



CITY OF COVINGTON
CITY COUNCIL REGULAR MEETING AGENDA
www.covingtonwa.gov

Tuesday, October 11, 2016
7:00 p.m.

City Council Chambers
16720 SE 271st Street, Suite 100, Covington

CALL CITY COUNCIL REGULAR MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION

- Safe Schools Week Proclamation – Week of October 16-22, 2016
- Fire Prevention Week Proclamation – Week of October 9-15-, 2016 (Jon Napier, Fire Marshal)

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. Vouchers (Hendrickson)

NEW BUSINESS

1. Consider Resolution Supporting Kent School District Bond (Bolli)
2. Discuss Proposed Interim Sign Code Regulations (Hart)
3. Discuss and Provide Direction on Participation in the King County Community Van Program (Hart)
4. City Manager Presents 2017 Budget Message (Bolli)

FUTURE AGENDA ITEMS

COUNCIL/STAFF COMMENTS

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: October 11, 2016

SUBJECT: APPROVAL OF VOUCHERS

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers: Vouchers #34718-34770, including ACH payments and electronic fund transfers, in the amount of \$324,327.11, dated September 30, 2016; and Paylocity Payroll Checks #1005872794-1005872812 inclusive, plus employee direct deposits, in the amount of \$178,034.12, dated October 7, 2016.

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

CITY COUNCIL ACTION: _____ Ordinance _____ Resolution X Motion _____ Other

Councilmember _____ moves, Councilmember _____ seconds, to approve for payment Vouchers: Vouchers #34718-34770, including ACH payments and electronic fund transfers, in the amount of \$324,327.11, dated September 30, 2016; and Paylocity Payroll Checks #1005872794-1005872812 inclusive, plus employee direct deposits, in the amount of \$178,034.12, dated October 7, 2016.

September 30, 2016

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check #34718 through Check #34770, including ACH payments and electronic fund transfers

In the Amount of \$324,327.11

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: 9/28/2016 1:37 PM



| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|---|--|---|-------------------------|---|
| ACH | 0345 0345-9 | Sharon Scott City Council/Kent School District joint meeting; | 09/30/2016 | 65.14 |
| Total for this ACH Check for Vendor 0345: | | | | 65.14 |
| ACH | 0706 4889 4889 4890 4890 | Covington Retail Associates 1st floor; operating expenses, October 1st floor; building lease, October 2nd floor; building lease, October 2nd floor; operating expenses, October | 09/30/2016 | 9,895.60 27,018.92 3,446.92 1,361.95 |
| Total for this ACH Check for Vendor 0706: | | | | 41,723.39 |
| ACH | 1271 1271-9 | Rob Hendrickson Hendrickson; WFOA conference, mileage/per di | 09/30/2016 | 310.98 |
| Total for this ACH Check for Vendor 1271: | | | | 310.98 |
| ACH | 1622 16-CV08 | Law Offices of Thomas R Hargan, PLLC Prosecution services through 8/31/16 | 09/30/2016 | 4,520.52 |
| Total for this ACH Check for Vendor 1622: | | | | 4,520.52 |
| ACH | 1688 054257-9 054257-9 054257-9 054257-9 054257-9 | Mountain Mist Maint shop; bottled water, August Maint shop; bottled water, August Maint shop; bottled water, August City hall; bottled water, August Aquatics; bottled water, August | 09/30/2016 | 20.39 20.39 27.20 124.78 158.76 |
| Total for this ACH Check for Vendor 1688: | | | | 351.52 |
| ACH | 1705 TM-161995 | Alpine Products, Inc. Emergency Preparedness Fair, signs | 09/30/2016 | 290.72 |
| Total for this ACH Check for Vendor 1705: | | | | 290.72 |
| ACH | 1767 1767-9 | Brian Bykonen Bykonen; WACE conference, per diem | 09/30/2016 | 25.50 |
| Total for this ACH Check for Vendor 1767: | | | | 25.50 |
| ACH | 1901 0076365 0076365 0076365 | Modern Building Systems, Inc. Maint shop; building lease, 10/1-11/1/16 Maint shop; building lease, 10/1-11/1/16 Maint shop; building lease, 10/1-11/1/16 | 09/30/2016 | 426.80 426.80 569.06 |
| Total for this ACH Check for Vendor 1901: | | | | 1,422.66 |
| ACH | 2223 833709 | ARC Imaging Resources Plotter/scanner; gloss paper, banner paper | 09/30/2016 | 223.35 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|---|--|--|-------------------------|---|
| Total for this ACH Check for Vendor 2223: | | | | 223.35 |
| ACH | 2468 2468-4 | Jesse Dalton Reissued; Dalton; 5 year service award | 09/30/2016 | 75.00 |
| Total for this ACH Check for Vendor 2468: | | | | 75.00 |
| ACH | 2555 49924423 49975652 | NuCO2 LLC Aquatics; CO2 for pH control Aquatics; CO2 lease | 09/30/2016 | 137.43 85.54 |
| Total for this ACH Check for Vendor 2555: | | | | 222.97 |
| ACH | 2821 2821-9 | Dominic Finazzo Finazzo; mileage reimbursement, August | 09/30/2016 | 46.55 |
| Total for this ACH Check for Vendor 2821: | | | | 46.55 |
| ACH | 3163 28838748-001 | Herc Rentals Inc. Boom rental; banner, 8/31 | 09/30/2016 | 564.72 |
| Total for this ACH Check for Vendor 3163: | | | | 564.72 |
| 78 | 2783 2783-082016 2783-082016 2783-082016 2783-082016 2783-082016 2783-082016 | WA State Dept of Revenue Sales tax August 2016 Business & Occupation tax August 2016 Business & Occupation tax August 2016 Use tax August 2016 Use tax August 2016 Business & Occupation tax August 2016 | 09/30/2016 | 1,494.47 302.87 98.90 671.19 12.03 797.81 |
| Total for Check Number 78: | | | | 3,377.27 |
| 34718 | 0955 10480108 | American Red Cross Lifeguarding class; 8/28 | 09/30/2016 | 81.00 |
| Total for Check Number 34718: | | | | 81.00 |
| 34719 | 2033 11883 | Aquatic Specialty Services Aquatics; clean/calibration service, September | 09/30/2016 | 179.20 |
| Total for Check Number 34719: | | | | 179.20 |
| 34720 | 0019 100315L1020160-9 100315L1020160-9 100315L1020160-9 100315L1020160-9 100315L1020160-9 100315L1020160-9 100315L1020160-9 100315L1020160-9 100315L1020160-9 100315L1020160-9 100315L1020160-9 100315L1020160-9 100315L1020160-9 100315L1020160-9 100315L1020160-9 | AWC Employee Benefits Trust Medical Insurance Premiums, October Medical Insurance Premiums, October | 09/30/2016 | 2,339.54 2,265.53 1,541.89 9,341.34 8,022.68 10,992.56 7,342.48 1,549.06 2,197.98 6,906.16 1,541.87 2,387.54 457.23 2,948.53 |
| Total for Check Number 34720: | | | | 59,834.39 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|--|--|-------------------------|-----------------------------------|
| 34721 | 3196 2105 | B R Fencing Inc. Fencing, Timberlane Site 1 | 09/30/2016 | 4,517.76 |
| Total for Check Number 34721: | | | | 4,517.76 |
| 34722 | 2646 B16071300 B16071300 B16071300 | Balloon Specialties Helium, balloons, ribbon Helium, balloons, ribbon Helium, balloons, ribbon | 09/30/2016 | 107.64 107.64 107.64 |
| Total for Check Number 34722: | | | | 322.92 |
| 34723 | 2368 149963 | Best Parking Lot Cleaning Inc. MV; street sweeping, spill clean up 9/6 | 09/30/2016 | 371.63 |
| Total for Check Number 34723: | | | | 371.63 |
| 34724 | 0637 113659 | Bill's Locksmith Service, Inc. Keys | 09/30/2016 | 16.39 |
| Total for Check Number 34724: | | | | 16.39 |
| 34725 | 0026 3384 | C&B Awards Fall soccer jerseys | 09/30/2016 | 19.55 |
| Total for Check Number 34725: | | | | 19.55 |
| 34726 | 1997 1343889 1343889 1343889 1343889 | Capital One Commercial Maint shop; paper towels Maint shop; paper towels City hall; creamer, cocoa, paper products, batteri Maint shop; paper towels | 09/30/2016 | 37.88 50.52 157.57 37.88 |
| Total for Check Number 34726: | | | | 283.85 |
| 34727 | 1080 4802672843 | CCH Incorporated GAAP guide | 09/30/2016 | 390.98 |
| Total for Check Number 34727: | | | | 390.98 |
| 34728 | 2270 6317966698B-9 | CenturyLink City hall; telephone,9/13-10/13/16 | 09/30/2016 | 111.17 |
| Total for Check Number 34728: | | | | 111.17 |
| 34729 | 2366 1386523381 | CenturyLink Business Services Aquatics; internet/loop, August | 09/30/2016 | 360.00 |
| Total for Check Number 34729: | | | | 360.00 |
| 34730 | 0366 0366-9 | City of Covington SWM utility tax; August | 09/30/2016 | 527.44 |
| Total for Check Number 34730: | | | | 527.44 |
| 34731 | 0219 INV02827 | City of Maple Valley Building inspector services; August | 09/30/2016 | 2,400.00 |
| Total for Check Number 34731: | | | | 2,400.00 |
| 34732 | 3203 7000944954-1 | Columbia State Bank Christensen Inc General Contractor; retainage es | 09/30/2016 | 1,583.89 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|--|-------------------------------|--------------|
| | | | Total for Check Number 34732: | 1,583.89 |
| 34733 | 0184 226 | Cordi & Bejarano Public defender services; August | 09/30/2016 | 3,650.00 |
| | | | Total for Check Number 34733: | 3,650.00 |
| 34734 | 0537 | Covington Water District | 09/30/2016 | |
| | 104587-9 | Crystal view; water, 8/20-9/16/16 | | 246.35 |
| | 105731-9 | SR 516; water, 8/20-9/16/16 | | 63.40 |
| | 107666-9 | CCP; water, 7/16-9/16/16 | | 46.50 |
| | 108188-9 | Skate park; water, 7/16-9/16/16 | | 77.70 |
| | 115324-9 | Aquatics; water, 7/16-9/16/16 | | 2,386.10 |
| | 122505-9 | Maint shop; water, 7/16-9/16/16 | | 36.99 |
| | 122505-9 | Maint shop; water, 7/16-9/16/16 | | 49.32 |
| | 122505-9 | Maint shop; water, 7/16-9/16/16 | | 36.99 |
| | 132669-9 | CCP; water, 7/16-9/16/16 | | 77.70 |
| | 132670-9 | CCP; water, 8/20-9/16/16 | | 3,041.15 |
| | | | Total for Check Number 34734: | 6,062.20 |
| 34735 | 0159 3317268 | Daily Journal of Commerce 263rd Drainage; bid notice | 09/30/2016 | 417.30 |
| | | | Total for Check Number 34735: | 417.30 |
| 34736 | 2615 888 | David A. Clark Architects, PLLC Aquatics room addition services through 9/16/16 | 09/30/2016 | 3,978.45 |
| | | | Total for Check Number 34736: | 3,978.45 |
| 34737 | 1983 51579824 | De Lage Landen Financial Srvc Aquatics; copiers' lease, 9/1-9/30/16 | 09/30/2016 | 104.41 |
| | | | Total for Check Number 34737: | 104.41 |
| 34738 | 3145 | Electric Lightwave | 09/30/2016 | |
| | 1275.62 | Maint shop; telephone, 9/8-10/7/16 | | 139.49 |
| | 1275.62 | Maint shop; telephone, 9/8-10/7/16 | | 139.49 |
| | 1275.62 | Aquatics; telephone, 9/8-10/7/16 | | 90.28 |
| | 1275.62 | Maint shop; telephone, 9/8-10/7/16 | | 185.97 |
| | 1275.62 | City hall; telephone, 9/8-10/7/16 | | 720.39 |
| | | | Total for Check Number 34738: | 1,275.62 |
| 34739 | 1213 078201 | Everson's Econo-Vac, Inc. Vactoring culverts/catch basins | 09/30/2016 | 1,499.17 |
| | | | Total for Check Number 34739: | 1,499.17 |
| 34740 | 1996 | Facility Maintenance Contractors | 09/30/2016 | |
| | 01465160915 | Maint shop; janitorial service | | 88.20 |
| | 01465160915 | Maint shop; janitorial service | | 88.20 |
| | 01465160915 | Maint shop; janitorial service | | 117.60 |
| | | | Total for Check Number 34740: | 294.00 |
| 34741 | 0127 0151604 | GFOA Parker; GFOA membership, 11/1/16-10/31/17 | 09/30/2016 | 190.00 |
| | | | Total for Check Number 34741: | 190.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|--|---|-------------------------|---|
| 34742 | 0302 13599.00-22 15447.00-10 | Gray & Osborne Timberlane/Jenkins Park SW LID & Retro, 8/14- Clements Drainage; engineering, 8/14-9/10/16 | 09/30/2016 | 3,258.91 2,708.03 |
| Total for Check Number 34742: | | | | 5,966.94 |
| 34743 | 1770 1770-9 1770-9 | Richard Hart Hart; Planning Directors conference, mileage Hart; Planning Directors conference, mileage | 09/30/2016 | 39.58 92.34 |
| Total for Check Number 34743: | | | | 131.92 |
| 34744 | 2648 2648-9 | Hart's Gymnastics Instructor payment; Gymnastics, Fall | 09/30/2016 | 991.20 |
| Total for Check Number 34744: | | | | 991.20 |
| 34745 | 3142 7423 7423 | Heffron Transportation Inc. Hawk Property; transportation support, 7/25-8/21 Transportation concurrency, 7/25-8/28/16 | 09/30/2016 | 963.00 324.00 |
| Total for Check Number 34745: | | | | 1,287.00 |
| 34746 | 3010 1905701034514 | Interstate All Battery Center Recycle bucket | 09/30/2016 | 76.86 |
| Total for Check Number 34746: | | | | 76.86 |
| 34747 | 0385 1600002618 | Kent School #415 Video Game Design; additional custodial charge: | 09/30/2016 | 63.38 |
| Total for Check Number 34747: | | | | 63.38 |
| 34748 | 0050 0050-9 | Kent School District School mitigation payable; August | 09/30/2016 | 4,990.00 |
| Total for Check Number 34748: | | | | 4,990.00 |
| 34749 | 3204 3204-9 | King County Assessor Affinity at Covington; tax exemption processing | 09/30/2016 | 358.00 |
| Total for Check Number 34749: | | | | 358.00 |
| 34750 | 0143 11004945 57564 75903 78857-78857 78882-78882 | King County Finance City hall; internet, August Waste disposal WRIA 9 services; 2nd trimester 2016 Street services; August CIP 1028; annual overlay, July/August | 09/30/2016 | 375.00 67.29 2,750.67 1,291.60 840.89 |
| Total for Check Number 34750: | | | | 5,325.45 |
| 34751 | 0693 0693-9 | Law Seminars International Mueller; Growth Management Act seminar, regis | 09/30/2016 | 595.00 |
| Total for Check Number 34751: | | | | 595.00 |
| 34752 | 1431 1431-9 | Valerie Lyon Council meeting; Officer Williams retirement cal | 09/30/2016 | 41.42 |
| Total for Check Number 34752: | | | | 41.42 |
| 34753 | 1878 | MacLeod Reckord | 09/30/2016 | |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|---|---|-------------------------|-----------------------------|
| | 7460 | CCP: Phase 2, storm drainage, 8/1-8/31/16 | | 21,742.50 |
| | 7461 | CCP: Phase 2, engineering services, 8/1-8/31/16 | | 86,073.36 |
| Total for Check Number 34753: | | | | 107,815.86 |
| 34754 | 2550 76268 | Motorplex Pro-Tow #2577; oil/transmission/chassis lube/fuel filters s | 09/30/2016 | 1,722.15 |
| Total for Check Number 34754: | | | | 1,722.15 |
| 34755 | 0004 856975479001 861854246001 | Office Depot Meysers; bookcase Office supplies | 09/30/2016 | 250.86 157.89 |
| Total for Check Number 34755: | | | | 408.75 |
| 34756 | 3200 61494 | Otto Rosenau & Associates Inc. Aquatics room addition; inspection services | 09/30/2016 | 1,238.80 |
| Total for Check Number 34756: | | | | 1,238.80 |
| 34757 | 0161 | Puget Sound Energy | 09/30/2016 | |
| | 200003986730-9 | Streets; electricity, 8/3-9/1/16 | | 66.40 |
| | 200003987282-9 | Streets; electricity, 8/4-9/2/16 | | 50.41 |
| | 200003987464-9 | Streets; electricity, 8/4-9/2/16 | | 11.84 |
| | 200004045635-9 | Streets; electricity, 8/3-9/1/16 | | 66.49 |
| | 200004045866-9 | Streets; electricity, 8/4-9/2/16 | | 55.53 |
| | 200022909309-9 | Streets; electricity, 8/3-9/1/16 | | 70.52 |
| | 200022909689-9 | Skate park; electricity, 8/4-9/2/16 | | 12.15 |
| | 220009801048-9 | Streets; electricity, 8/4-9/2/16 | | 79.15 |
| | 300000001770-9 | City tree; electricity, 8/3-9/1/16 | | 10.84 |
| | 300000001770-9 | Streets; electricity, 8/3-9/1/16 | | 10.84 |
| | 300000001788-9 | Streets; electricity, 8/2-8/31/16 | | 64.67 |
| | 300000001788-9 | Streets; electricity, 8/2-8/31/16 | | 8,646.84 |
| | 300000001804-9 | Streets; electricity, 8/1-8/30/16 | | 51.37 |
| | 300000001804-9 | Streets; electricity, 8/1-8/30/16 | | 41.08 |
| | 300000007744-9 | Aquatics; natural gas, 8/1-8/30/16 | | 1,560.03 |
| | 300000007744-9 | Aquatics; electricity, 8/1-8/30/16 | | 2,121.98 |
| | 300000007934-9 | City hall; natural gas, 8/3-9/1/16 | | 36.42 |
| | 300000007934-9 | City hall; electricity, 5/4-9/1/16 | | 6,287.98 |
| | 300000011266-9 | Crystal view; electricity, 8/3-9/1/16 | | 10.84 |
| | 300000011266-9 | SR 516; electricity, 8/3-9/1/16 | | 147.85 |
| Total for Check Number 34757: | | | | 19,403.23 |
| 34758 | 1197 00056137 00056144 | Rainier Wood Recyclers Waste disposal Waste disposal | 09/30/2016 | 24.00 12.00 |
| Total for Check Number 34758: | | | | 36.00 |
| 34759 | 2474 2115 | SCORE Jail costs; August | 09/30/2016 | 13,020.00 |
| Total for Check Number 34759: | | | | 13,020.00 |
| 34760 | 1905 C862793-701 C863508-701 C863968-701 | Sharp Electronics Corporation Workroom copier usage, 7/28-8/28/16 Aquatics; copiers' usage, 8/1-9/13/16 Reception copier usage, 8/5-9/8/16 | 09/30/2016 | 1,568.26 100.35 17.98 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|--------------------------------------|-------------------------------|--------------|
| | | | Total for Check Number 34760: | 1,686.59 |
| 34761 | 1903 | Sound Publishing, Inc. | 09/30/2016 | |
| | 7708420 | Full monthly ad | | 940.51 |
| | 7708420 | SE 263rd Drainage; bid notice | | 242.08 |
| | 7708420 | Weekly bulletins; 8/12, 8/26 | | 367.30 |
| | | | Total for Check Number 34761: | 1,549.89 |
| 34762 | 1158 | Sprint Rothhammer Intl, Inc. | 09/30/2016 | |
| | 138489A | Aquatics; resale items, goggles | | 346.17 |
| | | | Total for Check Number 34762: | 346.17 |
| 34763 | 0281 | Standard Insurance Company | 09/30/2016 | |
| | 006355510001-9 | Life Insurance Premiums, October | | 100.84 |
| | 006355510001-9 | Life Insurance Premiums, October | | 117.17 |
| | 006355510001-9 | Life Insurance Premiums, October | | 175.90 |
| | 006355510001-9 | Life Insurance Premiums, October | | 118.28 |
| | 006355510001-9 | Life Insurance Premiums, October | | 44.92 |
| | 006355510001-9 | Life Insurance Premiums, October | | 99.19 |
| | 006355510001-9 | Life Insurance Premiums, October | | 183.80 |
| | 006355510001-9 | Life Insurance Premiums, October | | 591.76 |
| | 006355510001-9 | Life Insurance Premiums, October | | 375.17 |
| | 006355510001-9 | Life Insurance Premiums, October | | 593.56 |
| | 006355510001-9 | Life Insurance Premiums, October | | 175.68 |
| | 006355510001-9 | Life Insurance Premiums, October | | 7.91 |
| | 006355510001-9 | Life Insurance Premiums, October | | 587.94 |
| | 006355510001-9 | Life Insurance Premiums, October | | 364.31 |
| | 006355510001-9 | Life Insurance Premiums, October | | 289.59 |
| | | | Total for Check Number 34763: | 3,826.02 |
| 34764 | 1523 | Kelly Thompson | 09/30/2016 | |
| | 1523-9 | Thompson; 10 year service award | | 100.00 |
| | | | Total for Check Number 34764: | 100.00 |
| 34765 | 0376 | United Rentals NW, Inc. | 09/30/2016 | |
| | 136207667-006 | Rental; road plates, 8/17-9/14/16 | | 986.09 |
| | | | Total for Check Number 34765: | 986.09 |
| 34766 | 2103 | US Bancorp Equip Finance Inc. | 09/30/2016 | |
| | 3136388431 | Workroom copier lease | | 639.10 |
| | 313655573 | Reception copier lease | | 93.40 |
| | 313866832 | Police copier lease | | 93.40 |
| | | | Total for Check Number 34766: | 825.90 |
| 34767 | 1879 | US Health Works | 09/30/2016 | |
| | 0676646-WA | Dalton/Fealy; DOT Physicals | | 198.00 |
| | | | Total for Check Number 34767: | 198.00 |
| 34768 | 2652 | Wells Fargo Financial Leasing | 09/30/2016 | |
| | 5003382662 | Smartboard lease, 9/15-10/14/16 | | 197.89 |
| | 5003390087 | Plotter/scanner lease, 10/10-11/9/16 | | 227.09 |
| | | | Total for Check Number 34768: | 424.98 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|-------------------------|------------------------------------|-------------------------|--------------|
| 34769 | 3201 | Zachary Maintenance Services LLC | 09/30/2016 | |
| | CoCov_Inv-0001 | Spicer repairs; permit | | 304.14 |
| | CoCov_Inv-0002 | Minor housing repair; #SPIC-01-15 | | 3,471.17 |
| | CoCov_Inv-0003 | Spicer; repairs | | 3,409.03 |
| Total for Check Number 34769: | | | | 7,184.34 |
| 34770 | 3202 | Zoro Tools Inc. | 09/30/2016 | |
| | INV2444697 | Aquatics; platform ladder, use tax | | -175.06 |
| | INV2444697 | Aquatics; platform ladder | | 2,210.62 |
| Total for Check Number 34770: | | | | 2,035.56 |
| Total for 9/30/2016: | | | | 324,327.11 |
| Report Total (67 checks): | | | | 324,327.11 |

