion carried.**

**PUBLIC COMMUNICATION:**

- Covington Police Chief Andrew McCurdy accepted the April 2016 Sexual Assault Awareness Month Proclamation.

**PUBLIC COMMENT:**

Mayor Wagner called for public comments.

There being no comments, Mayor Wagner closed the public comment period.

**APPROVE CONSENT AGENDA:**

C-1. Minutes: March 8, 2016 City Council Regular Meeting Minutes.

C-2. Vouchers: Vouchers #33752-33803, including ACH payments in the amount of \$178,783.22, dated March 4, 2016; and Paylocity Payroll Checks #1004982975-1004982991 and Paylocity Payroll Checks #1004983097-1004983097 inclusive, plus employee direct deposits in the amount of \$169,782.41, dated March 11, 2016.

C-3. Approve Parametrix Professional Services Agreement.

C-4. Approve Brickman Group Landscape Maintenance Contract Amendment No. 1.

**Council Action: Councilmember Mhoon moved and Councilmember Scott seconded to approve the Consent Agenda. Vote: 6-0. Motion carried.**

**REPORTS OF COMMISSIONS:**

**Human Services Commission** – Chair Fran McGregor reported on the March 10 meeting.

**Parks & Recreation Commission** – Chair Laura Morrissey reported on the March 12 playground tour and the March 16 meeting.

**Arts Commission** – Chair Lesli Cohan reported on the March 10 meeting.

**Parks & Recreation Priorities Advisory Committee** – Vice Chair George Pearson reported on the February 24 meeting.

**Economic Development Council** – Co-Chair Jeff Wagner reported on the February 25 meeting.

**Planning Commission** – Next meeting April 7; March 3 and March 17 meetings canceled.

**NEW BUSINESS:**

1. Consider Appointments to Human Services Commission.

**Council Action: Councilmember Harto moved and Councilmember Scott seconded to appoint Fran McGregor to fill adult Position No. 3 on the Human Services Commission with a term expiring March 31, 2019. Vote: 6-0. Motion carried.**

**Council Action: Councilmember Harto moved and Mayor Pro Tem Smith seconded to appoint Emily Bykonen to fill youth Position No. 5 on the Human Services Commission with a term expiring March 31, 2017. Vote: 6-0. Motion carried.**

**Council Action: Council Mhoon moved and Councilmember Harto seconded to appoint Kasia Jordan-Kelley to fill adult Position No. 6 on the Human Services Commission with a term expiring March 31, 2019. Vote: 6-0. Motion carried.**

**Council Action: There was Council consensus to postpone the appointment of Position No. 7 in order to have an opportunity to listen to the January 26 interview recording again.**

2. Consider Request to Puget Sound Regional Council to Reclassify Covington from Small City to Larger City.

Community Development Director Richard Hart gave the staff report for this item.

Councilmembers provided comments and asked questions, and Mr. Hart provided responses.

**Council Action: Councilmember Harto moved and Councilmember Scott seconded to authorize the Mayor to sign a letter to Puget Sound Regional Council requesting reclassification of Covington from a Small City to Larger City for regional planning purposes. Vote: 6-0. Motion carried.**

3. Consider Ordinance on Bond Public Offering.

Finance Director Rob Hendrickson introduced this item, and Jay Rich, Pacifica Law Group LLP, (bond counsel) gave the staff report.

ORDINANCE NO. 08-2016

AN ORDINANCE OF THE CITY OF COVINGTON, WASHINGTON, PROVIDING FOR THE ISSUANCE OF LIMITED TAX GENERAL OBLIGATION REFUNDING BONDS OF THE CITY IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$9,500,000 TO REFUND CERTAIN OUTSTANDING LIMITED TAX GENERAL OBLIGATION BONDS AND TO PAY COSTS OF ISSUING THE BONDS; AND DELEGATING THE AUTHORITY TO APPROVE THE FINAL TERMS OF THE BONDS.

**Council Action: Councilmember Scott moved and Councilmember Cimaomo seconded to pass Ordinance No. 08-2016, in substantial form as that provided in the agenda packet, providing for the issuance of limited tax general obligation refunding bonds of the city in an aggregate principal amount not to exceed \$9,500,000 to refund certain outstanding limited tax general obligation bonds and to pay costs of issuing the bonds; and delegating the authority to approve the final terms of the bonds. Vote: 6-0. Motion carried.**

4. Approve Skate Park Renovation Design.

Parks Planner Angie Feser gave the staff report on this item.

Councilmembers provided comments and asked questions, and Ms. Feser provided responses.

**Council Action: There was Council consensus to approve the park renovation design.**

5. Approve Interlocal Agreement with Kent School District for Collection of School Impact Fees.

City Manager Regan Bolli gave the staff report on this item.

**Council Action: Councilmember Cimaomo moved and Councilmember Scott seconded to approve the interlocal agreement with the Kent School District for collection of school impact fees as provided in the agenda packet. Vote: 6-0. Motion carried.**

6. Consider Resolution Supporting Continued Adequate State Funding of Municipal Research and Services Center with No Conditions.

City Manager Regan Bolli gave the staff report.

Councilmembers provided comments.

RESOLUTION NO. 2016-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, EXPRESSING SUPPORT FOR CONTINUED ADEQUATE STATE FUNDING OF THE MUNICIPAL RESEARCH AND SERVICES CENTER WITH NO CONDITIONS.

**Council Action: Councilmember Mhoon moved and Councilmember Harto seconded to approve Resolution No. 2016-04 supporting continued adequate state funding of Municipal Research and Services Center with no conditions. Vote: 6-0. Motion carried.**

7. Presentation of 2015 Year End Financials.

Finance Director Rob Hendrickson gave the staff report on this item.

Councilmembers provided comments and asked questions, and Mr. Hendrickson provided responses.

**COUNCIL/STAFF COMMENTS:**

Councilmembers and staff discussed Future Agenda Topics and made comments.

**PUBLIC COMMENT:**

Mayor Wagner called for public comments.

There being no comments, Mayor Wagner closed the public comment period.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:09 p.m.

Prepared by:

Submitted by:

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Joan Michaud  
Senior Deputy City Clerk

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Sharon Scott  
City Clerk

**City of Covington**  
**City Council Special Meeting - Study Session Minutes**  
**Tuesday, April 12, 2016**

The Special Meeting Study Session was called to order in the City Council Chambers, 16720 SE 271<sup>st</sup> Street, Suite 100, Covington, Washington, Tuesday, April 12, 2016, at 6:05 p.m., with Mayor Wagner presiding.

**COUNCILMEMBERS PRESENT:**

Jeff Wagner, Joe Cimaomo, Mark Lanza (arrived @ 6:18 p.m.), Marlla Mhoon, Jim Scott, and Sean Smith.

**COUNCILMEMBERS ABSENT:**

Margaret Harto.

**STAFF PRESENT:**

Regan Bolli, City Manager; Richard Hart, Community Development Director; Ethan Newton, Parks & Recreation Director; Sara Springer, City Attorney; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Wagner called the study session to order.

**APPROVAL OF AGENDA:**

**Council Action: Councilmember Cimaomo moved and Councilmember Mhoon seconded to approve the agenda. Vote: 5-0. Motion carried.**

**ITEMS FOR DISCUSSION:**

1. Sign Code Policies Continued.

Community Development Director Richard Hart provided preliminary remarks and summarized the outcome of the March 22 sign code policy discussion.

Council and staff participated in an interactive discussion on policy recommendations for residential and non-residential temporary sign regulations and the public engagement process.

**PUBLIC COMMENTS:**

Mayor Wagner called for public comments.

There being no comments, Mayor Wagner closed the public comment period.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 6:42 p.m.

Prepared by:

Submitted by:

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Joan Michaud  
Senior Deputy City Clerk

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Sharon Scott  
City Clerk

**City of Covington  
Regular City Council Meeting Minutes  
Tuesday, April 12, 2016**

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271<sup>st</sup> Street, Suite 100, Covington, Washington, Tuesday, April 12, 2016, at 7:00 p.m., with Mayor Jeff Wagner presiding.

**COUNCILMEMBERS PRESENT:**

Jeff Wagner, Joe Cimaomo, Mark Lanza, Marlla Mhoon, Jim Scott, and Sean Smith.

**COUNCILMEMBERS ABSENT:**

Margaret Harto.

**STAFF PRESENT:**

Regan Bolli, City Manager; Don Vondran, Public Works Director; Noreen Beaufrere, Personnel Manager; Andrew McCurdy, Covington Police Chief; Richard Hart, Community Development Director; Karla Slate, Communications & Marketing Manager; Ethan Newton, Parks & Recreation Director; Sara Springer, City Attorney; Bob Lindskov, City Engineer; Brian Bykonen, Associate Planner/Code Enforcement Officer; Tyler Bykonen, Finance Assistant; Bill Fealy, Maintenance Worker-Arborist; and Sharon Scott, City Clerk/Executive Assistant.

**Council Action: Councilmember Scott moved and Councilmember Mhoon seconded to excuse Councilmember Harto. Vote: 6-0. Motion carried.**

Mayor Wagner opened the meeting with the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

**Council Action: Councilmember Cimaomo moved and Mayor Pro Tem Smith seconded to approve the Agenda. Vote: 6-0. Motion carried.**

**PUBLIC COMMUNICATION:**

- Lobbyist Briahna Murray provided an “End of Session” report.

**PUBLIC COMMENT:**

Mayor Wagner called for public comments.

**Harry Rosemond, Olympia resident, Green River College faculty member,** asked Council to consider comments they will hear regarding Green River College concerns.

**Abbe Gloor, Kent resident, representing Bag Busters of Kent/Covington,** asked Council to consider a single use plastic bag ordinance.

**Kim Fisher, Covington resident,** asked Council to consider a single use plastic bag ordinance. Ms. Fisher also invited councilmembers to celebrate Earth Day by attending the Kent/Covington

World Record Breaking event to make reusable bags from old t-shirts on April 22 and April 23 and requested promotion of the event on the city's website and/or Facebook page.

**Leslie Kessler, Seattle resident, Green River College Faculty Chair, representing many concerned faculty members,** gave an overview of administration concerns at Green River College and program cuts.

**Ajay Narayanan, Auburn resident, Green River College faculty member,** spoke about concerns at Green River College with administration and program cuts.

**Pam Reising, Issaquah resident, Green River College faculty member,** also spoke about concerns at Green River College with administration and program cuts.

**Wendy Lundquist, Maple Valley resident, Green River College faculty member,** also spoke about concerns at Green River College with administration and program cuts.

There being no further comments, Mayor Wagner closed the public comment period.

**APPROVE CONSENT AGENDA:**

- C-1. Vouchers: Vouchers #33804-33804 in the amount of \$15,116.83, dated March 14, 2016; Vouchers #33805-33881, including ACH payments and electronic fund transfers in the amount of \$125,029.82, dated March 18, 2016; Vouchers #33882-33941, including ACH payments in the amount of \$158,416.05, dated April 1, 2016; Electronic Funds Transfer in the amount of \$42,273.81, dated April 6, 2016; and Paylocity Payroll Checks #1005041045-1005041061 inclusive, plus employee direct deposits in the amount of \$181,952.51, dated March 25, 2016.
- C-2. Approve Interlocal Agreement with National Joint Powers Alliance for Cooperative Purchasing.
- C-3. Approve Resolution Declaring Skate Park Equipment as Surplus Property.

RESOLUTION NO. 2016-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, DECLARING SKATE PARK EQUIPMENT AS SURPLUS PROPERTY.

- C-4. Approve Resolution Authorizing Washington Wildlife and Recreation Program Grant Application for South Covington Park Property Acquisition Project.

RESOLUTION NO. 2016-06

RECREATION AND CONSERVATION OFFICE WASHINGTON WILDLIFE AND RECREATION PROGRAM (WWRP) APPLICATION RESOLUTION/AUTHORIZATION

C-5. Authorize the City Manager to Extend the Current Contract with SBS Legal Services, PLLC for City Attorney Services.

**Council Action: Councilmember Scott moved and Councilmember Mhoon seconded to approve the Consent Agenda. Vote: 6-0. Motion carried.**

**NEW BUSINESS:**

1. Consider Appointment to Human Services Commission.

**Council Action: Councilmember Mhoon moved and Councilmember Scott seconded to appoint Melissa Edlund-Oakley to fill adult Position No. 7 on the Human Services Commission with a term expiring March 31, 2019. Vote: 6-0. Motion carried.**

2. Consider Ordinance Relating to Updates and Corrections to the City's Procedures for Amending Development Regulations; Repealing Chapter 14.05 and Amending Chapters 14.10 and 14.15 and Section 14.30.060.

Community Development Director Richard Hart gave the staff report on this item.

ORDINANCE NO. 09-2016

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, RELATING TO UPDATES AND CORRECTIONS TO THE CITY'S PROCEDURES FOR AMENDING DEVELOPMENT REGULATIONS; REPEALING CHAPTER 14.05 AND AMENDING CHAPTERS 14.10 AND 14.15 AND SECTION 14.30.060 TO EFFECT THE SAME; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

**Council Action: Councilmember Scott moved and Mayor Pro Tem Smith seconded to pass Ordinance No. 09-2016, in substantial form as that provided in the agenda packet, relating to updates and corrections to the city's procedures for amending development regulations. Vote: 6-0. Motion carried.**

3. Consider Ordinance Amending CMC 10.25.030 to Expand Overnight Parking Restrictions on Public Rights-of-Way in Residential Zones within the City of Covington to all Large Vehicles.

Covington Police Chief Andrew McCurdy gave the staff report on this item.

Councilmembers provided comments and asked questions. Chief McCurdy and Community Development Director Richard Hart provided responses.

ORDINANCE NO. 10-2016

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, AMENDING CHAPTER 10.25—PARKING RESTRICTION OF CERTAIN VEHICLES WITHIN RESIDENTIAL ZONES—OF THE COVINGTON MUNICIPAL CODE, TO EXPAND OVERNIGHT PARKING RESTRICTIONS ON PUBLIC RIGHTS-OF-WAY IN RESIDENTIAL ZONES WITHIN THE CITY OF COVINGTON TO ALL VEHICLES; ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE; AND PROVIDING FOR CORRECTIONS.

**Council Action:** Councilmember Scott moved and Councilmember Mhoon seconded to pass Ordinance No. 10-2016, in substantial form as that provided in the agenda packet, amending CMC 10.25.030 to expand overnight parking restrictions on public rights-of-way in residential zones within the City of Covington to all large vehicles. Vote: 6-0. Motion carried.

4. Discuss Restructuring of Public Works Maintenance Division Positions.

Personnel Manager Noreen Beaufriere gave the staff report on this item.

Councilmembers provided comments and asked questions, and Ms. Beaufriere provided responses.

**COUNCIL/STAFF COMMENTS:**

Councilmembers and staff discussed Future Agenda Topics and made comments.

**PUBLIC COMMENTS:**

Mayor Wagner called for public comments.

There being no comments, Mayor Wagner closed the public comment period.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:20 p.m.

Prepared by:

Submitted by:

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Joan Michaud  
Senior Deputy City Clerk

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Sharon Scott  
City Clerk

**Consent Agenda Item C-2**

Covington City Council Meeting

Date: May 10, 2016

SUBJECT: APPROVAL OF VOUCHERS

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers: Vouchers #34044-34098, including ACH payments and electronic fund transfers in the amount of \$294,927.70, dated April 29, 2016 and; Paylocity Payroll Checks #1005212795-1005212809 inclusive, plus employee direct deposits in the amount of \$176,976.76, dated May 6, 2016.

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION: Not applicable.

ALTERNATIVES: Not applicable.

FISCAL IMPACT: Not applicable.

