



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

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

**Tuesday, January 13, 2015  
7:00 p.m.**

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

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*Note: A Joint Meeting with the Planning Commission is scheduled from 6:00 to 7:00 p.m.*

**CALL CITY COUNCIL REGULAR MEETING TO ORDER**

**OATH OF OFFICE TO NEWLY ELECTED COUNCIL MEMBER**

**ROLL CALL/PLEDGE OF ALLEGIANCE**

**RECEPTION FOR NEWLY ELECTED COUNCILMEMBERS, MAYOR AND MAYOR PRO TEM**

**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: November 18, 2014; 7:00 p.m. Special Meeting and November 25, 2014 Regular Meeting (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Execute Grant Agreement with King County for Recycling Program (Vondran)
- C-4. Appointments to Council's Commission Interview Sub Committees (Council)
- C-5. Appointments to Council's Commission Exit Interview Sub Committee (Council)
- C-6. Appointments to Council's Audit Committee (Hendrickson)
- C-7. Covington Water District Right-of-Way Deed (Lyons)

**NEW BUSINESS**

- 1. Set Date to Consider Initiation of an Annexation for Hawk Property (Hart)
- 2. Appointments to 2015 Representatives to Regional Boards and Committees (Council)

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

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

**EXECUTIVE SESSION – If Needed**

**ADJOURN**

**Consent Agenda Item C-1**

Covington City Council Meeting

Date: December 9, 2014

SUBJECT: APPROVAL OF MINUTES: NOVEMBER 18, 2014, 7:00 PM, CITY COUNCIL  
SPECIAL MEETING MINUTES AND NOVEMBER 25, 2014 CITY COUNCIL  
REGULAR MEETING MINUTES

RECOMMENDED BY: Sharon G. Scott, City Clerk

ATTACHMENT(S): Proposed Minutes

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION:

ALTERNATIVES:

FISCAL IMPACT:

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

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_  
seconds, to approve the November 18, 2014, 7:00 p.m. City  
Council Special Meeting Minutes and November 25, 2014 City  
Council Regular Meeting Minutes.**

**City of Covington  
Special City Council Meeting Minutes  
Tuesday, November 18, 2014**

(This meeting was recorded and will be retained for a period of six years from the date of the meeting).

The Special Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271<sup>st</sup> Street, Suite 100, Covington, Washington, Tuesday, November 18, 2014, at 7:03 p.m., with Mayor Margaret Harto presiding.

**COUNCILMEMBERS PRESENT:**

Margaret Harto, Joe Cimaomo, Mark Lanza, Marlla Mhoon, Jim Scott, Wayne Snoey, and Jeff Wagner.

**STAFF PRESENT:**

Rob Hendrickson, Interim City Manager; Don Vondran, Public Works Director; Noreen Beaufriere, Personnel Manager; Casey Parker, Deputy Finance Director; Kevin Klason, Covington Police Chief; Richard Hart, Community Development Director; Scott Thomas, Parks & Recreation Director; Sara Springer, City Attorney; Salina Lyons, Principal Planner; Bob Lindskov, City Engineer; Robert Meyers, Chief Building Official; Brian Bykonen, Associate Planner/Code Enforcement Officer; Kelly Thompson, Permit Center Coordinator; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Harto opened the meeting with the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

**Council Action: Councilmember Cimaomo moved and Councilmember Snoey seconded to approve the Agenda. Vote: 7-0. Motion carried.**

**PUBLICATION COMMUNICATION:**

Council recognized Chief Building Official Robert Meyers for completion of certification as a Master Code Professional.

**PUBLIC COMMENT:**

Mayor Harto called for public comments.

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

**APPROVE CONSENT AGENDA:**

C-1. Minutes: October 14, 2014 City Council Regular Meeting Minutes; October 25, 2014 City Council Budget Workshop Minutes; October 28, 2014 City Council Special Joint Study Session with Arts Commission Minutes; October 28, 2014 City Council Regular Meeting Minutes; and November 3, 2014 City Council Special Meeting Minutes.

C-2. Vouchers: Vouchers #31694-31694, in the Amount of \$95.50, Dated October 21, 2014; Vouchers #31695-31735, including ACH Payments in the Amount of \$108,591.70, Dated

October 28, 2014; Electronic Funds Transfers in the Amount of \$797,108.39, Dated October 31, 2014; Paylocity Payroll Checks #1002961437-1002961457 and Paylocity Payroll Check #1002961542-1002961542 inclusive, Plus Employee Direct Deposits in the Amount of \$161,389.83, Dated October 24, 2014; and Paylocity Payroll Checks #1003012849-1003012870 inclusive, Plus Employee Direct Deposits in the Amount of \$159,077.99, Dated November 7, 2014.

C-3. Approve Amendment to Interlocal Agreement with Maple Valley for Storage of Deicer.

**Council Action: Mayor Pro Tem Wagner moved and Councilmember Mhoon seconded to approve the Consent Agenda as amended to delete the clerical error of an extra “0” from Paylocity Payroll Checks #1002961437-1002961457. Vote: 7-0. Motion carried.**

**NEW BUSINESS:**

1. Consider 2015 Legislative Agenda.

Interim City Manager Rob Hendrickson and Legislative Consultant Briahna Taylor, Vice President of Gordon Thomas Honeywell Governmental Affairs, gave the staff report on this item.

**Council Action: Mayor Pro Tem Wagner moved and Councilmember Scott seconded to adopt the 2015 Legislative Agenda as amended to revise the fourth bulleted item in Attachment 1 of the staff report in the agenda packet to read, “Transportation Investment Package: Strongly support adoption of a comprehensive transportation investment package that funds SR 516, distributes gas tax revenues to cities and counties and authorizes the authority to solve problems regionally.” Also as amended to revise the tenth bulleted item in Attachment 1 of the staff report in the agenda packet to read, “AWC, PSRC, & SCA Legislative Programs: Support the Association of Washington Cities (AWC), Puget Sound Regional Council (PSRC), and Sound Cities Association (SCA) legislative programs.” Vote: 7-0. Motion carried.**

2. Discuss Human Services Commission Recommendation for 2015/16 Funding.

Human Services Chair Fran McGregor gave the staff report on this item.

Councilmembers provided comments and asked questions, and Ms. McGregor and Personnel & Human Services Analyst Victoria Throm provided responses.

3. Consider Resolution Adopting 2015 Community Development Fees.

Community Development Director Richard Hart introduced this item, and Permit Services Coordinator Kelly Thompson gave the staff report.

Councilmembers provided comments and compliments.

RESOLUTION NO. 14-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, AMENDING THE DEVELOPMENT AND PERMIT FEES, ADMINISTRATIVE FEES, AND TRANSPORTATION IMPACT FEES FOR 2015.

**Council Action: Mayor Pro Tem Wagner moved and Councilmember Snoey seconded to pass Resolution No. 14-17 amending the development, building permit, and administrative, and transportation impact fees for 2015, as proposed. Vote: 7-0. Motion carried.**

4. 2014 Third Quarter Financial Report.

Deputy Finance Director Casey Parker gave the staff report on this item.

Councilmembers asked questions, and Ms. Parker provided responses.

5. Consider Selection of Candidate for the Position of City Manager.

**Council Action: Councilmember Lanza moved and Councilmember Snoey seconded to select Regan Bolli for the position of City Manager. Vote: 7-0. Motion carried.**

**Council Action: Councilmember Scott moved and Councilmember Mhoon seconded to authorize the Mayor, Mayor Pro Tem and Personnel Manager to negotiate, on Council's behalf, an employment contract with Mr. Bolli with the final contract bought back to Council for approval. Vote: 7-0. Motion carried.**

**COUNCIL/STAFF COMMENTS:**

Councilmembers and staff discussed Future Agenda Topics and made comments.

**PUBLIC COMMENTS:**

Mayor Harto called for public comments.

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

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:27 p.m.

Prepared by:

Submitted by:

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Joan Michaud  
Senior Deputy City Clerk

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Sharon Scott  
City Clerk

**City of Covington**  
**Regular City Council Meeting Minutes**  
**Tuesday, November 25, 2014**

(This meeting was recorded and will be retained for a period of six years from the date of the meeting).

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271<sup>st</sup> Street, Suite 100, Covington, Washington, Tuesday, November 25, 2014, at 7:10 p.m., with Mayor Harto presiding.

**COUNCILMEMBERS PRESENT:**

Margaret Harto, Joe Cimaomo, Mark Lanza, Marlla Mhoon, Jim Scott, Wayne Snoey, and Jeff Wagner.

**STAFF PRESENT:**

Rob Hendrickson, Interim City Manager; Don Vondran, Public Works Director; Noreen Beaufriere, Personnel Manager; Casey Parker, Deputy Finance Director; Kevin Klason, Covington Police Chief; Richard Hart, Community Development Director; Karla Slate, Communications & Marketing Manager; Scott Thomas, Parks & Recreation Director; Sara Springer, City Attorney; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Harto opened the meeting with the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

**Council Action: Mayor Pro Tem Wagner moved and Councilmember Mhoon seconded to approve the Agenda. Vote: 7-0. Motion carried.**

**PUBLIC COMMENT:**

Mayor Harto called for public comments.

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

**APPROVE CONSENT AGENDA:**

C-1. Vouchers: Vouchers #31736-31799, including ACH Payments and an Electronic Funds Transfer and Voided Voucher #31800 in the Amount of \$540,060.02, Dated November 10, 2014 and Paylocity Payroll Checks #1003069579-1003069597 and Paylocity Payroll Check #1003069600-1003069600 inclusive, Plus Employee Direct Deposits in the Amount of \$158,348.09, Dated November 21, 2014.

**Council Action: Mayor Pro Tem Wagner moved and Councilmember Cimaomo seconded to approve the Consent Agenda. Vote: 7-0. Motion carried.**

**REPORTS OF COMMISSIONS:**

**Human Services Commission** – Chair Fran McGregor reported on the November 13 meeting.

**Parks & Recreation** – There was no report for the November 19 meeting; the next meeting is January 21.

**Arts Commission** – Chair Lesli Cohan reported on the November 13 meeting.

**Planning Commission** – Community Development Director Richard Hart reported on the November 20 meeting. The November 6 meeting was canceled.

**Economic Development Council** – The next meeting is December 4.

**PUBLIC HEARING:**

1. Receive Public Testimony Regarding Proposed Fiscal Year 2015 Budget and Consider Ordinances Setting the 2014 Property Tax Levy for Collection in 2015 and Authorizing a Property Tax Increase.

Deputy Finance Director Casey Parker gave the staff report on this item.

Mayor Harto called for public comments for the public hearing.

There being no comments, Mayor Harto closed the public comment period for the public hearing.

ORDINANCE NO. 13-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, ADOPTING THE REGULAR PROPERTY TAX LEVY FOR 2014 FOR COLLECTION IN 2015.

**Council Action: Councilmember Scott moved and Councilmember Snoey seconded to pass Ordinance No. 13-14 setting the 2014 property tax levy for collection in 2015 at \$2,500,000. Vote: 7-0. Motion carried.**

ORDINANCE NO. 14-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, SPECIFICALLY AUTHORIZING A PROPERTY TAX INCREASE IN TERMS OF BOTH DOLLARS AND PERCENTAGES AS PURSUANT TO RCW 84.55.120.

**Council Action: Councilmember Mhoon moved and Councilmember Snoey seconded to pass Ordinance No. 14-14 authorizing a property tax increase of two-tenths of a percent (0.2%) or \$4,976, pursuant to RCW 84.55.120. Vote: 7-0. Motion carried.**

**NEW BUSINESS:**

2. Consider Resolution Increasing Surface Water Management Rates.

Councilmembers provided comments and asked questions, and Mr. Hendrickson and Mr. Vondran provided responses including a suggestion to review this item in a couple of years.

RESOLUTION NO. 14-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, ADOPTING A NEW SURFACE WATER MANAGEMENT FEE SCHEDULE; AND REPEALING RESOLUTION NO. 10-24

**Council Action:** Councilmember Snoey moved and Councilmember Mhoon seconded to pass Resolution No. 14-18 adopting an annual Surface Water Management rate increase of five percent to begin in 2015 with the final increase going into effect in 2020. Vote: 7-0. Motion carried.

Mr. Vondran asked for clarification on the changes worksheet which would be included in the budget adoption agenda item at the City Council December 9 meeting.

**Council Action:** There was Council consensus to direct staff to include the 2015 programmed capital needs of the Surface Water Management program into the 2015 budget process which included \$52,609 in facility rehabilitation, \$369,200 in neighborhood drainage improvements, \$97,523 in neighborhood ditch maintenance, and \$37,080 in capital equipment.

3. Approve City Manager Contract Resolution.

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

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

RESOLUTION NO. 14-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR CITY MANAGER AND DELEGATING ADMINISTRATIVE POWERS AND DUTIES TO THE CITY MANAGER.

**Council Action:** Mayor Pro Tem Wagner moved and Councilmember Snoey seconded to pass Resolution No. 14-19 authorizing the mayor to execute the proposed contract for city manager and delegating administrative powers and duties to the city manager. Vote: 7-0. Motion carried.

**COUNCIL/STAFF COMMENTS:**

Councilmembers and staff discussed Future Agenda Topics and made comments.

**Council Action:** There was Council consensus to cancel the December 23 City Council meeting.

**Council Action:** There was Council consensus to appoint Mayor Harto as voting delegate to Sound Cities Association annual dinner meeting on December 17.

Councilmember Snoey announced that he would step down from the council effective December 31, 2014 to take care of his health and devote more time to family and work.

Mayor Harto invited Councilmember Snoey’s wife, Debra, to attend the next council meeting on December 9.

**Council Action:** There was Council consensus to open the city councilmember position immediately and advertise, indicating that anyone who is interested in the position can send a letter to the Council, with a closing date of January 2 so that Council can conduct the interviews in an open meeting and make a selection with enough time for that person to participate in the Council Annual Summit on January 31.