October 7, 2016

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 10/07/16 consisting of:

PAYLOCITY CHECK # 1005872794 through PAYLOCITY CHECK # 1005872812 inclusive,
plus employee direct deposits

IN THE AMOUNT OF \$178,034.12

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: _____

10/07/16 Payroll Voucher

Payroll Checks for Account Paylocity Account

| Check/Voucher | Check Type | Check Date | Employee Id | Employee Name | Net Amount |
|---------------|------------|------------|-------------|-----------------------|------------|
| 113413 | Regular | 10/7/2016 | 503 | Bolli, Regan H | 4,931.50 |
| 113414 | Regular | 10/7/2016 | 572 | Bykonen, Emily M | 77.57 |
| 113415 | Regular | 10/7/2016 | 246 | Kirshenbaum, Kathleen | 401.49 |
| 113416 | Regular | 10/7/2016 | 243 | Lyon, Valerie | 1,509.32 |
| 113417 | Regular | 10/7/2016 | 234 | Mhooon, Darren S | 1,492.31 |
| 113418 | Regular | 10/7/2016 | 162 | Michaud, Joan M | 2,221.79 |
| 113419 | Regular | 10/7/2016 | 123 | Scott, Sharon G | 2,579.57 |
| 113420 | Regular | 10/7/2016 | 313 | Slate, Karla J | 2,545.73 |
| 113421 | Regular | 10/7/2016 | 275 | Hart, Richard | 3,008.48 |
| 113422 | Regular | 10/7/2016 | 368 | Mueller, Ann M | 1,298.27 |
| 113423 | Regular | 10/7/2016 | 487 | Bykonen, Tyler B | 146.43 |
| 113424 | Regular | 10/7/2016 | 180 | Cles, Staci M | 1,972.88 |
| 113425 | Regular | 10/7/2016 | 146 | Hagen, Lindsay K | 1,642.19 |
| 113426 | Regular | 10/7/2016 | 235 | Hendrickson, Robert | 3,857.18 |
| 113427 | Regular | 10/7/2016 | 105 | Parker, Cassandra | 2,650.24 |
| 113428 | Regular | 10/7/2016 | 568 | Burton, Da'Ris V | 802.90 |
| 113429 | Regular | 10/7/2016 | 353 | Dalton, Jesse J | 1,876.42 |
| 113430 | Regular | 10/7/2016 | 524 | Denning, Jerald J | 1,059.42 |
| 113431 | Regular | 10/7/2016 | 373 | Fealy, William J | 2,212.30 |
| 113432 | Regular | 10/7/2016 | 301 | Gaudette, John J | 1,845.66 |
| 113433 | Regular | 10/7/2016 | 511 | Goranson, Gage W | 1,424.86 |
| 113434 | Regular | 10/7/2016 | 186 | Junkin, Ross D | 2,983.36 |
| 113435 | Regular | 10/7/2016 | 559 | Parker, Bryce R | 854.26 |
| 113436 | Regular | 10/7/2016 | 457 | Smith, Nathan H | 1,116.55 |
| 113437 | Regular | 10/7/2016 | 408 | Terwillegar, Jeremy A | 1,750.13 |
| 113438 | Regular | 10/7/2016 | 377 | Bates, Krista | 1,447.03 |
| 113439 | Regular | 10/7/2016 | 268 | Bykonen, Brian D | 2,307.89 |
| 113440 | Regular | 10/7/2016 | 279 | Christenson, Gregg R | 3,034.43 |
| 113441 | Regular | 10/7/2016 | 270 | Lyons, Salina K | 2,370.50 |
| 113442 | Regular | 10/7/2016 | 269 | Meyers, Robert L | 3,468.53 |
| 113443 | Regular | 10/7/2016 | 284 | Ogren, Nelson W | 2,752.70 |
| 113444 | Regular | 10/7/2016 | 266 | Thompson, Kelly | 2,249.33 |
| 113445 | Regular | 10/7/2016 | 307 | Morrissey, Mayson | 3,099.26 |
| 113446 | Regular | 10/7/2016 | 199 | Bahl, Rachel A | 2,194.40 |
| 113447 | Regular | 10/7/2016 | 397 | Ball, Jaquelyn I | 1,588.62 |
| 113448 | Regular | 10/7/2016 | 451 | Conway, Sean | 1,569.76 |
| 113449 | Regular | 10/7/2016 | 574 | Dal Santo, Shannon A | 443.70 |
| 113450 | Regular | 10/7/2016 | 448 | Finazzo, Dominic V | 1,760.47 |
| 113451 | Regular | 10/7/2016 | 305 | Kiselyov, Tatyana | 1,662.88 |
| 113452 | Regular | 10/7/2016 | 194 | Newton, Ethan A | 3,363.80 |
| 113453 | Regular | 10/7/2016 | 195 | Patterson, Clifford | 2,521.78 |
| 113454 | Regular | 10/7/2016 | 106 | Bates, Shellie L | 2,215.20 |
| 113455 | Regular | 10/7/2016 | 349 | Buck, Shawn M | 1,851.60 |
| 113456 | Regular | 10/7/2016 | 273 | French, Fred | 101.47 |
| 113457 | Regular | 10/7/2016 | 436 | Lindskov, Robert T | 3,170.93 |
| 113458 | Regular | 10/7/2016 | 257 | Parrish, Benjamin A | 2,078.59 |
| 113459 | Regular | 10/7/2016 | 173 | Vondran, Donald M | 3,898.27 |
| 113460 | Regular | 10/7/2016 | 252 | Wesley, Daniel A | 2,260.06 |
| 113461 | Regular | 10/7/2016 | 388 | Andrews, Kaitlyn E | 83.22 |
| 113462 | Regular | 10/7/2016 | 481 | Binder, Jordan M | 320.40 |
| 113463 | Regular | 10/7/2016 | 534 | Blakely, Gavin D | 119.78 |
| 113464 | Regular | 10/7/2016 | 517 | Burke, Austin W | 206.18 |
| 113465 | Regular | 10/7/2016 | 514 | Collins, Ashtyn E | 337.98 |