CITY COUNCIL ACTION: \_\_\_\_\_ Ordinance \_\_\_\_\_ Resolution  X  Motion \_\_\_\_\_ Other

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds, to approve for payment Vouchers #34044-34098, including ACH payments and electronic fund transfers in the amount of \$294,927.70, dated April 29, 2016 and; Paylocity Payroll Checks #1005212795-1005212809 inclusive, plus employee direct deposits in the amount of \$176,976.76, dated May 6, 2016.**

April 29, 2016

City of Covington

City of Covington

City of Covington  
Voucher/Check Register

Check #34044 through Check #34098, including ACH payments and electronic fund transfers

In the Amount of \$294,927.70

We, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against the City of Covington, Washington, County of King, and that we are authorized to authenticate and certify said claims per the attached register.

\_\_\_\_\_  
Cassandra Parker  
Senior Accountant

\_\_\_\_\_  
Mark Lanza  
City Councilmember

\_\_\_\_\_  
Jeff Wagner  
Mayor

\_\_\_\_\_  
Marlla Mhoon  
City Councilmember

Council Meeting Date Approved \_\_\_\_\_

# Accounts Payable

## Checks by Date - Detail by Check Date

User: scles  
 Printed: 4/29/2016 10:23 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
60	0072	Dept of Labor & Industries	04/26/2016	
	0072-1Q16	Industrial insurance; 1st Quarter 2016		98.52
	0072-1Q16	Industrial insurance; 1st Quarter 2016		1,231.84
	0072-1Q16	Industrial insurance; 1st Quarter 2016		1,377.77
	0072-1Q16	Industrial insurance; 1st Quarter 2016		2,077.32
	0072-1Q16	Industrial insurance; 1st Quarter 2016		17.00
	0072-1Q16	Industrial insurance; 1st Quarter 2016		9,247.50
Total for Check Number 60:				14,049.95
Total for 4/26/2016:				14,049.95
ACH	0078 0078-4	Shellie Bates Bates; Emergency Prep conference, mileage	04/29/2016	22.84
Total for this ACH Check for Vendor 0078:				22.84
ACH	0418 20163	Olympic Environmental Resource Spring Recycling Implementation	04/29/2016	12,526.17
Total for this ACH Check for Vendor 0418:				12,526.17
ACH	0546 0546-4 0546-4-1	Victoria Throm Throm; 15 year service award Throm; various meetings, mileage	04/29/2016	200.00 18.04
Total for this ACH Check for Vendor 0546:				218.04
ACH	0651 16-06	Lindsay Hagen Hagen; 2016 flexible spending	04/29/2016	480.00
Total for this ACH Check for Vendor 0651:				480.00
ACH	0706 4775 4776 4795 4795 4796 4796 CAM REC 2015 CI CAM REC 2015 CI CAM REC 2015 CI CAM REC 2015 CI	Covington Retail Associates 1st floor; operating expenses, April credit 2nd floor; operating expenses, April credit 1st floor; building lease, May 1st floor; operating expenses, May 2nd floor; building lease, May 2nd floor; operating expenses, May 2nd floor; operating expenses, 2015 reconciliatio 2nd floor; operating expenses reconciliation, 1/1- 1st floor; operating expenses reconciliation, 1/1- 1st floor; operating expenses, 2015 reconciliatio	04/29/2016	-505.69 -44.73 27,018.92 9,895.60 3,446.92 1,361.95 -345.33 -134.20 -1,517.08 -2,460.56
Total for this ACH Check for Vendor 0706:				36,715.80
ACH	0780 0780-1Q16	DAWN Joint Funding; CAP, 1st Quarter 2016	04/29/2016	6,312.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0780-1Q16	Human services; CAP, 1st Quarter 2016		500.00
	0780-1Q16-1	Joint Funding; housing, 1st Quarter 2016		16,750.00
	0780-1Q16-1	Human services; housing, 1st Quarter 2016		1,500.00
Total for this ACH Check for Vendor 0780:				25,062.50
ACH	1091 1356135-0	Complete Office Solutions Office supplies	04/29/2016	88.55
Total for this ACH Check for Vendor 1091:				88.55
ACH	1271 1271-4 16-05	Rob Hendrickson Hendrickson; WPTA conference, mileage/per die Hendrickson; 2016 flexible spending	04/29/2016	157.37 1,032.24
Total for this ACH Check for Vendor 1271:				1,189.61
ACH	1408 2304 2304 2304	Washington Workwear Stores Inc. Maint shop; hard hat liners Maint shop; hard hat liners Maint shop; hard hat liners	04/29/2016	4.38 5.85 4.38
Total for this ACH Check for Vendor 1408:				14.61
ACH	1688 054257-4 054257-4 054257-4 054257-4 054257-4	Mountain Mist Maint shop; bottled water, March Maint shop; bottled water, March City hall; bottled water, March Aquatics; bottled water, March Maint shop; bottled water, March	04/29/2016	11.54 15.40 144.78 53.26 11.54
Total for this ACH Check for Vendor 1688:				236.52
ACH	1705 TM-156710 TM-156729	Alpine Products, Inc. Stop paddle, orange cones, brooms Detour signs	04/29/2016	564.47 238.71
Total for this ACH Check for Vendor 1705:				803.18
ACH	1828 1828-4	Kathleen Kirshenbaum Kirshenbaum; 10 year service award	04/29/2016	100.00
Total for this ACH Check for Vendor 1828:				100.00
ACH	1901 0073308 0073308 0073308	Modern Building Systems, Inc. Maint shop; building lease, 5/1-6/1/16 Maint shop; building lease, 5/1-6/1/16 Maint shop; building lease, 5/1-6/1/16	04/29/2016	569.06 426.80 426.80
Total for this ACH Check for Vendor 1901:				1,422.66
ACH	2461 616532	Tri-Tec Communications, Inc. Mitel software assurance; 5/3/16-5/2/17	04/29/2016	1,636.60
Total for this ACH Check for Vendor 2461:				1,636.60
ACH	2555 48537327	NuCO2 LLC Aquatics; CO2 lease	04/29/2016	81.53
Total for this ACH Check for Vendor 2555:				81.53
ACH	2621	Jaquelyn Ball	04/29/2016	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2621-4	Ball; Daddy Daughter Dance; decorations reimb		44.27
	2621-4-1	Ball; Soccer Camp, game/snack reimbursement		57.07
Total for this ACH Check for Vendor 2621:				101.34
ACH	2633	National Safety, Inc.	04/29/2016	
	0434040-IN	Maint shop; safety supplies		236.00
	0434040-IN	Maint shop; safety supplies		176.99
	0434040-IN	Maint shop; safety supplies		176.99
	0434042-IN	Fealy; work shirts		60.61
	0434042-IN	Fealy; work shirts		40.41
	0434043-IN	Seasonals; safety vests		36.37
	0434043-IN	Seasonals; safety vests		36.37
	0434043-IN	Seasonals; safety vests		48.48
Total for this ACH Check for Vendor 2633:				812.22
34044	2940	Accord Contractors, LLC	04/29/2016	
	30369	Aquatics; shower tree repair		997.30
Total for Check Number 34044:				997.30
34045	0206	AFLAC	04/29/2016	
	811075	Insurance premiums, April		391.07
Total for Check Number 34045:				391.07
34046	2251	All City Sawing and Drilling, LLC	04/29/2016	
	9668	Asphalt slab sawing, 4/8		420.00
Total for Check Number 34046:				420.00
34047	0019	AWC Employee Benefits Trust	04/29/2016	
	100315L052016	Medical Insurance Premiums, May		457.23
	100315L052016	Medical Insurance Premiums, May		1,156.42
	100315L052016	Medical Insurance Premiums, May		9,341.34
	100315L052016	Medical Insurance Premiums, May		6,906.16
	100315L052016	Medical Insurance Premiums, May		1,541.89
	100315L052016	Medical Insurance Premiums, May		2,265.53
	100315L052016	Medical Insurance Premiums, May		2,343.16
	100315L052016	Medical Insurance Premiums, May		7,266.21
	100315L052016	Medical Insurance Premiums, May		2,948.53
	100315L052016	Medical Insurance Premiums, May		2,583.45
	100315L052016	Medical Insurance Premiums, May		2,387.54
	100315L052016	Medical Insurance Premiums, May		2,320.00
	100315L052016	Medical Insurance Premiums, May		6,155.59
	100315L052016	Medical Insurance Premiums, May		10,201.30
Total for Check Number 34047:				57,874.35
34048	1868	The Brickman Group Ltd, LLC	04/29/2016	
	5101075650	Landscaping; April		5,473.70
Total for Check Number 34048:				5,473.70
34049	2849	Bricks 4 Kidz	04/29/2016	
	1076	Instructor payment; Spring break camp		574.00
Total for Check Number 34049:				574.00
34050	1997	Capital One Commercial	04/29/2016	
	009648	Daddy Daughter Dance; food		186.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	077473	Daddy Daughter Dance; food/prizes		94.80
			Total for Check Number 34050:	281.30
34051	2270 6317966698B-4	CenturyLink City hall; telephone, 4/13-5/13/16	04/29/2016	101.94
			Total for Check Number 34051:	101.94
34052	2366 1371311491	CenturyLink Business Services Aquatics; internet/loop, March	04/29/2016	360.00
			Total for Check Number 34052:	360.00
34053	0364 52896	Code Publishing Company Municipal code update, 4/20	04/29/2016	377.39
			Total for Check Number 34053:	377.39
34054	1126 849834012065079	Comcast City hall; installation/internet, 4/1-4/30/16	04/29/2016	265.14
			Total for Check Number 34054:	265.14
34055	1699 1699-1Q16	Communities in Schools of Kent Human services; 1st Quarter 2016	04/29/2016	1,250.00
			Total for Check Number 34055:	1,250.00
34056	2809 2809-4 2809-4-1	Sean Conway Reimbursement; broom for athletic storage unit Spring Soccer Camp; reimbursement for snacks	04/29/2016	13.02 60.88
			Total for Check Number 34056:	73.90
34057	0537 104587-4 105731-4 132670-4	Covington Water District Crystal view; water, 3/19-4/15/16 SR 516; water, 3/19-4/15/16 CCP; water, 3/19-4/15/16	04/29/2016	33.15 63.40 113.75
			Total for Check Number 34057:	210.30
34058	2467 73147298	Department of Enterprise Services 2,000 Window envelopes	04/29/2016	109.97
			Total for Check Number 34058:	109.97
34059	2851 120156	Environmental Science Associates CCP; Year 3 monitoring, 2/16-3/31/16	04/29/2016	795.00
			Total for Check Number 34059:	795.00
34060	1996 01465 160415 01465 160415 01465 160415	Facility Maintenance Contractors Maint shop; janitorial service Maint shop; janitorial service Maint shop; janitorial service	04/29/2016	88.20 88.20 117.60
			Total for Check Number 34060:	294.00
34061	2078 33252 33321 33321	Girard Resources & Recycling, LLC Aquatic Center; disposal fee Maint shop; disposal fees Maint shop; disposal fees	04/29/2016	37.50 7.20 7.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	33321	Maint shop; disposal fees		9.60
	33353	Maint shop; disposal fees		7.20
	33353	Maint shop; crushed rock		38.28
	33353	Maint shop; crushed rock		38.28
	33353	Maint shop; crushed rock		51.05
	33353	Maint shop; disposal fees		-5.40
	33353	Maint shop; disposal fees		5.40
Total for Check Number 34061:				207.11
34062	0302	Gray & Osborne	04/29/2016	
	13599.00-17	Timberlane/JP SW LID; engineering, 2/28-3/26/16		2,073.08
	15447.00-9	Clements Drainage; engineering, 2/28-3/26/16		1,582.73
	15563.00-8	CIP 1086; services, 2/28-3/26/16		4,806.67
	16421.00-3	Citywide safety; construction management, 2/28-		2,346.75
Total for Check Number 34062:				10,809.23
34063	1770	Richard Hart	04/29/2016	
	1770-4	Hart; PAW conference, per diem		26.88
	1770-4	Hart; PAW conference, per diem		11.52
Total for Check Number 34063:				38.40
34064	2648	Hart's Gymnastics	04/29/2016	
	2648-4	Instructor payment; Spring Gymnastics		1,015.20
	2648-4-1	Instructor payment; Winter Gymnastics		550.40
Total for Check Number 34064:				1,565.60
34065	2706	Health Point	04/29/2016	
	2706-1Q16	Human services; joint funding, Medical, 1st Qtr		28,150.00
	2706-1Q16	Human services; Medical, 1st Quarter 2016		1,250.00
	2706-1Q16-1	Human services; joint funding, Dental, 1st Qtr 2016		13,557.00
	2706-1Q16-1	Human services, Dental, 1st Quarter 2016		1,250.00
Total for Check Number 34065:				44,207.00
34066	1658	Hertz Equipment Rental Corp.	04/29/2016	
	28527417-001	Tree lighting rental; boom truck, 3/14-3/15		651.60
Total for Check Number 34066:				651.60
34067	1722	Honey Bucket	04/29/2016	
	2-1613752	Skate park; portable toilet, 3/31-4/27/16		202.95
	2-1623971	CCP; portable toilet service, 4/8-5/5/16		255.00
Total for Check Number 34067:				457.95
34068	1342	Integra Telecom	04/29/2016	
	13789432	Maint shop; telephone, 4/8-5/7/16		136.16
	13789432	Maint shop; telephone, 4/8-5/7/16		181.54
	13789432	Maint shop; telephone, 4/8-5/7/16		136.16
	13789432	Aquatics; telephone, 4/8-5/7/16		90.27
	13789432	City hall; telephone, 4/8-5/7/16		742.23
Total for Check Number 34068:				1,286.36
34069	1803	Iron Mountain	04/29/2016	
	MKZ1829	Document storage; 4/1-4/30/16		483.63

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 34069:	483.63
34070	0271	Kent Youth & Family Services	04/29/2016	
	0271-1Q16	Human services; Clinical, 1st Quarter 2016		2,500.00
	0271-1Q16-1	Human services; Early Childhood Ed, 1st Quarte		1,250.00
			Total for Check Number 34070:	3,750.00
34071	0143	King County Finance	04/29/2016	
	11004435	City hall; internet, March		375.00
	4077946	Maint; sewer treatment, 1/1-3/31/16		19.43
	4077946	Maint; sewer treatment, 1/1-3/31/16		14.57
	4077946	Maint; sewer treatment, 1/1-3/31/16		14.57
	74326-74327	CIP 1029; Street services, February		665.13
	74326-74327	Street services; guardrail repair, March		1,972.03
	74383-74389	Street services, March		2,727.71
	74420-74420	CIP 1028; overlay, March		3,521.01
			Total for Check Number 34071:	9,309.45
34072	1258	King County Finance - GIS	04/29/2016	
	2070217	Comprehensive Plan; GIS services		360.00
			Total for Check Number 34072:	360.00
34073	1405	Lakeside Industries	04/29/2016	
	12044823MB	Maint shop; asphalt		194.18
	12044823MB	Maint shop; asphalt		258.90
	12044823MB	Maint shop; asphalt		194.18
			Total for Check Number 34073:	647.26
34074	2367	Magnum Print Solutions	04/29/2016	
	153674	Printer repair		27.17
			Total for Check Number 34074:	27.17
34075	0333	Maple Valley Food Bank	04/29/2016	
	0333-1Q16	Human services; 1st Quarter 2016		3,750.00
			Total for Check Number 34075:	3,750.00
34076	2486	McLendon Hardware, Inc.	04/29/2016	
	858732/7	Maint shop; tool handles		16.09
	858732/7	Maint shop; tool handles		21.44
	858732/7	Maint shop; tool handles		16.09
	858890/7	#2674/2745; tarps		48.16
			Total for Check Number 34076:	101.78
34077	3084	Brittany Moore	04/29/2016	
	3084-4	Reissued; Safe at Home class canceled		30.00
			Total for Check Number 34077:	30.00
34078	3109	Northwest Modular Systems Furniture	04/29/2016	
	16-144	New maintenance worker; desk		483.62
	16-144	New maintenance worker; desk		322.41
			Total for Check Number 34078:	806.03