**PUBLIC COMMENTS:**

Mayor Harto called for public comments.

**Mary Pritchard, 26103 197<sup>th</sup> Avenue SE, Covington,** thanked Interim City Manager Rob Hendrickson for his service in the last few months and wished a Happy Thanksgiving to everyone.

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

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:59 p.m.

Prepared by:

Submitted by:

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Joan Michaud  
Senior Deputy City Clerk

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Sharon Scott  
City Clerk

**Consent Agenda Item C-2**

Covington City Council Meeting

Date: January 13, 2015

SUBJECT: APPROVAL OF VOUCHERS

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #31838-31901, including ACH Payments and Electronic Funds Transfers in the Amount of \$745,668.51, Dated December 8, 2014; Vouchers #31902-31957, including ACH Payments and Electronic Funds Transfers in the Amount of \$668,102.41, Dated December 22, 2014; Paylocity Payroll Checks #1003188095-1003188107 and Paylocity Payroll Check #1003188110-1003188110 inclusive, Plus Employee Direct Deposits in the Amount of \$160,904.49, Dated December 19, 2014; and Paylocity Payroll Checks #1003247936-1003247943 and Paylocity Payroll Check #1003247949-1003247949 inclusive, Plus Employee Direct Deposits in the Amount of \$151,135.93, Dated January 2, 2015.

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION: Not applicable.

ALTERNATIVES: Not applicable.

FISCAL IMPACT: Not applicable.

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

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds, to approve for payment Vouchers #31838-31901, including ACH Payments and Electronic Funds Transfers in the Amount of \$745,668.51, Dated December 8, 2014; Vouchers #31902-31957, including ACH Payments and Electronic Funds Transfers in the Amount of \$668,102.41, Dated December 22, 2014; Paylocity Payroll Checks #1003188095-1003188107 and Paylocity Payroll Check #1003188110-1003188110 inclusive, Plus Employee Direct Deposits in the Amount of \$160,904.49, Dated December 19, 2014; and Paylocity Payroll Checks #1003247936-1003247943 and Paylocity Payroll Check #1003247949-1003247949 inclusive, Plus Employee Direct Deposits in the Amount of \$151,135.93, Dated January 2, 2015.**

December 8, 2014

City of Covington

City of Covington

City of Covington  
Voucher/Check Register

Check #31838 through Check #31901, including ACH payments and electronic funds transfers

In the Amount of \$745,668.51

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  
Interim Deputy Finance Director

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

\_\_\_\_\_  
Wayne Snoey  
City Councilmember

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

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

# Accounts Payable

## Checks by Date - Detail by Check Date

User: scles  
 Printed: 12/12/2014 8:49 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
10	1917	US Bank National Association	12/01/2014	
	11-30-14	Credit card fees for November transactions		15.95
	11-30-14	Credit card fees for November transactions		109.74
			Total for Check Number 10:	125.69
11	1198	Cashmere Valley Bank	12/01/2014	
	2008GO-120114	2008 GO Bond payment		9,621.39
	2008GO-120114	2008 GO Bond payment		4,120.33
			Total for Check Number 11:	13,741.72
			Total for 12/1/2014:	13,867.41
ACH	0771 350945	David Evans & Associates, Inc. Integrated Traffic Impact services; 10/12-11/15/1	12/08/2014	1,079.71
			Total for this ACH Check for Vendor 0771:	1,079.71
ACH	1622 14-CV11	Law Offices of Thomas R Hargan, PLLC Prosecution services through 11/30/14	12/08/2014	4,542.24
			Total for this ACH Check for Vendor 1622:	4,542.24
ACH	1688 054257-12 054257-12 054257-12 054257-12 054257-12	Mountain Mist Maint shop; bottled water, November City hall; bottled water, November Maint shop; bottled water, November Aquatics; bottled water, November Maint shop; bottled water, November	12/08/2014	6.40 106.78 12.79 66.76 12.79
			Total for this ACH Check for Vendor 1688:	205.52
ACH	1705 TM-145487 TM-145487	Alpine Products, Inc. Field Closed; signs Anti-Icer application; sign	12/08/2014	216.81 129.76
			Total for this ACH Check for Vendor 1705:	346.57
ACH	2250 C047 C048	SBS Legal Services Legal services; 11/22-11/30/14 Legal services; 12/1-12/7/14	12/08/2014	1,595.00 2,842.00
			Total for this ACH Check for Vendor 2250:	4,437.00
ACH	2262 869285460448	Voyager Fleet Systems Inc. Vehicle fuel	12/08/2014	1,074.50
			Total for this ACH Check for Vendor 2262:	1,074.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	2555 43590149	NuCO2 LLC Aquatics; CO2 lease	12/08/2014	74.92
Total for this ACH Check for Vendor 2555:				74.92
ACH	2654 33124	Canber Corps CCP; park maintenance, November	12/08/2014	3,084.22
Total for this ACH Check for Vendor 2654:				3,084.22
ACH	2855 2855-12 2855-12-1	Regan Bolli Bolli; interview travel and lodging reimburseme Bolli; relocation compensation	12/08/2014	1,345.22 10,000.00
Total for this ACH Check for Vendor 2855:				11,345.22
31838	0206 918373	AFLAC Insurance premiums; December	12/08/2014	666.04
Total for Check Number 31838:				666.04
31839	2223 994026	ARC Imaging Resources Plotter/scanner; usage, 10/9-11/9/14	12/08/2014	80.45
Total for Check Number 31839:				80.45
31840	0852 1042847851 1042847851	ASCE Vondran; ASCE 2015 membership dues Vondran; ASCE 2015 membership dues	12/08/2014	130.00 130.00
Total for Check Number 31840:				260.00
31841	2856 PSI407943	Baden Sports Inc. Basketballs	12/08/2014	3,369.32
Total for Check Number 31841:				3,369.32
31842	0499	Bank of America	12/08/2014	
	0405-12	Marketing retreat lunch		16.43
	0405-12	Aquatics; datacards, printer ribbon, use tax		-16.94
	0405-12	Aquatics; datacards, printer ribbon		213.94
	0405-12	Aquatics; spooky swim supplies		138.26
	0405-12	Marketing retreat lunch		22.69
	0405-12	Marketing retreat lunch		39.12
	1030-12	City hall; painting supplies		3.77
	2923-12	Beaufriere; over the door hook, hangers, use tax		-3.50
	2923-12	City manager interviews; catered lunch		500.33
	2923-12	City manager interviews; lunch drinks		13.01
	2923-12	Wellness retreat; room deposit		50.00
	2923-12	Beaufriere; over the door hook, hangers		44.22
	2923-12	Beaufriere; planner refills		31.81
	2923-12	Safety retreat; room deposit		50.00
	2923-12	City manager interviews; working dinner		150.21
	2959-12	Little Tykes basketball hoops		162.80
	2959-12	Basketball coaching supplies, use tax		-6.78
	2959-12	Basketball coaching supplies		85.66
	2959-12	Merit program; treasure chest awards		175.00
	2959-12	Basketball official jerseys		366.45
	2959-12	Basketball official jerseys, use tax		-29.02
	2959-12	Basketball wristbands		77.19
	3331-12	Annual business license renewal		72.78

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
3331-12		Harto/Mhoon/Scott; SCA networking dinner		135.00
3331-12		Michaud/Scott/Lyons; planner refills		91.41
3331-12		Council chamber table skirts		79.89
3331-12		Budget workshop; breakfast		260.56
3331-12		Council chamber table skirts, use tax		-6.33
3639-12		Parker; SEC MCDC initiative webinar		50.00
3639-12		Parker; PSFOA lunch meeting		25.00
3639-12		Firewall protection and licensing, use tax		-53.32
3639-12		GoToMeeting plan; 11/19-12/19/14		42.57
3639-12		Firewall protection and licensing		673.31
6093-12		Calendars		17.50
6093-12		Gaudette; PNW Resource Management School, ;		1,235.00
6093-12		Calendars		17.50
6686-12		Laptop battery		33.64
6686-12		Printer, use tax		-45.58
6686-12		Video card		54.29
6686-12		Printer		575.57
6686-12		Video card, use tax		-4.30
6686-12		Salazar; PSFOA lunch meeting		25.00
6686-12		Laptop battery, use tax		-2.66
7314-12		Morrissey; ACCIS conference, hotel		282.20
7314-12		Aquatics; HollyDaze supplies		107.44
7768-12		Canopy lighting		494.33
7768-12		Basketball umpire whistles, use tax		-4.64
7768-12		Basketball umpire whistles		58.64
7768-12		Basketball umpire whistles, international transac		1.62
7768-12		Canopy lighting, international transaction fee		13.66
7768-12		Canopy lighting, use tax		-39.15
8227-12		Totem award submission fee		110.00
8227-12		Linen table clothes, use tax		-2.73
8227-12		Tree lighting; display and giveaways		162.38
8227-12		Tree lighting; display and giveaways, use tax		-12.86
8227-12		Linen table clothes		143.22
8227-12		Covingtonwa.gov domain name/renewal		125.00
8227-12		Linen table clothes		34.47
			Total for Check Number 31842:	6,835.06
31843	2368	Best Parking Lot Cleaning Inc.	12/08/2014	
	135098	Street cleaning; November		8,948.64
	135099	MV, Street cleaning; November		2,389.20
			Total for Check Number 31843:	11,337.84
31844	0637	Bill's Locksmith Service, Inc.	12/08/2014	
	109879	Padlocks		512.57
			Total for Check Number 31844:	512.57
31845	0657	Brothers Carpet Cleaning	12/08/2014	
	120514C	City hall; carpet cleaning		1,600.00
			Total for Check Number 31845:	1,600.00
31846	2857	Brandon Buchanan	12/08/2014	
	2857-12	Buchanan; interview travel and lodging reimburs		1,160.60
			Total for Check Number 31846:	1,160.60
31847	2810	Bud Clary Auto Group	12/08/2014	
	3339	#3494; 2015 Equinox		24,313.35