| | | | |
|--------------------|-----------|-------------------------------|----------|
| 113466 Regular | 10/7/2016 | 258 Cox, Melissa | 1,098.12 |
| 113467 Regular | 10/7/2016 | 526 Duval-Dreblow, Shailynn R | 24.67 |
| 113468 Regular | 10/7/2016 | 566 Duven, Bridget N | 143.73 |
| 113469 Regular | 10/7/2016 | 562 Grobbelaar, Jan G | 514.35 |
| 113470 Regular | 10/7/2016 | 508 Halbert, Olivia M | 53.90 |
| 113471 Regular | 10/7/2016 | 430 Hanson, Sean C | 639.89 |
| 113472 Regular | 10/7/2016 | 410 Lanz, Avalon A. | 571.69 |
| 113473 Regular | 10/7/2016 | 558 Maine, Connor | 90.83 |
| 113474 Regular | 10/7/2016 | 435 Martin, Iain-Josiah | 363.00 |
| 113475 Regular | 10/7/2016 | 525 Mastroianni, Anthony J | 183.93 |
| 113476 Regular | 10/7/2016 | 484 May, Alexander E | 268.51 |
| 113477 Regular | 10/7/2016 | 483 Medel, Erick | 436.39 |
| 113478 Regular | 10/7/2016 | 516 Montero, Ivan P | 63.46 |
| 113479 Regular | 10/7/2016 | 550 Moriarty, Dylan M | 100.12 |
| 113480 Regular | 10/7/2016 | 312 Perko, Roxanne H | 842.09 |
| 113481 Regular | 10/7/2016 | 387 Praggastis, Elena C | 454.80 |
| 113482 Regular | 10/7/2016 | 493 Sears, Andrew J | 202.77 |
| 113483 Regular | 10/7/2016 | 492 Spencer, Ethan R | 279.51 |
| 113484 Regular | 10/7/2016 | 392 Wardrip, Spencer A | 328.66 |
| 113485 Regular | 10/7/2016 | 432 Wilton, Sara J | 110.00 |
| 113486 Regular | 10/7/2016 | 480 Woods, Dylan J | 534.94 |
| 113487 Regular | 10/7/2016 | 533 Wruth, Hunter T | 223.88 |
| 113488 Regular | 10/7/2016 | 542 Bolton, Max | 53.03 |
| 113489 Regular | 10/7/2016 | 536 Harjehausen, Jack | 57.85 |
| 113490 Regular | 10/7/2016 | 528 Hopp, Tyler A | 97.45 |
| 113491 Regular | 10/7/2016 | 467 Lam, Brandon A | 100.50 |
| 113492 Regular | 10/7/2016 | 468 Lam, Matthew T | 30.67 |
| 113493 Regular | 10/7/2016 | 495 Tashiro-Townley, Joshua C | 212.11 |
| 113494 Regular | 10/7/2016 | 554 Underwood, Brady M | 106.05 |
| 113495 Regular | 10/7/2016 | 500 White, Preston A | 33.74 |
| 113496 Regular | 10/7/2016 | 116 Beaufriere, Noreen | 2,990.41 |
| 113497 Regular | 10/7/2016 | 137 Throm, Victoria J | 2,031.14 |
| 1005872794 Regular | 10/7/2016 | 364 Newell, Nancy J | 268.16 |
| 1005872795 Regular | 10/7/2016 | 575 Wilson, Steven B | 171.19 |
| 1005872796 Regular | 10/7/2016 | 471 Shank, Maia M | 339.46 |
| 1005872797 Regular | 10/7/2016 | 527 Ainsworth, Nicholas D | 449.21 |
| 1005872798 Regular | 10/7/2016 | 509 Brannon, David J | 106.80 |
| 1005872799 Regular | 10/7/2016 | 555 Casey, Noah | 77.86 |
| 1005872800 Regular | 10/7/2016 | 274 Goldfoos, Rhyan | 112.01 |
| 1005872801 Regular | 10/7/2016 | 564 Jackson-Kinney, Kyrsten S | 245.40 |
| 1005872802 Regular | 10/7/2016 | 567 Praggastis, Christina B | 293.83 |
| 1005872803 Regular | 10/7/2016 | 489 Wold, Jared K | 481.86 |
| 1005872804 Regular | 10/7/2016 | 551 Bellmore, Alexander J | 124.60 |
| 1005872805 Regular | 10/7/2016 | 556 Bethune, Lauchlin A | 295.55 |
| 1005872806 Regular | 10/7/2016 | 470 Cekarmis, Dusan | 207.12 |
| 1005872807 Regular | 10/7/2016 | 521 Ellsworth, Joseph G | 38.56 |
| 1005872808 Regular | 10/7/2016 | 573 Hopp, Savannah G | 24.10 |
| 1005872809 Regular | 10/7/2016 | 519 Lopez, Joseph C | 14.46 |
| 1005872810 Regular | 10/7/2016 | 547 Miskar, Isaac O | 38.56 |
| 1005872811 Regular | 10/7/2016 | 474 Shank, Elijah J | 60.25 |

Totals for Payroll Checks **103 Items** **115,330.74**

Third Party Checks for Account Paylocity Account

| Check/Voucher | Check Type | Check Date | Employee Id | Employee Name | Net Amount |
|---------------|------------|------------|-------------|-------------------------------------|------------|
| 113498 | AGENCY | 10/7/2016 | 401SS | ICMA Retirement Trust | 18,335.62 |
| 113499 | AGENCY | 10/7/2016 | 457Ex | Vantagepoint Transfer Agent-457 | 375.80 |
| 113500 | AGENCY | 10/7/2016 | CICOV | City of Covington | 3,443.30 |
| 113501 | AGENCY | 10/7/2016 | | Emp City of Covington Employee Fund | 88.00 |

| | | | |
|--|-----------|-----------------------------------|-----------------------------|
| 113502 AGENCY | 10/7/2016 | IC401 ICMA Retirement Trust | 4,469.73 |
| 113503 AGENCY | 10/7/2016 | IC457 ICMA Retirement Trust | 2,374.18 |
| 113504 AGENCY | 10/7/2016 | ROTH ICMA Retirement Trust | 100.00 |
| 113505 AGENCY | 10/7/2016 | VEBA HRA VEBA Trust Contributions | 1,785.00 |
| 1005872812 AGENCY | 10/7/2016 | JG1 WASH CHILD SUPPORT | 110.41 |
| Totals for Third Party Checks 9 Items | | | 31,082.04 |
| | | ICMA Forfeiture Account | 10,158.43 |
| | | Paylocity Fees | 261.08 |
| | | Tax Liabilities | 21,201.83 |
| | | Grand Total | <u><u>\$ 178,034.12</u></u> |

Agenda Item 1
Covington City Council Meeting
Date: October 11, 2016

SUBJECT: CONSIDER ADOPTION OF RESOLUTION STATING THE CITY COUNCIL'S SUPPORT OF KENT SCHOOL DISTRICT PROPOSITION 1 ON THE NOVEMBER 8, 2016 GENERAL ELECTION BALLOT.

RECOMMENDED BY: Mayor Jeff Wagner

ATTACHMENT(S):

1. Proposed Resolution
2. Kent School District Bond Flier
3. Bond Proposal to Reduce Overcrowding & Improve Schools
4. Bond Projects

PREPARED BY: Regan Bolli, City Manager

EXPLANATION:

Attached is a proposed resolution in support of the Kent School District's Proposition 1, which is on the November 8, 2016, general election ballot. The Council received a presentation from Kent School District Superintendent Dr. Calvin J. Watts regarding this ballot measure at the September 27, 2016 regular council meeting.

ALTERNATIVES:

FISCAL IMPACT:

CITY COUNCIL ACTION: ___ Ordinance X Resolution ___ Motion ___ Other

Councilmember _____ moves, Councilmember _____ seconds, to adopt a resolution stating the city council's support of Kent School District Proposition 1 on the November 8, 2016, general election ballot, in substantial form as that presented.

REVIEWED BY: City Attorney

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, STATING THE CITY COUNCIL’S SUPPORT OF KENT SCHOOL DISTRICT PROPOSITION 1 ON THE NOVEMBER 8, 2016, GENERAL ELECTION BALLOT

WHEREAS, the City of Covington is located entirely within the Kent School District (“KSD”); and

WHEREAS, local property tax levies fund KSD programs and activities that are not funded by state basic education dollars; and

WHEREAS, the KSD School Board previously adopted a resolution to place Proposition No. 1 on the November 8, 2016, King County General Election Ballot for voters within the district; and

WHEREAS, KSD Proposition No. 1 would replace retiring bonds by selling a new series of twenty-year bonds beginning in 2016 and then incrementally every two years until 2022; the new bonds would not increase the district’s tax rate; and

WHEREAS, KSD Proposition No. 1 would provide funding to replace the aged Covington Elementary School and make needed improvements at three other schools serving Covington children; and

WHEREAS, as provided in RCW 42.17A.550, the City Council of the City of Covington desires to show its support for KSD Proposition No. 1;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The City Council, after receiving public comment at an open and regular meeting, hereby supports Kent School District Proposition No. 1, as placed on the November 8, 2016, King County General Election Ballot.

Section 2. The City Council hereby urges citizens to vote yes on Kent School District Proposition No. 1 on the November 8, 2016, King County General Election Ballot.

PASSED in open and regular session on this 11th day of October, 2016.

ATTESTED:

Mayor Jeff Wagner

Sharon Scott, City Clerk

APPROVED AS TO FORM:

Sara Springer, City Attorney

ATTACHMENT 2



Bond to Reduce Overcrowding & Improve Schools

Why is this Capital Improvement and School Construction Bond on the ballot?

- To reduce overcrowding, improve safety, and increase energy efficiency.
- To provide smaller class sizes and accommodate projected student enrollment and community growth.
- To finance the costs of two new schools and renovations to current facilities not covered by state and federal funding.

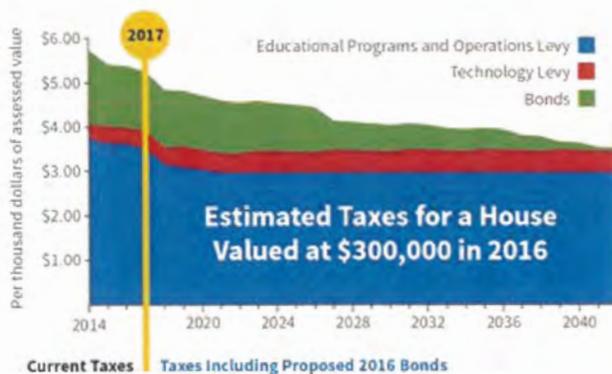
Where will the money go? (Estimated Costs)



The bond will fund projects at every school, including:

- 2 new elementary schools
- 20 new classrooms
- 9 new multipurpose rooms
- 33 new disability access ramps
- 9 new fire alarm systems
- 10 renovated athletic facilities

View a complete list of projects at www.ksdbond.org



How will the 2016 bond affect taxes?

With this proposal, new bonds will replace expiring bonds without raising overall school taxes.

New bonds will allow new construction to reduce overcrowding and provide necessary resources for maintenance projects to sustain current infrastructure.



Remember to VOTE BY NOVEMBER 8, 2016

For more information, visit www.ksdbond.org or call (253) 373-7524



2016 Capital Improvement & School Construction Bond

On **November 8, 2016**, the community will decide on a KSD bond proposal. With this bond proposal, new bonds will replace expiring bonds without raising overall school taxes and fund projects at every school.

What is a school bond?

School bonds pay for facility construction and renovations and cannot be used for teacher salaries or classroom operations. State and federal funding does not cover costs associated with the maintenance to sustain current infrastructure, or the renovation or replacement of school facilities.

Why is a bond measure on the ballot?

- To reduce overcrowding
- To improve safety
- To increase energy efficiency

This bond will fund two new elementary schools, twenty new classrooms across the District, and nine multipurpose rooms **reducing overcrowding** in classrooms and school buildings. It will **improve safety** by replacing fire alarm systems at nine buildings and renovating outdoor athletic facilities at ten schools. It also will provide funds to **increase energy efficiency** by upgrading heating and ventilation systems at 11 schools.

To see a complete list of projects, visit the [Bond Projects](#) page.

How will the 2016 bond affect taxes?

With this proposal, new bonds will replace expiring bonds without raising overall school taxes. New bonds will allow new construction to reduce overcrowding and provide necessary resources for maintenance projects to sustain current infrastructure.

Where will the money go?

The bond will fund two new schools, twenty new classrooms (not portables), repairs, and renovations districtwide in the following categories:

- Reduce overcrowding
- Improve safety
- Increase energy efficiency
- Remodel, upgrade schools
- New roofs and flooring

How is the amount of the bond determined?

The Citizens' Bond Review Committee reviewed 262 projects submitted by schools and the KSD Maintenance Department. The Committee then recommended 76 projects as top priorities. The Board of Directors reviewed and approved the projects along with the amount of the bond, \$252 million.

Thank you for taking the time to visit. With the community's support, the Kent School District will continue its mission: *Successfully Preparing All Students For Their Futures.*

REMEMBER TO VOTE BY NOVEMBER 8, 2016



2016 Capital Improvement & School Construction Bond

Bond Projects

If this bond is approved by voters, it will reduce overcrowding with two new elementary schools, 20 new classrooms across the District, and nine multipurpose rooms at elementary schools. School safety will be improved with new fire alarm systems at nine buildings, outdoor athletic facilities at ten secondary schools will be renovated, parking and student drop-off zones will be upgraded at five locations, new door locks and hardware will be installed at five schools, and ADA access ramps for the portable classrooms will be replaced at seven schools.

This bond will also fund projects submitted by schools such as converting classrooms to science labs at a middle school, remodeling a high school performing arts center, and building a new library and multimedia center at an elementary school. The bond will fund prioritized infrastructure needs with new roofs at selected locations as well as upgrade energy management and heating and ventilation systems. Bond funds will also be used to provide new interactive, instructional media systems in every classroom.

[School Specific 2016 Capital Improvement & School Construction Bond Projects](#)

This bond proposal funds projects at every school.



2 NEW ELEMENTARY SCHOOLS



33 NEW DISABILITY ACCESS RAMPS



20 NEW CLASSROOMS WHERE NEEDED



10 RENOVATED ATHLETIC FACILITIES



9 NEW MULTIPURPOSE ROOMS



9 NEW FIRE ALARM SYSTEMS

SUBJECT: DISCUSS PROPOSED INTERIM SIGN CODE REGULATIONS

RECOMMENDED BY: Richard Hart, Community Development Director

ATTACHMENT(S):

1. Draft of Proposed Interim Sign Code Regulations

PREPARED BY: Richard Hart, Community Development Director
Brian Bykonen, Associate Planner/Code Enforcement Officer
Sara Springer, City Attorney

EXPLANATION:

A. BACKGROUND

In 2013, the city council directed staff to study potential sign code amendments for temporary civic/non-profit banner signs for events. Staff spent the first part of 2014 examining the city's sign code, discussing with other city staff their needs as they related to temporary signs for city-sponsored events and programs, and reviewing current case law and best practices regarding sign regulations. The city council held a study session regarding temporary sign policies in June, 2014.

During this same time, staff noted that the prevailing case in the Ninth Circuit Court of Appeals regarding the regulation of signs, *Reed v. Town of Gilbert*, was on petition for review before the United States Supreme Court ("USSC" or "the Court"). Accordingly, staff recommended tabling any discussion or consideration of changes to the city's sign code until the *Reed* case was resolved by the USSC. The Court ultimately granted review of the case and issued their decision on June 18, 2015. As anticipated, the Court's decision in *Reed* has dramatically changed the landscape for drafting constitutionally defensible sign regulations.

The city council held a study session in October 2015 to identify major goals, objectives, and purposes to be included in revisions to the city's sign code. Then in February 2016, the city council held another study session to discuss the specific outline and structure of sign code revisions for both temporary and permanent signs and provided staff with final direction on the major policy direction for the revised sign regulations. Since the city's last study session in February 2016, city staff has been working on developing a final draft of the proposed sign code revisions in a codified format for council review and discussion.

B. PROPOSED INTERIM SIGN CODE

Through the course of drafting revisions to the city's sign code, staff concluded that it would be best to adopt interim sign regulations for six months, and then use those intervening months to

conduct extensive public outreach programs within the community and with various stakeholder groups. Based upon the feedback received, staff will then make reasonable adjustments to the sign regulations proposed for permanent adoption. Those proposed permanent sign regulations will then be reviewed by the planning commission, with an opportunity for the public to provide testimony at a public hearing, and then culminating with the council's own review and final adoption of the permanent sign code regulations in the spring of 2017.

One of the primary benefits of adopting interim sign regulations now, rather than keeping the city's existing sign code in place until revised permanent regulations are adopted in the spring, is that the interim regulations legally confirm with the Court's ruling in *Reed*, ensuring that the city has in place reasonable, and legally defensible, regulations that can be administered and enforced equitably (currently the city is not enforcing portions of its sign code that do not conform with the Court's ruling in *Reed*).

Staff will note that the proposed interim sign code currently presented to council for review and adoption is not the exact code that will be proposed as the permanent sign code next spring. During the next six months, in addition to seeking and receiving feedback from the community, city staff will also be monitoring sign code updates adopted by other jurisdictions to extract any rising best practices. Staff will also use the next six months to internally discuss and formalize administrative processes for implementing newly proposed sign permits that are not currently included in the interim code, but are anticipated to be included in the proposed permanent sign code (e.g. providing for an allowance of a certain number of temporary signs to be posted in the city's parks when a special events permit for the park is issued, etc.).

At this evening's meeting, staff intends to present the proposed interim sign code regulations to the council and to field any questions or comments the council may have regarding the proposed interim sign code. This matter will then be brought back to the council at the next regular council meeting on October 26, 2016, when the council will hold a public hearing and have the option to take action on adopting the proposed interim sign code for six months.