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
34079	0708	NRPA	04/29/2016	
	0708-4	NRPA agency membership dues, 7/1/16-6/30/17		120.00
	0708-4	NRPA agency membership dues, 7/1/16-6/30/17		120.00
	0708-4	NRPA agency membership dues, 7/1/16-6/30/17		120.00
	0708-4	NRPA agency membership dues, 7/1/16-6/30/17		120.00
	0708-4	NRPA agency membership dues, 7/1/16-6/30/17		120.00
Total for Check Number 34079:				600.00
34080	0004	Office Depot	04/29/2016	
	1925792155	Newton; mouse		49.95
	832477348001	Aquatics; binders		40.66
	832477348001	Office supplies		129.72
	832477406001	Office supplies		9.32
	833447219001	File folders		195.46
	833447287001	Office supplies		77.33
	833447287002	Allen; calendar		8.68
	833447287002	Allen; calendar		13.03
	834938937001	Office supplies		108.96
	834939399001	Baseball; clipboards, carabiners		113.27
Total for Check Number 34080:				746.38
34081	0818	Pacific Office Automation	04/29/2016	
	49913191	Copier lease, 4/15-5/14/16		122.47
Total for Check Number 34081:				122.47
34082	2233	Pediatric Interim Care Center	04/29/2016	
	2233-1Q16	Human services; 1st Quarter 2016		750.00
Total for Check Number 34082:				750.00
34083	2048	PRSA	04/29/2016	
	1624960	Slate; PRSA membership dues		370.00
Total for Check Number 34083:				370.00
34084	2133	Public Fleet Managers Association	04/29/2016	
	0065	Gaudette; PFMA membership dues		48.00
	0065	Gaudette; PFMA membership dues		72.00
Total for Check Number 34084:				120.00
34085	0161	Puget Sound Energy	04/29/2016	
	200003986730-4	Streets; electricity, 3/5-4/5/16		74.67
	200003987282-4	Streets; electricity, 3/5-4/5/16		59.84
	200003987464-4	Streets; electricity, 3/5-4/5/16		11.98
	200004045635-4	Streets; electricity, 3/5-4/5/16		82.58
	200004045866-4	Streets; electricity, 3/5-4/5/16		67.41
	200005568858-4	Streets; electricity, 3/2-3/31/16		81.24
	200013103656-4	CCP; electricity, 3/2-3/31/16		29.62
	200013951476-4	Streets; electricity, 3/2-3/31/16		87.56
	200014568881-4	Maint shop; electricity, 3/2-3/31/16		64.38
	200014568881-4	Maint shop; electricity, 3/2-3/31/16		48.29
	200014568881-4	Maint shop; electricity, 3/2-3/31/16		48.29
	200022909309-4	Streets; electricity, 3/5-4/5/16		87.17
	200022909689-4	Skate park; electricity, 3/5-4/5/16		13.64
	300000001770-4	City tree; electricity, 3/4-4/4/16		10.84
	300000001770-4	Streets; electricity, 3/4-4/4/16		10.84
	300000001788-4	Streets; electricity, 3/3-4/1/16		8,597.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	300000001788-4	Streets; electricity, 3/3-4/1/16		84.55
	300000001804-4	Streets; electricity, 3/2-3/31/16		57.06
	300000001804-4	Streets; electricity, 3/2-3/31/16		45.41
	300000007744-4	Aquatics; natural gas, 3/2-3/31/16		2,510.55
	300000007744-4	Aquatics; electricity, 3/2-3/31/16		2,462.75
	300000007934-4	City hall; electricity, 3/4-4/4/16		1,680.68
	300000007934-4	City hall; natural gas, 3/4-4/4/16		109.17
	300000011266-4	SR 516; electricity, 3/4-4/4/16		201.17
	300000011266-4	Crystal view; electricity, 3/4-4/4/16		10.84
			Total for Check Number 34085:	16,537.99
34086	2122 623271	Schneider Electric Buildings America, Inc. Aquatics; recommissioning HVAC	04/29/2016	5,296.00
			Total for Check Number 34086:	5,296.00
34087	2474 1860	SCORE Jail costs; March	04/29/2016	13,020.00
			Total for Check Number 34087:	13,020.00
34088	1905 C853494-701 C853808-701 C854121-701	Sharp Electronics Corporation Aquatics copier; usage, 3/7-4/11/16 Reception copier; usage, 3/15-4/15/16 Police copier; usage, 3/21-4/20/16	04/29/2016	133.26 18.13 22.03
			Total for Check Number 34088:	173.42
34089	1903 7671608 7671608	Sound Publishing, Inc. Monthly full page ad/Chamber guide Weekly bulletins; 3/11, 3/25	04/29/2016	3,873.75 458.08
			Total for Check Number 34089:	4,331.83
34090	2469 2469-1Q16	South King Council of HS Human services, 1st Quarter 2016	04/29/2016	500.00
			Total for Check Number 34090:	500.00
34091	0281 6355510001-4	Standard Insurance Company Life Insurance Premiums, May Life Insurance Premiums, May	04/29/2016	44.92 117.10 175.90 192.80 116.81 287.65 176.86 519.56 331.75 562.77 183.81 99.19 7.91 587.94 364.31
			Total for Check Number 34091:	3,769.28
34092	0409 0409-1Q16	The Storehouse Human services; 1st Quarter 2016	04/29/2016	2,500.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 34092:	2,500.00
34093	3119 31235	Truck Performance Northwest #2577; d rings	04/29/2016	49.92
			Total for Check Number 34093:	49.92
34094	2556 114-3953219	United Site Services Gardner property; fence rental, 4/16-5/13/16	04/29/2016	355.77
			Total for Check Number 34094:	355.77
34095	2103 302744735 302909148	US Bancorp Equip Finance Inc. Workroom copier lease, May Reception copier lease, May	04/29/2016	639.10 93.40
			Total for Check Number 34095:	732.50
34096	0357 16633	Valley Communications 800 MHz access fee; April	04/29/2016	75.00
			Total for Check Number 34096:	75.00
34097	2652 5003017312	Wells Fargo Financial Leasing Plotter/scanner; lease, 5/10-6/9/16	04/29/2016	227.09
			Total for Check Number 34097:	227.09
34098	1824 1824-1Q16	YMCA of Greater Seattle Human services, 1st Quarter 2016	04/29/2016	750.00
			Total for Check Number 34098:	750.00
			Total for 4/29/2016:	280,877.75
			Report Total (73 checks):	294,927.70

May 6, 2016

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 05/06/16 consisting of:

PAYLOCITY CHECK # 1005212795 through PAYLOCITY CHECK # 1005212809 inclusive,  
plus employee direct deposits

IN THE AMOUNT OF \$176,976.76

WE, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF COVINGTON, WASHINGTON, COUNTY OF KING, AND THAT WE ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY SAID CLAIMS PER THE ATTACHED COUNCIL APPROVAL REPORT.

\_\_\_\_\_  
Cassandra Parker  
Senior Accountant

\_\_\_\_\_  
Mark Lanza  
City Councilmember

\_\_\_\_\_  
Jeff Wagner  
Mayor

\_\_\_\_\_  
Marlla Mhoon  
City Councilmember

Council Meeting Date Approved: \_\_\_\_\_

## 05/06/16 Payroll Voucher

## Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
112298	Regular	5/6/2016	503	Bolli, Regan H	4,931.49
112299	Regular	5/6/2016	246	Kirshenbaum, Kathleen	615.65
112300	Regular	5/6/2016	243	Lyon, Valerie	1,509.36
112301	Regular	5/6/2016	234	Mhooon, Darren S	1,492.31
112302	Regular	5/6/2016	162	Michaud, Joan M	2,221.79
112303	Regular	5/6/2016	123	Scott, Sharon G	2,579.57
112304	Regular	5/6/2016	313	Slate, Karla J	2,545.74
112305	Regular	5/6/2016	444	Ziolkowski, Diana	22.16
112306	Regular	5/6/2016	275	Hart, Richard	2,998.32
112307	Regular	5/6/2016	368	Mueller, Ann M	1,266.17
112308	Regular	5/6/2016	487	Bykonen, Tyler B	141.50
112309	Regular	5/6/2016	180	Cles, Staci M	1,972.87
112310	Regular	5/6/2016	146	Hagen, Lindsay K	1,642.23
112311	Regular	5/6/2016	235	Hendrickson, Robert	3,857.18
112312	Regular	5/6/2016	105	Parker, Cassandra	2,650.24
112313	Regular	5/6/2016	374	Allen, Joshua C	1,853.09
112314	Regular	5/6/2016	353	Dalton, Jesse J	2,137.45
112315	Regular	5/6/2016	524	Denning, Jerald J	946.69
112316	Regular	5/6/2016	373	Fealy, William J	1,851.85
112317	Regular	5/6/2016	301	Gaudette, John J	2,015.49
112318	Regular	5/6/2016	511	Goranson, Gage W	1,017.63
112319	Regular	5/6/2016	186	Junkin, Ross D	2,983.36
112320	Regular	5/6/2016	559	Parker, Bryce R	797.89
112321	Regular	5/6/2016	457	Smith, Nathan H	1,049.25
112322	Regular	5/6/2016	268	Bykonen, Brian D	2,307.89
112323	Regular	5/6/2016	279	Christenson, Gregg R	2,947.97
112324	Regular	5/6/2016	270	Lyons, Salina K	2,370.50
112325	Regular	5/6/2016	269	Meyers, Robert L	3,468.53
112326	Regular	5/6/2016	284	Ogren, Nelson W	2,752.70
112327	Regular	5/6/2016	266	Thompson, Kelly	2,278.03
112328	Regular	5/6/2016	518	Islam, Shahinur	471.67
112329	Regular	5/6/2016	307	Morrissey, Mayson	3,099.26
112330	Regular	5/6/2016	199	Bahl, Rachel A	2,194.40
112331	Regular	5/6/2016	557	Bahl, Sally A	120.21
112332	Regular	5/6/2016	397	Ball, Jaquelyn I	1,372.14
112333	Regular	5/6/2016	451	Conway, Sean	1,519.05
112334	Regular	5/6/2016	428	Feser, Angela M	2,314.87
112335	Regular	5/6/2016	448	Finazzo, Dominic V	1,615.46
112336	Regular	5/6/2016	453	Leung, Rachael M	1,315.35
112337	Regular	5/6/2016	194	Newton, Ethan A	3,363.80
112338	Regular	5/6/2016	195	Patterson, Clifford	2,521.74
112339	Regular	5/6/2016	540	Unruh, Gordon B	1,662.88
112340	Regular	5/6/2016	106	Bates, Shellie L	2,215.20
112341	Regular	5/6/2016	349	Buck, Shawn M	1,851.60
112342	Regular	5/6/2016	273	French, Fred	194.27
112343	Regular	5/6/2016	436	Lindskov, Robert T	3,170.93
112344	Regular	5/6/2016	257	Parrish, Benjamin A	2,078.59
112345	Regular	5/6/2016	173	Vondran, Donald M	3,796.43
112346	Regular	5/6/2016	252	Wesley, Daniel A	2,260.05
112347	Regular	5/6/2016	388	Andrews, Kaitlyn E	275.24
112348	Regular	5/6/2016	481	Binder, Jordan M	237.38
112349	Regular	5/6/2016	534	Blakely, Gavin D	57.75
112350	Regular	5/6/2016	513	Bryant, Colin A	59.89
112351	Regular	5/6/2016	517	Burke, Austin W	122.78
112352	Regular	5/6/2016	549	Callen, Ian A	294.00
112353	Regular	5/6/2016	514	Collins, Ashtyn E	410.54
112354	Regular	5/6/2016	258	Cox, Melissa	1,078.40
112355	Regular	5/6/2016	526	Duval-Dreblow, Shailynn R	349.65
112356	Regular	5/6/2016	505	Gormley, Hannah E	187.17
112357	Regular	5/6/2016	508	Halbert, Olivia M	28.88

112358 Regular	5/6/2016	553 Hall, Michael J	23.09
112359 Regular	5/6/2016	530 Hauck, Liam M	69.30
112360 Regular	5/6/2016	512 Hauer, Colton A	164.30
112361 Regular	5/6/2016	426 Knox, Patrick L	459.97
112362 Regular	5/6/2016	410 Lanz, Avalon A.	249.86
112363 Regular	5/6/2016	539 Losacco, Alessandra G	265.47
112364 Regular	5/6/2016	558 Maine, Connor	135.76
112365 Regular	5/6/2016	435 Martin, Iain-Josiah	601.10
112366 Regular	5/6/2016	525 Mastroianni, Anthony J	370.63
112367 Regular	5/6/2016	340 Middleton, Jordan	260.31
112368 Regular	5/6/2016	516 Montero, Ivan P	82.52
112369 Regular	5/6/2016	550 Moriarty, Dylan M	54.87
112370 Regular	5/6/2016	445 Portin, Andrew	43.58
112371 Regular	5/6/2016	232 Smith, Gaylynn M.	274.90
112372 Regular	5/6/2016	492 Spencer, Ethan R	300.65
112373 Regular	5/6/2016	392 Wardrip, Spencer A	562.69
112374 Regular	5/6/2016	480 Woods, Dylan J	388.98
112375 Regular	5/6/2016	533 Wruth, Hunter T	133.16
112376 Regular	5/6/2016	541 Cox, Christopher S	64.33
112377 Regular	5/6/2016	536 Harjehausen, Jack	24.10
112378 Regular	5/6/2016	528 Hopp, Tyler A	48.20
112379 Regular	5/6/2016	467 Lam, Brandon A	56.23
112380 Regular	5/6/2016	468 Lam, Matthew T	56.23
112381 Regular	5/6/2016	495 Tashiro-Townley, Joshua C	91.59
112382 Regular	5/6/2016	554 Underwood, Brady M	48.20
112383 Regular	5/6/2016	116 Beaufrere, Noreen	2,990.41
112384 Regular	5/6/2016	137 Throm, Victoria J	1,978.24
1005212795 Regular	5/6/2016	364 Newell, Nancy J	96.97
1005212796 Regular	5/6/2016	560 Wareham, Casey M	509.33
1005212797 Regular	5/6/2016	545 Hoggan, Rebekah L	88.66
1005212798 Regular	5/6/2016	527 Ainsworth, Nicholas D	309.56
1005212799 Regular	5/6/2016	509 Brannon, David J	242.75
1005212800 Regular	5/6/2016	274 Goldfoos, Rhyan	77.08
1005212801 Regular	5/6/2016	489 Wold, Jared K	267.03
1005212802 Regular	5/6/2016	551 Bellmore, Alexander J	29.78
1005212803 Regular	5/6/2016	556 Bethune, Lauchlin A	319.43
1005212804 Regular	5/6/2016	470 Cekarmis, Dusan	69.04
1005212805 Regular	5/6/2016	519 Lopez, Joseph C	33.74
1005212806 Regular	5/6/2016	547 Miskar, Isaac O	24.10
1005212807 Regular	5/6/2016	462 Rogers, Trask	19.86
1005212808 Regular	5/6/2016	474 Shank, Elijah J	19.29
<b>Totals for Payroll Checks</b>	<b>101 Items</b>		<b>113,369.77</b>

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
112385	AGENCY	5/6/2016	401SS	ICMA Retirement Trust	18,133.57
112386	AGENCY	5/6/2016	457Ex	Vantagepoint Transfer Agent-457	375.80
112387	AGENCY	5/6/2016	CICOV	City of Covington	3,121.52
112388	AGENCY	5/6/2016		Emp City of Covington Employee	86.00
112389	AGENCY	5/6/2016	IC401	ICMA Retirement Trust	15,748.85
112390	AGENCY	5/6/2016	IC457	ICMA Retirement Trust	2,171.18
112391	AGENCY	5/6/2016	ROTH	ICMA Retirement Trust	150.00
112392	AGENCY	5/6/2016	VEBA	HRA VEBA Trust Contributions	1,785.00
1005212809	AGENCY	5/6/2016	JG1	WASH CHILD SUPPORT	110.41
<b>Totals for Third Party Checks</b>	<b>9 Items</b>				<b>41,682.33</b>

Payroll Liabilities 21,675.96  
Paylocity Fees 248.70

Grand Total \$ 176,976.76

## Consent Agenda Item C-3

Covington City Council Meeting

Date: May 10, 2016

**SUBJECT:** PROPOSED ORDINANCE AMENDING CHAPTERS 15.05 AND 15.20 OF THE COVINGTON MUNICIPAL CODE TO ADOPT THE 2015 INTERNATIONAL BUILDING CODE AND INTERNATIONAL FIRE CODE UPDATES AND AMENDMENTS ADOPTED BY THE STATE.