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3340	#3495; 2015 Equinox		24,313.35
Total for Check Number 31847:				48,626.70
31848	1997	Capital One Commercial	12/08/2014	
	015295	City manager interviews; refreshments, flowers		60.04
	039090	Costco rebate coupon		-95.40
	039090	Christenson; large monitor		347.50
	044741	Emergency management table top exercise; refr		19.88
	114010495211	Maint shop; cocoa, stirrers		4.32
	114010495211	Maint shop; cocoa, stirrers		2.16
	114010495211	Maint shop; cocoa, stirrers		4.32
	114010495211	City hall; coffee, tea, cider, paper products, clean		349.65
Total for Check Number 31848:				692.47
31849	2863	City of Des Moines	12/08/2014	
	5823	Gaudette/Fealy; Don Leadbetter CDL training		350.00
	5823	Gaudette/Fealy; Don Leadbetter CDL training		350.00
	5823	Gaudette/Fealy; Don Leadbetter CDL training		175.00
Total for Check Number 31849:				875.00
31850	0537	Covington Water District	12/08/2014	
	104587-12	Crystal view; water, 10/18-11/21/14		28.50
	105731-12	SR 516; water, 10/18-11/21/14		54.50
	107666-12	CCP; water, 9/20-11/21/14		40.00
	108188-12	Skate park; water, 9/20-11/21/14		56.95
	115324-12	Aquatics; water, 9/20-11/21/14		1,613.91
	122505-12	Maint shop; water, 9/20-11/21/14		31.37
	122505-12	Maint shop; water, 9/20-11/21/14		31.37
	122505-12	Maint shop; water, 9/20-11/21/14		15.68
	132669-12	CCP; water, 9/20-11/21/14		60.53
	132670-12	CCP; water, 10/18-11/21/14		97.75
Total for Check Number 31850:				2,030.56
31851	2468	Jesse Dalton	12/08/2014	
	2468-12	Dalton; Certified Playground Safety Training, m		80.00
Total for Check Number 31851:				80.00
31852	2467	Department of Enterprise Services	12/08/2014	
	73128153	Lyons; business cards		8.25
	73128153	Meyers; business cards		41.26
	73128153	Thomas; business cards		41.26
	73128153	Feser; business cards		41.26
	73128153	Councilmember Scott; business cards		41.26
	73128153	Lyons; business cards		33.01
	73128153	Patterson; business cards		41.26
	73128153	Hagen; business cards		41.26
	73128153	Christenson; business cards		41.26
	73128153	Officer Davy; business cards		41.26
	73128153	Mayor Harto; business cards		41.25
	73128153	Councilmember Cimaomo; business cards		41.25
	73128153	Councilmember Lanza; business cards		41.25
	73128153	Councilmember Snoey; business cards		41.25
	73128153	Councilmember Mhoon; business cards		41.26
Total for Check Number 31852:				577.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
31853	2859 2859-12	Ben Dye 2014 Public Art; exhibition fee, 12/1/14-9/30/15	12/08/2014	1,500.00
Total for Check Number 31853:				1,500.00
31854	2045 21518	Goodbye Graffiti Seattle Everclean program, December	12/08/2014	431.14
Total for Check Number 31854:				431.14
31855	2553 Nov 14 1123	Gordon Thomas Honeywell Governmental Governmental Affairs services; November	12/08/2014	1,705.00
Total for Check Number 31855:				1,705.00
31856	2858 2858-12	Belinda Graham Graham; interview travel and lodging reimburse	12/08/2014	659.43
Total for Check Number 31856:				659.43
31857	0225 0225-12	Green River Community College Small business assistance center; 7/1-9/30/14	12/08/2014	2,500.00
Total for Check Number 31857:				2,500.00
31858	0867 0060535 0060535 0060535 0060563 0062391 3015207 4015069 4015069 4015069 4015069 8012343 8012365 8012373 8012373 8012373 8594331 9013374 9574105	Home Depot Credit Services Maint shop; hand tools Maint shop; hand tools Maint shop; hand tools Tape for signs Tape measure Public Art display supplies Maint shop; wood glue, sand paper Maint shop; wood glue, sand paper Maint shop; wood glue, sand paper Conduit for stage rail Burlap, swage sleeve City tree; hardware Maint shop; sandpaper, minwax, oil Maint shop; sandpaper, minwax, oil Maint shop; sandpaper, minwax, oil City hall; carpet protectors, oil Lumber, bridge repair Community event; sign supplies	12/08/2014	22.18 44.36 44.36 11.88 21.69 114.96 3.39 1.70 3.39 15.46 18.56 1.49 5.25 10.48 10.48 49.37 5.83 11.87
Total for Check Number 31858:				396.70
31859	1722 2-1073274	Honey Bucket CCP; portable toilet service, 11/13-12/12/14	12/08/2014	508.00
Total for Check Number 31859:				508.00
31860	0939 3025719	ICC Meyers; ICC membership dues, 11/30/14-11/29/	12/08/2014	125.00
Total for Check Number 31860:				125.00
31861	2208 1	ICON Materials CIP 1057; construction, 10/6-11/15/14	12/08/2014	259,625.20
Total for Check Number 31861:				259,625.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
31862	2852 103854	IMSA Lindskov; IMSA 2105 membership renewal	12/08/2014	85.00
Total for Check Number 31862:				85.00
31863	0902 42120	Institute of Transp Engineers Vondran; ITE 2015 membership dues	12/08/2014	284.28
Total for Check Number 31863:				284.28
31864	1803 KYN9553	Iron Mountain Document storage, 12/1-12/31/14	12/08/2014	194.74
Total for Check Number 31864:				194.74
31865	2234 39880I 39880I 39880I	Issaquah Honda Kubota #3370/3371; parts #3370/3371; parts #3370/3371; parts	12/08/2014	151.54 151.54 75.78
Total for Check Number 31865:				378.86
31866	2649 70352335	John Deere Landscapes, Inc. CCP; rain buckets for irrigation	12/08/2014	1,289.47
Total for Check Number 31866:				1,289.47
31867	1701 390195 390228 390228 390228 390228 390299	Johnsons Home & Garden Crystal view; irrigation supplies Maint shop; batteries, coffee filters Maint shop; batteries, coffee filters Maint shop; batteries, coffee filters Nails Sign hardware	12/08/2014	94.07 4.15 8.32 8.32 27.14 21.63
Total for Check Number 31867:				163.63
31868	0143 2045409 51172	King County Finance Animal control services; 7/1-12/31/14 WRIA-based Watershed Planning; 2nd trimester	12/08/2014	26,996.50 2,543.67
Total for Check Number 31868:				29,540.17
31869	0204 0204-12	King County Pet Licensing Pet license remittance; November	12/08/2014	105.00
Total for Check Number 31869:				105.00
31870	0641 14-1128 14-1143 14-1143	King County Sheriff's Office Specialty services; February 2014 Sheriffs office; lease, November Police services, November	12/08/2014	257.50 -1,879.17 281,035.09
Total for Check Number 31870:				279,413.42
31871	0273 CovILADS#2014-2 SWM Fees#2014-2	King County Water & Land SWM debt service, 7/1-12/31/14 SWM fees; billing service charge, 7/1-12/31/14	12/08/2014	2,409.56 4,409.20
Total for Check Number 31871:				6,818.76
31872	2367	Magnum Print Solutions	12/08/2014	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	133920	Toner		217.09
			Total for Check Number 31872:	217.09
31873	2486	McLendon Hardware, Inc.	12/08/2014	
	846046/7	Maint shop; plant markers, screws/nuts/bolts		13.66
	846046/7	Maint shop; plant markers, screws/nuts/bolts		13.66
	846046/7	Maint shop; plant markers, screws/nuts/bolts		6.83
			Total for Check Number 31873:	34.15
31874	2550	Motorplex Pro-Tow	12/08/2014	
	73447	#3390; repairs		855.16
			Total for Check Number 31874:	855.16
31875	0305	Net Venture	12/08/2014	
	955685	Basic business hosting; 11/27-2/26/15		89.70
			Total for Check Number 31875:	89.70
31876	0004	Office Depot	12/08/2014	
	1733760299	Presentation board		26.56
	738754272001	Office supplies		295.20
	738754365001	Kirshenbaum; planner		12.12
	740753792001	Office supplies		253.63
	740754159001	Scott; magazine files		55.52
	742923761001	Return; magazine files		-13.88
	742938173001	File folders		202.84
			Total for Check Number 31876:	831.99
31877	0818	Pacific Office Automation	12/08/2014	
	43652577	Copier; lease, 11/15-12/14/14		122.47
			Total for Check Number 31877:	122.47
31878	1407	Parametrix, Inc.	12/08/2014	
	14-81429	Professional services; 9/27-11/1/14		358.07
	14-81429	Plan review services; 9/27-11/1/14		43.54
			Total for Check Number 31878:	401.61
31879	2860	Protect Youth Sports	12/08/2014	
	330922	Background checks		72.00
			Total for Check Number 31879:	72.00
31880	0980	The Prothman Company	12/08/2014	
	2014-4640	City manager search; 3rd of 3 installments		6,500.00
	2014-4649	City manager search; reimbursable expenses		1,915.41
			Total for Check Number 31880:	8,415.41
31881	0292	Puget Sound Regional Council	12/08/2014	
	2015018	PSRC membership dues; 7/1/14-6/30/15		5,387.00
			Total for Check Number 31881:	5,387.00
31882	1905	Sharp Electronics Corporation	12/08/2014	
	C818212-701	Copier; usage, 10/15-11/21/14		13.64
	C818212-701	Copier; usage, 10/15-11/21/14		20.47

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	C818215-701	Reception copier; usage, 10/15-11/24/14		19.22
			Total for Check Number 31882:	53.33
31883	1850 6453-4 6588-1	Sherwin-Williams Co. Return; drop clothes City hall; paint, drop clothes	12/08/2014	-47.72 141.56
			Total for Check Number 31883:	93.84
31884	1903 678298 678298	Sound Publishing, Inc. Monthly full page ads Weekly bulletins; 10/3, 10/17, 10/24	12/08/2014	897.13 925.42
			Total for Check Number 31884:	1,822.55
31885	0736 745832 745832 745832 745832	Sound Security, Inc. Security monitoring, December Maint shop; secure monitoring, December Maint shop; secure monitoring, December Maint shop; secure monitoring, December	12/08/2014	1,003.00 40.80 40.80 20.40
			Total for Check Number 31885:	1,105.00
31886	2466 532	Springbrook National User Group Springbrook National User Group; 2015 member	12/08/2014	175.00
			Total for Check Number 31886:	175.00
31887	1158 98609A	Sprint Rothhammer Intl, Inc. Aquatics; resale items, caps, goggles	12/08/2014	135.00
			Total for Check Number 31887:	135.00
31888	0281 006355510001-12 006355510001-12 006355510001-12 006355510001-12 006355510001-12 006355510001-12 006355510001-12 006355510001-12 006355510001-12 006355510001-12 006355510001-12 006355510001-12 006355510001-12 006355510001-12 006355510001-12 006355510001-12	Standard Insurance Company Life Insurance Premiums, December Life Insurance Premiums, December	12/08/2014	43.27 113.00 95.06 191.39 95.02 7.91 576.67 592.43 86.63 278.77 164.89 498.17 307.44 260.86 179.88
			Total for Check Number 31888:	3,491.39
31889	2816 1989	Studio Cascade, Inc. Comprehensive Plan Update services through 11	12/08/2014	9,803.57
			Total for Check Number 31889:	9,803.57
31890	2028 14-12	Scott Thomas Thomas; 2014 flexible spending	12/08/2014	960.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31890:	960.00
31891	2861 37907 37907	Tri-Foxco USA, Inc. Aquatics; lifeguard whistles, lanyards, use tax Aquatics; lifeguard whistles, lanyards	12/08/2014	-54.65 690.15
			Total for Check Number 31891:	635.50
31892	2862 2862-12 November	The Trusted Coach, LLC Coaching sessions; October Coaching sessions; November	12/08/2014	1,675.00 1,585.00
			Total for Check Number 31892:	3,260.00
31893	2103 266137892 266619063 266816107	US Bancorp Equip Finance Inc. Workroom copier; lease Reception copier; lease Police copier; lease	12/08/2014	639.10 93.40 93.40
			Total for Check Number 31893:	825.90
31894	0357 0015440	Valley Communications 800 MHz access fee; November	12/08/2014	75.00
			Total for Check Number 31894:	75.00
31895	0046 9735816481 9735816481 9735816481 9735816481 9735816481 9735816481 9735816481 9735816481	Verizon Wireless Cellular service, 11/21-12/20/14 Cellular service, 11/21-12/20/14 Cellular service, 11/21-12/20/14 Cellular service, 11/21-12/20/14 Cellular service, 11/21-12/20/14 Cellular service/tablet data, 11/21-12/20/14 Cellular service/tablet data, 11/21-12/20/14 Cellular service/tablet data, 11/21-12/20/14	12/08/2014	29.95 48.67 28.85 178.13 37.70 48.94 170.78 117.89
			Total for Check Number 31895:	680.91
31896	2061 11-24-14	WA Wildlife & Recreation Coalition Wildlife & Recreation Coalition; 2015 members	12/08/2014	125.00
			Total for Check Number 31896:	125.00
31897	2218 2218-12	WAPRO Scott; WAPRO 2015 membership dues	12/08/2014	25.00
			Total for Check Number 31897:	25.00
31898	2652 5001709711	Wells Fargo Financial Leasing Plotter/scanner; lease, 12/10/14-1/9/15	12/08/2014	227.09
			Total for Check Number 31898:	227.09
31899	0348 21916 21917	Wescom Communications AS007538; calibration service TJ000337; calibration service	12/08/2014	87.60 87.60
			Total for Check Number 31899:	175.20
31900	2623 2210	Westhill Electronics #3494; roof mounted light installation	12/08/2014	510.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2210	#3495; roof mounted light installation		510.67
Total for Check Number 31900:				1,021.33
31901	2391	WSDA	12/08/2014	
	55465	Fealy; WSDA 2015 pesticide license renewal		6.60
	55465	Fealy; WSDA 2015 pesticide license renewal		13.20
	55465	Fealy; WSDA 2015 pesticide license renewal		13.20
	73200	Dalton; WSDA 2015 pesticide license renewal		13.20
	73200	Dalton; WSDA 2015 pesticide license renewal		13.20
	73200	Dalton; WSDA 2015 pesticide license renewal		6.60
Total for Check Number 31901:				66.00
Total for 12/8/2014:				731,801.10
Report Total (75 checks):				745,668.51

December 22, 2014

City of Covington

City of Covington

City of Covington  
Voucher/Check Register

Check #31902 through Check #31957, including ACH payments and electronic funds transfers

In the Amount of \$668,102.41

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  
Interim Deputy Finance Director