ALTERNATIVES: NA

FISCAL IMPACT: NA

CITY COUNCIL ACTION: ___ Ordinance ___ Resolution ___ Motion X Other

DISCUSSION ITEM ONLY

REVIEWED BY: Community Development Director, City Attorney, and City Manager

****PROPOSED INTERIM SIGN CODE****

CHAPTER 18.55 SIGNS

PART I: GENERAL PROVISIONS

- 18.55.010** Intent and purpose.
- 18.55.020** Applicability and exclusions.
- 18.55.030** Interpretation; severability.
- 18.55.040** Definitions.

18.55.010 Intent and purpose.

(1) Intent. Signs have a strong visual impact on the character and quality of the community. As a prominent part of the scenery, they attract or repel the viewing public, affect the safety of vehicular traffic, and their suitability or appropriateness helps to set the tone for the community. Because the city relies upon its physical setting and beauty to attract commerce, aesthetic considerations assume economic value. It is the intent of the city, through this Chapter, to protect and enhance both the city's residential character and its economic base through the provision of appropriate and aesthetic signage. In addition, it is the intent of the city to limit the size, type and location of signs in order to minimize their distracting effect on drivers and thereby improve traffic safety.

(2) Purpose. The purpose of this Chapter is to promote the public health, safety, and welfare through a comprehensive system of reasonable, effective, consistent, content-neutral, and nondiscriminatory sign standards and requirements. This chapter has also been adopted to:

- (a) Promote and accomplish the goals, policies, and objectives of the city's comprehensive plan and zoning ode, and the city council's vision, mission, and goals statement;
- (b) Provide minimum standards in order to safeguard life, health, property, and public welfare, and promote traffic safety by controlling the design, quality of materials, construction, illumination, size, location, and maintenance of signs and sign structures, and discouraging excessive numbers of signs;
- (c) Recognize free speech rights by regulating signs in a content-neutral manner;
- (d) Promote the free flow of traffic and protect pedestrians and motorists from injury and property damage caused by, or which may be fully or partially attributable to, cluttered, distracting and/or illegible signage;
- (e) Promote a positive visual image of the city and protect the beauty of the city's built environment by encouraging signs that are compatible with the architectural style,

characteristics, and scale of the building to which they may be attached, appropriate to the size of the subject property and amount of street frontage adjacent to the subject property, and to encourage signs that are compatible with adjacent buildings and businesses;

- (f) Protect property values, the local economy, and the quality of life by preserving and enhancing the appearance of the streetscape;
- (g) Provide consistent sign design standards;
- (h) Protect and encourage creative and innovative approaches to signage, and signs that are of a quality design, pleasing in appearance, and are appropriate in size, materials and illumination to the surrounding neighborhood or commercial district;
- (i) Provide an improved visual environment for the citizens of and visitors to the city;
- (j) Adopt clear, understandable regulations which will assure equal protection and fair treatment under the law through consistent application of the regulations and consistent enforcement of this chapter;
- (k) Balance both public and private business needs with the specific objectives of creating a community with an unmatched quality of life and strong focus on economic well-being, aesthetics, community and family, the environment, and public infrastructure;
- (l) Support and enhance the economic well-being of all businesses within the city, and in particular recognize the needs of all businesses to identify their premises and advertise their products and services;
- (m) Recognize that the aesthetic value of the total environment affects economic values, and that unrestricted proliferation of signs can and does detract from the economic value of the community; and
- (n) Prohibit the use of billboard signs recognizing that billboards affect the aesthetic value of the community thereby reducing property values and impacting traffic safety because of the distraction that is created by large signage along public rights-of-way.

18.55.020 Applicability and exclusions.

(1) Applicability. This chapter applies to all signs within the jurisdictional limits of the city that are visible from any right-of-way or public place, regardless of the type or nature.

(2) Exclusions. The following signs are excluded from the regulations and requirements of this chapter.

- (a) Signs that are not visible from any public right-of-way or public place.
- (b) Government signs. Signs installed by the city, county, or a federal or state governmental agency for the protection of the public health, safety, and general welfare, including, but not limited to, the following:
 - (i) Emergency and warning signs necessary for public safety or civil defense;
 - (ii) Traffic and/or wayfinding signs erected and maintained by an authorized public agency;
 - (iii) Signs required to be displayed by law;
 - (iv) Signs showing the location of public facilities; and
 - (v) Any sign, posting, notice, or similar sign placed by or required by a governmental agency in carrying out its responsibility to protect the public health, safety, and general welfare.
- (c) Vehicles with signs. Any sign on a vehicle, unless such vehicle is regularly parked in any prominently visible location from public right-of-way or other public space for the primary purpose of attracting public attention to the sign.

18.55.030 Interpretation; severability.

(1) Interpretation. This chapter is not intended to, and shall not be interpreted to, restrict speech on the basis of its content, viewpoint, or message. Any classification of signs in this chapter which purports to permit speech by reason of the type of sign or identity of the sign user, or otherwise, shall be interpreted to allow either commercial or non-commercial speech on the sign. No part of this chapter shall be construed to favor commercial speech over non-commercial speech.

(2) Severability. [Insert]

18.55.040 Definitions.

The following words, terms, and phrases, when used in this chapter, shall have meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Any word term or phrase used in this chapter that is not defined in this section shall have the meaning ascribed to it in Chapter 18.20 CMC:

(1) “Abandoned sign” means any sign remaining in place after a sign has not been maintained for a period of ninety (90) or more consecutive days or if the activity conducted on the subject property ceases for one hundred and eighty (180) consecutive days.

- (2) “Administrator” means the City Manager or his/her designee.
- (3) “Animated or moving sign” means any sign that uses movement, by either natural or mechanical means, or changes of lighting, either natural or artificial, to depict action to create a special effect or scene.
- (4) “Awning or canopy sign” means a nonelectric sign on the vertical surface or flap that is printed on, painted on, or attached to an awning or canopy.
- (5) “Balloon” means a decorative inflatable device generally composed of a thin layer of latex or mylar, into which a gas (typically helium) is inserted in order to cause it to rise or float in the atmosphere. (See also “inflatable sign.”)
- (6) “Banner” means a sign made of fabric or any non-rigid material with or without an enclosed framework.
- (7) “Building-mounted signs” means any sign attached to the face of a building including without limitation wall signs, marquee signs, under canopy signs, and projecting signs.
- (8) “Canopy sign.” See “awning or canopy sign.”
- (9) “Changeable copy sign” means a sign whose content can be changed or altered (without changing or altering the sign frame, sign supports, or electrical parts) by manual, electric, electromechanical, or electronic means. A sign on which the message changes more than eight (8) times a day shall be considered an electronic changeable message sign and not a changeable copy sign for the purposes of this chapter.
- (10) “Copy” means the graphic content of a sign surface in either permanent or removable letter, pictographic, symbolic, or alphabetic form.
- (11) “Electrical sign” means a sign or sign structure in which electrical wiring, connections, or fixtures are used.
- (12) “Electronic changeable message sign” means an electronically activated sign whose message content, either whole or in part, is changed more than eight times a day by means of electronic programming.
- (13) “Exposed building face” means the building exterior wall of a single occupant building or the building exterior wall of an individual tenant’s leased space in a multi-tenant complex viewed as a vertical plane between the finished grade and the ridge of a pitched roof above it, top of parapet, etc. This vertical plan will be used to calculate the sign area for building-mounted signs. In the case of an interior business without a separate exterior entrance, the exposed building face will be the vertical plane of the entrance wall measured between the floor and ceiling. As an option, for those businesses having oblique walls the exposed building face is that area between the finish grade and the ridge or top

of parapet which is shown on the elevation drawing submitted with the required drawings for a building permit.

- (14) "Facade" means the entire building face including the parapet.
- (15) "Festoons" means a string of ribbons, tinsel, small flags, or pinwheels.
- (16) "Flag" means any piece of cloth of individual size, color and design, hoisted on a pole permanent affixed to the ground or displayed via a pole bracket permanently affixed to a building.
- (17) "Flashing sign" means a sign when any portion of it changes light intensity, switches on and off in a constant pattern, or contains moving parts or the optical illusion of motion caused by use of electrical energy or illumination.
- (18) "Freestanding sign" means a sign supported permanently upon the ground by poles, pylons, braces or a solid base and not attached to any building. Freestanding signs include those signs otherwise known as "pedestal signs," "pole signs," "pylon signs," "monument signs," and "ground signs."
- (19) "Frontage, building" means the length of an outside building wall.
- (20) "Frontage, property" means the length of the property line along the public right-of-way on which it borders.
- (21) "Graffiti" means an inscription of symbols, works, or pictures by painting, spray painting or other means of defacing public or private property.
- (22) "Government sign" means any temporary or permanent sign erected and maintained by any special purpose district, school district, City, County, State, or Federal government for designation of or direction to any school, hospital, hospital site, property, or facility, including without limitation traffic signs, directional signs, warning signs, informational signs, and signs displaying a public service message.
- (23) "Height" means the vertical distance measured from the highest point of the sign to the grade of the adjacent street or the surface grade beneath the sign, whichever is less.
- (24) "Illuminated sign" means a sign with an artificial light source incorporated internally or externally for the purpose of illuminating the sign.
- (25) "Inflatable sign" means a sign that is inflated by some means and used to attract attention. These signs include large single displays or a display of smaller balloons connected in some fashion to create a larger display.
- (26) "Kiosk" means a freestanding sign, which may have a round shape or which may have two or more faces.

- (27) “Maintenance” means the cleaning, painting, and minor repair of a sign in a manner that does not alter the basic copy, design, or structure of the sign.
- (28) “Marquee sign” means any sign attached to or supported by a marquee, which is a permanent roof-like projecting structure attached to a building.
- (29) “Monument sign (ground sign)” means a freestanding sign having the appearance of a solid base of landscape construction materials such as brick, stucco, stonework, textured wood, tile or textured concrete materials harmonious with the materials of the primary structure on the subject property.
- (30) “Multi-tenant complex” means a complex containing two (2) or more uses or businesses.
- (31) “Mural” means a design or representation that is painted or drawn on the exterior surface of a structure and that does not advertise a specific business, product, service, or activity.
- (32) “Neon (outline tubing) sign” means a sign consisting of glass tubing, filled with neon gas, or other similar gas, which glows when electric current is sent through it.
- (33) “Nonconforming sign” means any sign that was constructed, erected and maintained in conformance with the King County or the City of Covington rules and regulations in effect at the time of establishment and use that no longer conforms to the rules and regulations of this chapter.
- (34) “Off-site sign” means a sign relating, through its message and content, to a commercial activity, use, product, or service not available on the property on which the sign is located.
- (35) “On-site sign” means a sign which contains content strictly limited to a lawful use on the property on which the sign is located.
- (36) “Person” means any individual, corporation, association, firm, partnership, or other legal entity.
- (37) “Pedestal sign” means freestanding signs supported permanently upon the ground by one or more solid bases, which base or bases shall be equal to at least fifty percent (50%) of the sign width.
- (38) “Pole or pylon signs” means freestanding signs supported permanently upon the ground by poles or braces and not attached to any building.
- (39) “Portable sign” means any sign designed to be moved easily and not permanently affixed to the ground or to a structure or building. Portable signs differ from temporary signs in that portable signs are made of durable materials such as metal, wood, or plastic.
- (40) “Projecting sign” means a sign, other than a flat wall sign, which is attached to and projects from a building wall or other structure not specifically designed to support the sign.

(41) “Public right-of-way” means land owned, dedicated or conveyed to the public, used primarily for the movement of vehicles, wheelchair and pedestrian traffic and land privately owned, used primarily for the movement of vehicles, wheelchair and pedestrian traffic, so long as such privately owned land has been constructed in compliance with all applicable laws and standards for a public right-of-way.

(42) “Roof sign” means any sign erected above the eaves or on the roof of a building or structure.

(43) “Sight distance requirements” means the area at intersections and site access points where the height of all structures and landscaping is regulated.

(44) “Sign” means any medium, including structural and component parts, that is used or intended to be used to attract attention to the subject matter for advertising, identification, or informative purposes.

(45) “Sign area” means the entire area of a sign on which graphics, letters, figures, symbols, trademarks and/or written copy is placed, excluding sign structure, architectural embellishments and framework. Sign area is calculated by measuring the perimeter enclosing the extreme limits of the module or sign face containing the graphics, letters, figures, symbols, trademarks, and/or written copy; provided, however, that individual letters, numbers or symbols using a canopy, awning or wall as the background, without added decoration or change in the canopy, awning or wall, have sign area calculated by measuring the perimeter enclosing each letter, number or symbol and totaling the square footage of these perimeters.

(46) “Sign face” means the area of a sign on which the graphics, letters, figures, symbols, trademark or written copy is placed.

(47) “Temporary sign” means any sign that is to be displayed for a limited period of time only, including but not limited to, banners, fabric signs, and festoons of lights. A temporary sign may be of rigid or non-rigid construction.

(48) “Wall sign” means either a sign applied with paint or similar substance on the surface of a wall or a sign attached essentially parallel to and extending not more than 24 inches from the wall of a building with no copy on the side or edges.

(49) “Window signs” mean all signs located inside and affixed to a window and intended to be viewed from the exterior of the structure.

PART II: ADMINISTRATION

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| 18.55.050 | Prohibited signs. |
| 18.55.060 | Sign Permits—Exemptions. |
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18.55.050 Prohibited Signs.

Unless otherwise provided for in this chapter, no person shall erect, alter, maintain, or relocate any of the following signs in the city.

- (1) **Animated signs.** Any sign in which the sign body or any portion of the sign rotates, moves up and down, or moves in some manner, whether by mechanical or any other means. This includes any sign animated by any means, including, but not limited to, fixed aerial displays, balloons, pennants, spinners, propellers, whirling, or similar devices designed to flutter, rotate, or display other movement under the influence of the wind, including flag canopies not otherwise allowed in CMC 18.55.XXX, streamers, tubes, or other devices affected by the movement of air or other atmospheric or mechanical means.
- (2) **Nuisance signs.** Any signs which emit smoke, visible particles, odors, and sound, except that speakers in signs on the premises of a drive-through facility shall be permitted.
- (3) **Flashing signs.** A sign, unless allowed under the provisions of CMC 18.55.xxx, that contains an intermittent or flashing light source, or a sign that includes the illusion of intermittent or flashing light by means of animation, or an externally mounted intermittent light source. Flashing light sources are prohibited. Electronic message center signs and digital signs are allowed under the provisions of Section 18.55.xxx.
- (4) **Hazardous signs.** Any sign that is dangerous or confusing to motorists and pedestrians on the public right-of-way, including any sign which by its color, wording, design, location, or illumination resembles or conflicts with any official traffic control device or which otherwise impedes the safe and efficient flow of traffic, is prohibited.
- (5) **Impediment to ingress and egress.** No sign may impede free ingress and egress from any door, window, or exit way required by building and fire regulations.
- (6) **Permanent signs on vacant lots, parcels, or easements.** No permanent sign shall be located on a vacant lot, parcel, or easement. No permanent sign shall be located on a lot, parcel, or easement as the principal use of that lot, parcel, or easement. Signs may only be established as an accessory use to a principally permitted use.

- (7) Portable signs on wheels (trailer signs).
- (8) Abandoned signs.
- (9) Signs on or within medians, roundabouts, utility poles, lampposts, traffic poles and signals, and street trees in the public right-of-way or on or within other public property or structures, except as allowed pursuant to CMC 18.55.XXX.