**RECOMMENDED BY:** Richard Hart, Community Development Director  
Robert L. Meyers, Chief Building Official  
Jon Napier, Fire Marshal

**ATTACHMENTS:**

1. Proposed ordinance adopting amendments to CMC 15.05 and 15.20 to conform with updates and amendments to the 2015 International Codes adopted by the state; Exhibit 1 to Ordinance: Amendments to CMC 15.05; and Exhibit 2 to Ordinance: Amendments to CMC 15.20

**PREPARED BY:** Robert Meyers, Chief Building Official  
Jon Napier, Fire Marshal

**EXPLANATION:**

The proposed amendments to Chapters 15.05 and 15.20 of the Covington Municipal Code (CMC) are routine updates that reflect the most recent (2015) changes to the International Codes—the International Building Code (IBC), the International Residential Code (IRC), and the International Fire Code (IFC). The 2015 IBC, IRC, and IFC have also been adopted by the state in Chapter 19.27 of the Revised Code of Washington (RCW), to be effective July 1, 2016. Accordingly, we must amend CMC Chapters 15.05 and 15.20 to comply with the forthcoming state code changes. We have also taken this opportunity to reorganize CMC Chapter 15.05 in a more logical order.

**ALTERNATIVES:**

1. No Action or Deny. Not adopting the proposed updates to the CMC would cause our code to be out of compliance with state code, as the state has already adopted the 2015 versions of the IBC, IRC, and IFC, which will be effective July 1, 2016. If our code does not comply with state adopted codes, we will not be able to use our municipal court to enforce building code violations.

**FISCAL IMPACT:**

There is no expected fiscal impact.

CITY COUNCIL ACTION:  Ordinance  Resolution  Motion  Other

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds to pass an ordinance, in substantial form as that presented, adopting amendments to Chapters 15.05 and 15.20 of the Covington Municipal Code (CMC) to align the CMC with updates to Chapter 19.27 of the Revised Code of Washington, adopting the 2015 International Codes effective July 1, 2016.**

REVIEWED BY:

City Manager, Community Development Director, Finance Director, and City Attorney

**ORDINANCE NO. 11-2016**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, AMENDING CHAPTERS 15.05 AND 15.20 OF THE COVINGTON MUNICIPAL CODE TO CONFORM WITH UPDATES TO RCW 19.27, THE REVISED WASHINGTON STATE BUILDING CODE ACT, ADOPTING THE 2015 INTERNATIONAL CODES EFFECTIVE JULY 1, 2016; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, both the City of Covington and the state have adopted the International Codes by reference to regulate construction and development; and

WHEREAS, the state has updated Chapter 19.27 of the Revised Code of Washington (RCW), the Washington State Building Code Act, to adopt the 2015 versions of the International Codes, effective July 1, 2016; and

WHEREAS, certain existing chapters of Title 15, Buildings and Construction, of the Covington Municipal Code (CMC) will not conform to RCW 19.27 after July 1, 2016; and

WHEREAS, the City Council must update the CMC's building and construction codes so that Title 15 of the CMC is consistent with RCW 19.27 effective July 1, 2016; and

WHEREAS, the SEPA Responsible Official for the city determined that adoption of this ordinance is categorically exempt as a procedural action under WAC 197-11-800(20);

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, DOES ORDAIN AS FOLLOWS:

**Section 1. CMC 15.05 Amended.** Amended Chapter 15.05 of the Covington Municipal Code is adopted in the form as attached as Exhibit 1 and herein incorporated by this reference.

**Section 2. CMC 15.20 Amended.** Amended Chapter 15.20 of the Covington Municipal Code is adopted in the form as attached as Exhibit 2 and herein incorporated by this reference.

**Section 3. Severability.** If any provision of this ordinance, or ordinance modified by it, is determined to be invalid or unenforceable for any reason, the remaining provision of this ordinance and ordinances and/or resolutions modified by it shall remain in force and effect.

**Section 4. Corrections.** Upon approval of the city attorney, the city clerk and the codifiers of this ordinance are authorized to make necessary technical corrections to this ordinance, including, without limitation, the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or section/subsection numbering.

**Section 5. Effective Date.** This ordinance shall be in full force and effect as of July 1, 2016, after proper posting and publication. A summary of this ordinance may be published in lieu of publishing the ordinance in its entirety.

**Passed by the City Council of the City of Covington, Washington at its regular meeting on the 10th of May 2016, and signed in authentication of its passage.**

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Jeff Wagner, Mayor

PUBLISHED: May 20, 2016

EFFECTIVE: July 1, 2016

Attested:

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Sharon Scott  
City Clerk

APPROVED AS TO FORM ONLY:

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Sara Springer  
City Attorney

# EXHIBIT 1

Section 1. Repeal of Chapter 15.05 CMC of the Covington Municipal Code is hereby repealed in its entirety.

Sections:

- 15.05.010 Purpose.
- 15.05.020 Definitions.
- 15.05.030 Building Safety Division established.
- 15.05.040 Building Official designated.
- 15.05.050 Fire Chief and Fire Marshal designated.
- 15.05.060 Administration and enforcement of code.
- 15.05.070 International Building Code adopted
- 15.05.080 International Residential Code adopted
- 15.05.090 Uniform Plumbing Code adopted.
- 15.05.100 International Mechanical Code adopted.
- 15.05.110 International Fuel Gas Code adopted.
- 15.05.120 National Fuel Gas Code (NFPA 54) adopted.
- 15.05.130 Liquefied Petroleum Gas Code (NFPA 58) adopted.
- 15.05.140 International Energy Conservation Code adopted.
- 15.05.150 International Fire Code adopted.
- 15.05.160 International Property Maintenance Code adopted.
- 15.05.170 International Existing Building Code adopted
- 15.05.180 Manufactured Housing
- 15.05.190 Copies of Code on File.
- 15.05.200 Fees.
- 15.05.210 Code conflicts.
- 15.05.220 Appeals.
- 15.05.230 Violations

**15.05.010 Purpose.**

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The purpose of this chapter as adopted is to provide for and promote the health, safety, and welfare of the general public, and not to create or to otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this chapter.

(1) The purpose of the international codes adoption chapter is to regulate construction and/or development of site work within the incorporated boundaries of the City of Covington. Further, it is the purpose of this chapter to adopt locally State-mandated laws and codes regulating construction in order to promote the health, safety and welfare of the occupants or users of

buildings and structures and the general public as a whole by enforcement of building codes throughout this jurisdiction.

(2) It is also the purpose of this title, through enforcement of referenced codes, to regulate the safe and proper function of elements of a site or site improvement work and essential systems of a building including structural framing, plumbing and sanitation, water conservation, heating, air conditioning, ventilation, energy efficiency, safe and equal access, fire suppression systems, alarm systems, and Fire Department access.

#### **15.05.020 Definitions.**

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The definitions contained in the codes adopted by reference together with the definitions contained within the applicable RCW and WAC provisions shall apply to the enforcement of this chapter unless amended in this section.

Because this section contains amended definitions or terms, a full alphabetical listing of definitions is not duplicated here. Where a term or phrase is defined in this section, the definition printed in this section amends the corresponding definitions in the codes or laws adopted by reference.

(1) "Building code" or "City of Covington Building Code" shall mean and refer to the state building code as adopted herein and as amended pursuant to the provisions of this Chapter 15.05 CMC.

(2) "Buildings and construction code" shall mean and refer to the International Building Code, as amended pursuant to the provisions of this Chapter 15.05 CMC.

(3) "Building Official" shall mean the officer or other duly authorized representative as designated by the Community Development Director, charged with the administration and enforcement of the following codes:

- (a) International Building Code;
- (b) International Residential Code;
- (c) International Mechanical Code;
- (d) Uniform Plumbing Code;
- (e) International Property Maintenance Code;
- (f) International Energy Conservation Code;
- (g) International Existing Building Code;

(4) "Building service equipment" means and refers to the plumbing, mechanical and electrical equipment including piping, wiring, fixtures, and other accessories which provide sanitation, lighting, heating, ventilation, cooling, refrigeration, firefighting, and transportation facilities essential to the occupancy of the building or structure for its designated use.

- (5) "Corporation counsel" shall mean "City Attorney or designee."
- (6) "City Treasurer" shall mean "Finance Director."
- (7) "CMC" means the Covington Municipal Code.
- (8) "Executive body" shall mean the City of Covington Council.
- (9) "Existing building" means a building erected prior to the adoption of this code, or one for which a legal building permit has been issued and approved.
- (10) "Fire code" shall mean and refer to the International Fire Code, as amended pursuant to the provisions of this Chapter 15.20 CMC.
- (11) "Fire Marshal" shall mean the fire code official, officer or other duly authorized representative as designated by the Director of Community Development, charged with the administration and enforcement of the International Fire Code.
- (12) "International Building Code" shall mean and refer to those portions of the International Building Code, published by the International Code Council, Inc., as adopted and amended from time to time and made a part of the state building code by the Washington State Building Code Council pursuant to Chapters 19.27 and 70.92 of the Revised Code of Washington and Title 51 of the Washington Administrative Code.
- (13) "International Existing Building Code" shall mean and refer to the International Existing Building Code, published by the International Code Council, Inc., as adopted and amended from time to time by the Washington State Building Code Council pursuant to Chapters 19.27 and 70.92 of the Revised Code of Washington and Title 51 of the Washington Administrative Code.
- (14) "International Fire Code" shall mean and refer to those portions of the International Fire Code, published by the International Code Council, Inc., as adopted and amended from time to time and made a part of the State Building Code by the Washington State Building Code Council pursuant to Chapters 19.27 and 70.92 of the Revised Code of Washington and Title 51 of the Washington Administrative Code.
- (15) "International Fuel Gas Code and the National Fuel Gas Code" shall mean and refer to those portions of the International Fuel Gas Code and the National Fuel Gas Code, published by the International Code Council, Inc., that are made a part of the International Mechanical Code, and as are adopted and amended from time to time and made a part of the state building code by the Washington State Building Code Council pursuant to Chapters 19.27 and 70.92 of the Revised Code of Washington and Title 51 of the Washington Administrative Code.
- (16) "International Mechanical Code" shall mean and refer to those portions of the International Mechanical Code, published by the International Code Council, Inc., as adopted and amended

from time to time and made a part of the state building code by the Washington State Building Code Council pursuant to Chapters 19.27 and 70.92 of the Revised Code of Washington and Title 51 of the Washington Administrative Code.

(17) "International Property Maintenance Code" shall mean and refer to International Property Maintenance Code, published by the International Code Council, Inc., as adopted pursuant to Section 101.4.5 of the International Building Code.

(18) "International Residential Code" shall mean and refer to those portions of the International Residential Code, published by the International Code Council, Inc., as adopted and amended from time to time and made a part of the State Building Code by the Washington State Building Code Council pursuant to Chapters 19.27 and 70.92 of the Revised Code of Washington and Title 51 of the Washington Administrative Code.

(19) "Local zoning code" shall mean "City of Covington Municipal Code Title 18, Development Regulations."

(20) "Mechanical code" shall mean and refer to the International Mechanical Code, as amended pursuant to the provisions of this Chapter 15.05 CMC.

(21) "Mobile home" or "manufactured home" as defined by RCW 46.04.302 means a structure, designed and constructed to be transportable in one or more sections, is built on a permanent chassis, and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities that include plumbing, heating, and electrical systems contained therein.

(22) "Modular home" as defined by RCW 46.04.303 means a factory-assembled structure designed primarily for use as a dwelling when connected to the required utilities that include plumbing, heating, and electrical systems contained therein, does not contain its own running gear, and is mounted on a permanent foundation. A modular home does not include a mobile home or manufactured home.

(23) "Municipality," "City" and "jurisdiction" shall mean the "City of Covington."

(24) "Occupancy" means the purpose for which a building, or part thereof, is used or intended to be used.

(25) "Person" shall mean and refer to any individual, corporation, partnership, association, joint-stock-company, Limited Liability Company, political subdivision, public corporation, taxing districts, trust, or any other legal entity.

(26) "Plumbing code and plumbing code standards" shall mean and refer to the Uniform Plumbing Code and Uniform Plumbing Code Standards, as amended pursuant to the provisions of this Chapter 15.05 CMC.

(27) "Residential code" shall mean and refer to the International Residential Code, as amended pursuant to the provisions of this Chapter 15.05 CMC.

(28) "Shall" or "will" as used in this chapter, is mandatory.

(29) "State building code" shall mean and consist of the following national model codes and the following standards, as such model codes and standards are adopted and amended from time to time by the Washington State Building Code Council pursuant to Chapters 19.27 and 70.92 of the Revised Code of Washington and Title 51 of the Washington Administrative Code"

(30) "State energy code" shall mean and refer to the Washington State Energy Code as set forth at Chapter 51.11 of the Washington Administrative Code, including the Washington State Residential Energy Code and the Washington State Nonresidential Energy Code, and all amendments thereto as adopted from time to time.

(31) "Substantial remodel or addition" means any additions, alterations, or repairs to existing structures in which the area of the additions, alterations, or repairs exceeds more than 50 percent of the habitable area of the existing structure. In the case of a series of additions, alterations, or repairs projects, this title shall become effective at the point where in any three-year period the cumulative area of additions, alterations, or repairs exceeds 50 percent of the area of the structure at the time such additions, alterations, or repairs are commenced or any alteration, remodel, repair or addition which exceeds 50 percent of the value of the existing structure.

(32) "Technical codes" shall mean and refer to the national codes, standards and appendices incorporated as part of the state building code, including without limitation, the International Property Maintenance Code, all as amended pursuant to the provisions of this Chapter 15.05 CMC, together with the International Existing Building Code and the state energy code, as amended pursuant to the provisions of this Chapter 15.05 CMC.

(33) "Used mobile home" means a mobile home, which has been previously sold at retail and has been subjected to tax under chapter 82.08 RCW, or which has been previously used and has been subjected to tax under chapter 82.12 RCW, and which has substantially lost its identity as a mobile unit at the time of sale by virtue of its being fixed in location upon land owned or leased by the owner of the mobile home and placed on a foundation (posts or blocks) with fixed pipe connections with sewer, water, and other utilities.

(34) "Uniform Plumbing Code and Uniform Plumbing Code Standards" shall mean and refer to those portions of the Uniform Plumbing Code and Uniform Plumbing Code Standards, published by the International Association of Plumbing and Mechanical Officials, as adopted and amended from time to time and made a part of the state building code by the Washington State Building Code Council pursuant to Chapters 19.27 and 70.92 of the Revised Code of Washington and Title 51 of the Washington Administrative Code.

**15.04.030 Building Safety Division established.**

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There is established for the city, the building safety division as defined in Section 103.1 of the International Building Code, R103.1 of the International Residential Code, and shall be under the supervision and control of the Community Development or his/her designee.

**15.04.040 Building Official designated.**

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The building official, as defined in Section 104 of the International Building Code, R104 of the International Residential Code, and Section 104 of the International Mechanical Code and the codes adopted by the Washington State Building Code Council pursuant to Chapters 19.27 and 70.92 of the Revised Code of Washington and Title 51 of the Washington Administrative Code, shall be appointed by the Community Development Director.