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

\_\_\_\_\_  
Wayne Snoey  
City Councilmember

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

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

# Accounts Payable

## Checks by Date - Detail by Check Date

User: scles  
 Printed: 12/26/2014 10:00 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0706	Covington Retail Associates	12/22/2014	
	4451	1st floor; operating expenses, January 2015		10,757.40
	4451	1st floor; building lease, January 2015		26,359.92
	4452	2nd floor; operating expenses, January 2015		1,484.75
	4452	2nd floor; building lease, January 2015		3,362.83
Total for this ACH Check for Vendor 0706:				41,964.90
ACH	1408	Washington Workwear Stores Inc.	12/22/2014	
	11268C	Return; Gaudette, hard hat		-21.72
	11268C	Return; Gaudette, hard hat		-10.86
	11268C	Return; Gaudette, hard hat		-21.71
	1725	Fealy; jeans		8.69
	1725	Fealy; jeans		17.37
	1725	Fealy; jeans		17.37
	1727	Junkin; pants		11.94
	1727	Junkin; pants		23.89
	1727	Junkin; pants		23.89
	1748	Gaudette; steel toe romeos		26.06
	1748	Gaudette; steel toe romeos		26.06
	1748	Gaudette; steel toe romeos		13.03
	1749	Junkin; boot traction		27.36
	1749	Junkin; boot traction		27.36
	1749	Junkin; boot traction		13.69
	1750	Feser; rain jacket		108.59
	1752	Ogren; steel toed work boots		173.75
Total for this ACH Check for Vendor 1408:				464.76
ACH	1705	Alpine Products, Inc.	12/22/2014	
	TM145590	Covington Aquatic Center; new branding signs		1,110.33
Total for this ACH Check for Vendor 1705:				1,110.33
ACH	1901	Modern Building Systems, Inc.	12/22/2014	
	63639	Maint shop; building lease, 1/1-2/1/15		569.06
	63639	Maint shop; building lease, 1/1-2/1/15		284.54
	63639	Maint shop; building lease, 1/1-2/1/15		569.06
Total for this ACH Check for Vendor 1901:				1,422.66
ACH	2105	Rachel Bahl	12/22/2014	
	2105-12	Bahl; mileage reimbursement, November		117.82
Total for this ACH Check for Vendor 2105:				117.82
ACH	2250	SBS Legal Services	12/22/2014	
	C049	Legal services; 12/8-12/21/14		4,347.50
Total for this ACH Check for Vendor 2250:				4,347.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	2461 607163	Tri-Tec Communications, Inc. Telephone upgrade service	12/22/2014	1,114.24
Total for this ACH Check for Vendor 2461:				1,114.24
ACH	2500 50864647	Tetra Tech, Inc. CIP 1127; engineering, 10/25-11/21/14	12/22/2014	88,375.06
Total for this ACH Check for Vendor 2500:				88,375.06
ACH	2555 43804014	NuCO2 LLC Aquatrics; CO2 for pH control	12/22/2014	149.29
Total for this ACH Check for Vendor 2555:				149.29
ACH	2633 0393328-IN 0393328-IN 0393328-IN 0393341-IN 0393341-IN 0393341-IN	National Safety, Inc. Fealy; safety shirts, gloves Fealy; safety shirts, gloves Fealy; safety shirts, gloves Gaudette; hard hat Gaudette; hard hat Gaudette; hard hat	12/22/2014	20.78 10.40 20.78 5.78 5.78 2.90
Total for this ACH Check for Vendor 2633:				66.42
31902	2502 2502-12 2502-12-1 2502-12-2 2502-12-2	AALL Self Storage Storage unit D5; remaining balance Storage unit #D5; January - December 2015 Storage unit #A33; January - December 2015 Storage unit #A33; January - December 2015	12/22/2014	320.00 3,600.00 1,020.00 1,020.00
Total for Check Number 31902:				5,960.00
31903	2864 6787	AlphaGraphics Aquatic Center; branding "wave" signage	12/22/2014	958.53
Total for Check Number 31903:				958.53
31904	2033 7827 7828 7828	Aquatic Specialty Services Wave 100; pool vacuum Aquatrics; pool chemicals Aquatrics; clean/calibration service, December	12/22/2014	3,148.32 845.88 179.19
Total for Check Number 31904:				4,173.39
31905	2856 PSI1411776	Baden Sports Inc. Basketballs	12/22/2014	1,248.90
Total for Check Number 31905:				1,248.90
31906	2368 135829	Best Parking Lot Cleaning Inc. Vacuum truck; oil spill	12/22/2014	380.10
Total for Check Number 31906:				380.10
31907	2865 71560 71560	Bluebeam Software, Inc. Plan review editing software, use tax Plan review editing software, license 12/17/14-1:	12/22/2014	-46.10 582.10
Total for Check Number 31907:				536.00
31908	0026	C&B Awards	12/22/2014	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1218	Bell; name badge		8.96
	1309	Councilmember Snoey; plaque		92.31
	1315	Public Art plaque		135.75
			Total for Check Number 31908:	237.02
31909	2366 1322934158	CenturyLink Business Services Aquatics; internet/loop, November	12/22/2014	360.00
			Total for Check Number 31909:	360.00
31910	0366 0366-12	City of Covington SWM utility tax; November	12/22/2014	8,516.90
			Total for Check Number 31910:	8,516.90
31911	2382 01-14 03-14	Close Call Plumbing Minor housing repair; #ALCO-01-14 Minor housing repair; #STOC-03-14	12/22/2014	1,954.80 351.92
			Total for Check Number 31911:	2,306.72
31912	2785 62567652	CompuCom Adobe Illustrator software; implementing brandi	12/22/2014	728.25
			Total for Check Number 31912:	728.25
31913	0184 163	Cordi & Bejarano Public defender services; 9/16-12/2/14	12/22/2014	3,120.00
			Total for Check Number 31913:	3,120.00
31914	2487 2487-12	Costco Wholesale Corporation Traffic Mitigation Fee; Payment 12	12/22/2014	84,225.59
			Total for Check Number 31914:	84,225.59
31915	0537 104587-12 105731-12 132670-12	Covington Water District Crystal view; water, 11/22-12/19/14 SR516; water, 11/22-12/19/14 CCP; water, 11/22-12/19/14	12/22/2014	28.50 54.50 97.75
			Total for Check Number 31915:	180.75
31916	2866 141456 141456	Epic Sports Soccer goals, use tax Soccer goals	12/22/2014	-567.09 7,161.11
			Total for Check Number 31916:	6,594.02
31917	0765 92904818 92904818 92904818 92904818 92904818	ESRI ArcGIS desktop software upgrade, license ArcGIS desktop software upgrade, license ArcGIS desktop software upgrade, license ArcGIS desktop software upgrade, license ArcGIS desktop software upgrade, license	12/22/2014	770.52 1,027.35 1,027.36 1,284.20 1,027.35
			Total for Check Number 31917:	5,136.78
31918	2867 2867-12	Fabrications Plus 2014 city art purchase; "Bowled Over"	12/22/2014	400.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31918:	400.00
31919	1996	Facility Maintenance Contractors	12/22/2014	
	141215	Maint shop; janitorial service		109.60
	141215	Maint shop; janitorial service		109.60
	141215	Maint shop; janitorial service		54.80
			Total for Check Number 31919:	274.00
31920	2821	Dominic Finazzo	12/22/2014	
	2821-12	Finazzo; mileage reimbursement, October		3.14
			Total for Check Number 31920:	3.14
31921	0354	Grainger	12/22/2014	
	8612633553	Aquatics; disposable gloves		69.09
	9612633546	Aquatics; gloves		10.71
			Total for Check Number 31921:	79.80
31922	0302	Gray & Osborne	12/22/2014	
	13577.00-14	CIP 1057; engineering, 11/9-12/6/14		698.62
	13599.00-14	Timberlane/Jenkins Pk SW LID/Retro; 11/9-12/6/14		1,980.26
	14528.00-6	CIP 1014; engineering, 11/9-12/6/14		8,457.71
			Total for Check Number 31922:	11,136.59
31923	1799	Griffis Heating, Inc.	12/22/2014	
	S-16502	Minor housing repair; STOC-02-14		190.05
			Total for Check Number 31923:	190.05
31924	2648	Hart's Gymnastics	12/22/2014	
	2648-12	Instructor payment; Gymnastics, Fall 2014		352.00
			Total for Check Number 31924:	352.00
31925	1722	Honey Bucket	12/22/2014	
	2-1089832	Skate park; portable toilet, 12/5-12/31/14		178.33
	2-1089832	Skate park; portable toilet, 1/1-1/4/15		26.42
			Total for Check Number 31925:	204.75
31926	1342	Integra Telecom	12/22/2014	
	12578085	Aquatics; telephone, 1/1-1/7/15		20.37
	12578085	Maint shop; telephone, 1/1-1/7/15		20.01
	12578085	Maint shop; telephone, 1/1-1/7/15		40.01
	12578085	City hall; telephone, 1/1-1/7/15		274.11
	12578085	Maint shop; telephone, 1/1-1/7/15		40.01
	512620	City hall; telephone, 12/8-12/31/14		939.80
	512620	Maint shop; telephone, 12/8-12/31/14		137.18
	512620	Maint shop; telephone, 12/8-12/31/14		137.18
	512620	Aquatics; telephone, 12/8-12/31/14		69.83
	512620	Maint shop; telephone, 12/8-12/31/14		68.59
			Total for Check Number 31926:	1,747.09
31927	0385	Kent School #415	12/22/2014	
	1500001078	Gym rental; volleyball, 11/1-11/22/14		1,050.00
			Total for Check Number 31927:	1,050.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
31928	0143	King County Finance	12/22/2014	
	3001091	Jail costs; November		493.46
	52174-52175	Street services		896.32
	52227-52232	Street services		5,396.99
Total for Check Number 31928:				6,786.77
31929	1258	King County Finance - GIS	12/22/2014	
	15A-142 GIS	GIS Imagery and related deliverable		729.25
	15A-142 GIS	GIS Imagery and related deliverable		437.55
	15A-142 GIS	GIS Imagery and related deliverable		583.39
	15A-142 GIS	GIS Imagery and related deliverable		583.40
	15A-142 GIS	GIS Imagery and related deliverable		583.40
Total for Check Number 31929:				2,916.99
31930	0641	King County Sheriff's Office	12/22/2014	
	14-1158	Sheriff's office; lease, December		-1,879.17
	14-1158	Police services, December		281,035.05
Total for Check Number 31930:				279,155.88
31931	2795	Tatyana Kiselyov	12/22/2014	
	2795-12	Kiselyov; mileage reimbursement, November		3.14
Total for Check Number 31931:				3.14
31932	2490	Law Office of Theresa and Phillip Griffin	12/22/2014	
	2490-12	Public defender; video court, August - November		5,550.00
Total for Check Number 31932:				5,550.00
31933	2813	Rachael Leung	12/22/2014	
	2813-12	Leung; mileage reimbursement, November		6.27
	2813-12	Leung; mileage reimbursement, November		6.27
Total for Check Number 31933:				12.54
31934	1431	Valerie Lyon	12/22/2014	
	1431-12	Reimbursement; council meeting cake reception		30.99
Total for Check Number 31934:				30.99
31935	1878	MacLeod Reckord	12/22/2014	
	7011	CCP, Phase 2; engineering, 11/1-11/30/14		1,849.50
Total for Check Number 31935:				1,849.50
31936	0252	Microflex	12/22/2014	
	22142	Tax audit program		46.69
	22165	Tax audit program		16.35
Total for Check Number 31936:				63.04
31937	2537	Motor Oil Supply	12/22/2014	
	267230	Spill response materials		180.82
Total for Check Number 31937:				180.82
31938	1487	NAPA Auto Parts	12/22/2014	
	732241	Maint shop; oil		4.68
	732241	Maint shop; oil		2.33

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	732241	Maint shop; oil		4.68
	732379	Maint shop; nitrile gloves		20.83
	732379	Maint shop; nitrile gloves		41.65
	732379	Maint shop; nitrile gloves		41.65
	732380	Maint shop; nitrile gloves		20.82
	732380	Maint shop; nitrile gloves		20.82
	732380	Maint shop; nitrile gloves		10.42
	732404	Maint shop; surface conditioning discs		31.50
	732404	Maint shop; surface conditioning discs		31.50
	732404	Maint shop; surface conditioning discs		15.74
	732688	Maint shop; respirators		12.16
	732688	Maint shop; respirators		12.16
	732688	Maint shop; respirators		6.07
	733327	Maint shop; surface conditioning discs		9.56
	733327	Maint shop; surface conditioning discs		19.11
	733327	Maint shop; surface conditioning discs		19.11
			Total for Check Number 31938:	324.79
31939	2545	Norstar Industries, Inc.	12/22/2014	
	51349	#3497; Anti-Icer unit, auxiliary system to spray v		22,786.95
	51410	#3307; relocate cab console, new hydraulic pump		6,483.50
			Total for Check Number 31939:	29,270.45
31940	0004	Office Depot	12/22/2014	
	742938116001	Note cards, copy stamp		50.25
	742938116001	Office supplies		75.32
	743487467001	Office supplies		93.01
	744962929001	Office supplies		193.71
			Total for Check Number 31940:	412.29
31941	2771	Pacific Office Automation	12/22/2014	
	383839	Copier usage; 8/12-11/12/14		39.63
			Total for Check Number 31941:	39.63
31942	1407	Parametrix, Inc.	12/22/2014	
	14-81490	Plan review services; 11/2-11/29/14		435.48
			Total for Check Number 31942:	435.48
31943	0164	Pitney Bowes	12/22/2014	
	2004515-DC14	Postage meter lease; 9/30-12/30/14		716.76
			Total for Check Number 31943:	716.76
31944	0161	Puget Sound Energy	12/22/2014	
	200003986730-12	Streets; electricity, 11/1-12/3/14		83.13
	200003987282-12	Streets; electricity, 11/4-12/4/14		64.35
	200003987464-12	Streets; electricity, 11/4-12/4/14		11.43
	200004045635-12	Streets; electricity, 11/1-12/3/14		94.03
	200004045866-12	Streets; electricity, 11/4-12/4/14		72.37
	200005568858-12	Streets; electricity, 10/30-12/1/14		92.28
	200013103656-12	CCP; electricity, 10/30-12/1/14		28.54
	200013951476-12	Streets; electricity, 10/30-12/1/14		93.45
	200014568881-12	Maint shop; electricity, 10/30-12/1/14		51.34
	200014568881-12	Maint shop; electricity, 10/30-12/1/14		102.70
	200014568881-12	Maint shop; electricity, 10/30-12/1/14		102.70
	200022909309-12	Streets; electricity, 11/1-12/3/14		93.83

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	200022909689-12	Skate park; electricity, 11/4-12/4/14		13.58
	300000001770-12	City tree; electricity, 11/1-12/3/14		10.84
	300000001770-12	Streets; electricity, 11/1-12/3/14		13.51
	300000001788-12	Streets; electricity, 10/31-12/2/14		92.54
	300000001788-12	Streets; electricity, 10/31-12/2/14		8,344.93
	300000001804-12	Streets; electricity, 10/30-12/1/14		99.89
	300000007744-12	Aquatics; natural gas, 10/30-12/1/14		3,747.10
	300000007934-12	City hall; electricity, 11/1-12/3/14		1,890.50
	300000007934-12	City hall; natural gas, 11/1-12/3/14		264.43
	300000011266-12	SR 516; electricity, 11/1-12/3/14		246.82
	300000011266-12	Crystal view; electricity, 11/1-12/3/14		10.84
			Total for Check Number 31944:	15,625.13
31945	1197 50943	Rainier Wood Recyclers Brush/stumps; disposal fees	12/22/2014	50.00
			Total for Check Number 31945:	50.00
31946	2680 703362	Safeguard Business Systems Branding; Covington Mugs	12/22/2014	735.93
			Total for Check Number 31946:	735.93
31947	2474 1030	SCORE Jail costs; November	12/22/2014	17,730.00
			Total for Check Number 31947:	17,730.00
31948	1905 C819080-701 C819435-701 C819754-701 C820039-701 C820039-701	Sharp Electronics Corporation Workroom copier; usage, 11/01-12/01/14 Police copier; usage, 11/17-12/12/14 Reception copier; usage, 11/24-12/15/14 Copier; usage, 11/21-12/15/14 Copier; usage, 11/21-12/15/14	12/22/2014	774.18 24.29 8.25 12.77 19.15
			Total for Check Number 31948:	838.64
31949	1673 0179044-IN 0179044-IN 0179511-IN 0179511-IN	Sirennet.com #3307; strobe lights, use tax #3307; strobe lights #3307; strobe light parts #3307; strobe light parts, use tax	12/22/2014	-68.11 860.11 39.27 -3.11
			Total for Check Number 31949:	828.16
31950	0993 0700-906800-12 0700-927900-12 0700-927900-12 0700-927900-12	Soos Creek Water & Sewer Dist. Aquatics; sewer, 10/1-11/30/14 Maint shop; sewer, 10/1-11/30/14 Maint shop; sewer, 10/1-11/30/14 Maint shop; sewer, 10/1-11/30/14	12/22/2014	2,204.28 22.86 45.71 45.71
			Total for Check Number 31950:	2,318.56
31951	1903 685924 685924	Sound Publishing, Inc. Weekly bulletins; 11/7, 11/14, 11/21, 11/28 Monthly full page ads	12/22/2014	916.15 2,276.75
			Total for Check Number 31951:	3,192.90
31952	0591 INV29594	Springbrook Software Inc. Springbrook software maintenance, 1/1-12/31/15	12/22/2014	13,474.59