18.55.060 Sign permits—Exemptions.

The following signs, and activities relating to signs, are exempt from the permitting requirements of this chapter:

- (1) Changes to the face or copy of changeable copy signs, digital signs, and electronic messaging signs, provided such changes do not change the material or appearance of the sign as originally permitted by the city.
- (2) The normal repair and maintenance of conforming or legal nonconforming signs.
- (3) Temporary signs meeting the requirements in this chapter, except for those required to be permitted pursuant to CMC 18.55.070.
- (4) Any signs required to be posted pursuant to the Covington Municipal Code or any other local, state, or federal regulation.
- (5) Any sign on a vehicle, unless such vehicle or mobile unit is regularly parked in any prominently visible location for the primary purpose of attracting public attention to the sign.

18.55.070 Sign permits—Temporary signs on commercial properties.

- (1) **Permit required.** No person shall erect, alter, or relocate any temporary sign allowed on a commercial property, pursuant to CMC 18.55.070, without first receiving an approved temporary sign permit from the City pursuant to the requirements herein.
- (2) **Review type.** The review and approval of temporary sign permits is a Type I land use decision that shall be processed pursuant to chapter 14.30 CMC, as amended.
- (3) **Application.** Applications for temporary sign permits shall be submitted to the city on forms provided by the city.
- (4) **Fee.** The applicable permit application fee, pursuant to the city's current fee resolution in effect at the time of application, shall be paid upon submission of each temporary sign permit application.

18.55.080 Reserved.

18.55.090 Sign permits—Permanent signs.

(1) Permit Required. Except as provided for under CMC 18.55.060, no person shall erect, alter, or relocate any sign without first receiving an approved sign permit from the City pursuant to the requirements herein.

(2) Review Type. The review and approval of permanent sign permits is a Type II land use decision that shall be processed pursuant to Chapter 14.30 CMC, as amended.

(3) Application Requirements. A complete permit application for permanent signs shall consist of the following:

- (a) Application form. A completed permanent sign permit application shall be submitted on a form provided by the city. If the applicant is not the property owner, then the property owner must be identified, and the application must include an affidavit from the property owner, verifying that the property owner has given permission to the applicant for the submission of the sign permit application and for the installation/posting of the sign on the property owner's property.
- (b) Building elevation/site plan. Signs proposed to be mounted on a building require a building elevation drawn to scale that specifies the location of the sign and drawings or photographs which show the scale of the sign in context with the building. Free-standing signs require a site plan indicating the proposed sign location as it relates to property lines, adjacent streets, and adjacent buildings.
- (c) Scaled design drawing. A colored rendering or scaled drawing including dimensions of all sign faces and descriptions of materials to be used, including color samples.
- (d) Scaled installation drawing. A scaled drawing that includes the sign description, proposed materials, size, weight, manner of construction, and method of attachment, including all hardware necessary for proper sign installation.
- (e) Lighting. A drawing indicating the location and fixture type of all exterior lighting for the proposed sign. The drawing shall specify wattage and bulb type to ensure compatibility with the lighting standards in CMC 18.55.xxx.
- (f) Fees. The applicable permit application fee, pursuant to the city's current fee resolution in effect at the time of application, shall be paid upon submission of the sign permit.

(4) Criteria for Approval.

- (a) Sign permit applications shall be reviewed by the Community Development Director for consistency with the standards in this chapter, according to the sign type and all other applicable regulations. A sign permit shall not issue unless the Director makes findings that the

criteria applicable to each sign type, as well as the general standards in this chapter, are satisfied. Sign permit applications shall be reviewed by the Building Official for consistency with the Building Code.

- (b) Other criteria for approval. In addition to the above, the Director shall make written findings that the sign meets all of the criteria in this chapter for sign placement, maximum height, location on the property, zone, etc.

(5) Notice of Final Decision. A Notice of Decision incorporating the decision on the sign permit application shall issue not more than one hundred and twenty (120) days after issuance of the Determination of Completeness.

(6) Expiration of Permit. A permanent sign approved under a permanent sign permit must be installed within one hundred and eighty days (180) days of issuance of the permit or the permanent sign permit will expire. No sign may be erected if a sign permit has expired.

Section 18.55.090 Sign Variances.

(1) Approval Required. A variance may be granted from the strict application of the regulations in this chapter which apply to:

- (a) sign placement on a parcel or building frontage;
- (b) sign area; or
- (c) sign height, as regulated in this chapter.

A variance may not be granted to allow any prohibited signs or prohibited sign features, as described in CMC 18.55.XXX, or for any other purpose not listed in this subsection (1).

(2) Review type. Sign variances under this section shall be processed as a Type II land use decision pursuant to the procedures as set forth in Chapter 14.30 CMC, as amended.

(3) Need for Sign Permit, Consolidation of Processing. A sign variance application may be submitted before or concurrent with the associated sign permit application. No sign permit application requiring a variance for issuance will be processed without a sign variance application.

(4) Application Requirements. A complete sign variance application shall consist of the following:

- (a) Application form. A completed sign variance application on a form provided by the city. If the applicant is not the property owner, then the property owner must be identified and the application must include an affidavit from the property owner, verifying that the property owner has given permission to the applicant for the submission of the sign variance application

and for the installation/posting of the sign on the property owner's property.

- (b) Sign Permit Application (all of the materials required by CMC 18.55.XXX). However, the applicant may submit a variance application without a sign permit application as provided in subsection (2) above.
 - (c) A narrative report which describes the requested variance in detail. The report shall identify all of the sections of this Chapter from which the applicant is requesting the variance, as well as the nature and extent of the variance (in area, location on the property, height).
 - (d) The narrative report shall also include the applicant's description of the manner in which the sign variance satisfies all of the variance criteria in subsection (5) below.
 - (e) Fees. The applicable permit application fee, pursuant to the city's current fee resolution in effect at the time of application, shall be paid upon submission of the sign permit.
- (4) **Criteria for Approval.** To approve any sign variance, the Director must make written findings to show that all of the following criteria have been met:
- (a) The request for a sign variance is due to unusual conditions pertaining to sign visibility needs for a specific building or lot; and
 - (b) The sign will not create a hazard; and
 - (c) The sign will not violate any state statute or any city code provision (other than the provisions identified in this chapter relating to signs); and
 - (d) The sign will not negatively affect adjacent property; and
 - (e) The sign will be in keeping with the general character of the surrounding area and the granting of the variance would not result in an alteration of the essential character of the surrounding area; and
 - (f) The proposed variance is consistent with the purposes and intent of the zoning code and the purposes of this chapter; and
 - (g) The variance is consistent with the city's comprehensive plan; and
 - (h) The applicant has established that there are practical difficulties in complying with the provision(s) of this chapter and that the proposed sign is a reasonable use of the property (economic considerations alone do not constitute practical difficulties.); and

- (i) The plight of the applicant is due to circumstances unique to the property, which were not created by the applicant or landowner; and
- (j) The variance will not permit any sign or use that is not allowed in the zoning district where the affected land is located, nor will it allow any sign or sign feature prohibited under CMC 18.55.XXX.

(4) Notice of Final Decision. A Notice of Decision incorporating the decision on the variance application shall issue not more than one hundred and twenty (120) days after issuance of the Determination of Complete Application.

(5) Expiration of Variance. If the variance is approved, the sign identified in the variance must be installed within one hundred and eighty (180) days or the variance will expire. No sign may be erected if there is no sign permit for the sign, or if the variance or the sign permit has expired.

18.55.100 Maintenance; removal.

(1) Maintenance Required.

- (a) It is unlawful for any owner of record, lessor, lessee, manager, or other person having lawful possession or control over a building, structure, or parcel of land to fail to maintain any signs on the building, structure, or parcel in compliance with this chapter and any other applicable provisions of the Covington Municipal Code. Failure to maintain a sign constitutes a violation of this chapter and shall be subject to enforcement under the enforcement provisions of this chapter.
- (b) Sign maintenance. All signs, whether or not in existence prior to adoption of this chapter, shall be maintained and kept in good repair and in a safe condition at all times. Maintenance of a sign shall include, but is not limited to, periodic cleaning, replacement of flickering, burned out or broken light bulbs or fixtures, repair or replacement of any faded, peeled, cracked, or otherwise damaged or broken parts of a sign, and any other activity necessary to restore the sign so that it continues to comply with the requirements and contents of the sign permit issued for its installation, if required, and the provisions of this chapter.

(2) Removal.

- (a) Every person maintaining a sign must, upon vacating the premises where a sign is maintained, remove or cause to be removed said sign within thirty (30) days from the date of vacating the premises. When the Director determines that said sign has not been removed within said 30-day period, the Director shall remedy said violation and enforce of the provisions of this chapter in accordance with the enforcement provisions of this chapter.
- (b) Any vacant and/or unused sign support structures, angle irons, sign poles, or other remnants of old signs which are currently not in use, or are not proposed for immediate reuse by a sign

permit application for a permitted sign, shall be removed. In addition to the remedies in chapter 1.30 CMC, the Director shall have the authority to require the repair, maintenance, or removal of any sign or sign structure which has become dilapidated or represents a hazard to the safety, health, or welfare of the public, at the cost of the sign and/or property owner.

- (c) Any sign posted in violation of this chapter on public property or on public rights-of-way shall be subject to summary removal by the City.
- (d) Any person responsible for any posting made in violation of this chapter shall be liable to the City for the costs incurred by the City in removal thereof and, in event of failure to pay, for billing and collection charges, including reasonable attorneys' fees.
- (e) The Director is authorized to affect the collection of the removal costs incurred by the City, and, if the charge is not paid promptly, interest and the costs of collection, including reasonable attorneys' fees. Costs include, but are not limited to, direct labor, material and equipment costs, as well as department and general City overhead costs attributable to the removal of signs and to identifying the responsible person or persons and collecting from them the costs of removal.

18.55.110 Nonconforming signs.

- (1) Legally nonconforming.** Except as otherwise provided in this section, signs in existence on the effective date of the ordinance codified in this chapter which do not conform to the provisions of this chapter but which were constructed, erected, or maintained in full compliance with previous regulations will be regarded as legal and nonconforming.
- (2) Compliance required.** Signs in existence on the effective date of the ordinance codified in this chapter that do not comply with provisions regulating flashing signs, moving signs, or any signs prohibited pursuant to CMC 18.55.050 shall be immediately made to comply with the provisions of this chapter or be abated in accordance with the procedure established in chapter 1.30 CMC.
- (3) Sign face change.** A sign face or message change on a nonconforming sign is not allowed when the affected property and sign structure have been abandoned for greater than ninety (90) days.
- (4) Repair; restoration.** Any part of a sign or sign structure may be repaired as normal maintenance, or restored to a safe condition, without loss of nonconforming status. Damage from acts of nature or vandalism to a nonconforming sign will keep its nonconforming status if the cost of the repair is less than fifty percent (50%) of the cost of replacing the nonconforming sign with a conforming sign; provided that the replacement sign must be restored to the original design or a more conforming design.
- (5) Alterations; relocation; replacement.** Except for as provided herein, any nonconforming sign which is structurally altered, relocated, or replaced must immediately be brought into compliance with all of the provisions of this chapter.

(6) Expansion or change of use. Any nonconforming sign on non-residential property must be brought into conformance prior to any expansion or change in use which requires a site review or conditional use permit. All nonconforming signs must be brought into conformance with the same provisions as are required for new signs. No building permits for new construction may be issued until compliance with this provision is assured.

(7) Hazardous signs. Any nonconforming sign or sign structure on private property, which, as a consequence, is a hazard to life and property, or which by its condition or location presents an immediate and serious danger to the public, must be removed or otherwise brought into compliance with this chapter pursuant to the enforcement provisions of this chapter.

(8) Variances. Variances may be granted using the variance procedure of this chapter to alleviate unusual hardships or extraordinary circumstances which exist in bringing nonconforming signs into conformity.

18.55.120 Compliance and enforcement.

(1) Compliance with other applicable codes. All signs erected or altered under this chapter must comply with all applicable federal, state, and local regulations relating to signs, including, without limitation, the provisions of this chapter and the International Building Code. If any provision of this chapter is found to be in conflict with any provision of any zoning, building, fire, safety, or health ordinance or code of the city, the provision that establishes the more restrictive standard shall prevail.

(2) Inspection. The Director is empowered to enter or inspect any building, structure, or premises in the City upon which any sign is located for the purpose of inspection of the sign, its structural and electrical connections, and to ensure compliance with the provisions of this chapter. Such inspections shall be carried out during business hours, unless an emergency exists.

(3) Bond. The City may require a bond to ensure compliance with any aspect of this chapter.

(4) Violation – Penalty.

- (a) It is a violation of this chapter for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, or maintain any sign or sign structure in the City, or cause or permit the same to be done, contrary to the provisions of this chapter.
- (b) Each day any person allows a violation of this chapter to continue shall be considered a separate offense.
- (c) Whenever the City has determined that a violation of this chapter has occurred or is occurring, the City shall remedy said violation as follows:

- (i) The first violation of this chapter within a 12-month period by a person shall be a civil infraction punishable by a monetary penalty in the amount of \$100.00, not including statutory assessments;
 - (ii) The second violation of this chapter within a 12-month period by a person shall be a civil infraction punishable by a monetary penalty in the amount of \$200.00, not including statutory assessments;
 - (iii) The third or any successive violation of this chapter within a 12-month period shall be a misdemeanor, punishable by up to a \$1,000 fine and/or imprisonment for up to ninety (90) days.
- (d) Any sign or sign structure that is erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, demolished, equipped, used or maintained in violation of this chapter is declared to be a public nuisance.
- (e) All signs abated by the City shall be available for recovery by the owner of said sign for a period of two (2) weeks, upon payment of the costs of removal and storage, after which time the sign will be destroyed. The City shall not be responsible for damages or loss incurred during removal and/or storage of any sign.

(5) Additional remedies. In addition to the other remedies provided by this chapter, the City may abate said public nuisance, or seek any other equitable relief authorized by the chapter 1.30 CMC and the laws and regulations of the State of Washington.

(6) Joint and Several Liability. The property owner(s) and each tenant or occupant shall be jointly and severally liable for violations of and penalties imposed pursuant to this chapter.

PART III: REGULATIONS FOR TEMPORARY SIGNS

- 18.55.130 Temporary signs—General regulations.**
- 18.55.140 Temporary signs—Residential properties.**
- 18.55.150 Temporary signs—Mixed use properties.**
- 18.55.160 Temporary signs—Institutional properties.**
- 18.55.170 Temporary signs—Commercial properties.**
- 18.55.180 Temporary signs—ROW and public spaces.**
- 18.55.190 Temporary signs—Other properties.**

18.55.130 Temporary signs—General regulations.

The following provisions apply to all temporary signs placed within the city:

(1) Materials. Temporary signs may be made of any durable material, provided that the temporary sign otherwise conforms to the requirements of this chapter.

(2) Features.

(a) Lighted signs. Temporary signs that have either internal or external illumination shall not be displayed from the hours of 11 p.m. to 8 a.m. Signs with illumination shall not emit more than XX nits.

(b) Audio. Sound generated by any temporary sign shall not be audible past any property line.

(3) Prohibited Locations. In addition to the limitations on the placement of temporary signs within the public right-of-way pursuant to CMC 18.55.180, temporary signs are prohibited from being located in the following places:

(a) No temporary sign may be placed on a roof of a building or structure.

(b) No temporary sign may be placed on fences.

(c) No temporary sign shall be so located so as to physically obstruct any door or exit from a building.

(d) No temporary sign shall be located so as to be hazardous to a motorist's or pedestrian's ingress and egress from buildings or parking areas.

(e) No temporary sign shall be located in the triangular area(s) measured 15 feet by 15 feet where a driveway enters onto a street, or in any other area which may obstruct the vision of motorists so as to create a safety hazard.

(f) Temporary signs shall not be placed within the required setback area from the property line, which shall be not less than five (5) feet from the property line in residential zones and not less than three (3) feet from the property line in all other zones. The distance between a sign and a property line shall be measured along a straight line representing the shortest distance between the sign and the property line.