**15.04.050 Fire Chief and Fire Marshal designated.**

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The “fire code official”, as defined in Section 104 of the International Fire Code, shall be appointed by the Community Development Director. The fire code official is also referred to as “Fire Chief: or “Fire Marshal”.

**15.05.060 Administration and enforcement of code.**

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The City of Covington Community Development Department is charged with the administration and enforcement of the codes referenced in CMC 15.05.70 through 15.05.0180. To this end, the Building Official and the Fire Marshal shall provide a system that will retain necessary personnel, conduct inspections and investigations, issue appropriate permits, maintain necessary records and files, and do, or cause to be done, all things necessary and proper for the administration and enforcement of the codes.

**15.05.070 International Building Code adopted.**

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There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code known as the International Building Code (IBC), 2015 Edition, as adopted by the State Building Code Council and as published by the International Code Council together with Appendix Chapters: H – Signs, and Appendix I - Patio Covers, as adopted and amended by Chapter 51-50 WAC.

(1) IBC Section 105.2 Exception 1 is amended as follows:

105.2 Exception 1 One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet and Federal, State, County, and City owned properties may have one storage building not to exceed 275 square feet.

(2) IBC Section 113 Deleted, Board of Appeals. Section 113 is hereby deleted in its entirety and substitution is made to the City Hearing Examiner in accordance with CMC 15.05.220.

(3) IBC Section 114.4 Violation Penalties Section 114.4 is amended with the following:

114.4 Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law and Chapter 1.30 CMC.

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### **15.05.080 International Residential Code adopted.**

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The International Residential Code (IRC) 2015 Edition, including Chapters 1 through 10, 12 through 24 and Chapter 44, published by the International Code Council, Inc., together with: Appendix E, Manufactured Housing Used as Dwellings; and Appendix K, Sound Transmission.

(1) IRC Section R105.2 Exception 1 is amended as follows:

R105.2 Exception 1 One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet.

(2) IRC Section R105.2 Exception 10 is amended as follows:

R105.2 Exception 10 Decks not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling do not serve the exit door required by Section R311.4. and decks that are not more than 18 inches above grade at any point.

(3) IRC Section R108.6 is amended as follows:

R108.6 Any person who commences work requiring a permit on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the applicable governing authority that shall be in addition to the required permit fees.

(4) IRC Section R112 Deleted, Board of Appeals. Section R112 is hereby deleted in its entirety and substitution is made to the City Hearing Examiner in accordance with CMC 15.05.220.

(5) IRC Section R113.4 Violation Penalties Section R113.4 is amended with the following:

R113.4 Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law and Chapter 1.30 CMC,

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#### **15.05.090 Uniform Plumbing Code adopted.**

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There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code known as the Uniform Plumbing Code (UPC), 2015 Edition, as adopted by the State Building Code Council in Chapter 51-56WAC, as published by the International Association of Plumbing and Mechanical Officials.

(1) UPC Section 102.3 Deleted, Board of Appeals. UPC Section 102.3 is hereby deleted in its entirety and substitution is made to the City Hearing Examiner in accordance with CMC 15.05.220.

(2) UPC Section 1101.1 Where Required. Section 1101.1 is amended with the following:

All roofs, paved areas, yards, courts, and courtyards shall be drained into a separate storm sewer system or to some other place of disposal satisfactory of the Authority Having Jurisdiction. In the case of one- and two-family dwellings, stormwater may be discharged on flat areas such as streets or lawns so long as the stormwater shall flow away from the building, shall flow away from adjoining property, shall not create a nuisance, and shall be in accordance with the approved drainage report.

(3) UPC Section 1101.5.2 is amended with the following:

Subsoil drains shall discharge downstream of water quality treatment or flow control facilities unless such facilities are designed to accommodate subsoil drain discharges and documented in the approved drainage report.

(5) UPC Section 1101.1.2.2.2 is replaced with the following:

The secondary roof drains shall connect to the vertical piping of the primary storm drainage conductor downstream of any horizontal offset below the roof. The primary storm drainage system shall connect to the building stormwater system that connects to the on-site conveyance system. The combined secondary and primary roof drain systems shall be sized in accordance with Section 1106.0 based on double the rainfall rate for the local area.

(6) UPC Sections 1103.1, 1103.3 and 1103.4 are deleted.

(8) UPC Section 1104.3 is replaced with the following:

a. Combining storm and sanitary drainage is prohibited.

(9) UPC Section 102.5 Penalties Section 102.5 is amended with the following:

102.5 Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law and Chapter 1.30 CMC.

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**15.05.100 International Mechanical Code adopted.**

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There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code known as the International Mechanical Code (IMC), 2015 Edition, as adopted by the State Building Code Council in Chapter 51-52WAC, as published by the International Code Council.

(1) IMC Section 109 Deleted, Means of Appeal. IMC Section 109 is hereby deleted in its entirety and substitution is made to the City Hearing Examiner in accordance with CMC 15.05.220.

(2) IMC Section 108.4 Violation Penalties Section 108.4 is amended with the following:

108.4 Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law and Chapter 1.30 CMC,

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**15.05.110 International Fuel Gas Code adopted.**

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There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code known as the International Fuel Gas Code (IFGC), 2015 Edition, as adopted by the State Building Code Council in Chapter 51-52WAC, as published by the International Code Council.

(1) IFGC Section 109 Deleted, Means of Appeal. IFGC Section 109 is hereby deleted in its entirety and substitution is made to the City Hearing Examiner in accordance with CMC 15.05.220.

(2) IFGC Section 108.4 Violation Penalties Section 108.4 is amended with the following:

108.4 Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the

building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law and Chapter 1.30 CMC,

**15.05.120 National Fuel Gas Code (ANSI Z223.1/NFPA 54) adopted.**

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code known as the National Fuel Gas Code, 2015 Edition, as adopted by the State Building Code Council in Chapter 51-52 WAC, as published by NFPA.

**15.05.130 Liquefied Petroleum Gas Code (NFPA 58) adopted.**

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code known as the Liquefied Petroleum Gas Code, 2014 Edition, as adopted by the State Building Code Council in Chapter 51-52WAC, as published by NFPA.

**15.05.140 International Energy Conservation Code adopted.**

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the International Energy Conservation Code (IECC), 2015 Edition, as adopted by the State Building Code Council in Chapters 51-11C and 51-11R WAC, as published by the International Code Council.

(1) IECC Section C109 Deleted, Board of Appeals. IECC Section 109 is hereby deleted in its entirety and substitution is made to the City Hearing Examiner in accordance with CMC 15.05.220.

(2) IECC Section R109 Deleted, Board of Appeals. IECC Section 109 is hereby deleted in its entirety and substitution is made to the City Hearing Examiner in accordance with CMC 15.05.220.

**15.05.150 International Fire Code adopted.**

(1) The International Fire Code as it may be specifically adopted in Chapter 15.20 CMC. This shall be known as the International Fire Code or the IFC.

**15.05.160 International Property Maintenance Code adopted.**

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the International Property Maintenance Code (IPMC), 2015 Edition, as adopted by the State Building Code Council as published by the International Code Council.

(1) The International Property Maintenance Code is amended by deleting Section 103 title and replacing it with:

Administration and Enforcement of Property Maintenance Inspection.

(2) The International Property Maintenance Code is amended by deleting Section 103.1 and replacing it with:

The official in charge of enforcing and administering the International Property Maintenance Code shall be known as the code official. "Code Official" shall mean the Building Official or the designee of the City Manager. The Code Official is responsible for the enforcement and administration of the International Property Maintenance Code. All references within this code to "Department of Property Maintenance Inspection" shall mean the "City of Covington".

(3) The International Property Maintenance Code is amended by deleting Section 103.2.

(4) The International Property Maintenance Code, Section 109.5 is amended by adding the following:

109.5 Assessment. Upon certification of the assessment amount being due and owing, the county treasurer shall enter the amount of the assessment upon the tax rolls against the property for the current year and the same shall become a part of the general taxes for that year to be collected at the same time and with interest at such rates and in such manner as provided for in RCW 84.56.020, as now or later amended, for delinquent taxes, and when collected to be deposited to the credit of the general fund of the city.

Priority. The assessment shall constitute a lien against the property which shall be of equal rank with state, county and municipal taxes.

The code official shall keep an itemized accounting of the expenses incurred by the City of Covington in the course of repair or demolition of any building pursuant to the provisions of Section 110.3 of this code. Upon completion of the demolition or repair work as ordered, the code official will prepare a report specifying the work performed and the itemized cost of such work and the legal description of the property upon which the work was performed.

The code official shall prepare and forward to the legal owner of the said property an itemized billing of the total cost for the repair or demolition as required by Section 110.3 of this code. Such billing shall be sent by certified mail, postage prepaid, addressed to the owner as the owner's name and address appear on the last equalized tax roll of King County. Said bill shall be due and payable within sixty (60) days of receipt.

The owner may file with the applicable department a written appeal to the Hearing Examiner within thirty (30) days of receipt of the billing pursuant to the procedures outlined in Chapter 14.35 CM(3) Within thirty (30) days of the Hearing Examiner's decision, the balance of the billing due to the city shall become due and payable and if unpaid shall become a special assessment against the property as a lien.

(5) The following sections of the IPMC, or the corresponding section of any updated or amended version of the IPMC, are removed in their entirety and not adopted:

- 302.2 Grading and drainage
- 302.5 Rodent harborage
- 302.8 Motor vehicles
- 302.9 Defacement of property
- 304.2 Protective treatment
- 304.13.2 Openable windows
- 304.14 Insect screens
- 304.15 Exterior doors
- 304.17 Guards for basement windows
- 304.18 Building security
- 305.3 Interior surfaces
- 305.6 Interior doors
- 307 Rubbish and garbage
- 308 Extermination
- 404.4.1 Room area
- 404.5 Overcrowding
- 404.6 Efficiency unit
- 604.2 Electrical appliance service

**15.05.170 International Existing Building Code adopted.**

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There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the International Existing Building Code (IEBC), 2015 Edition, as adopted by the State Building Code Council as published by the International Code Council.

(1) IEBC Section 113 Deleted, Board of Appeals. Section 113 is hereby deleted in its entirety and substitution is made to the City Hearing Examiner in accordance with CMC 15.05.220.

(2) IEBC Section 114.4 Violation Penalties Section 114.4 is amended with the following:

114.4 Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law and Chapter 1.30 CMC.

(3) IEBC Section 301.1 General Section 301.1 is amended with the following:

301.1 General. The repair, alteration, change of occupancy, addition or relocation of all existing buildings shall comply with one of the methods listed in Sections 301.1.1 through 301.1.2 as selected by the applicant. Sections 301.1.1 through 301.1.2 shall not be applied in combination with each other. Where this code requires consideration of the seismic force resisting system of an existing building subject to repair, alteration, change of occupancy, addition or relocation of existing buildings, the seismic evaluation and design shall be based on Section 301.1.4 regardless of which compliance method is used.

(4) The International Existing Building Code is amended by deleting Section 301.3.

(5) The International Existing Building Code is amended by deleting Chapter 14 entirely.

**15.05.180 Washington State Manufactured Homes (Mobile Homes) Installation Standards – General.**

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The City of Covington adopts the following sections pursuant to the authority of Chapters 19.27 and 43.22 RCW:

(1) Permit Required.

(a) Prior to the placement and/or installation of a mobile home on a parcel of land or on a site in a mobile home park, an installation permit must be obtained from the City of Covington Community Development Department.

(b) Installing a manufactured home (mobile home) without first having obtained the required permit is not permitted and is subject to the penalties and the serving of a stop work order.

(2) Complete Application. Pursuant to RCW 19.27.095 and 19.27.097, and in addition to the requirements of IRC Section R105.3, no building permit application shall be complete unless or until evidence of an adequate water supply and evidence of water availability and sewer availability or an adequate sewage disposal system for the intended use of the

building is provided from an approved agency for structures where plumbing fixtures are part of the proposed building permit application.

(a) Upon building permit application, where parcels are serviced by on-site sewage disposal systems, an accepted building site application is required for:

(i) New construction;

(ii) Additions where there is an increase in the floor area which extends beyond the original exterior walls;

(iii) Alteration or remodeling where the total number of bedrooms is increased; or

(iv) Change in use which results in an increase in the water/sewage volume or potential health risk.

(b) Upon building permit application, a sewer permit or a sewer and water availability letter from the utility district are required for new single-family residences.

(3) Inspections.

(a) The following inspections are required:

(i) Footing and foundation inspection;

(ii) Plumbing;

(iii) Fuel gas piping, if applicable; and

(iv) Final inspection.

(b) Occupancy of a manufactured home (mobile home) shall not be allowed prior to receiving an approved final inspection.

(c) Occupancy of a manufactured home prior to receiving an approved final inspection is subject to the penalties and the serving of a stop work order.

#### **15.05.190 Copies of codes on file.**

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The City shall at all times keep on file with the City Clerk, for reference by the general public, not less than one copy of the adopted codes and resolutions, or parts thereof, as herein adopted by reference, together with the amendments and supplements thereto herein made a part of this chapter. The copy of codes on file may be placed by the City Clerk in the custody of the office of

the Building Official in order to make them more readily available for inspection and use by the general public

#### **15.05.200 Fees.**

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Except as otherwise provided in this chapter, the fee for any permit issued by the city under the authority of this chapter shall be as established by the city council a permit shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid.

#### **15.04.210 Code conflicts**

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In case of conflict among the above adopted codes, the hierarchy of the codes adopted by CMC15.05.070 through 15.05.180 shall be in the order they appear. The first named code shall supersede and shall govern over those following, except as specifically described within Chapters 51-11 through 51-47 WAC.

#### **15.05.220 Appeals.**

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(1) Creation. There is created a single, consolidated board of appeals to exercise those powers and determine those matters as specified in International Building Code Section 112, International Residential Code Section R112, International Mechanical Code Section 109, International Fire Code Section 108, Uniform Plumbing Code Section 102.4, International Existing Building Code Section 112, and International Property Maintenance Code Section 111.1.

(2) Name. All references to "Board of Appeals" in this chapter shall mean the City's Hearing Examiner.

(3) Filings. Notices of appeal of orders, decisions or determinations of the Building Official or Fire Marshal shall be filed with the City of Covington Community Development Department within 14 days of the order, decision or determination.

(4) Where the adoption of these codes requires a certain appeal body, requirement or process, the City Hearing Examiner shall serve as the hearing and decision-making authority for those codes, pursuant to the procedures set forth in Chapter 14.45.030 CMC for a Type 1 decision.

#### **15.05.220 Violations.**

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The provisions of this chapter shall constitute a regulation within the meaning of section 1.30.010 (9) CMC, a violation per section 1.30.010 of which is subject to the code enforcement provision and penalties set forth at Chapter 1.30 CMC.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

## EXHIBIT 2

### Chapter 15.20 FIRE CODE

**Sections:**

- 15.20.010 Adoption**
- 15.20.020 Amendments to the International Fire Code – Chapter 1, Scope and Administration.**
- 15.20.030 Amendments to the International Fire Code – Chapter 2, Definitions.**
- 15.20.040 Amendments to the International Fire Code – Chapter 3, General Requirements**
- 15.20.050 Amendments to the International Fire Code – Chapter 5, Fire Service Features.**
- 15.20.060 Amendments to the International Fire Code – Chapter 6, Building Services and Systems.**
- 15.20.070 Amendments to the International Fire Code – Chapter 7, Fire and Smoke Prevention Features.**
- 15.20.080 Amendments to the International Fire Code – Chapter 9, Fire Protection Systems.**
- 15.20.090 Amendments to the International Fire Code – Chapter 11, Construction Requirements for Existing Buildings.**
- 15.20.100 Amendments to the International Fire Code – Chapter 80, Reference Standards.**
- 15.20.110 Amendments to the International Fire Code – Appendix B, Fire-Flow Requirements for Buildings.**

**15.20.010 Adoption.**

The International Fire Code with Appendix B, 2015 Edition, as published by the International Code Council, as amended in Chapters 51-54A WAC, together with amendments, additions, and deletions adopted by reference, and together with Covington modifications, are adopted as the City of Covington Fire Code, and referred to as “this Code” in this Chapter.