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31952:	13,474.59
31953	2504 3820	Stalzer and Associates Hawk Property Subarea Plan/EIS; 10/1-12/15/14	12/22/2014	64.59
			Total for Check Number 31953:	64.59
31954	2556 114-2542398	United Site Services Tree lighting; portable toilet, 12/5-12/8/14	12/22/2014	168.00
			Total for Check Number 31954:	168.00
31955	2868 67014	United Volleyball Supply, LLC Volleyball netting, antenna sets, winches	12/22/2014	1,164.19
			Total for Check Number 31955:	1,164.19
31956	2103 267443067 267443067	US Bancorp Equip Finance Inc. Copier lease Copier lease	12/22/2014	86.88 130.32
			Total for Check Number 31956:	217.20
31957	0119 WABO2015	WABO Meyers; 2015 WABO membership renewal	12/22/2014	95.00
			Total for Check Number 31957:	95.00
			Total for 12/22/2014:	663,485.31
12	2783 2783-12/14 2783-12/14 2783-12/14 2783-12/14 2783-12/14 2783-12/14 2783-12/14 2783-12/14 2783-12/14 2783-12/14 2783-12/14	WA State Dept of Revenue B&O Tax for November 2014 B&O Tax for November 2014 Sales Tax for November 2014 Sales Tax for November 2014 Sales Tax for November 2014 Use Tax for November 2014 B&O Tax for November 2014	12/29/2014	42.88 456.13 549.43 3.96 782.94 60.58 3.61 459.14 129.20 2,129.23
			Total for Check Number 12:	4,617.10
			Total for 12/29/2014:	4,617.10
			Report Total (67 checks):	668,102.41

December 19, 2014

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 12/19/14 consisting of:

PAYLOCITY CHECK # 1003188095 through PAYLOCITY CHECK # 1003188107 and PAYLOCITY CHECK # 1003188110 through PAYLOCITY CHECK # 1003188110 inclusive, plus employee direct deposits

IN THE AMOUNT OF \$160,904.49

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  
Interim Deputy Finance Director

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

\_\_\_\_\_  
Wayne Snoey  
City Councilmember

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

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

12/19/14 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
108722	Regular	12/19/2014	478	Bykonen, Cynthia M	69.26
108723	Regular	12/19/2014	235	Hendrickson, Robert	4,069.14
108724	Regular	12/19/2014	246	Kirshenbaum, Kathleen	604.46
108725	Regular	12/19/2014	243	Lyon, Valerie	1,449.62
108726	Regular	12/19/2014	234	Mhoon, Darren S	1,435.66
108727	Regular	12/19/2014	162	Michaud, Joan M	2,138.37
108728	Regular	12/19/2014	123	Scott, Sharon G	2,485.84
108729	Regular	12/19/2014	313	Slate, Karla J	2,343.37
108730	Regular	12/19/2014	275	Hart, Richard	3,389.57
108731	Regular	12/19/2014	368	Mueller, Ann M	1,194.24
108732	Regular	12/19/2014	180	Cles, Staci M	1,775.66
108733	Regular	12/19/2014	146	Hagen, Lindsay K	1,530.61
108734	Regular	12/19/2014	105	Parker, Cassandra	2,855.70
108735	Regular	12/19/2014	454	Salazar-Delatorre, Viviana J	317.45
108736	Regular	12/19/2014	433	Cimaomo, Joseph T	390.11
108737	Regular	12/19/2014	324	Lanza, Mark	382.11
108738	Regular	12/19/2014	326	Mhoon, Marlla	392.11
108739	Regular	12/19/2014	327	Scott, James A	413.57
108740	Regular	12/19/2014	329	Wagner, Jeffrey	415.57
108741	Regular	12/19/2014	374	Allen, Joshua C	1,813.37
108742	Regular	12/19/2014	353	Dalton, Jesse J	2,613.36
108743	Regular	12/19/2014	373	Fealy, William J	2,382.79
108744	Regular	12/19/2014	301	Gaudette, John J	3,178.40
108745	Regular	12/19/2014	186	Junkin, Ross D	2,792.52
108746	Regular	12/19/2014	268	Bykonen, Brian D	2,100.68
108747	Regular	12/19/2014	279	Christenson, Gregg R	2,724.80
108748	Regular	12/19/2014	270	Lyons, Salina K	2,321.81
108749	Regular	12/19/2014	269	Meyers, Robert L	3,282.12
108750	Regular	12/19/2014	284	Ogren, Nelson W	2,749.25
108751	Regular	12/19/2014	266	Thompson, Kelly	2,106.75
108752	Regular	12/19/2014	307	Morrissey, Mayson	2,821.80
108753	Regular	12/19/2014	199	Bahl, Rachel A	2,063.89
108754	Regular	12/19/2014	451	Conway, Sean	1,523.86
108755	Regular	12/19/2014	428	Feser, Angela M	2,232.50
108756	Regular	12/19/2014	448	Finazzo, Dominic V	1,485.88
108757	Regular	12/19/2014	305	Kiselyov, Tatyana	1,523.86
108758	Regular	12/19/2014	453	Leung, Rachael M	1,232.19
108759	Regular	12/19/2014	397	Martinsons, Jaquelyn	172.36
108760	Regular	12/19/2014	195	Patterson, Clifford	2,430.73
108761	Regular	12/19/2014	306	Thomas, Scott R	3,602.31
108762	Regular	12/19/2014	106	Bates, Shellie L	2,004.15
108763	Regular	12/19/2014	349	Buck, Shawn M	1,680.76
108764	Regular	12/19/2014	273	French, Fred	287.09
108765	Regular	12/19/2014	436	Lindskov, Robert T	2,880.11
108766	Regular	12/19/2014	257	Parrish, Benjamin A	1,921.79
108767	Regular	12/19/2014	173	Vondran, Donald M	3,713.73
108768	Regular	12/19/2014	252	Wesley, Daniel A	2,172.72
108769	Regular	12/19/2014	388	Andrews, Kaitlyn E	334.26
108770	Regular	12/19/2014	434	Bailey, Brooke	139.17
108771	Regular	12/19/2014	481	Binder, Jordan M	22.25
108772	Regular	12/19/2014	379	Carrillo, Anthony G	288.64
108773	Regular	12/19/2014	258	Cox, Melissa	541.80

108774 Regular	12/19/2014	385 Cranstoun, Alexander M	22.91
108775 Regular	12/19/2014	409 Hanger, Austin R.	169.15
108776 Regular	12/19/2014	417 Hendricks, Cole M	348.38
108777 Regular	12/19/2014	425 Knox, John Q	343.34
108778 Regular	12/19/2014	426 Knox, Patrick L	77.85
108779 Regular	12/19/2014	438 Mashika, Myroslav	108.89
108780 Regular	12/19/2014	479 Mazick, Hailie	50.05
108781 Regular	12/19/2014	423 McCarthy, Joseph	986.76
108782 Regular	12/19/2014	340 Middleton, Jordan	149.10
108783 Regular	12/19/2014	439 Newman, Ashley M	444.54
108784 Regular	12/19/2014	445 Portin, Andrew	55.61
108785 Regular	12/19/2014	319 Praggastis, Alexander	300.70
108786 Regular	12/19/2014	387 Praggastis, Elena C	307.08
108787 Regular	12/19/2014	484 Roth, Alexander E	268.07
108788 Regular	12/19/2014	429 Sizemore, Christine A	787.60
108789 Regular	12/19/2014	492 Spencer, Ethan	22.25
108790 Regular	12/19/2014	392 Wardrip, Spencer A	494.28
108791 Regular	12/19/2014	432 Wilton, Sara J	172.91
108792 Regular	12/19/2014	487 Bykonen, Tyler B	50.76
108793 Regular	12/19/2014	486 Camp, Alicia M	162.26
108794 Regular	12/19/2014	488 Cles, Erin L	145.46
108795 Regular	12/19/2014	116 Beaufrere, Noreen	2,778.76
108796 Regular	12/19/2014	137 Throm, Victoria J	1,900.54
1003188095 Regular	12/19/2014	364 Newell, Nancy J	33.25
1003188096 Regular	12/19/2014	323 Harto, Margaret	457.75
1003188097 Regular	12/19/2014	328 Snoey, Wayne	187.61
1003188098 Regular	12/19/2014	378 Bell, Colin Q	739.34
1003188099 Regular	12/19/2014	437 George, James C	38.94
1003188100 Regular	12/19/2014	274 Goldfoos, Rhyan	20.27
1003188101 Regular	12/19/2014	399 Jensen, Emily A	324.81
1003188102 Regular	12/19/2014	400 Quintos, Edward Louie D	275.00
1003188103 Regular	12/19/2014	489 Wold, Jared K	11.13
1003188104 Regular	12/19/2014	480 Woods, Dylan J	27.81
1003188105 Regular	12/19/2014	395 Wunschel, Ethan G.	175.09
1003188106 Regular	12/19/2014	490 Kallaher, Jay S	110.82
1003188107 Regular	12/19/2014	471 Shank, Maia M	45.63
<b>Totals for Payroll Checks</b>	<b>88 Items</b>		<b>103,388.82</b>

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
108797	AGENCY	12/19/2014	401SS	ICMA Retirement Trust	16,492.06
108798	AGENCY	12/19/2014	CICOV	City of Covington	2,693.49
108799	AGENCY	12/19/2014		Emp City of Covington Employee	106.00
108800	AGENCY	12/19/2014	IC401	ICMA Retirement Trust	14,511.68
108801	AGENCY	12/19/2014	IC457	ICMA Retirement Trust	2,127.34
108802	AGENCY	12/19/2014		ROTH ICMA Retirement Trust	150.00
108803	AGENCY	12/19/2014	VEBA	HRA VEBA Trust Contributions	1,640.00
1003188110	AGENCY	12/19/2014	JG1	WASH CHILD SUPPORT	110.41
<b>Totals for Third Party Checks</b>	<b>8 Items</b>				<b>37,830.98</b>

Tax Liabilities	19,274.06
Paylocity Fees	410.63

<b>Grand Total</b>	<b>\$ 160,904.49</b>
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January 2, 2015

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 01/02/15 consisting of:

PAYLOCITY CHECK # 1003247936 through PAYLOCITY CHECK # 1003247943 and PAYLOCITY CHECK # 1003247949 through PAYLOCITY CHECK # 1003247949 inclusive, plus employee direct deposits

IN THE AMOUNT OF \$151,135.93

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  
Interim Deputy Finance Director

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

\_\_\_\_\_  
Vacant  
City Councilmember

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

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

## 01/02/15 Payroll Voucher

## Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
108809	Regular	1/2/2015	478	Bykonen, Cynthia M	36.01
108810	Regular	1/2/2015	235	Hendrickson, Robert	4,113.18
108811	Regular	1/2/2015	246	Kirshenbaum, Kathleen	648.60
108812	Regular	1/2/2015	243	Lyon, Valerie	1,451.06
108813	Regular	1/2/2015	234	Mhoun, Darren S	1,438.46
108814	Regular	1/2/2015	162	Michaud, Joan M	2,141.44
108815	Regular	1/2/2015	123	Scott, Sharon G	2,488.73
108816	Regular	1/2/2015	313	Slate, Karla J	2,354.68
108817	Regular	1/2/2015	444	Ziolkowski, Diana	69.26
108818	Regular	1/2/2015	275	Hart, Richard	3,398.95
108819	Regular	1/2/2015	368	Mueller, Ann M	1,165.10
108820	Regular	1/2/2015	180	Cles, Staci M	1,829.93
108821	Regular	1/2/2015	146	Hagen, Lindsay K	1,576.18
108822	Regular	1/2/2015	105	Parker, Cassandra	2,836.09
108823	Regular	1/2/2015	454	Salazar-Delatorre, Viviana J	244.36
108824	Regular	1/2/2015	374	Allen, Joshua C	1,726.59
108825	Regular	1/2/2015	353	Dalton, Jesse J	1,889.70
108826	Regular	1/2/2015	373	Fealy, William J	2,045.12
108827	Regular	1/2/2015	301	Gaudette, John J	1,736.98
108828	Regular	1/2/2015	186	Junkin, Ross D	2,791.05
108829	Regular	1/2/2015	268	Bykonen, Brian D	2,102.41
108830	Regular	1/2/2015	279	Christenson, Gregg R	2,728.26
108831	Regular	1/2/2015	270	Lyons, Salina K	2,280.81
108832	Regular	1/2/2015	269	Meyers, Robert L	3,289.81
108833	Regular	1/2/2015	284	Ogren, Nelson W	2,755.50
108834	Regular	1/2/2015	266	Thompson, Kelly	2,189.64
108835	Regular	1/2/2015	307	Morrissey, Mayson	2,825.26
108836	Regular	1/2/2015	199	Bahl, Rachel A	2,067.73
108837	Regular	1/2/2015	451	Conway, Sean	1,527.22
108838	Regular	1/2/2015	428	Feser, Angela M	2,207.63
108839	Regular	1/2/2015	448	Finazzo, Dominic V	1,488.76
108840	Regular	1/2/2015	305	Kiselyov, Tatyana	1,527.22
108841	Regular	1/2/2015	453	Leung, Rachael M	1,235.07
108842	Regular	1/2/2015	397	Martinsons, Jaquelyn	172.36
108843	Regular	1/2/2015	195	Patterson, Clifford	2,434.10
108844	Regular	1/2/2015	306	Thomas, Scott R	3,608.56
108845	Regular	1/2/2015	106	Bates, Shellie L	2,052.46
108846	Regular	1/2/2015	349	Buck, Shawn M	1,683.64
108847	Regular	1/2/2015	436	Lindskov, Robert T	2,882.42
108848	Regular	1/2/2015	257	Parrish, Benjamin A	1,926.94
108849	Regular	1/2/2015	173	Vondran, Donald M	3,716.14
108850	Regular	1/2/2015	252	Wesley, Daniel A	2,174.16
108851	Regular	1/2/2015	388	Andrews, Kaitlyn E	306.49
108852	Regular	1/2/2015	481	Binder, Jordan M	33.37
108853	Regular	1/2/2015	393	Blakely, Coleman P.	30.36
108854	Regular	1/2/2015	379	Carrillo, Anthony G	189.08
108855	Regular	1/2/2015	258	Cox, Melissa	501.50
108856	Regular	1/2/2015	409	Hanger, Austin R.	86.54
108857	Regular	1/2/2015	460	Hatch, Christopher	373.95
108858	Regular	1/2/2015	425	Knox, John Q	263.55
108859	Regular	1/2/2015	426	Knox, Patrick L	318.91