18.55.140 Temporary signs—Residential properties.

Temporary signs on residential properties are allowed pursuant to the following:

(1) Non-commercial. Except as provided for in CMC 18.55.XXX (Home businesses) and 18.55.XXX(3) (Properties for sale or lease), all temporary signs on residential properties shall display a non-commercial message only.

(2) Sign types. Except as provided for in CMC 18.55.XXX, there is no restriction on the type of temporary sign allowed on residential properties, provided that all other regulations and provisions of this chapter are met.

(3) Quantity. Except as otherwise provided for in this section, there is no restriction on the number of temporary signs allowed on residential properties.

(4) Size.

(a) Freestanding signs. No freestanding temporary sign shall be greater than six (6) feet in height and twelve (12) square feet in size, with no sign face exceeding six (6) square feet.

(b) Building-mounted signs. For building-mounted temporary signs attached flush to the face of the building:

(i) shall not have a maximum height, provided that no sign shall extend beyond the roofline of the building; and

(ii) shall not cover more than ten percent (10%) of the building's facade.

(c) Window signs. Temporary signs placed on the inside of windows shall not exceed fifty percent (50%) of the area of the window on which they are displayed.

(5) Temporary signs in parking strip. Temporary signs may be placed in the parking strip or landscaped or unimproved right-of-way directly adjacent to a residential property pursuant to the following:

(a) No more than three (3) temporary signs are allowed;

(b) No temporary sign may be greater than four feet in height; and

(c) The approval of the property owner of said adjacent property must be given.

18.55.160 Temporary signs—Mixed use properties.

(1) Residential uses. Residential uses on mixed-use properties shall be subject to the temporary sign regulations pursuant to CMC 18.55.140.

(2) Commercial uses. Commercial uses on mixed-use properties shall be subject to the temporary sign regulations pursuant to CMC 18.55.180.

18.55.170 Temporary signs—Institutional properties

Temporary signs on institutional properties are allowed pursuant to the following provisions:

(1) Non-commercial. Except as provided for in CMC 18.55.XXX (Home businesses) and 18.55.XXX(3) (Properties for sale or lease), all temporary signs on residential properties shall display a non-commercial message only.

(2) Sign types. Except as provided for in CMC 18.55.XXX, there is no restriction on the type of temporary sign allowed on residential properties, provided that all other regulations and provisions of this chapter are met.

(3) Quantity.

(a) Banners. One (1) temporary banner sign is allowed per each 500 feet of street frontage, not to exceed four banners (4) per property.

(b) All other signs. Except as otherwise provided for in this section, there is no restriction on the number of temporary signs allowed on residential properties.

(4) Size.

(a) Banners. Banners shall not be greater than five (5) feet in height, unless attached to the face of the primary structure on the property. A banner shall not be larger than a total of 32 square feet in size.

(b) All other temporary signs displayed on an institutional property shall each not be greater than three (3) feet in height and shall not be greater than six (6) square feet in size, with no sign face exceeding three (3) square feet.

(c) Window signs. Temporary signs placed on windows shall not exceed fifty percent (50%) of the area of the window on which they are displayed.

(d) The size requirements shall not apply to a flag(s) placed on a permanent flagpole.

18.55.180 Temporary sign regulations—Commercial.

All temporary signs placed on commercial properties shall conform to the following provisions:

(1) Permit Required. Except as provided for herein, all temporary signs placed on commercial properties must be permitted pursuant to CMC 18.55.XXX.

(2) Banners. Banner signs on commercial properties shall be limited to the following:

- (a) Quantity. One (1) temporary banner sign is allowed per occupant / tenant space on the property.
- (b) Size. The maximum size of the banner shall be 32 square feet.
- (c) Location. A banner shall be attached to the face of the building only.
- (d) Duration. A banner shall not be displayed for more than a total of 120 days in a calendar year.

(3) A-frame signs.

- (a) Quantity. One (1) A-frame sign is allowed per occupant / tenant space on the property.
- (b) Size. The maximum size of each face of the A-frame sign shall be 8 square feet.
- (c) Duration. A-frame signs may be placed from dawn to dusk, 365 days a year.

(4) Window signs. Temporary signs placed on the inside of windows shall not exceed fifty percent (50%) of the area of the window on which they are displayed. A permit is not required for interior window signs.

18.55.190 Temporary sign regulations—ROW and public spaces.

(1) Right-of-way. Temporary signs are allowed to be placed in public right-of-way, except for the following locations:

- (a) Meridians in public ROW;
- (b) Roundabouts in public ROW;
- (c) Utility poles; and
- (d) Fences.

(2) Public spaces. Temporary signs shall not be placed in any public park, trail, open space, or other public space, except for those signs placed by the city.

18.55.200 Temporary sign regulations—Other.

Properties with primary uses other than those regulated under CMC 18.55.140 (Residential properties), 18.55.170 (Institutional properties); 18.55.180 (Commercial properties), or 18.55.190 (ROW) shall be subject to the temporary sign regulations in CMC 18.55.180 (Commercial properties).

PART IV: PERMANENT SIGNS—REGULATIONS

- 18.55.200 Permanent signs—Structural components.
- 18.55.210 Permanent signs—Location.
- 18.55.220 Permanent signs—Dimensional standards.
- 18.55.230 Permanent signs—Design criteria.
- 18.55.240 Permanent signs—Residential properties.
- 18.55.250 Permanent signs—Town center.
- 18.55.260 Permanent signs—Nonresidential properties—Freestanding signs.
- 18.55.270 Permanent signs—Nonresidential properties—Building-mounted signs.

18.55.200 Permanent signs—Structural components.

To the maximum extent possible, signs should be constructed and installed so that angle irons, guy wires, braces, and other structural elements are not visible. This limitation does not apply to structural elements that are an integral part of the overall design such as decorative metal or wood.

18.55.210 Permanent signs—Placement; location.

(1) **Obstructing and hazardous placement prohibited.** No sign shall be so located so as to physically obstruct any door or exit from a building. No sign shall be located so as to be hazardous to a motorist's or pedestrian's ingress and egress from buildings or parking areas.

(2) **Sight distance triangle.** No sign shall be located in the triangular area(s) measured 15 feet by 15 feet where a driveway enters onto a street, or in any other area which may obstruct the vision of motorists so as to create a safety hazard. Additionally, all signs are subject to the current City of Covington Design and Construction Standards regarding sight distances, pursuant to CMC XX.XXX.XXX, as amended.

(3) **Sign Setback Requirements.** The required setback from the property lines for all signs shall be not less than five (5) feet from the property line in residential zones and not less than three (3) feet from the property line in all other zones.

(4) **Setback and Distance Measurements.** The following guidelines shall be used to determine compliance with setback and distance measurements:

- (a) The distance between two signs shall be measured along a straight horizontal line that represents the shortest distance between the two signs.
- (b) The distance between a sign and a property line shall be measured along a straight line representing the shortest distance between the sign and the property line.

18.55.220 Permanent signs—Dimensional standards.

(1) Pedestal Signs. The following drawings illustrate the dimensional standards for pedestal signs (see Figure A-15):

- (a) Width of sign base (50 percent of D).
- (b) Maximum height of sign pursuant to CMC 18.55.xxx (at least 20 percent of B).
- (c) Width of sign.

[INSERT FIGURE]

(2) Monument Signs. The following figures illustrate the dimensional standards for monument signs (see Figure A-16):

- (a) Maximum height of sign pursuant to CMC 18.55.xxx.
- (b) Maximum of 200 percent of A.
- (c) Minimum of 20 percent of A.
- (d) Equal to 100 percent of B.

[INSERT FIGURE]

(3) Minor Deviations. The Director may approve minor deviations from the dimensional standards for signs, except for maximum sign height, as long as the Director concludes that the resulting sign does not significantly change the relative proportion of the sign base to the sign face.

18.55.230 Permanent sign regulations—Design criteria.

(1) Sign Base. The base of the sign must be done in landscape construction materials such as brick, stucco, stonework, textured wood, tile or textured concrete or materials that are harmonious with the character of the primary structures on the property and subject to the Director's approval. No visible gap shall be allowed between the sign base and the finished grade.

(2) Sign Face. The color, shape, material, and other architectural details of the sign face must be consistent with the character of the primary structure.

(3) Landscaping around freestanding signs. To improve overall appearance of the sign and to reduce the risk of motor vehicles hitting the sign or supports of the sign, an area adjacent to the base of each freestanding sign must be landscaped equal to the sign area; provided, however, that the City will not require more than 200 square feet of landscaped area. This landscaping must include vegetation and may include other materials and components such as brick or concrete bases as evidenced in plazas,

patios and other pedestrian areas, planter boxes, pole covers or decorative framing.

(4) Illumination. No sign may contain or utilize any of the following (does not apply to neon signage):

- (a) Any exposed incandescent lamp with wattage in excess of 25 watts.
- (b) Any exposed incandescent lamp with an internal or external reflector.
- (c) Any continuous or sequential flashing device or operation.
- (d) Except for electronic changeable message signs, any incandescent lamp inside an internally lighted sign.
- (e) External light sources directed towards or shining on vehicular or pedestrian traffic or on a street.
- (f) Internally lighted signs using 800-milliamp or larger ballasts if the lamps are spaced closer than 12 inches on center.
- (g) Internally lighted signs using 425-milliamp or larger ballasts if the lamps are spaced closer than six inches on center.

(5) Design consistency. Where more than one sign is allowed for a property, all signs for that property shall be consistent in design, style, color, and method of illumination.

18.55.240 Permanent signs—Residential properties.

(1) Generally. No sign permit for any residential zone shall be issued for any permanent sign unless such sign complies with the sign type, maximum number, maximum sign area, maximum height, location, duration, and all other allowances and limitations for those uses as required by this chapter.

(2) Properties issued a business license. On residential properties for which the City has issued a valid City business license for home occupation or home industry, one (1) permanent sign is allowed pursuant to the following:

- (a) The sign must be a wall sign placed on the façade of the primary structure; the sign may be of a commercial or non-commercial nature.
- (b) The maximum sign size shall not be greater than four (4) square feet in size.
- (c) The total sign area shall not to exceed 10 percent of the area of the façade upon which the sign is placed, with a maximum sign size that does not exceed four (4) square feet. The sign width shall not to exceed 60 percent of the width of the wall plane upon which the sign is placed.

- (d) Where a sign placed on the building's façade cannot be seen from a public street due to the distance the building is setback from the street, the Director may approve an alternative sign size, type, or location.
- (e) The sign shall not cover or obscure important architectural details of a building, such as stair railings, windows, doors, decorative louvers, or similar elements intended to be decorative features of a building design.
- (f) The sign must appear to be a secondary feature of the building façade.
- (g) The sign shall not project above the roofline of the exposed building face to which it is attached unless allowed under CMC 18.55.XXX.
- (h) The sign shall be installed to appear flush-mounted. For residential uses, illumination is not allowed.

18.55.250 Permanent signs—Town Center.

Permanent sign construction and design standards in chapter 18.31 CMC for the Town Center (TC) zoning district shall be applied to all permanent signs within the Town Center zone. Where any other standards in this chapter may conflict with chapter 18.31 CMC, the standards contained in chapter 18.31 CMC shall control.

18.55.260 Permanent signs—Nonresidential properties—Freestanding signs.

Except as provided for in CMC 18.55.XXX (Town center), all nonresidential properties shall be designated as either qualifying for a high profile, medium profile, or low profile freestanding sign based upon the following criteria:

(1) Freestanding signs—high profile.

- (a) A commercial property meeting all of the following criteria is permitted a high profile freestanding sign:
 - (i) A zoning designation of CR (Regional Commercial) or CD (Downtown Commercial);
 - (ii) A minimum of 250 feet of frontage on one public right-of-way;
 - (iii) Multi-use complex; and
 - (iv) A minimum site of fifteen (15) acres.
- (b) Sign Types. The following sign types are allowed for freestanding high-profile signs:
 - (i) Pedestal signs;
 - (ii) Monument signs; and

- (iii) Kiosks.
- (c) Sign Features. The following sign features are allowed for freestanding high-profile signs:
- (i) Any high profile sign may be an electrical sign, an illuminated sign, and/or a neon sign.
 - (ii) The sign features for pedestal or monument sign may include electronic changeable messages and/or changeable copy signs.
- (d) Sign Height. A freestanding high-profile sign shall not exceed the following maximum heights:
- (i) Pedestal or monument signs: Twelve feet (12 ft)
 - (ii) Kiosk sign: Six feet (6 ft), unless the sign is set back a minimum of fifty feet (50 ft) from any public right-of-way, in which case it may be ten feet (10 ft).
- (e) Sign Area. A freestanding high profile sign shall not exceed the following maximum sign areas:
- (i) Pedestal or monument signs: 160 square feet for the total of all sign faces with no one face exceeding 80 square feet.
 - (ii) Kiosk signs: 15 square feet per sign face.
- (f) Number of Signs. A property qualifying for a freestanding high profile sign may have the following maximum number of signs:
- (i) Pedestal or monument signs: one sign unless the property has an additional 500 feet of street frontage for a total of 750 feet of aggregate frontage on any public right-of-way, in which case the property will be allowed one additional high profile sign, not to exceed a maximum of two such signs per property. In addition, two monument signs are allowed per entrance from a public right-of-way, not to exceed five feet in height; and
 - (ii) Kiosk signs: one sign per property frontage.

(2) Freestanding signs—medium profile.

- (a) Criteria. Except as provided for in CMC 18.55.XXX, a property that does not qualify for a freestanding high profile sign pursuant to subsection (1) of this section or is zoned I (industrial) or M (mineral) or some other zoning designation other than those identified in subsection (1) is permitted a medium profile freestanding sign.
- (b) Sign Type. The following sign types are allowed for a freestanding medium profile sign:
- (i) Pedestal signs; and

- (ii) Monument signs.

(c) Sign Features. The following sign features are allowed for freestanding high-profile signs:

- (i) Any medium profile sign may be an electrical sign, an illuminated sign, and/or a neon sign.
- (ii) The sign features for pedestal or monument sign may include electronic changeable messages and/or changeable copy signs.

(b) Sign Height.

- (i) The height of a freestanding medium profile sign shall be calculated at the rate of 0.75 feet of sign height for every 10 lineal feet of frontage on a public right-of-way; provided, however, that sign height shall be calculated at the rate of one and one-half feet in height for every 10 lineal feet of frontage on a public right-of-way for any multi-tenant complex.
- (ii) Sign height shall not exceed 12 feet and every applicant is entitled to a minimum height of five feet.

(b) Sign Area.

- (i) For any multi-tenant complex, sign area will be calculated at the rate of two-square feet per lineal foot of building frontage on a public right-of-way not to exceed a maximum sign area of 128 square feet for the total of all sign faces on each permitted sign with no one sign face exceeding 64 square feet.
- (ii) For all other uses, sign area allowed for medium profile signs shall be calculated at the rate of one square foot per lineal foot of frontage on a public right-of-way not to exceed a maximum sign area of 80 square feet for the total of all sign faces on each permitted sign with no one sign face exceeding 40 square feet.
- (iii) Notwithstanding the foregoing sign area calculations, every applicant is entitled to a minimum sign area of 50 square feet for the total of all sign faces with no one sign face exceeding 25 square feet.

(b) Number of Signs. A property qualifying for a freestanding medium profile sign may have the following maximum number of signs:

- (i) Pedestal or monument sign: one per street frontage.
- (ii) Kiosk sign: one per property frontage.

(2) Freestanding signs—low profile.