**15.20.020. Amendments to the International Fire Code – Chapter 1, Scope and Administration.** The following local amendments to Chapter 1 of the International Fire Code, entitled “Scope and Administration,” are hereby adopted and incorporated into the International Fire Code:

A. Section 104 of the International Fire Code is amended by adding new subsection 104.1.1 as follows:

**104.1.1. Retained authority – Additional conditions.** The fire code official retains the authority to impose additional conditions where the official determines it necessary to mitigate identified fire protection

impacts and problematic fire protection systems. These conditions may include, by way of example and without limitation, increased setbacks, use of fire retardant materials, installation and/or modification of standpipes, fire sprinkler and fire alarm systems.

B. Section 105 of the International Fire Code is amended by adding new subsection 105.1.4 as follows:

**105.1.4. Term.** Operational permits issued in accordance with this code shall be valid for a 12 month period and are renewable at the end of that 12 month term.

C. Section 105 of the International Fire Code is amended by adding new subsection 105.6.50 as follows:

**105.6.50. Commercial Kitchen.** An operational permit is required for all commercial kitchens with type I hood systems.

D. Section 105 of the International Fire Code is amended by adding new subsection 105.6.51 as follows:

**105.6.51. Emergency and standby power systems.** An operational permit is required for code required emergency or standby power systems identified in NFPA 110.

E. Section 105 of the International Fire Code is amended by adding new subsection 105.7.21 as follows:

**105.7.21. Emergency and standby power systems.** A construction permit is required for the installation of a code required emergency or standby power systems identified in NFPA 110.

F. Section 108 of the International Fire Code is amended by substituting Section 108 with the following:

**108 Appeals.** In order to hear and decide appeals of orders, decisions or determinations made by *fire code official* relative to the suitability of alternate materials and types of construction and to provide for reasonable application and interpretation of the provisions of the International Fire Code, the City of Covington hearing examiner is designated as the board of appeals created pursuant to Section 108 of the International Fire Code adopted in CMC Title 15 above. The city hearing examiner shall constitute the board of appeals for all matters concerning the application of the International codes cited in this section. Appeals to the hearing examiner shall be made pursuant to

Chapter 14.45 CMC. The city hearing examiner shall have no authority relative to interpretation of the administrative provisions of this code.

G. Section 113 of the International Fire Code is amended by substituting subsection 113.3 with the following:

**113.3 Work commencing before permit issuance.** When work is started or commenced prior to obtaining approval or required permits, the ordinary fees shall be doubled. The payment of such double fee shall not relieve any persons from fully complying with the requirement of this code in the execution of the work nor from any other penalties prescribed by this code.

**Sec. 13.01.030. Amendments to the International Fire Code – Chapter 2, Definitions.** The following local amendment to Chapter 2 of the International Fire Code, entitled “Definitions,” is hereby adopted and incorporated into the International Fire Code:

A. Section 202 of the International Fire Code is amended by adding the following definitions to subsection 202 as follows:

**OUTDOOR STORAGE.** The storage of materials on-site which are not in transit.

**PROBLEMATIC FIRE PROTECTION SYSTEM.** A fire protection system that generates repeated preventable alarms.

**Sec. 13.01.040. Amendments to the International Fire Code – Chapter 3, General Requirements.** The following local amendment to Chapter 3 of the International Fire Code, entitled “General Requirements,” is hereby adopted and incorporated into the International Fire Code:

A. Section 308 of the International Fire Code is amended by substituting subsection 308.1.6.3 as follows:

**308.1.6.3 Sky lanterns.** The use of sky lanterns is prohibited.

B. Section 315 of the International Fire Code is amended by adding new subsection 315.4.3 as follows:

**315.4.3 Idle Pallets.** Idle pallets shall be stored in accordance with Sections 315.4.3.1 through 315.4.3.4.

**315.4.3.1 Buildings protected with automatic sprinklers.** The storage of idle pallets shall be in accordance with NFPA 13 Table A12.12.1.1.

**315.4.3.2 Buildings without sprinkler protection.** The storage of idle pallets shall be in accordance with Table 315.4.3.2.

**Table 315.4.3.2 Clearances<sup>1</sup> Between Storage and Buildings**

Wall Construction Type	Openings	0-50 Pallets	51-200 Pallets	Over 200 Pallets
Masonry	None	5	5	10
Masonry	1 hour protected openings	5	10	20
Masonry	3/4 hour protected openings	10	20	30
Masonry	Non protected openings	20	30	50
Other		20	30	50

1. All distances measured in feet.

**315.4.3.3 Separation from other storage.** The storage of idle pallets shall be in accordance with Table 315.4.3.3.

**Table 315.4.3.3 Clearance to Other Storage**

Pile Size	Minimum Distance <sup>1</sup>
0-50	20
51-200	30
Over 200	50

1. All

distances measured in feet.

**315.4.3.4 Stacks.** Pallet stacks shall be arranged to form stable piles. Pile shall be limited to an area not greater than 400 square feet. A distance half the pile height or not less than 8 ft. shall separate stacks.

**15.20.050. Amendments to the International Fire Code – Chapter 5, Fire Service Features.** The following local amendments to Chapter 5 of the International Fire Code, entitled “Fire Service Features,” are adopted and incorporated into the International Fire Code:

- A. Section 503 of the International Fire Code is adopted.
- B. Section 503 of the International Fire Code is amended by adding new subsection 503.1.4 as follows:

**503.1.4 Conflicts.** Where there is a conflict between a requirement of this section and a specific requirement of the Covington Design and Construction, the Covington Design and Construction Standards shall be applicable.

- C. Section 503 of the International Fire Code is amended by substituting subsection 503.2.1 with the following:

**503.2.1 Dimensions.** The following minimum dimensions shall apply for fire apparatus access roads:

1. *Fire apparatus access roads* shall have an unobstructed width of not less than 20 feet (6096 mm), except for *approved* security gates in accordance with section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

2. *Fire apparatus access road* routes shall be approved.

- D. Section 503 of the International Fire Code is amended by substituting subsection 503.2.3 with the following:

**503.2.3 Surface.** Facilities, buildings, or portions of buildings constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with asphalt, concrete, or other approved all-weather driving surface capable of supporting the imposed load of fire apparatus weighing at least 30 tons (27,240 kg) in accordance with the Covington Design and Construction Standards.

- E. Section 503 of the International Fire Code is amended by substituting subsection 503.2.4 with the following:

**503.2.4 Turning radius.** The fire apparatus access road shall have a 30 foot minimum inside turning radius and a 50 foot minimum outside turning radius. The radius must be measured from the travel lane edge, unless otherwise approved.

- F. Section 503 of the International Fire Code is amended by substituting subsection 503.2.5 with the following:

**503.2.5 Dead ends.** Dead-end fire apparatus access roads in excess of 150 feet (45.72 m) in length shall be provided with an approved turnaround designed as illustrated in the Covington Design and Construction Standards.

G. Section 503 of the International Fire Code is amended by substituting subsection 503.2.6 with the following:

**503.2.6 Bridges and elevated surfaces.** Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge or elevated surface shall be constructed and maintained in accordance with specifications established by the fire code official and the public works director, or their designees; at a minimum, however, the bridge or elevated surface shall be constructed and maintained in accordance with AASHTO Standard Specifications for Highway Bridges. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of 30 tons or more ton fire apparatus, the total imposed load to be determined by the fire code official. Vehicle load limits shall be posted at both entrances to bridges when required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, approved barriers, approved signs or both shall be installed and maintained when required by the fire code official.

H. Section 503 of the International Fire Code is amended by substituting subsection 503.2.7 with the following:

**503.2.7 Grade.** Fire apparatus access roads shall not exceed 15 percent longitudinally and/or 6 percent laterally in grade. Approach and departure angle for fire access shall be as determined by the fire code official.

I. Section 503 of the International Fire Code is amended by adding new subsection 503.2.9 as follows:

**503.2.9 Access road width with a hydrant.** Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet for 20 feet on both sides of the operating nut and may be marked as a fire lane per Section 503.3.

J. Section 503 of the International Fire Code is amended by substituting subsection 503.3 with the following:

**503.3 Marking.** *Fire apparatus access roads* shall be marked whenever necessary to maintain the unobstructed minimum required width of roadways. Subject to the *fire code official's* prior written

approval, marked *fire apparatus access roads*, or *fire lanes*, may be established or relocated at the time of plan review, pre-construction site inspection, and/or post construction site inspection as well as any time during the life of the occupancy. Only those *fire apparatus access roads* established by the *fire code official* can utilize red marking paint and the term *fire lane*. *Fire lanes* shall be marked as directed by the *fire code official* with one or more of the following types of marking in accordance with the City of Covington Design and Construction Standards:

**503.3.1 Type 1.** Type 1 marking shall be installed to identify *fire lanes* on commercial and multi-family developments or as directed by the *fire code official*.

1. Curbs shall be identifiable by red traffic paint with a 6 inch wide stripe on the top and front, extending the length of the designated *fire lane*.
2. Rolled curbs shall be identified by red traffic paint with a 6 inch wide stripe on the upper most portion of the curb, extending the length of the designated *fire lane*.
3. Lanes without curbs shall be identified by red traffic paint with a 6 inch wide stripe on the pavement, extending the length of the designated *fire lane*.
4. The words “NO PARKING – FIRE LANE” shall be in 3 inch stroke white letters 18 inches in height, and placed 8 inches measured perpendicular from the red paint stripe on the pavement. Locations and intervals will be designated by the *fire code official*; marking will not exceed 50 feet apart. In most cases, both sides of the access road shall be marked. Where long drives are to be marked, the repetition shall alternate sides of the drive.

**503.3.2 Type 2.** Type 2 marking shall be installed to identify *fire lanes* in one- and two-family dwelling developments or as directed by the *fire code official*.

1. Type 2 marking requires metal signs stating “NO PARKING – FIRE LANE” to be installed at intervals or locations designated by the *fire code official*; signage will not exceed 150 feet apart.
2. The signs shall measure 12 inches in width and 18 inches in height and have red letters on a white background. Bottom of sign shall be a minimum of 7 feet from the curb. Signs shall be nominally parallel to the road, facing the direction of travel.
3. The sign shall be installed on an approved metal post.

**Exception:** On construction sites, approved portable or temporary sign posts and bases may be used.

4. Where *fire lanes* are adjacent to buildings or structures and when approved or directed by the *fire code official*, the signs may be placed on the face of the building or structure.

**503.3.3. Type 3.** Type 3 marking shall be installed to address situations where neither Type 1 or 2 marking are effective or as directed by the *fire code official*.

1. Specific areas designated by the fire code official shall be marked with diagonal striping across the width of the fire lane. Diagonal marking shall be used in conjunction with painted curbs and/or edge striping and shall run at an angle of 30 to 60 degrees from one side to the other. These diagonal lines shall be in red traffic paint, parallel with each other, at least 6 inches in width, and 24 inches apart. Lettering shall occur as with Type 1 marking.

K. Section 503 of the International Fire Code is amended by adding new subsection 503.7 as follows:

**503.7 Establishment of fire lanes.** *Fire lanes* in conformance with this code shall be established by the *fire code official* or his/her authorized designee, and shall be in accordance with 503.7.1 through 503.7.9.

**503.7.1 Obstruction of fire lanes prohibited.** The obstruction of a designated *fire lane* by a parked vehicle or any other object is prohibited and shall constitute a traffic hazard as defined in State law and an immediate hazard to life and property.

**503.7.2 Existing fire lane signs and markings.** The following signs and markings shall be provided:

1. Signs (minimum nine-inch by 16-inch) may be allowed to remain until there is a need for replacement and at that time the sign shall meet the City of Covington Design and Construction Standards and Specifications.
2. Markings may be allowed to remain until there is a need for repainting and at that time the provisions outlined in 503.3 shall be complied with.

**503.7.3 Maintenance.** *Fire lane* markings shall be maintained at the expense of the property owner(s) as often as needed to clearly identify the designated area as being a *fire lane*.

**503.7.4 Towing notification.** At each entrance to property where *fire lanes* have been designated, signs shall be posted in a clearly conspicuous location and shall clearly state that vehicles parked in *fire lanes* may be impounded, and the name, telephone number, and address of the towing firm where the vehicle may be redeemed.

**503.7.5 Responsible property owner.** The owner, manager, or person in charge of any property upon which designated *fire lanes* have been established shall prevent the parking of vehicles or placement of other obstructions in such *fire lanes*.

**503.7.6 Violation – Civil infraction.** Any person who fails to mark or maintain the marking of a designated *fire lane* as prescribed in this chapter, or who parks a vehicle in, allows the parking of a vehicle in, obstructs, or allows the obstruction of a designated *fire lane* commits a civil infraction to which the provisions of Chapter 7.80 RCW shall apply. The penalty for failing to mark or maintain the marking of a designated *fire lane* shall be \$150.00. The penalty for parking a vehicle in, allowing the parking of a vehicle in, obstructing, or allowing the obstruction of a designated *fire lane* shall be \$50.00.

**503.7.7 Violation – Civil penalty.** In addition to, or as an alternate to, the provisions of subsection 503.7.2, any person who fails to meet the provisions of the *fire lane* requirements codified in this title shall be subject to civil penalties.

**503.7.8 Impoundment.** Any vehicle or object obstructing a designated *fire lane* is declared a traffic hazard and may be abated without prior notification to its owner by impoundment pursuant to the applicable State law.

**503.9 Enforcement.** The Covington Building Official, the Covington Police or any other designated representative of the *fire code official* shall have authority to enforce the provisions of this code within their respective jurisdictions.

L. Section 503 of the International Fire Code is amended by adding new subsection 503.8 as follows:

**503.8 Commercial and Industrial Developments.** The *fire apparatus access roads* serving commercial and industrial developments shall be in accordance with Sections 503.8.1 through 503.8.3.

**503.8.1 Buildings exceeding three stories or 30 feet in height.** Buildings or facilities exceeding 30 feet or three stories in height shall have at least two means of fire apparatus access for each structure.

**503.8.2 Buildings exceeding 62,000 square feet in area.** Buildings or facilities having a gross *building area* of more than 62,000 square feet shall be provided with two separate and *approved fire apparatus access roads*.

**Exception:** Projects having a gross *building area* of up to 124,000 square feet that have a single *approved fire apparatus access road* when all buildings are equipped throughout with *approved automatic sprinkler systems*.

**503.8.3 Remoteness.** Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses or as approved by the *fire code official* and *fire chief*.

M. Section 503 of the International Fire Code is amended by adding new subsection 503.9 as follows:

**503.9 Aerial fire apparatus roads.** The *fire apparatus access roads* that accommodate aerial fire apparatus shall be in accordance with Sections 503.9.1 through 503.9.3.

**503.9.1 Where required.** Buildings or portions of buildings or facilities exceeding 30 feet in height above the lowest level of fire department access shall be provided with *approved fire apparatus access roads* that are capable of accommodating fire department aerial apparatus.

**503.9.2 Width.** *Fire apparatus access roads* shall have a minimum unobstructed width of 26 feet in the immediate vicinity of any building or portion of building more than 30 feet in height.

**503.9.3 Proximity to building.** At least one of the required access routes meeting this condition shall be positioned parallel

to one entire side of the building. The location of the parallel access route shall be *approved*.

N. Section 503 of the International Fire Code is amended by adding new subsection 503.10 as follows:

**503.10 Multi-family residential developments.** The *fire apparatus access roads* serving multi-family residential developments shall be in accordance with Sections 503.10.1 through 503.10.3.

**503.10.1 Projects having more than 100 dwelling units.** Multi-family residential projects having more than 100 *dwelling units* shall be provided with two separate and *approved fire apparatus access roads*.

**Exception:** Projects having up to 200 *dwelling units* may have a single *approved fire apparatus access road* when all buildings, including nonresidential occupancies, are equipped throughout with *approved automatic sprinkler systems* installed in accordance with Section 903.3.1.1 or 903.3.1.2.