108860 Regular	1/2/2015	438 Mashika, Myroslav	60.00
108861 Regular	1/2/2015	423 McCarthy, Joseph	426.73
108862 Regular	1/2/2015	483 Medel, Erick	211.42
108863 Regular	1/2/2015	340 Middleton, Jordan	242.05
108864 Regular	1/2/2015	439 Newman, Ashley M	383.36
108865 Regular	1/2/2015	413 Perko, Alyssa M.	43.31
108866 Regular	1/2/2015	445 Portin, Andrew	116.26
108867 Regular	1/2/2015	319 Praggastis, Alexander	848.58
108868 Regular	1/2/2015	387 Praggastis, Elena C	175.55
108869 Regular	1/2/2015	484 Roth, Alexander E	146.55
108870 Regular	1/2/2015	429 Sizemore, Christine A	429.59
108871 Regular	1/2/2015	492 Spencer, Ethan R	55.61
108872 Regular	1/2/2015	392 Wardrip, Spencer A	440.98
108873 Regular	1/2/2015	486 Camp, Alicia M	61.44
108874 Regular	1/2/2015	482 Cruz, Garrett M	82.81
108875 Regular	1/2/2015	116 Beaufrere, Noreen	2,783.33
108876 Regular	1/2/2015	137 Throm, Victoria J	1,904.75
1003247936 Regular	1/2/2015	364 Newell, Nancy J	85.88
1003247937 Regular	1/2/2015	378 Bell, Colin Q	526.56
1003247938 Regular	1/2/2015	274 Goldfoos, Rhyan	7.20
1003247939 Regular	1/2/2015	399 Jensen, Emily A	287.14
1003247940 Regular	1/2/2015	316 Johansen, Andrea	286.86
1003247941 Regular	1/2/2015	400 Quintos, Edward Louie D	125.67
1003247942 Regular	1/2/2015	489 Wold, Jared K	118.76
1003247943 Regular	1/2/2015	480 Woods, Dylan J	139.04

**Totals for Payroll Checks 76 Items 96,950.75**

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
108877	AGENCY	1/2/2015	401SS	ICMA Retirement Trust	15,474.18
108878	AGENCY	1/2/2015	CICOV	City of Covington	2,607.44
108879	AGENCY	1/2/2015		Emp City of Covington Employee	86.00
108880	AGENCY	1/2/2015	IC401	ICMA Retirement Trust	14,005.10
108881	AGENCY	1/2/2015	IC457	ICMA Retirement Trust	1,902.34
108882	AGENCY	1/2/2015		ROTH ICMA Retirement Trust	150.00
108883	AGENCY	1/2/2015		VEBA HRA VEBA Trust Contributions	1,670.00
1003247949	AGENCY	1/2/2015	JG1	WASH CHILD SUPPORT	110.41

**Totals for Third Party Checks 8 Items 36,005.47**

Payroll Liabilities 17,984.75

Paylocity Fees 194.96

**Grand Total \$ 151,135.93**

## Consent Agenda Item C-3

Covington City Council Meeting

Date: January 13, 2015

SUBJECT: AUTHORIZE THE CITY MANAGER TO EXECUTE A GRANT AGREEMENT WITH KING COUNTY FOR THE WASTE REDUCTION AND RECYCLING PROGRAM FOR 2015 – 2016.

RECOMMENDED BY: Don Vondran, Public Works Director

ATTACHMENT(S):

1. Contract No. 5728394 for 2015 – 2016 Waste Reduction and Recycling Program

PREPARED BY: Shellie Bates, Programs Supervisor/Public Works

EXPLANATION:

The City of Covington has previously received and used grant monies from King County to provide the community with waste reduction and recycling event opportunities. This grant provides partial compensation for activities outlined in the Olympic Environmental Resources (OER) agreement adopted by the City Council in December of 2014.

The City of Covington uses these grant funds, in addition to other grant funding, to provide the community with two residential recycling collection events and one business recycling collection event each year. This grant is for \$51,742 to carry out recycling collection events during 2015 and 2016.

ALTERNATIVES:

If the grant funds are not approved by the city council then the above noted recycling events will not be provided to the citizens of Covington.

FISCAL IMPACT:

There is no net cost to the City of Covington. This grant money has been included in the 2015 budget in the Central Services Fund under Recycling Promotion. By combining funds from three separate grants, the city is able to provide the recycling programs by contracting with a private company for provision of the services with 100% of the costs covered, including city staff time.

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

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_ seconds, to authorize the City Manager to execute a grant agreement with King County for the Waste Reduction and Recycling Program for 2015 - 2016.**

REVIEWED BY: Interim City Manager, City Attorney, Finance Director

CONTRACT # 5728394

**INTERAGENCY AGREEMENT FOR 2015 and 2016**

**Between**

**KING COUNTY and the CITY OF COVINGTON**

This two-year Interagency Agreement "Agreement" is executed between King County, a Charter County and political subdivision of the State of Washington, and the City of Covington, a municipal corporation of the State of Washington, hereinafter referred to as "County" and "City" respectively. Collectively, the County and City will be referred to as "Party" or "Parties."

**PREAMBLE**

King County and the City of Covington adopted the 2001 King County Comprehensive Solid Waste Management Plan, which includes waste reduction and recycling goals. In order to help meet these goals, the King County Solid Waste Division has established a waste reduction and recycling grant program for the cities that operate under the King County Comprehensive Solid Waste Management Plan. This program provides funding to further the development and/or enhancement of local waste reduction and recycling projects and for broader resource conservation projects that integrate with waste reduction and recycling programs and services. This grant program does not fund household hazardous waste collection activities. Program eligibility and grant administration terms are discussed in the Grant Guidelines, attached to this Agreement as Exhibit B. Grant funding for this program is subject to the budget approval process of the King County Council.

Grant funding approved by the King County Council is available to all King County cities that operate under the King County Comprehensive Solid Waste Management Plan. The City will spend its grant funds to fulfill the terms and conditions set forth in the scope of work which is attached hereto as Exhibit A and incorporated herein by reference. The County expects that any information and/or experience gained through the grant program by the City will be shared with the County and other King County cities.

**I. PURPOSE**

The purpose of this Agreement is to define the terms and conditions for funding to be provided to the City of Covington by the County for waste reduction and recycling programs and/or services as outlined in the scope of work and budget attached as Exhibit A.

## II. RESPONSIBILITIES OF THE PARTIES

The responsibilities of the Parties to this Agreement shall be as follows:

### A. The City

1. Funds provided to the City by the County pursuant to this Agreement shall be used to provide waste reduction and recycling programs and/or services as outlined in Exhibit A. The total amount of funds available from this grant in 2015 and 2016 shall not exceed \$51,742.
2. This Agreement provides for distribution of 2015 and 2016 grant funds to the City. However, grant funds are not available until January 1, 2015.
3. During this two-year grant program, the City will submit a minimum of two, but no more than eight, progress reports to the County in a form approved by the County. Reports must be signed by a City official. These reports will include:
  - a. a description of each activity accomplished pertaining to the scope of work; and
  - b. reimbursement requests with either copies of invoices for each expenditure for which reimbursement is requested or a financial statement, prepared by the City's finance department, that includes vendor name, description of service, date of service, date paid and check number.

If the City chooses to submit up to the maximum of eight (8) progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County on the last day of the month following the end of each quarter - April 30, July 30, October 31, January 31 - except for the final progress report and request for reimbursement which shall be due by March 31, 2017.

If the City chooses to submit the minimum of two progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County by January 31, 2016 and March 31, 2017.

Regardless of the number of progress reports the City chooses to submit, in order to secure reimbursement, the City must provide in writing to the County by the 5<sup>th</sup> working day of January 2016 and January 2017, the dollar amount of outstanding expenditures for which the City has not yet submitted a reimbursement request.

4. The City shall submit a final report to the County which summarizes the work completed under the grant program and evaluates the effectiveness of the projects for which grant funds were utilized, according to the evaluation methods specified in the scope of work. The final report is due within six months of completion of the project(s) outlined in the scope of work, but no later than June 30, 2017.

5. If the City accepts funding through this grant program for the provision of Waste Reduction and Recycling programs and projects for other incorporated areas of King County, the City shall explain the relationship with the affected adjacent city or cities that allows for acceptance of this funding and the specifics of the proposed programs and projects within the scope of work document related thereto.
6. The City shall be responsible for following all applicable Federal, State and local laws, ordinances, rules and regulations in the performance of work described herein. The City assures that its procedures are consistent with laws relating to public contract bidding procedures, and the County neither incurs nor assumes any responsibility for the City's bid, award or contracting process.
7. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or presence of any sensory, mental, or physical handicap in the employment or application for employment or in the administration or delivery of or access to services or any other benefits under this Agreement as defined by King County Code, Chapter 12.16.
8. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall engage in unfair employment practices as defined by King County Code, Chapter 12.18. The City shall comply fully with all applicable federal, state and local laws, ordinances, executive orders and regulations that prohibit such discrimination. These laws include, but are not limited to, RCW Chapter 49.60 and Titles VI and VII of the Civil Rights Act of 1964.
9. The City shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Agreement. The City shall use both sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical.
10. The City shall maintain accounts and records, including personnel, financial, and programmatic records, and other such records as may be deemed necessary by the County, to ensure proper accounting for all project funds and compliance with this Agreement. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and service provided in the performance of this Agreement.  
  
These records shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them is granted by the Office of the State Archivist in accordance with RCW Chapter 40.14. These accounts shall be subject to inspection, review or audit by the County and/or by federal or state officials as so authorized by law.
11. The City shall maintain a record of the use of any equipment that costs more than \$1,000 and is purchased with grant funds from King County for a total period of three (3) years. The records shall be compiled into a yearly evaluation report, a copy of which shall be submitted to King County by March 31 of each year through the year 2019.

12. The City agrees to credit King County on all printed materials provided by the County, which the City is duplicating, for distribution. Either King County's name and logo must appear on King County materials (including fact sheets, case studies, etc.), or, at a minimum, the City will credit King County for artwork or text provided by the County as follows: "artwork provided courtesy of King County Solid Waste Division" and/or "text provided courtesy of King County Solid Waste Division."
13. The City agrees to submit to the County copies of all written materials which it produces and/or duplicates for local waste reduction and recycling projects which have been funded through the waste reduction and recycling grant program. Upon request, the City agrees to provide the County with a reproducible copy of any such written materials and authorizes the County to duplicate and distribute any written materials so produced, provided that the County credits the City for the piece.
14. The City will provide the King County Project Manager with the date and location of each Recycling Collection Event provided by the City, as well as copies of any printed materials used to publicize each event, as soon as they are available but no later than thirty (30) days prior to the event. If there is any change in the date or the location of an event, the City will notify the County a minimum of thirty (30) days prior to the event. If the event brochure is required for admission to the City's event, the City is exempt from having to provide the brochure to King County.
15. If the City accepts funding through this grant program for the provision of recycling collection events for adjacent areas of unincorporated King County, the City shall send announcements of the events to all residences listed in the carrier routes provided by King County. The announcements and all other printed materials related to these events shall acknowledge King County as the funding source.
16. The City understands that funding for recycling collection events for adjacent areas of unincorporated King County will be allocated on a yearly basis subject to the King County Council's yearly budget approval process.
17. This project shall be administered by Shellie Bates, City of Covington Programs Supervisor, or designee.

B. The County:

1. The County shall administer funding for the waste reduction and recycling grant program. Funding is designated by city and is subject to the King County Council's budget approval process. Provided that the funds are allocated through the King County Council's budget approval process, grant funding to the City will include a base allocation of \$5,000 per year with the balance of funds to be allocated according to the City's percentage of King County's residential and employment population. However, if this population based allocation formula calculation would result in a city receiving less than \$10,000 per year, that city shall receive an additional allocation that would raise their total grant funding to \$10,000 per year.