- (a) Criteria. A property located in the NB (neighborhood business) zone is permitted a low profile freestanding sign.
- (b) Sign Type. The following sign types are allowed for a freestanding low profile sign:
 - (i) Pedestal signs; and
 - (ii) Monument signs.
- (c) Sign Features. Any freestanding low profile sign may be an electrical sign, an illuminated sign, and/or a neon sign.
- (d) Sign Height. A freestanding low profile sign shall not exceed the following maximum heights:
 - (i) Pedestal or monument signs: five feet.
 - (ii) Kiosks: six feet unless the sign is set back a minimum of 50 feet from any public right-of-way, in which case it may be 10 feet.
- (e) Sign Area.
 - (i) Pedestal or monument signs: sign area allowed for a low profile sign shall be calculated at the rate of one square foot per lineal foot of building frontage on a public right-of-way; provided, however, that a low profile sign shall not exceed a maximum sign area of 80 square feet for the total of all sign faces on each permitted sign with no one sign face exceeding 40 square feet.
 - (ii) Every applicant is entitled to a minimum sign area of 50 square feet for the total of all sign faces with no one sign face exceeding 25 square feet.
- (f) Number of Signs. A property qualifying for a low profile sign may have the following maximum number of signs:
 - (i) Pedestal or monument signs: one sign per frontage on a public right-of-way.

(3) Combined sign package for adjacent property owners. The owners of two or more properties that abut or are separated only by a vehicular access easement or tract may propose a combined sign package to the City. The City will review and decide upon a combined sign package by reviewing the proposal as if the combined parcels were one development. The City may approve the combined sign package if it will provide more coordinated, effective, and efficient signs. The allowable sign area, sign type, sign height, and number of signs will be determined as if the applicants were one multi-tenant complex.

18.55.270 Permanent signs—Nonresidential properties—Building-mounted signs.

Except as provided for in CMC 18.55.XXX (Town center), all nonresidential properties shall be allowed permanent building-mounted signs pursuant to the following criteria:

(1) Sign Types. The following may be building-mounted signs and are allowed in all nonresidential zoning districts:

- (a) Awning or canopy signs;
- (b) Changeable copy signs;
- (c) Electronic changeable message signs;
- (d) Marquee signs;
- (e) Window signs;
- (f) Projecting signs; and
- (g) Wall-mounted signs.

(2) Sign Features. Any building-mounted sign may be an electrical sign, an illuminated sign, and/or a neon sign.

(3) Sign Height. No sign shall project above the roofline of the exposed building face to which it is attached.

(4) Sign Area. Except as otherwise provided for in this section, the total sign area of building-mounted signs for each business or tenant, excluding under canopy signs, shall not exceed 15 percent of the exposed building face to which it is attached; provided, however, that no individual sign shall exceed a sign area of 240 square feet and every applicant is entitled to a minimum sign area of 30 square feet.

(5) Number of Signs.

- (a) The number of building-mounted signs permitted each user is dependent on upon the surface are of the largest single exposed building face of the building as follows:

| Largest Exposed Building Face | Maximum Number of Signs |
|--------------------------------------|--------------------------------|
| Less than 999 square feet | 2 |
| 1,000 – 2,999 square feet | 3 |
| 3,000 – 3,999 square feet | 4 |
| 4,000 and over square feet | 5 |

- (b) Primary uses with more than one business (i.e., grocery store with a banking facility, cleaner, etc.), which must obtain a business license and without a separate entrance, are permitted one sign for each different business in addition to the number permitted above. The area of such additional signage must not exceed 15 percent of the exterior wall of the separate business.
- (c) An applicant is not permitted to transfer sign area calculated pursuant to this section from one building face to another but is allowed to move allotted signs from one building face to another.
- (d) Each business or use shall be permitted under canopy signs in addition to the other permitted building-mounted signs subject to the size and separation requirements set forth in CMC 18.55.XXX.

(6) Window signs.

- (a) Permanent window signs in buildings with non-residential uses are limited to painted or vinyl cut-out materials, or a neon signs constructed with or without a solid or opaque background.
- (b) Permanent signs with solid backgrounds are not permitted in windows in order to ensure maximum light and visibility through windows.

Agenda Item 3

Covington City Council Meeting

Date: October 11, 2016

SUBJECT: DISCUSSION AND PROVIDE DIRECTION ON KING COUNTY
DEMONSTRATION COMMUNITY VAN PROGRAM

RECOMMENDED BY: Richard Hart, Community Development Director

ATTACHMENTS:

1. Estimate of Van Program Costs After Demonstration Program Funding Ends

PREPARED BY: Richard Hart, Community Development Director

EXPLANATION:

The city council has reviewed the proposed King County Demonstration Community Van Program at the spring Tri-Cities meeting on May, 4, 2016. The city staffs of Covington, Maple Valley and Black Diamond (Tri-Cities) have been involved in discussions over the past 24 months related to the proposed demonstration program. The program began within a much wider study area which included Enumclaw and Buckley, in addition to the Tri-Cities. Later the program evolved into only a Tri-Cities joint partnership, as Buckley and Enumclaw concluded that the resources and costs of involvement didn't result in a strong enough public benefit for their communities. Since that time a lot of local parameters have changed, including data resulting from further analysis of the specific program costs, the responsibilities of the proposed signatory cities to the demonstration program, and how those responsibilities and costs might be shared with the cities involved.

The stated purpose of the program is to only provide alternative solutions to non-commute mobility. The program began with a variety of community engagement techniques to find out the specific needs for alternative transportation solutions in the Tri-City region. These included public meetings, surveys, media/social outreach, on-board conversations with transit riders, and 8 meetings with the various city working groups.

The result of the outreach efforts determined that the Tri-City demonstration program would revolve around three areas: **The Community Hub, the Community Van, and the Transportation Coordinator Position.** For the **Community Hub**, King County will provide a physical kiosk and marketing materials, and the partner cities will provide the locations for the kiosks. For the **Community Van**, King County will provide the 4 vans, fuel, maintenance, insurance and key boxes, and the partner cities will provide the parking spaces for the vans and key box locations. For the **Transportation Coordinator Position**, King County will provide base salary and benefits/taxes funding for a 0.5 FTE and some staff oversight for promotion and implementation of services, up to \$50,000 annually. The partner cities would then have to provide the payroll processing system; hiring of the Transportation Coordinator through one of our local human resource departments; a workstation, desk, computer and phone; plus, specific staff oversight for all program administration, supervision, and local community engagement.

In addition, partner cities are required to track progress, performance, milestones, and submit monthly reports to King County to secure reimbursement for the salary/benefits/taxes of the

Transportation Coordinator. Any costs above the \$50,000 annually must be borne by the participating cities. One of the Tri-Cities must be willing to provide office space for the Transportation Coordinator position and based upon our city attorney's opinion, all cities must share in the funding for this office space and the related office equipment and supplies. This is the biggest challenge for each of our tri-cities, given availability of city resources. In addition, that city would also have to provide the human resource responsibility of advertising and hiring of the position, and then supervision of the new Transportation Coordinator position and some project management oversight; plus, the finance department resources to manage the grant funding and monitor the grant reimbursement after monthly reporting cycles.

That said, the actual costs of providing the startup and how those costs would be shared among the three cities has presented some difficulty. Black Diamond has indicated they could not provide any assistance, are currently without a Community Development Director, and have low capacity to participate and provide resources to the program at this point in time. Maple Valley has indicated they do not have the ability to provide any office space, related office equipment, financial support, or human resource assistance with establishing the program and hiring a new Transportation Coordinator position. Maple Valley currently only has an Interim Community Development Director and is without a Finance Director. Their resources are slim, although they would like to be part of a demonstration program. Covington also has limited resources. Our city staff have been involved with the Community Van discussions over the past several years and have discussed options for Covington's participation. City staff involved include the Community Development Director, the City Engineer, the Personnel & Human Services Planner, the Finance Director, and the City Attorney. Covington has explored whether we have the physical space available for the new position, plus the office furniture, computer, and related office equipment to initiate the program. With increases in new positions in both the Community Development Department and Recreation Programs, there is literally no empty space for a new employee.

Cities must now evaluate whether they can contribute the financial and human resource, plus the physical space for the program staff and if they desire to proceed with the 2-year demonstration program, given the time and costs of the program to member cities and the benefit to be gained. In addition, city staffs and respective councils must consider the long-term costs of continuing the program after the 2-year demonstration program ends. (See Attachment 1)

While King County desires to begin the demonstration project in January 2017, it seems unlikely that the three member cities will be able to resolve the local resource commitments necessary to begin this program in January 2017. There are a variety of policy questions relating to both direct and indirect administrative costs of the program, plus long-term program costs when the initial demonstration program ends, which need to be answered before Covington city staff could recommend to the city council that this is a viable program to initiate. They include:

- 1.) Identifying locations for parking of the community vans and establishing the physical Community Hub or Hubs. {All cities have indicated they probably could find a space for parking of the van in each city and finding a location for the kiosk that would comprise the Community Hub};
- 2.) Finding the office space and physical workstation, desk, computer, phone and office equipment for the Transportation Coordinator (TC) in one of the partnering cities. {None of the cities feel they can find and provide that physical location or office space and the furniture, computer, phone and related office equipment for the new Transportation Coordinator position};

3.) Securing the payroll processing system to manage the grant and process payroll for the TC position and the human resource department staff to advertise and hire the new employee, and then determine how those annual costs will be secured and shared among the three cities. {None of the cities feel they have the human resources to take on this task given their staff workloads. Further, none of the cities currently have budgeted moneys for the actual startup costs for the demonstration program, which are estimated at around \$8,000}; and 4.) Evaluating the current strategic planning priorities for the respective cities, and how does this demonstration program rank against other work program priorities for the respective cities. In other words, do the costs versus the benefits of this demonstration program rank high when compared against other strategic plan and work program priorities during 2017-18 for the individual cities. Program management of the new community van program in Covington most likely would fall on the Community Development Department. {City staff feels this community van demonstration program ranks well below other city council objectives for the next two-year period. For example, the council has ranked the following strategic planning objectives very high, since they relate to Covington’s economic development goals and future economic sustainability.

Included are a.) completion of the Hawk Subarea Plan Development Agreement for the Lakepointe Urban Village; b.) completion of the Comprehensive Plan policy review and other necessary tasks for obtaining final certification of our Comprehensive Plan through PSRC; c.) completion of the new residential and commercial sign code in compliance with the Reed v. Town of Gilbert Supreme Court Decision; and d.) finally moving forward with a development partner on our the Town Center site and the proposed city hall and public plaza development on the Covington Elementary School site if the District bond issue passes in November. Given these important work program priorities, staff is concerned about proceeding with participation in the King County Demonstration Community Van Program at this time.

ALTERNATIVES:

1. Decline Participation in the Community Van Demonstration Program at this time.
2. Support Moving Forward with the Demonstration Community Van Program and direct staff to develop a work plan and funding mechanism to secure office space available for housing the program staff and sharing financial and human resource capabilities to manage the program with other participant cities.

FISCAL IMPACT:

There is an estimated program start-up cost of approximately \$8,000 for office space, desk, chair, phone, computer, hiring, and processing payroll for the Transportation Coordinator. After the 2-year demonstration program, there would be total program costs of about \$267,900 or \$89,300 for each city to continue the program. (See Attachment 1)

CITY COUNCIL ACTION: ___ Ordinance ___ Resolution ___ X Motion ___ Other

Councilmember _____ moves, Councilmember _____ seconds to decline moving forward with the Tri-City/King County Demonstration Community Van Program at this time, and inform King County and other proposed participant cities.

REVIEWED BY: City Manager, Community Development Director, Finance Director, & City Attorney

ATTACHMENT 1

| Community Van Program (3rd Year costs) | |
|--|--|
| Function | Costs |
| 3 Vans, plus 1 spare van @\$37,000 per van(Lease to Own or Purchase at Depreciated Value from King County) | \$5,400 per year per vehicle for Lease to Own; or \$27,000 one-time cost for each vehicle for Purchase at Depreciated Value of \$27,000 (\$108,000 1 st year). Nothing for the following 4 years. (Then need to re-purchase 4 new vehicles) |
| Van Maintenance | \$35,000 per year for 4 vehicles |
| Van Fuel | \$16,500 per year for 4 vehicles |
| Van Insurance | \$ 9,200 per year for 4 vehicles |
| Van Roadside Service | \$ 1,200 per year for 4 vehicles |
| Transportation Coordinator 0.5 FTE | \$50,000 including benefits and payroll taxes |
| Office Space & Workstation (Supplies, Computer Updates, Work Station Updates & Replacement Funds) | \$ 1,000 per year for 5 remaining years |
| Kiosks | \$ 3,000 (1 st year purchase) \$200 subsequent years |
| Total 3rd Year Cost after Demonstration Van Program Ceases, with Lease to Own Vehicles | \$137,500 (each city: \$45,833) Cities can then discontinue the program at any time. [Cities have 4 used vehicles after year 7] |
| Total 3rd Year Cost after Demonstration Van Program Ceases, with Purchase of Vehicles at Depreciated Value | \$229,165 (each city: \$74,633 3 rd year and \$38,633 in 4 th through 7 th years) Cities can then discontinue the program at any time and sell the used vehicles they own at market rate. [Cities have 4 used vehicles after 7 years] |
| Average Annual Cost Per City (Years 3-7) | \$46,000 with Lease to Own on Vehicles or with Purchase at Depreciated Value on Vehicles (Then cities have some value of vehicles after 7 years) |

Agenda Item 4
Covington City Council Meeting
Date: October 11, 2016

SUBJECT: 2017 OPERATING AND CAPITAL BUDGET PRESENTATION

RECOMMENDED BY: Regan Bolli, City Manager

ATTACHMENT(S):

1. 2017 Budget Workbook (under separate cover)
2. Budget Message

PREPARED BY:

Rob Hendrickson, Finance Director

EXPLANATION:

The City Manager will present the 2017 Operating and Capital Budget.

ALTERNATIVES:

N/A

FISCAL IMPACT:

N/A

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

Ask questions of staff

REVIEWED BY: City Manager; Finance Director



City of Covington
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Covington, WA 98042

City Hall – 253.480.2400
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ATTACHMENT 2

October 11, 2016

Dear Mayor Wagner, Mayor Pro Tem Smith, Honorable Councilmembers, Residents and Businesses of Covington:

It is my pleasure to present the 2017 Preliminary Operating and Capital Budget. This budget encompasses and implements council policies and conforms to state law.

August 31, 1997 – the realization of a vision; the real work begins. The city's first budget - published some months earlier on June 20, 1997 - was \$737,726 for seven months. The population was 13,614, assessed value was \$641.9 million, and there were 13.5 employees in four departments: City Manager/Administration, Finance, Planning and Public Works. The police contract, which began in December, started at less than \$1 million annually. There were sparse retail shops, medical facilities or other city related amenities. The city's assessed property value was \$642 million and the property tax rate was \$2.10/thousand of assessed value.

Fast forward 20 years. The little city that could is now the little city that can and does! With a population of 18,750, the 2017 budget encompasses 16 departments, 60 FTEs, and a total dollar amount of \$55,526,466. We own a pool, are in the middle of developing the 30-acre Covington Community Park along with purchasing additional park property, have 15 members on our police force, provide in-house maintenance for city parks, streets, and storm water facilities, have a variety of retail outlets including Costco, Home Depot, Kohls, Fred Meyer, and Walmart, have new residential and commercial developments in process or on the design board along with becoming a medical hub for the region with several medical facilities including a new hospital in progress. The assessed property value is currently over \$2 billion. The property tax rate is now \$1.28/thousand assessed value.