**503.10.2 Projects having more than 200 dwelling units.** Multi-family residential projects having more than 200 *dwelling units* shall be provided with two separate and *approved fire apparatus access roads* regardless of whether they are equipped with an *approved automatic sprinkler system*.

**503.10.3 Remoteness.** Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses or as approved by the *fire code official* and *fire chief*.

O. Section 503 of the International Fire Code is amended by adding new subsection 503.11 as follows:

**503.11 One- and Two-family residential developments.** The *fire apparatus access roads* serving one- and two-family residential developments shall be in accordance with Sections 503.11.1 and 503.11.2.

**503.11.1 Projects having more than 30 dwelling units.** Developments of one- or two-family dwellings where the

number of *dwelling units* exceed 30 shall be provided with two separate and *approved fire apparatus access roads*.

**Exceptions:**

1. Where there are more than 30 dwelling units on a single public or private fire apparatus access road and all dwelling units are equipped throughout with *approved automatic sprinkler systems* installed in accordance with Section 903.3.1.1, 903.3.1.2, or 903.3.1.3 of the *International Fire Code*, access from two directions shall not be required.
2. The number of dwelling units on a single fire apparatus access road shall not be increased unless *fire apparatus access roads* will, within a reasonable time, connect with future development, as determined by the *fire code official*.

**503.11.2 Remoteness.** Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses or as approved by the *fire code official* and *fire chief*.

P. Section 503 of the International Fire Code is amended by adding new subsection 503.12 as follows:

**503.12 Underground structures.** Installation of underground structures under or within 10 feet of *fire apparatus access roads* shall be designed using *approved* criteria. The criteria shall accommodate for the loading of fire department aerial apparatus unless otherwise *approved*.

Q. Section 503 of the International Fire Code is amended by adding new subsection 503.13 as follows:

**503.13 Fire apparatus access road gates.** Gates securing the fire apparatus access roads shall comply with all of the following criteria:

1. Where a single gate is provided, the gate width shall be not less than 20 feet. Where a fire apparatus road consists of a divided roadway, the gate width shall be not less than 12 feet.
2. Gates shall be of the swinging or sliding type.
3. Construction of gates shall be of materials that allow manual operation by one person.
4. Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective.

5. Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. Emergency opening devices shall be *approved* by the *fire code official*.
6. Methods of locking shall be submitted for approval by the *fire code official*.
7. Electric gate operators, where provided, shall be *listed* in accordance with UL 325.
8. Gates intended for automatic operations shall be designed, constructed and installed to comply with the requirements of ASTM F 2200.

R. Section 507 of the International Fire Code is amended by adding new subsection 507.5.2.1 as follows:

**507.5.2.1. Records.** Records of all system inspections, tests and maintenance required by the referenced standard shall be maintained on the premises for three years; copies shall be delivered to the fire code official within 30 calendar days of each test, inspection, or maintenance of the system.

S. Section 507 of the International Fire Code is amended by adding new subsection 507.5.3.1 as follows:

**507.5.3.1. Records.** Records of all system inspections, tests and maintenance required by the referenced standard shall be maintained on the premises for three years; copies shall be delivered to the fire code official within 30 calendar days of each test, inspection, or maintenance of the system.

T. Section 507 of the International Fire Code is amended by substituting subsection 507.5.6 with the following:

**507.5.6. Physical protection.** Where fire hydrants are subject to impact by a motor vehicle, guard posts shall be designed and installed in accordance with the local water purveyor's design and construction standards.

U. Section 507 of the International Fire Code is amended by substituting subsection 507.5.7 with the following:

**507.5.7. Fire hydrant.** Fire hydrants shall be designed and installed in accordance with the local water purveyor's design and construction standards.

V. Section 507 of the International Fire Code is amended by adding new subsection 507.5.8 as follows:

**507.5.8. Backflow prevention.** All private fire systems shall be isolated by an approved method from the local water purveyor.

W. Section 507 of the International Fire Code is amended by adding new subsection 507.6 as follows:

**507.6. Capacity for residential areas.** All hydrants installed in single family residential areas shall be capable of delivering 1,500 gpm fire flow over and above average maximum demands at the farthest point of the installation.

X. Section 507 of the International Fire Code is amended by adding new subsection 507.7 as follows:

**507.7. Spacing.** The spacing of hydrants shall be in accordance with Sections 507.7.1 through 507.7.5.

**507.7.1. Single family.** The maximum fire hydrant spacing serving single family residential areas shall be 600 feet.

**507.7.2. Commercial, industrial and multi-family.** The maximum fire hydrant spacing serving commercial, industrial, multi-family or other areas shall be 300 feet.

**507.7.3. Medians.** Where streets are provided with median dividers which cannot be crossed by firefighters pulling hose lines hydrants shall be provided on each side of the street and be arranged on an alternating basis.

**507.7.4. Arterials.** Where arterial streets are provided with four or more traffic lanes hydrants shall be provided on each side of the street and be arranged on an alternating basis.

**507.7.5. Transportation.** Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at a spacing not to exceed 1,000 feet to provide for transportation hazards.

Y. Section 507 of the International Fire Code is amended by adding new subsection 507.8 as follows:

**507.8. Required hydrants.** The number of hydrants required for a property shall be based on the calculated fire flow. The first hydrant will be calculated for up to 1,500 gpm. An additional hydrant is required for every 1,000 gpm, or fraction thereof. The required hydrants shall be within 600 feet of the property on a fire apparatus road, as measured by an approved method.

Z. Section 507 of the International Fire Code is amended by adding new subsection 507.9 as follows:

**507.9. Notification.** The owner of property on which private hydrants are located and the public agencies that own or control public hydrants must provide the *fire code official* with the following written service notifications in accordance with 507.9.1 and 507.9.2.

**507.9.1. In-service notification.** The *fire code official* shall be notified when any newly installed hydrant is placed into service.

**507.9.2. Out-of-service notifications.** Where any hydrant is out of service or has not yet been placed in service, the hydrant shall be identified as being out of service and shall be appropriately marked as out of service, by a method *approved* by the *fire code official*.

**15.20.060. Amendments to the International Fire Code – Chapter 6, Building Services and Systems.** The following local amendments to Chapter 6 of the International Fire Code, entitled “Building Services and Systems,” are hereby adopted and incorporated into the International Fire Code as if fully set forth therein.

A. Section 606 of the International Fire Code is amended by substituting subsection 606.6 with the following:

**606.6. Testing of equipment.** Refrigeration equipment and systems having a refrigerant circuit more than 220 pounds of Group A1 or 30 pounds of any other group refrigerant shall be subject to periodic testing in accordance with Section 606.6.1. A written record of the required testing shall be maintained on the premises for a minimum of three years; a copy shall be submitted to the *fire code official* within 30 calendar days of the testing; and a label or tag shall be affixed to the individual system identifying the date of the testing. Tests of emergency devices or systems required by this chapter shall be conducted by persons trained and qualified in refrigeration systems.

B. Section 609 of the International Fire Code is amended by supplementing subsection 609.2 with the following two subsections:

**609.2.2. Permit Required.** Permits shall be required as set forth in Section 105.6.

**609.2.3. Approved drawing.** The stamped and approved cook line drawing shall be displayed adjacent to the suppression system pull station prior to the final inspection.

C. Section 609 of the International Fire Code is amended by substituting subsection 609.3.3.3 with the following:

**609.3.3.3 Records.** Records for inspections shall state the individual and company performing the inspection, a description of the inspection and when the inspection took place. Records for cleanings shall state the individual and company performing the cleaning and when the cleaning took place. Such records shall be completed after each inspection or cleaning, maintained on the premises for a minimum of three years; a copy shall be sent to the *fire code official* within 30 days of the inspection or cleaning.

**15.20.070. Amendments to the International Fire Code – Chapter 7, Fire and Smoke Prevention Features.** The following local amendments to Chapter 7 of the International Fire Code, entitled “Fire and Smoke Prevention Features,” are hereby adopted and incorporated into the International Fire Code as if fully set forth therein.

A. Section 703 of the International Fire Code is amended by substituting subsection 703.4 with the following:

**703.4. Testing.** Horizontal, vertical sliding and rolling fire doors shall be inspected and tested annually to confirm proper operation and full closure. A written record shall be maintained on the premises for a minimum of three years; a copy shall be sent to the *fire code official* within 30 calendar days of the inspection or test; and a label or tag shall be affixed to the individual assembly identifying the date of scheduled confidence test.

**15.20.080. Amendments to the International Fire Code – Chapter 9, Fire Protection Systems.** The following local amendments to Chapter 9 of the International Fire Code, entitled “Fire Protection Systems,” are hereby adopted and incorporated into the International Fire Code as if fully set forth therein.

A. Section 901 of the International Fire Code is amended by substituting subsection 901.6.2 with the following:

**901.6.2. Records.** Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for three years; a copy shall be sent to the *fire code official* within 30 calendar days of each test, inspection, or maintenance of the system; and a label or tag shall be affixed to the individual system identifying the date of the scheduled confidence test.

B. Section 901 of the International Fire Code is amended by add new subsection 901.11 as follows:

**901.11. Emergency contacts.** It shall be the responsibility of the owner of any monitored fire protection system to provide and maintain a minimum of three emergency contacts that are capable of responding to the system location with their monitoring company.

C. Section 902 of the International Fire Code is amended by adding the following to the list in subsection 902.1:

**PROBLEMATIC FIRE PROTECTION SYSTEM.**

D. Section 903 of the International Fire Code is amended by substituting subsection 903.2 with the following:

**903.2 Where required.** An automatic sprinkler system shall be provided for when one of the following conditions exist:

1. In all buildings without adequate fire flow as required by this code.

**Exception:** Miscellaneous Group U Occupancies.

2. All new buildings and structures regulated by the International Building Code requiring 2,000 gallons per minute or more fire flow, or with a gross floor area of 10,000 or more square feet (929 m<sup>2</sup>), or where this code provides a more restrictive floor/fire area requirement, and shall be provided in all locations or where described by this code.

**Exception:** Spaces or areas in telecommunications buildings used exclusively for telecommunications equipment, associated electrical power distribution equipment, batteries, and standby engines, provided those spaces or areas are equipped throughout with an automatic smoke detection system in accordance with Section 907.2 and are separated from the remainder of the building by not less than 1 hour *fire barriers* constructed in accordance with Section 707 of the *International Building Code* or not less than 2 hour *horizontal assemblies* constructed in accordance with Section 712 of the *International Building Code*, or both.

3. Where this code requires the installation of an automatic sprinkler system to protect an occupancy within an otherwise non-sprinklered building, then automatic sprinkler protection will be required throughout the entire building.

4. When the required fire apparatus access roadway grade is 12 percent or greater.

5. Without approved fire department access as defined in the Covington Design and Construction Standards.

E Section 903 of the International Fire Code is amended by adding new subsection 903.2.9.3 as follows:

**903.2.9.3 Speculative use warehouses.** Where the occupant, tenant, or use of the building or storage commodity has not been determined or it is otherwise a speculative use warehouse or building, the automatic sprinkler system shall be designed to protect not less than Class IV non-encapsulated commodities on wood pallets, with no solid, slatted, or wire mesh shelving, and with aisles that are 8 feet or more in width and up to 20 feet in height.

F. Section 903 of the International Fire Code is amended by adding new subsection 903.3.9 as follows:

**903.3.9. Check valve.** All automatic sprinkler system risers shall be equipped with a check valve.

G. Section 903 of the International Fire Code is amended by adding new subsection 903.7 as follows:

**903.7 Riser Room Access.** All risers shall be located in a dedicated room with an exterior door, interior lighting and heat.

H. Section 907 of the International Fire Code is amended by substituting subsection 907.1.3 with the following:

**907.1.3 Equipment.** Systems and their components shall be listed and approved for the purpose for which they are installed. All new alarm systems shall be addressable. Each device shall have its own address and shall annunciate individual addresses at a UL Central Station.

I. Section 907 of the International Fire Code is amended by substituting subsection 907.6.3 with the following:

**907.6.3 Initiating device identification.** The fire alarm system shall identify the specific initiating device address, location, device type, floor level where applicable and status including indication of normal, alarm, trouble and supervisory status, as appropriate.

**Exception:** Special initiating devices that do not support individual device identification.

J. Section 907 of the International Fire Code is amended by adding new subsection 907.8.5.1 as follows:

**907.8.5.1. Records.** Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for three years; a copy shall be sent to the *fire code official* within 30 calendar days of each test, inspection, or maintenance of the system; and a label or tag shall be affixed to the individual system identifying the date of the scheduled confidence test.

K. Section 907 of the International Fire Code is amended by adding new subsection 907.11 as follows:

**907.11. Latched alarms.** All signals shall be automatically “latched” at the alarm panel until their operated devices are returned to normal condition, and the alarm panel is manually reset.

L. Section 907 of the International Fire Code is amended by adding new subsection 907.12 as follows:

**907.12 Resetting.** All fire alarm panels shall be reset only by an approved person.

**907.12.1. Reset Code.** The reset code for the fire alarm panel or keypad shall be 3-7-1-2-3-4. The reset code shall not be changed without approval of the fire code official.

M. Section 907 of the International Fire Code is amended by adding new subsection 907.13 as follows:

**907.13 Fire Alarm Control Panel.** All fire alarm control panels shall be located in the riser room designed and installed in accordance with Section 903.7 or an approved location.

N. Section 909 of the International Fire Code is amended by substituting subsection 909.20.2 with the following:

**909.20.2 Written record.** The records shall include the date of the maintenance, identification of the servicing personnel and notification of any unsatisfactory condition and the corrective action taken, including parts replacement. The written record of smoke control system testing and maintenance shall be maintained on the premises for three years; copied copy shall be sent to the fire code official within 30 days of each test or maintenance of the system; and a label or tag shall be affixed to the individual system identifying the date of the scheduled testing.

O. Section 912 of the International Fire Code is amended by substituting subsection 912.5 with the following:

**912.5 Signs.** Fire department connections shall be clearly identified in an approved manner.

All fire department connections shall have an approved sign attached below the Siamese clapper. The sign shall specify the type of water-based fire protection system, the structure, and the building areas served.

**15.20.090. Amendments to the International Fire Code – Chapter 11, Fire Safety Requirements for Existing Buildings.** The following local amendments to Chapter 11 of the International Fire Code, entitled “Fire Safety Requirements for Existing Buildings,” are hereby adopted and incorporated into the International Fire Code as if fully set forth therein.

A. Section 1103 of the International Fire Code is amended by adding new subsection 1103.5.6 as follows:

**1103.5.6 Substantial Alterations.** An *automatic sprinkler system* shall be installed in existing buildings regardless of use when a substantial alteration occurs in a structure equaling 10,000 or greater square feet. For the purpose of this section, a substantial alteration shall be defined as an alteration that costs 50 percent or more of the current assessed value of the structure and impacts more than 50% of the gross floor area.

B. Section 1103 of the International Fire Code is amended by adding new subsection 1103.7.8 as follows:

**1103.7.8 Fire alarm control unit.** If an existing *fire alarm control unit* is replaced with identical equipment it shall be considered maintenance.

**15.20.100. Amendments to the International Fire Code – Chapter 80, Reference Standards.** The following local amendments to Chapter 80 of the International Fire Code, entitled “Reference Standards,” are hereby adopted and incorporated into the International Fire Code as if fully set forth therein.

A. Section NFPA of the International Fire Code is amended by modifying the Standard reference number dates of publication as follows:

13-16	Installation of Sprinkler Systems
13D-16	Installation of Sprinkler Systems in One- and Two-family Dwellings and Manufactured Homes
13R-16	Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height
20-16	Installation of Stationary Pumps for Fire Protection
24-16	Installation of Private Fire Service Mains and Their Appurtenances
72-16	National Fire Alarm and Signaling Code
110-16	Emergency and Standby Power Systems
111-16	Stored Electrical Energy Emergency and Standby Power Systems
720-15	Installation of Carbon Monoxide (CO) Detection and Warning Equipment

**15.20.110. Amendments to the International Fire Code – Appendix B, Fire-Flow Requirements for Buildings.** The following local amendments to Appendix B to the International Fire Code, entitled “Fire-Flow Requirements for Buildings,” are hereby adopted and incorporated into the International Fire Code as if fully set forth therein.