2. The City of Covington's budgeted grant funds for 2015-2016 are \$51,742. This includes \$10,962 per year for providing Recycling Collection Events to residents of unincorporated King County that are included in the carrier routes as provided to the City by the County and as listed in Exhibit A.
3. Within forty-five (45) days of receiving a request for reimbursement from the City, the County shall either notify the City of any exceptions to the request which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reason for such exception. The County will not authorize payment for activities and/or expenditures which are not included in the scope of work and budget attached as Exhibit A, unless the scope has been amended according to Section V of this Agreement. King County retains the right to withhold all or partial payment if the City's report(s) and reimbursement request(s) are incomplete (i.e., do not include proper documentation of expenditures and/or adequate description of each activity described in the scope of work for which reimbursement is being requested), and/or are not consistent with the scope of work and budget attached as Exhibit A.
4. The County agrees to credit the City on all printed materials provided by the City to the County, which the County duplicates, for distribution. Either the City's name and logo will appear on such materials (including fact sheets, case studies, etc.), or, at a minimum, the County will credit the City for artwork or text provided by the City as follows: "artwork provided courtesy of the City of Covington" and/or "text provided courtesy of the City of Covington."
5. The County retains the right to share the written material(s) produced by the City which have been funded through this program with other King County cities for them to duplicate and distribute. In so doing, the County will encourage other cities to credit the City on any pieces that were produced by the City.
6. The waste reduction and recycling grant program shall be administered by Morgan John, Project Manager, King County Solid Waste Division, or designee.

### **III. DURATION OF AGREEMENT**

This Agreement shall become effective on either January 1, 2015 or the date of execution of the Agreement by both the County and the City, if executed after January 1, 2015 and shall terminate on June 30, 2017. The City shall not incur any new charges after December 31, 2016. However, if execution by either Party does not occur until after January 1, 2015, this Agreement allows for disbursement of grant funds to the City for County-approved programs initiated between January 1, 2015 and the later execution of the Agreement provided that the City complies with the reporting requirements of Section II.A of the Agreement.

#### **IV. TERMINATION**

- A. This Agreement may be terminated by King County, in whole or in part, for convenience without cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice.
- B. This Agreement may be terminated by either Party, in whole or in part, for cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice. Reasons for termination for cause may include but not be limited to: nonperformance; misuse of funds; and/or failure to provide grant related reports/invoices/statements as specified in Section II.A.3. and Section II.A.4.
- C. If the Agreement is terminated as provided in this section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination; and (2) the City shall be released from any obligation to provide further services pursuant to this Agreement.
- D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either Party may have in the event that the obligations, terms and conditions set forth in this Agreement are breached by the other Party.

#### **V. AMENDMENTS**

This Agreement may be amended only by written agreement of both Parties. Amendments to scopes of work will only be approved if the proposed amendment is consistent with the most recently adopted King County Comprehensive Solid Waste Management Plan. Funds may be moved between tasks in the scope of work, attached as Exhibit A, only upon written request by the City and written approval by King County. Such requests will only be approved if the proposed change(s) is (are) consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope.

#### **VI. HOLD HARMLESS AND INDEMNIFICATION**

The City shall protect, indemnify, and hold harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or issues whatsoever occurring from actions by the City and/or its subcontractors pursuant to this Agreement. The City shall defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter "claims") brought against the County arising out of or incident to the City's execution of, performance of or failure to perform this Agreement. Claims shall include but not be limited to assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

## **VII. INSURANCE**

- A. The City, at its own cost, shall procure by the date of execution of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of work pursuant to this Agreement by the City, its agents, representatives, employees, and/or subcontractors. The minimum limits of this insurance shall be \$1,000,000 general liability insurance combined single limit per occurrence for bodily injury, personal injury, and property damage. If the policy has an aggregate limit, a \$2,000,000 aggregate shall apply. Any deductible or self-insured retentions shall be the sole responsibility of the City. Such insurance shall cover the County, its officers, officials, employees, and agents as additional insureds against liability arising out of activities performed by or on behalf of the City pursuant to this Agreement. A valid Certificate of Insurance and additional insured endorsement is attached to this Agreement as Exhibit C, unless Section VII.B. applies.
- B. If the Agency is a Municipal Corporation or an agency of the State of Washington and is self-insured for any of the above insurance requirements, a written acknowledgement of self-insurance is attached to this Agreement as Exhibit C.
- C. If the Agency is a Municipal Corporation or an agency of the State of Washington and is a member of the Washington Cities Insurance Authority (WCIA), a written acknowledgement/certification of current membership is attached to this Agreement as Exhibit C.

## **VIII. ENTIRE CONTRACT/WAIVER OF DEFAULT**

This Agreement is the complete expression of the agreement of the County and City hereto, and any oral or written representations or understandings not incorporated herein are excluded. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

## **IX. TIME IS OF THE ESSENCE**

The County and City recognize that time is of the essence in the performance of this Agreement.

## **X. SEVERABILITY**

If any section, subsection, sentence, clause or phrase of this Agreement is, for any reason, found to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

**XI. NOTICE**

Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if sent to the King County Solid Waste Division and the City at the addresses provided below:

Morgan John, Project Manager, or a provided designee  
King County Solid Waste Division  
Department of Natural Resources and Parks  
201 South Jackson Street, Suite 701  
Seattle, WA 98104-3855

If to the City:

Shellie Bates, Programs Supervisor, or a provided designee  
City of Covington  
16720 SE 271<sup>st</sup> Street, Suite 100  
Covington, WA 98042

IN WITNESS WHEREOF this Agreement has been executed by each Party on the date set forth below:

City

King County

\_\_\_\_\_  
(Title)

BY \_\_\_\_\_

Pat D. McLaughlin, Director  
Solid Waste Division

For Dow Constantine, King County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Exhibit A  
King County Waste Reduction and Recycling Grant Program  
City of Covington  
2015/16 Scope of Work

**A. Basic Information**

1. City of Covington

2. Grant project manager: Shellie Bates  
Programs Supervisor  
City of Covington  
16720 SE 271st Street, Suite 100  
Covington, WA 98042  
TEL - (253) 480-2463  
FAX - (253) 480-2401  
Email - sbates@covingtonwa.gov

3. Consultant name: Paul Devine  
Olympic Environmental Resources  
4715 SW Walker Street  
Seattle, WA 98116  
TEL - (206) 938-8262  
FAX - (206) 938-9873  
Email - pauldevine@msn.com

4. 2015/16 Budget: \$51,743.00

**B. Scope of Work**

**1. Task One: Recycling Collection Events**

A. Schedule - Spring and Fall, 2015/16

B. Task Activities

- Total Number of Recycling Collection Events – Four
- Materials to be collected:
  - Appliances
  - Refrigerators and Freezers+
  - Ferrous Metals
  - Non-ferrous Metals
  - Tires+

- Lead Acid Batteries
- Household Batteries
- Porcelain Toilets and Sinks+
- Propane Tanks+
- Mattresses+
- Cardboard
- Reusable Household Goods
- Textiles
- Used Motor Oil
- Used Motor Oil Filters
- Used Antifreeze
- Used Petroleum Based Products
- Bulky Yard Debris
- Clean Scrap Wood
- Electronic Equipment
- Styrofoam
- Paper Shredding
- +User fees may apply

- The following educational materials will be distributed:
  - Information on City Recycling Programs.
  - Educational Materials produced by King County Department of Natural Resources and Local Hazardous Waste Management Plan.
  - Other educational materials as appropriate.
- Event promotional methods
  - This event will be coordinated with King County and flyers will be sent to King County Solid Waste Division, Covington, and surrounding King County households.
  - By distributing a promotional flyer through direct mailings.
  - By notices in City newsletters (whenever possible).
  - By posting a notice at City Hall and the City web site (if available).
  - By publicizing the event through the King County Solid Waste Division Promotional Activities.

C) Task evaluation. Event reports will include:

- Number of vehicles attending
- Volume of each material collected
- Event cost by budget category
- Event comments
- Graphic or tabular comparison of 2015/16 volumes and vehicles with prior year's events.

D) Task Budget: \$41,500.00

Estimated Costs	2015/16	2015	2015	2015	2016	TOTAL
	WRR	LHWMP	CPG	WRR	WRR	
City Staff Costs	\$1,200.00	\$600.00	\$0.00	\$600.00	\$600.00	\$1,800.00
Management/Staffing/Admin/Graphics	\$15,400.00	\$4,691.03	\$2,491.50	\$7,700.00	\$7,700.00	\$22,582.53
Event Staff Costs	\$8,800.00	\$0.00	\$3,520.00	\$4,400.00	\$4,400.00	\$12,320.00
Collection/Hauling Costs						
Wood Waste	\$800.00	\$0.00	\$600.00	\$400.00	\$400.00	\$1,400.00
Scrap Metal, Appliances, etc.	\$2,000.00	\$0.00	\$1,800.00	\$1,000.00	\$1,000.00	\$3,800.00
Tires	\$3,200.00	\$0.00	\$0.00	\$1,600.00	\$1,600.00	\$3,200.00
Used Oil/Antifreeze	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$4,000.00
Batteries	\$0.00	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
Styrofoam	\$600.00	\$0.00	\$400.00	\$300.00	\$300.00	\$1,000.00
Paper Shredding	\$800.00	\$0.00	\$700.00	\$400.00	\$400.00	\$1,500.00
Printing/Mailing	\$6,600.00	\$500.00	\$3,800.00	\$3,300.00	\$3,300.00	\$10,900.00
Event Supplies	\$500.00	\$500.00	\$0.00	\$250.00	\$250.00	\$1,000.00
Other Expenses - rentals, etc	\$1,600.00	\$439.95	\$1,000.00	\$800.00	\$800.00	\$3,039.95
<b>TOTALS</b>	<b>\$41,500.00</b>	<b>\$9,380.98</b>	<b>\$16,311.50</b>	<b>\$20,750.00</b>	<b>\$20,750.00</b>	<b>\$67,192.48</b>

NOTE: Hourly rates for City staff are \$50.00 per hour. Hourly rates for consultants are as follows: project manager - \$70.00 and event staff - \$55.00.

E) Task Performance Objectives:

The City plans to send out approximately 14,800 promotional flyers to Covington and King County households per event and publicize the event through King County promotional activities, including County websites and telephone assistance. The City anticipates collecting 90-100 tons of material from the local waste stream per year. Covington will send promotional flyers to King County households included in the following carrier routes:

Zip Code	Routes
98042	R002, R003, R004, R005, R006, R007, R008, R009, R012

The benefits expected by the collection of these materials will be to divert them from the waste stream and process them for recycling. The event will also provide an opportunity to recycle moderate risk waste. The King County Health Department and Washington State Department of Ecology may pay for event expenses as well.

F) Task Impact Objectives:

By hosting Recycling Collection Events, Covington can reduce the amount of recyclable material finding their way to the local landfill. The City of Covington has a population of approximately 18,500. The City expects, based on past events, that 1,100-1,300 households will actively participate each year by bringing recyclable materials to the event for proper disposal and recycling. This will result in 90-100 tons of material diverted from the local waste stream for recycling per year.

In addition to diverting materials from the City waste stream, attracting residents to events provides an opportunity to distribute educational material on City and King County recycling programs. The educational materials can enhance the knowledge of residents and

improve behavior in purchase, handling, and disposal of recyclable materials.

## 2. Task Two: Business Recycling Event

A) Task Schedule: Summer, 2015/16

B) Task Activities:

- Total Number of Business Recycling Events – Two
- Task Description - The City will implement two Business Recycling Events. The events will be held on a summer weekday at a central location in Covington. The City plans to co-host these events with the City of Maple Valley.
- Materials to be collected:
  - Clean Scrap Wood/Pallets
  - Electronic/Computer Equipment
  - Refrigerators and Freezers+
  - Office Recyclables/Cardboard
  - Toner Cartridges
  - Cellular phones
  - Plastics
  - Paper Shredding
  - Other materials if feasible

+User fees apply
- The following educational materials will be distributed:
  - Information on City Recycling Programs.
  - Educational Materials produced by King County Department of Natural Resources and Local Hazardous Waste Management Plan.
  - Other educational materials as appropriate.
- Event promotional methods
  - By distributing a promotional flyer through direct mailings.
  - By notices in City/community newsletters/and local newspapers (whenever possible).
  - By posting a notice on the City cable channel and web site (if available).
  - By publicizing the event through the King County Solid Waste Division Promotional Activities.
- Task evaluation. Event reports will include:
  - Number of vehicles attending
  - Volume of each material collected
  - Event cost by budget category
  - Event comments
  - Graphic or tabular comparison of 2015/16 volumes and vehicles with prior

year's events

C) Task Budget: \$3,000.00

ESTIMATED COSTS	2015 Cost	2016 Cost	2015/16 Total
Administration and Supplies	\$100.00	\$100.00	\$200.00
Consultant and Contractor Services	\$1,250.00	\$1,250.00	\$2,500.00
Flyer - Printing and Distribution Costs	\$150.00	\$150.00	\$300.00
Total	\$1,500.00	\$1,500.00	\$3,000.00

The business events will be funded with use of King County WR/R grant funds and State Department of Ecology funds. Hourly rates for consultants are as follows: Project Manager - \$70.00 and Event Staff - \$55.00.

E) Task Performance Objectives:

The City plans to send out approximately 250 promotional flyers to Covington businesses per event and publicize the event through King County promotional activities, including County websites and telephone assistance. The City anticipates collecting 3-5 tons of material from the Covington businesses waste stream over a two-year period. The benefits expected by the collection of these materials will be to divert them from the waste stream and process them for recycling.

F) Task Impact Objectives:

By hosting Business Collection Events, Covington can reduce the amount of recyclable material finding their way to the local landfill. The City of Covington has an employee population of approximately 4,800. The City expects, based on past events, that 75-95 businesses will actively participate each year by bringing recyclable materials to the event for proper disposal and recycling. This will result in 3-5 tons of material diverted from the local waste stream for recycling.