Even with all this happening, this bright and burgeoning city still faces myriad challenges laced with opportunities for growth. Continuing with my 2017 goal to meet the city's ongoing demands through alignment of appropriate levels of service within city resources pursuant to established policy, goals, and directives I propose the additional and expanded levels of service to achieve this:

- Create a capital opportunity reserve (COR)
- Maintain the general fund fund balance at 25% with any surplus funding the COR
- Maintain staffing levels and encourage staff retention through:
 - Creation of a tuition reimbursement reserve
 - Improve technology deficiencies and leverage technology for productivity gains in-house
 - Office space reorganization utilizing space vacated by King County (through early lease takeover)
 - Move from contracted to in-house legal counsel
- Continue efforts to establish a Town Center
- Increase Human Services Funding from \$125,500 to \$136,500
- Provide resources for the community's 20th anniversary
- Fund CIP projects that have been identified as a priority by the council
- Provide a per capita allocation for public art
- Continue to foster a sense of unity by focusing on goals established by the city council:
 - economic development
 - town center
 - youth and families
 - neighborhoods
 - municipal services
 - customer service

growing toward greatness.

Economic Outlook

The Puget Sound Region continues to flourish as the economic expansion continues in Washington state and the U.S. Inflation is still hovering around 2 percent while housing prices in Seattle have increased 11 percent since June 2015.

The local economy looks vibrant against a backdrop of commercial activity which is outpacing record 2015 levels. Covington continues to see year over year increases in revenue collections. Sales tax, which saw record highs in 2015, is on track to beat that record in 2016. Utility tax still fluctuates year over year and is about even with the forecast. Real estate excise tax, a lagging indicator of local real estate activity, is on the rise in 2016 with high housing sales and collections should exceed 2015. Single family housing permits are on track to be the highest since 2012. New residential and commercial housing is coming online. New retail is slated to start in the city in 2017 with the addition of the Covington Way Center. The new MultiCare Hospital opening is expected mid-2017 which will bring living wage jobs to the city.

Covington's population is expected to increase with the addition of the Affinity/Polaris and Cedar Springs apartment complexes and the Maple Hills subdivision.

Budget Process

The 2017 budget process began in June with the annual budget call. At that time, the calendar and decision card criteria were reviewed with the directors and budget team. For 2017, directors were encouraged to be thoughtful with the number of decision cards they submit. Beginning in August, I met with individual directors to review base budgets and decision cards. Once these meetings were completed and the preliminary forecast was reviewed, the finance team and I met to discuss which decision cards would move forward.

The following guiding principles are used in the budget decision making process:

- Critical need versus non-critical need
- Prioritize services and needs based on council discussions and the annual council summit
- Maintain levels of service
- Increase staff efficiency through technology and outsourcing

These principles and the final budget decisions were reviewed with members of the leadership team at the end of September.

2017 Budget Strategies

- Use fund balance only in cases where funds have deficits to cover (for 2017 that would be the general fund, street fund, development services fund, surface water management fund, and capital investment program fund).
- Prioritize submitted decision cards.
- Utilize one-time revenues for one-time expenditures.
- Include how the budget requests fit into one or more of the city's goals:
 1. **Economic Development:** Encourage and support a business community that is committed to Covington for the long-term and offers diverse products and services, family wage jobs, and a healthy tax base to support public services.
 2. **Town Center:** Establish Covington Town Center as a vibrant residential, commercial, educational, social, and cultural gathering place that is safe, pedestrian-friendly, well-designed, and well-maintained.
 3. **Youth and Families:** Provide city services, programs and facilities such as parks and recreation and human services that emphasize and meet the needs of Covington's youth and families.
 4. **Neighborhoods:** Foster community cohesiveness, communications, and cooperation, and maintain neighborhoods that offer a variety of housing options that are diverse, safe, accessible, and well-designed.

5. **Municipal Services:** Plan, develop, implement, and maintain high quality capital infrastructure and services that reflect the needs of a growing community.
6. **Customer Service:** Recruit, support, and retain a professional team of employees, volunteers, and stakeholders who offer outstanding customer service, ensure stewardship of the public's money, and promote the City.

Funds Overview

It should be noted prior to the individual funds discussion that overall increases to salaries and benefits include a COLA of 1.9937% and health benefit increases ranging from 0 – 4.5%. A 2% wellness discount applies to overall health benefits which equates to \$15,000.

General Fund

The general fund is the largest city fund and provides for the day-to-day operations of city government. Revenues are unrestricted and are available to use for any government purpose.

For 2017, we are forecasting a 5.6 percent total decrease in revenues over 2016 estimates for the entire fund.

- Property tax for 2017 is estimated to be \$2.5 million. This includes a 0.953 increase plus new construction.
- Sales tax revenue for 2017 is expected to decrease by 1.9 percent over 2016 estimated collections. Retail sales and construction have had a strong year. Total sales tax collections for 2017 are estimated to be \$3.9 million.
- Utility tax collections for 2017 are estimated at \$2.2 million, slightly higher than 2016 estimated actuals.
- Other sources of revenue total \$3.0 million with \$809,221 being reimbursed to the general fund through interfund payments from other funds.

On the operating base budget expenditure side (excludes transfers), the budget is 2.3 percent, or \$246,966 lower than estimated actuals for 2016. This is due to the repayment of an interfund loan in 2016. Excluding the loan, the General Fund budget would have increased by 4.8% over 2016 expenditures due to increases in our intergovernmental contracts.

I am recommending twenty-three decision cards totaling \$717,448 – \$583,086 in one-time costs and \$134,362 in ongoing costs.

| Title/Description | Func | Dept. | Amount Funded | |
|--|-------|------------|---------------|---------|
| | | | One-Time | Ongoing |
| Cost of living adjustment cut | GF | Exec | - | - |
| Branding Initiatives | GF | Exec | 5,000 | - |
| 20 th anniversary celebration | GF | Council | 10,500 | - |
| Council Chambers video livestream and archiving | GF | Council | 2,750 | 200 |
| Office space reorganization | GF | Central | 49,480 | 24,900 |
| Desktop support tech additional hours | GF | Central | - | 20,230 |
| Full Office 365 migration | GF | Central | 13,000 | 7,000 |
| Firewall and AV improvements | GF | Central | 3,000 | 1,000 |
| Conference room upgrade | GF | Central | 7,000 | - |
| Human resources online software – NEOGOV | GF | Personnel | 7,000 | 3,440 |
| Fall protection for pool maintenance | GF | Personnel | 22,000 | 3,500 |
| Fall prevention for Aquatic Center roof | GF | Personnel | 35,000 | - |
| Comp Plan implementation | GF | Comm Dev | 10,000 | - |
| Comp Plan certification | GF | Comm Dev | 5,000 | - |
| Herbicide spray tank | Parks | Maint | 2,550 | 365 |
| Maintenance Facility permitting and improvements | Parks | Maint | 27,000 | - |
| Aquatic Center Risk Management | Parks | Aquatics | - | 40,160 |
| AED and trainers for Aquatic Center | Parks | Aquatics | 5,000 | - |
| Public Art Funding | Parks | Aquatics | - | 18,752 |
| Recreation guide | Parks | Recreation | - | 12,815 |
| Revise employee training and development program | Parks | Parks | - | 2,000 |
| Jenkins Creek Master Plan | Parks | Parks | 3,000 | - |
| Transfer-out to CIP for CCP2 | CIP | CIP | 177,000 | - |

| | | | | |
|-----------------------------------|-----|-----|---------|---------|
| Transfer out to CIP for SoCo Park | CIP | CIP | 198,806 | |
| | | | | |
| Net Total General Fund | | | 583,086 | 134,362 |

Street Fund

With the addition of the \$20 vehicle license tab (VLT) fee, there are now three main dedicated sources of revenue for this fund. Franchise fees are forecasted to increase slightly while the fuel tax is forecasted to decrease slightly per capita but overall revenue will increase due to population increases for 2017. The VLT fee forecast is based on Department of Licensing figures. With no history it is difficult to forecast. However, staff expects about \$250,000 in VLT revenue. Base budget expenditures before decision cards are \$1.25 million which is an increase of \$38,000 from expected expenditures in 2016, which is primarily inflationary pressures from health care costs.

I am recommending two decision cards totaling \$39,885 - \$39,400 in one-time costs and \$485 in ongoing costs.

| Title/Description | Funr | Dept. | Amount Funded | |
|---|------|-------|---------------|---------|
| | | | One-Time | Ongoing |
| Cost of living adjustment cut | ST | ST | - | - |
| Herbicide spray tank | ST | ST | 3,400 | 485 |
| Additional storage sheds for maintenance facility | ST | ST | 36,000 | - |
| | | | | |
| Net Total Street Fund | | | 39,400 | 485 |

Development Services Fund

In 2017, we are forecasting a 12.8 percent reduction in revenues over 2016 budget due to the majority of anticipated projects being submitted in 2016 instead of 2017. Base budget expenditures are \$1.46 million, which is an increase from expected expenditures in 2016 of 7.3 percent.

I am recommending three decision cards for this fund totaling \$26,200 in one-time costs.

| Title/Description | Funr | Dept. | Amount Funded | |
|--|------|----------|---------------|---------|
| | | | One-Time | Ongoing |
| Cost of living adjustment cut | DS | Dev Svcs | - | - |
| Comp Plan implementation | DS | Dev Svcs | 14,000 | - |
| Critical area survey and maintenance program | DS | Dev Svcs | 8,000 | - |
| Electronic Plan Review | DS | Dev Svcs | 4,200 | - |
| | | | | |
| Net Total Development Services | | | 26,200 | - |

Surface Water Management Fund (SWM)

Revenues for SWM are decreasing 4.8 percent over 2016 estimates due to a reduction in grant revenue. Staff is projecting deficit spending. This was intentional to draw down fund balance for capital and one-time uses. Base budget expenditures are increasing by 3.3 percent over 2016 estimates. Again, this is due to capital and one-time uses.

I am recommending four decision cards totaling \$81,640 - \$80,625 in one-time costs and \$1,015 in ongoing costs.

| Title/Description | Funr | Dept. | Amount Funded | |
|--|------|----------|---------------|---------|
| | | | One-Time | Ongoing |
| Cost of living adjustment cut | SWM | SWM | - | - |
| Critical area survey and maintenance program | DS | Dev Svcs | 8,000 | - |
| Herbicide spray tank | SWM | SWM | 2,550 | 365 |
| Maintenance facility permitting and improvements | SWM | SWM | 27,000 | - |
| Vehicle #3390 replacement | SWM | SWM | 43,075 | 650 |
| | | | | |
| Net Total Surface Water Management Fund | | | 80,625 | 1,015 |

Capital Investment Program Fund

For 2017, I am recommending two decision cards as follows:

| Title/Description | Func | Dept. | Amount Funded | |
|-------------------------------------|------|-------|---------------|---------|
| | | | One-Time | Ongoing |
| Covington Community Parks Phase II | CIP | CIP | 7,177,000 | - |
| RCO LWCF grant | | | (250,000) | - |
| RCO - WWRP-LP grant | | | (250,000) | - |
| Department of Commerce grant (2013) | | | (1,550,000) | - |
| Department of Commerce grant (2015) | | | (4,950,000) | - |
| Transfers-in from General Fund | | | (177,000) | - |
| SoCo Park Acquisitions | CIP | CIP | 1,184,725 | - |
| King County CFT grant | | | (357,257) | - |
| King County Parks Levy | | | (36,300) | - |
| RCO Grant | | | (592,362) | - |
| Transfer-in from General Fund | | | (198,806) | - |
| Net Capital Investment Program Fund | | | - | - |

Equipment Replacement Fund (ERF)

To support the purchase of the herbicide spray tank and vehicle #3990 replacement, I am authorizing funding their future replacement with annual payments of \$1,215 and \$650 respectively.

Summary

This budget encompasses the 20th anniversary of the city’s incorporation. The vision that brought Covington to life is being realized through the actions of current staff and council. These actions are built on top of previous decisions and efforts by all who have come before us. Our goal is to continue providing the citizens with the services they need coupled with the quality of life they deserve. At 20 years young, Covington has a lot of growing room in front of it.

As we look at this budget through a one-year lens, staff and council are beginning the early stages of a strategic plan that will aggregate the many great ideas put forth into a priority-based blueprint. That blueprint will become the focal point for the city’s future.

I want to thank you, council, for your leadership and guidance. I would also like to acknowledge the efforts of the directors and employees who are committed to the vision and mission of this city. Finance staff deserves extra thanks for their efforts in coordinating the budget process and taking an immense amount of information and making it into something sensible.

I look forward to your attentive deliberations in the weeks to come.

Sincerely,



Regan Bolli

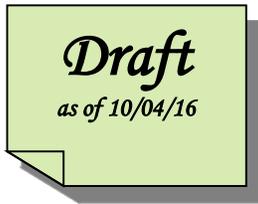
City Manager

**DISCUSSION OF
FUTURE AGENDA ITEMS:**

**6:00 p.m., Tuesday, October 25, 2016
Special Meeting – Joint Study Session with Arts Commission**

**7:00 p.m., Tuesday, October 25, 2016
Regular Meeting**

(Draft Agendas Attached)



**CITY OF COVINGTON
SPECIAL MEETING AGENDA
CITY COUNCIL JOINT STUDY SESSION WITH ARTS COMMISSION**
Council Chambers – 16720 SE 271st Street, Suite 100, Covington
www.covingtonwa.gov

Tuesday, October 25, 2016 – 6:00 p.m.

GENERAL INFORMATION:

The study session is an informal meeting involving discussion between and among the City Council, Commissioners, and city staff regarding policy issues. Study sessions may involve presentations, feedback, brainstorming, etc., regarding further work to be done by the staff on key policy matters.

CALL CITY COUNCIL JOINT STUDY SESSION TO ORDER

APPROVAL OF AGENDA

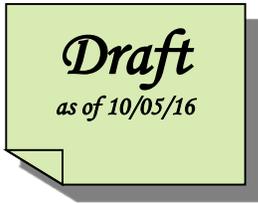
ITEM(S) FOR DISCUSSION

1. Arts Commission Projects – 2016 In Review
2. Public Art Policy Update Status Review
3. Public Art Funding
4. Open Discussion

ADJOURN

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

****Note* A Regular Council meeting will follow at approximately 7:00 p.m.***



CITY OF COVINGTON
CITY COUNCIL REGULAR MEETING AGENDA
www.covingtonwa.gov

Tuesday, October 25, 2016
7:00 p.m.

City Council Chambers
16720 SE 271st Street, Suite 100, Covington

Note: A Joint Study Session with the Arts Commission 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 - NONE

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 (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Covington Multifamily (Inland Group) ROW Deeds (Lyons)
- C-4. Covington Multifamily (Inland Group) Public Space Easement (Lyons)
- C-5. Lakeside Asphalt Batch Plant ROW Easement (Lyons)
- C-6. Approve Revised Covington Community Park Phase 2 Design and Construction Grant Funding Project Agreement (Newton)
- C-7. Approve Covington Water District System Extension Application and Agreement for Covington Community Park Phase 2 (Newton)

REPORTS OF COMMISSIONS

- Human Services Chair Leslie Hamada: October 13 meeting.
- Parks & Recreation Chair Laura Morrissey: October 19 meeting.
- Arts Chair Lesli Cohan: August 11, September 8, and October 13 meetings.
- Planning: Chair Bill Judd: October 6 and October 20 meetings.
- Economic Development Council Co-Chair/Member: October 27 open house and special meeting.

PUBLIC HEARINGS

1. Receive Testimony from the Public Regarding Proposed Fiscal Year 2017 Budget and Revenues Sources and Set the Property Tax Levy (Hendrickson) (First of Three Public Hearings)
2. Receive Testimony and Consider Ordinance Regarding Kent School District's Six Year Capital Facilities Plan and School Impact Fees (Hart)
3. Receive Testimony and Consider Ordinance on Interim Sign Code Regulations (Hart)

CONTINUED BUSINESS

4. Consider Resolution Establishing Youth Council (Bolli)

NEW BUSINESS

5. Covington Community Park Phase 2 – 90% Design and Cost Estimate (Newton)
5. Consider 2017 Legislative Agenda (Lobbyist Briahna Murray/Bolli)

FUTURE AGENDA ITEMS

COUNCIL/STAFF COMMENTS

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).