A. Section B103 of the International Fire Code is amended by substituting subsection B103.1 with the following:

**B103.1 Increases.** The fire chief is authorized to increase the fire flow requirements where exposures could be impacted by fire. An increase shall not be more than twice that required for the building under consideration.

B. Section B105 of the International Fire Code is amended by substituting subsection B105.1 with the following:

**B105.1 One- and two-family dwellings.** Fire-flow requirements for one- and two-family *dwellings* shall be in accordance with Sections B105.1.1 through B105.1.3.

**B105.1.1 Buildings less than 3,600 square feet.** The minimum fire-flow and flow duration requirements shall be 1,000 gallons per minute for 1 hour.

**Exception:** A reduction in required fire-flow of 50 percent, as *approved*, is allowed when the building is equipped with an *approved automatic sprinkler system*.

**B105.1.2 Buildings greater than 3,600 square feet.** The minimum fire-flow and flow duration requirements for shall not be less than that specified in Table B105.1(2).

**Exception:** A reduction of fire-flow and flow duration to 1,000 gallons per minute for 1 hour, as *approved*, is allowed when the building is equipped with the following;

1. An *approved automatic sprinkler system*
2. 1-hour fire resistant rated exterior walls tested in accordance with ASTM E 119 or UL 263 with exposure on the exterior side and projections with 1-hour underside protection, fire blocking installed from the wall top plate to the underside of the roof sheathing and no gable vent openings.

**Exception:** Walls with a distance greater than 11' to the nearest exposure or face an unbuildable lot, tract or buffer. The distance shall be measured at right angles from the face of the wall.

**B105.2 Buildings other than one- and two-family dwellings.** The minimum fire-flow and flow duration for buildings other than one- and two-family *dwellings* shall be as specified in Table B105.1(2).

**Exception:** A reduction in required fire-flow of 50 percent, as *approved*, is allowed when the building is provided with an *approved automatic sprinkler system*. The resulting fire-flow shall not be less than 1,500 gallons per minute for the prescribed duration as specified in Table B105.1(2).

**B105.2.1 Tents and Membrane structures.** No fire flow is required for tents and membrane structures.

**B105.2.2 Accessory residential Group U buildings.** Accessory residential Group U buildings shall comply with the requirements of B105.1.

C. Section B105 of the International Fire Code is amended by deleting the following:

**Table B105.1(1) Required Fire-Flow for One- and Two-family Dwellings, Group R-3 and R-4 Buildings and Townhouses**

**Table B105.2 Required Fire-Flow for Other than One- and Two-family Dwellings, Group R-3 and R-4 Buildings and Townhouses**

D. Section B105 of the International Fire Code is amended by adding new subsection B105.4 as follows:

**B105.4 Urban Separator (R-1) Alternative Fire Flow Mitigation.**

For development projects within the Urban Separator (R-1) zone, the following alternative fire flow mitigations are approved for use in accordance with Sections B105.4.1 through B105.4.2

**B105.4.1 One- and two-family dwellings.** Fire flow will not be required for one- and two-family dwellings if all of the following mitigations are met;

1. The fire-flow calculation area is less than 3600 square feet
2. The construction type of the dwelling is Type VA
3. The dwelling is equipped with a central station monitored automatic fire sprinkler system installed in accordance with Section 903.3.1.3 with a water supply of no less than 30 minutes
4. The dwelling has a fire separation distance of no less than 150 feet on all sides

**B105.4.2 Buildings other than one- and two-family dwellings.** Fire flow will not be required for buildings other than one- and two-family dwellings if all of the following mitigations are met;

1. The fire-flow calculation area is less than 3600 square feet
2. The construction type of the dwelling is not Type VB
3. The dwelling is equipped with a central station monitored automatic fire sprinkler system installed in accordance with Section 903.3.1.1 with a water supply of no less than 30 minutes
4. The dwelling has a fire separation distance of no less than 150 feet on all sides

**Agenda Item 1**  
Covington City Council Meeting  
Date: May 10, 2016

**SUBJECT:** CONTINUE DISCUSSION OF PROPOSED AMENDMENTS TO COUNCIL POLICIES AND PROCEDURES AND NEW CODE OF CONDUCT

**RECOMMENDED BY:** Regan Bolli, City Manager

**ATTACHMENT(S):**

1. Revised v.2 of Proposed Council Policies and Procedures

**PREPARED BY:** Sara Springer, City Attorney

**EXPLANATION:**

At the council's last regular meeting, staff presented an overview of the first draft of a new City Officials' Code of Ethics and amendments to the newly titles Council Policies and Procedures. The latter draft document was emailed to all council members on April 17, 2016, for initial review.

A revised "v.2" of the Proposed Council Policies and Procedures was emailed to all council members on May 6, 2015, for additional review. The revised v.2 of the proposed Council Policies and Procedures includes various revisions, comments, and suggestions from city staff. Notably, staff proposed a revision to the methods by which council members may add an item to a regular meeting agenda.

This agenda item is for discussion purposes only. Upon receiving comments from council members on the two documents, staff will continue their review and revision of the proposed documents and will return both to the council for further review and approval.

**ALTERNATIVES:**

None

**FISCAL IMPACT:**

None

**CITY COUNCIL ACTION:**    \_\_\_Ordinance    \_\_\_Resolution    \_\_\_Motion      X  Other

**DISCUSSION ITEM ONLY—NO ACTION REQUIRED**

**REVIEWED BY:**    City Manager; City Attorney; City Clerk

**COVINGTON CITY COUNCIL  
POLICIES AND PROCEDURES**

**ATTACHMENT 1**

**--DRAFT ONLY--**

**v. 2**

**(v.2 Revisions shown in GREEN)**

**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.](#)

**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 citizens. 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 citizen 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 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 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. ~~It shall be the primary duty of the presiding officer to call all meetings to order and keep to the order of business, control discussion in an orderly manner, permit audience participation at appropriate times, require speakers to speak to the question and to observe the rules of order, and put motions to a vote and announce the outcome. The~~

~~mayor 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 mayor does not possess any power of veto. The mayor may not move an action, but may second a motion.~~

- **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 even 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 whole city council (four votes), then the chair will declare him/her ~~elected~~ **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 ~~candidate~~ **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 ~~candidate~~ **nominee** receives a majority vote of the whole city council.

**3.2.4 Removal.** A supermajority vote (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**

New council members shall be sworn in by a judge or the city clerk 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, and an application form. The council will draw up an application form to aid the council's selection of the new councilmember.
- 3.4.4 Interview Process.** Those candidates selected by council will be interviewed by the council during a regular or special council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the council chambers while other applicants are being interviewed. Applicants will be asked to answer questions posed by each councilmember during the interview process. The interview process will be designed to be fair and consistent. Each candidate will then be allowed two (2) minutes for closing comments. 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 will be conducted during an open public meeting.

### **3.5 Council Committees.**

**3.5.1 Committee of the Whole.** ~~All seven (7) council members.~~ In addition to regular council meetings, the entire ~~council members~~ may meet for study or special project purposes as a Committee of the Whole. ~~A meeting of the council as 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 be established by the council as policy review and discussion arms of the city council as a whole.~~ 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. 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.**

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, 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** The council member shall contact the mayor, mayor pro tem, city manager, or city clerk **via either telephone or email** prior to the meeting and state the reason for his or her inability to attend the meeting.
- 4.7.3** The mayor, mayor pro tem, city manager, or city clerk shall convey the message to the council. Following roll call, the presiding officer shall inform the council of the member's absence, and state the reason for such absence.
- 4.7.4** A motion to excuse the council member shall be non-debatable. Upon passage of such 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.
- 4.7.5** **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 also notice their absence for all other council meetings in a similar manner as set forth above for regular meetings.**

#### **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 Chapter 42.30.110 RCW. 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 provided to them 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 Revised Code of Washington.

#### **4.10 Adjournment**

Regular, special, and committee of the whole meetings of the council shall adjourn at or before 10:00 p.m.; ~~study sessions shall adjourn at or before 10:00 p.m.~~ The adjournment time established hereunder may be extended upon approval of a motion by a majority of the council members present. ~~During regular and special meetings, a~~ 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 of the Covington City Council, 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 minutes may be approved without reading if the clerk has previously furnished each member with a copy 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, 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; 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.

An item for a council meeting may be placed on the agenda by any of the following methods:

- 5.2.1 A majority vote or consensus by the council;
- 5.2.2 **By the city manager; or**
- 5.2.3 By any three (3) council members, each confirming in writing or individually by phone to the city clerk no later than 12:00pm five (5) business days prior to the meeting. All three (3) council members must indicate their acknowledgement and agreement to the title and intent of the agenda item to be added. The names of all three (3) of the requesting council members will be set forth on the agenda; or

**\*\*ALTERNATIVE —OPTION TO CONSIDER REPLACING THE ABOVE 5.2.3 WITH THE FOLLOWING:**

**5.2.3** Upon the joint request of two (2) or more council members, a proposed agenda item shall be placed under the Future Agenda Items of a regular council meeting agenda for the entire council to consider and discuss whether the item shall be included as a New Business item on a future council meeting agenda. A request for the addition of a Future Agenda Item shall be emailed to the city manager or city clerk by the requesting council members no later than 12:00pm on the Wednesday before a regular council meeting. The names of the requesting council members shall be placed on the agenda next to their future agenda item.

Upon discussion of the Future Agenda Item, it shall require an affirmative vote of a majority of the council members present to add the item as a New Business item to a future regular 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.

*[The intent of this alternative is to provide a simple, yet guided, way for council members to present future agenda topics/items for the entire council to consider and discuss, while also ensuring that staff time is used efficiently on items the entire council agrees are a priority. This proposal also assists staff to focus the scope of their research and drafting of agenda materials to address the specific questions and information desired by the council.]*

*This proposed alternative method is not intended to make it more difficult for a council member to get an item placed on an agenda. Accordingly, though the above proposal suggests that it take two council members to get an item placed on the "Future Agenda Items" portion of the agenda, and then a majority to approve the item to be placed as a "New Business" item on a future council agenda, the council is free to change these requirements as desired—i.e. only one council member to place an item on as a Future Agenda item, and/or only three council members to approve the item as a New Business item, etc. (Also keep in mind that the intent is for the council to have a robust discussion on a proposed future agenda item to determine, if the item is brought back as a new business item, what additional information or materials the council would like to receive in order to fully consider and discuss the proposed agenda item.) ]*

**5.2.4** A councilmember may not utilize city staff for the preparation of an item for the agenda without prior direction of the city manager.

### **5.3 Agenda Item Priority.**

**5.3.1** Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.

**5.3.2** Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

#### **5.4 Adding an Item to a Published Agenda.**

An item may be placed on a regular council meeting agenda after the agenda is closed and the notice published if the presiding officer or city manager explains the necessity and receives a majority vote of councilmembers present at a public meeting.

#### **5.5 Staff Agenda Reports.**

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

#### **5.6 Consent Calendar.**

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

- 5.6.1** have been previously discussed or policies have been set by the council; or
- 5.6.2** are based on the information delivered to members of the council, by the administration, can be reviewed by a council member without further explanation; or
- 5.6.3** are so routine or technical in nature that passage is likely.
- 5.6.4** Ordinances, resolutions, and motions are all eligible to be placed on the consent calendar.
- 5.6.5** 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.

#### **5.7 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

## **5.8 Order of Business for Study Sessions.**

The suggested order of business for each study session should be as follows:

Call to Order  
Approval of Agenda  
Discussion  
Adjournment

## **5.9 Public Comment.**

- 5.9.1** 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 non-quasi-judicial or legislative matter. It is encouraged that such written comments be filed with the city clerk by 12:00pm 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.
- 5.9.2** In addition, public oral testimony may be taken on other 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.
- 5.9.3** 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.
- 5.9.4** 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.

5.9.5 Members of the public may not share or give speaking time to other commenters.

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

## 5.10 Public Hearing.

The Public Hearing is a formal opportunity for citizens 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:

### 5.10.1 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.
- **Citizen 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 citizen comments.
- **Close Public Hearing**—At the conclusion of Citizen or Staff Comments, the Presiding Officer will close the public hearing.
- **Council Deliberation**
- **Council Action**
- **Timekeeper**—The city clerk shall be the timekeeper.

### 5.10.2 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 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 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, 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 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 neither, 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 citizen 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 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 ~~citizen~~ interested and qualified individual may submit an application.

**8.2.2 Applicant Requirements.** Applicants are urged to be ~~citizens~~ residents of the City of Covington, but applications from ~~residents~~ 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 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 ~~shall~~ **may** annually appoint a ~~sub~~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.

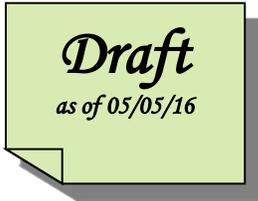
## **9.0 PUBLIC COMMUNICATION & REPRESENTATION**

- 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.

**DISCUSSION OF  
FUTURE AGENDA TOPICS:**

**7:00 p.m. Tuesday, May 24, 2016 Regular Meeting**

**(Draft Agenda Attached)**



**CITY OF COVINGTON  
CITY COUNCIL REGULAR MEETING AGENDA**

[www.covingtonwa.gov](http://www.covingtonwa.gov)

**Tuesday, May 24, 2016  
7:00 p.m.**

**City Council Chambers  
16720 SE 271<sup>st</sup> Street, Suite 100, Covington**

**CALL CITY COUNCIL REGULAR MEETING TO ORDER**

**ROLL CALL/PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PUBLIC COMMUNICATION**

- Summer of Promoting Family and Healthy Lifestyles

**PUBLIC COMMENT** Speakers will state their name, address, and organization. Comments are directed to the City Council, not the audience or staff. Comments are not intended for conversation or debate and are limited to no more than four minutes per speaker. Speakers may request additional time on a future agenda as time allows.\*

**APPROVE CONSENT AGENDA**

- C-1. Minutes: April 26, 2016 Regular Meeting; May 10, 2016 Special Meeting; and May 10, 2016 Regular Meeting Minutes (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Appoint Voting Delegate for Association of Washington Cities Annual Business Meeting (Council)
- C-4. Acceptance of City-wide Safety Improvement Project (Vondran)
- C-5. Accept Contract for Ditching Services (Vondran)

**REPORTS OF COMMISSIONS**

- Human Services Chair Fran McGregor: May 12 meeting.
- Parks & Recreation Chair Laura Morrissey: May 9 special meeting and May 18 regular meeting.
- Arts Chair Lesli Cohan: May 12 meeting.
- PRePAC Chair Jennifer Harjehausen: April 27 meeting.
- Planning Chair Bill Judd: May 5 and May 19 meetings.
- Economic Development Council Co-Chair Jeff Wagner: April 28 meeting.

**PUBLIC HEARING**

- 1. To Receive Public Testimony on Proposed 2017-2022 Transportation Improvement Program (Lindskov)

**NEW BUSINESS**

- 2. Consider Commission Input on Monthly Reporting at Council Meetings (Bolli)
- 3. Consider Resolution Regarding PSRC Comments for Conditional Certification of Comprehensive Plan (Mueller/Hart)
- 4. 2016 First Quarter Financial Report (Hendrickson)

**COUNCIL/STAFF COMMENTS** - Future Agenda Topics

**PUBLIC COMMENT** \*See Guidelines on Public Comments above in First Public Comment Section

**EXECUTIVE SESSION – if needed**

**ADJOURN**

Americans with Disabilities Act – reasonable accommodations provided upon request a minimum of 24 hours in advance (253-480-2400).