In addition to diverting materials from the City waste stream, attracting businesses to events provides an opportunity to distribute educational material on City and King County recycling programs. The educational materials can enhance the knowledge of business and improve behavior in purchase, handling, and disposal of recyclable materials.

**3.Task Three: Compost Bin Distribution**

A. Schedule - Spring, 2015/16

B) Task Activities:

- Total Number of Compost Bin Distributions – Two
- Task Description - The City will implement two backyard compost bin distribution events in conjunction with the City Recycling Collection Events. The City will:
  - Distribute subsidized backyard compost bins and educational materials on grasscycling and backyard composting to Covington. Residents will be charged a

user fee of \$25 for each bin.

- Promote the program through City of newsletters and event flyers.
- Purchase and distribute approximately 100-150 backyard compost bins over two years.
- Purchase and distribute up to 100-150 educational booklets on backyard composting.

C) Task Budget: \$7,243.00

ESTIMATED COSTS	2015 Cost	2016 Cost	2015/16 Total
Compost Bins	\$3,500.00	\$3,500.00	\$7,000.00
Event Coordination/Management/Reporting	\$1,081.50	\$1,081.50	\$2,163.00
Bin Storage and Delivery	\$400.00	\$400.00	\$800.00
Event Staffing	\$440.00	\$440.00	\$880.00
Estimated Bin Income - User Fees	-\$1,800.00	-\$1,800.00	-\$3,600.00
Total	\$3,621.50	\$3,621.50	\$7,243.00

Hourly rates for consultants are as follows: Project Manager - \$70.00 and Event Staff - \$55.00.

D) Task Performance Objectives: The goal of this program is to achieve greater resource efficiency in the City of Covington. Backyard composting extends the life of landfills and reduces stress on local composting facilities. This program should result in greater resource efficiency, as it will encourage City residents to manage their yard debris on their own properties and reuse the composted materials in their gardens.

E) Task Impact Objectives:

As a result of the Compost Bin Sales, the City of will:

- Reduce the residential waste stream by up an estimated 39-42 tons of yard debris annually or 390-420 tons in the next ten years.
- The City will monitor the program by reporting the following:
  - Number of backyard compost bins distributed.
  - The estimated amount of yard debris diverted.

In addition to diverting compostable materials from the City waste stream, attracting residents to events provides an opportunity to distribute educational material on City recycling programs and yard debris reduction programs in King County. The educational materials can enhance the knowledge of residents and improve behavior in purchasing products, practices, and disposal of yard debris.

**2015-2016 Grant Guidelines**

**Program Eligibility:**

Grant funds may be used for a variety of Waste Reduction & Recycling-related programs including residential and commercial waste reduction and recycling education programs, business assistance programs, and special recycling events. Cities may also use their funds on broader resource conservation programs, as long as they are part of an overall waste reduction/recycling program. Cities may choose to use their funding on one program or a combination of programs. For WR/R program ideas, please refer to the lists below.

**Please note these lists are not exhaustive, but merely intended to provide some guidance on what is/isn't eligible. Cities may also refer to the currently adopted Comprehensive Solid Waste Management Plan for direction in program development. If you are unsure if your proposed program is eligible for funding, please call Morgan John (206-477-4624).**

**Eligible for funding:**

- School WR/R education/implementation programs
- Kitchen food waste composting programs
- Reusable bag promotions
- Yard waste subscription promotions
- Outreach at community events
- Promoting new and existing WR/R programs through media, mail, and social networking
- Business recognition programs
- Recycling Collection Events, including collection of tires and mattresses
- Household battery collection and recycling (no lead-acid batteries)
- Business and residential WR/R education and communications
- Product stewardship initiatives - could be education programs or working with other agencies/organizations/businesses to implement programs
- City recycling programs and facilities
- Videos promoting WR/R programs

**The following are eligible for funding on a case-by-case basis, as long as part of an overall WR/R Program. However, the County would not provide reimbursement if, for example, all of a city's grant dollars were used to sell/give away rain barrels or distribute compact fluorescent light bulbs.**

- Water Conservation - i.e. Rain Barrels
- Energy Conservation
- Water Quality: integrated pest management; catch basin filters
- Demonstration gardens; interpretive signage; recycled-content park furnishings

**The following are not eligible for funding:**

- Collection of garbage, except for residual garbage related to the collection of recyclables.
- Collection of any household hazardous waste items including, but not limited to:
  - > Treated wood
  - > Paint
  - > Lead acid batteries
  - > Oil, gasoline, and antifreeze
  - > Fluorescent lights
- Household Hazardous Waste Education Programs

Cities should pursue funding through LHWMP or CPG for Household Hazardous Waste collection or education programs.

**Grant Administration:**

*Requests for Reimbursement:*

Cities may choose to submit one request for reimbursement per year during the funding cycle, due no later than March 15, 2016 and March 15, 2017. However, cities may submit requests for reimbursement as frequently as quarterly. The Budget Summary Report Form (Attachment 4) must be used when submitting requests for reimbursement.

**By the 5<sup>th</sup> working day of January 2016 and January 2017, cities must notify SWD of their total expenditures for work that has been completed to-date, but for which requests for reimbursement have not yet been submitted.**

*Progress and Final Reports:*

Progress reports describing program activities, accomplishments and evaluation results need to accompany each request for reimbursement. A final report describing the outcome of grant-funded activities is due with the final request for reimbursement. If, however, the city does not have the results of its program evaluation by the end of the grant cycle, the final narrative report may be submitted no later than six months after the end of the grant cycle on June 30, 2017. (Note: The final request for reimbursement would still need to be submitted by March 15, 2017.) All Progress and Final Reports need to be signed by a city official. Signed reports may be scanned and emailed.

*Amendments:*

Formal amendments to grant ILAs are not necessary unless the city wishes to make significant changes to its scope of work and/or budget. In general, a significant change would be one in which the city wishes to add or delete a task from their scope of work. A minor change, such as moving dollars between tasks, would only require written notification, which may be submitted via e-mail. However, the city should contact the Division when considering changes to their scopes and budgets to determine if a formal amendment is needed.

**Consent Agenda Item C-4**

Covington City Council Meeting

Date: January 13, 2015

SUBJECT: APPOINT MEMBERS TO THE 2015 COMMISSION INTERVIEW  
COMMITTEES

RECOMMENDED BY: City Council

ATTACHMENT(S):

1. Table of Commission Interview Committees

PREPARED BY: Sharon Scott, City Clerk/Executive Assistant

EXPLANATION:

Each year the City Council appoints subcommittees of three or fewer Council members to conduct interviews of all council-appointed advisory bodies.

Councilmembers have been contacted and current recruitment results are noted in the attached table.

ALTERNATIVES:

FISCAL IMPACT:

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

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_  
seconds to approve the appointments as proposed in the attachment.**

REVIEWED BY: Interim City Manager

Covington Commission Interview Committees - 2015

ATTACHMENT 1

	Planning	Parks & Recreation	CEDC	Arts	Human Services
Mayor Harto		X	X	X	X
Mayor Pro Tem Wagner	alt	X	X	X	X
CM Lanza	X	alt		X	
CM Scott	X		X		X
CM Mhoon	X				alt
CM Cimaomo		X	alt		
CM Smith				alt	

**Consent Agenda Item C-5**

Covington City Council Meeting

Date: January 13, 2015

SUBJECT: APPOINT MEMBERS TO THE 2015 EXIT INTERVIEW COMMITTEE

RECOMMENDED BY: City Council

ATTACHMENT(S):

None

PREPARED BY: Sharon Scott, City Clerk/Executive Assistant

EXPLANATION:

Each year the City Council appoints a subcommittee of three or fewer Council members to conduct exit interviews of all departing members of council-appointed advisory bodies.

Councilmembers Lanza, Scott and Mhoon have agreed to serve on this committee.

ALTERNATIVES:

FISCAL IMPACT:

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

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_  
seconds to appoint Councilmembers Lanza, Scott and Mhoon to a Council  
subcommittee to conduct exit interviews.**

REVIEWED BY: Interim City Manager

**Consent Agenda Item C-6**

Covington City Council Meeting

Date: January 13, 2015

SUBJECT: CONSIDER APPOINTING A NEW COUNCIL MEMBER TO THE COUNCIL’S AUDIT COMMITTEE

ATTACHMENT(S):

None

RECOMMENDED BY: Rob Hendrickson, Finance Director

EXPLANATION:

Ordinance 02-12 (CMC 35.25.070) established a permanent audit committee, consisting of three council members, to review all of the finances and accounting of the city in cooperation with the city’s finance director. Members of the audit committee are to be designated by motion.

The council as a whole approves all vouchers, including payroll, at the next available council meeting after the audit committee has reviewed the vouchers.

The purpose tonight is to appoint a new member, Jeff Wagner, to the audit committee. Current audit committee members Mark Lanza and Marlla Mhoon have expressed a desire to continue serving on the audit committee into their next term.

ALTERNATIVES:

1. A council audit committee is not required, thus the council could disband the audit committee.
2. The council could change the number of members in the committee or the committee designees.

FISCAL IMPACT:

Not Applicable

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

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_ seconds, to pass a motion appointing Councilmember Jeff Wagner to the Council’s Audit Committee as required by CMC 3.25.070.**

## Consent Agenda Item C-7

Covington City Council Meeting

Date: January 13, 2015

**SUBJECT:** AUTHORIZE THE CITY MANAGER TO SIGN AN AGREEMENT FOR THE DEDICATION OF REAL PROPERTY, IN THE FORM OF PUBLIC RIGHT-OF-WAY, FOR THE CONSTRUCTION OF 204<sup>TH</sup> AVE, IN ASSOCIATION WITH THE DEVELOPMENT OF MAPLE HILLS SUBDIVISION (PP99-004).

**RECOMMENDED BY:** Richard Hart, Community Development Director

**ATTACHMENT(S):**

1. Agreement to dedicate right-of-way
2. Statutory Warranty Deed for dedication of right-of-way

**PREPARED BY:** Salina Lyons, Principal Planner  
Nelson Ogren, Development Review Engineer

**EXPLANATION:**

Pursuant to the Hearing Examiner's Conditions of Approval ("Conditions") for the plat of Maple Hills, City File No. PP99-004/1025, Presidio Merced Acquisition Sourcing LLC ("Developer") is required to improve 204<sup>th</sup> Ave SE from the south property line of the proposal site to Kent-Kangley Road to the standards stated in the King County Zoning and Subdivision Examiner report, dated May 16, 1986. In accordance with the Conditions the Developer is required to obtain right-of-way along 204th Ave SE and develop the street with 22-foot pavement width (two 11-foot travel lanes) on a 38-foot minimum width roadway. Street improvements along 204th Avenue SE shall include a paved walk on the west side of the street. To-date, the Developer has completed these minimum improvements with the exception of the portion in front of the Covington Water District water tank site, Parcel No. 2922069123.

The 204<sup>th</sup> Ave SE corridor between Kent-Kangley Road and the Maple Hills site includes a combination of existing dedicated right-of-way, access tracts and access easements, and a portion of privately owned land. The tracts and easements carry a condition requiring dedication for street right-of-way upon demand. The remaining portion of land is owned by the Covington Water District. The Developer and Covington Water District have reached an agreement regarding the dedication of 33 feet along the District's property necessary to complete the Conditions for Maple Hills. (See Attachment 1, Agreement to Dedicate Right-of-Way)

Upon completion of the attached Agreement to Dedicate Right-of-Way, the dedication will be transferred to the city as public right-of-way associated with 204<sup>th</sup> Ave SE. (Attachment 2)

Based on the requirement of the Hearing Examiner and the agreement between Covington Water District and the Developer, staff is requesting the city council to authorize the city manager to sign the statutory warranty deeds for the dedication of right-of-way to the city for the development of Maple Hills (PP99-004/1025).

**ALTERNATIVES:** None.

**FISCAL IMPACT:** No direct impact.

CITY COUNCIL ACTION:     Ordinance     Resolution     Motion     Other

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_  
seconds, to authorize the city manager to sign the statutory warranty deed  
for the dedication of right-of-way to the city for the development of Maple  
Hills (PP99-004/1025)**

REVIEWED BY:    Community Development Director, Public Works Director, Deputy Finance  
Director, City Attorney, Interim City Manager

# ATTACHMENT 1

**WHEN RECORDED RETURN TO:**

Megan Nelson  
Oakpointe LLC  
10220 NE Points Drive, Suite 310  
Kirkland, WA 98033

**Document Title:**        **AGREEMENT TO DEDICATE  
RIGHT OF WAY**

**Grantor:**            Covington Water District, a municipal corporation

**Grantee:**            Presidio Merced Acquisition Sourcing LLC, a Delaware limited liability  
company

**Legal Description:**

**Abbreviated Legal Description:** S 330 FT OF W 330 FT OF NW 1/4 OF  
NE 1/4 LESS C/M RGTS

**Assessor's Tax Parcel Nos.:** 292206-9123

**Reference Nos. of Documents Released or Assigned:** N/A

## AGREEMENT TO DEDICATE RIGHT OF WAY

THIS AGREEMENT TO DEDICATE RIGHT OF WAY (this "Agreement") is made as of DECEMBER 4, 2014, by and between Covington Water District, a municipal corporation (the "Owner") and Presidio Merced Acquisition Sourcing LLC, a Delaware limited liability company ("PMAS").

The Owner owns certain property in King County, Washington commonly known by the property address 20400 SE 260<sup>th</sup> Street, Covington, Washington and legally described on Exhibit A hereto (the "Property"). PMAS is the owner of other certain real property also in King County (the "PMAS Property"). In connection with the development of the PMAS Property, PMAS wishes to complete certain road dedications as are more fully described below. A portion of the Property will be affected by the foregoing dedication.

Owner wishes to participate in the dedication of portion of the Property for road purposes. In consideration for the Owner's agreement to dedicate to the City of Covington a portion of Property for road purposes, PMAS will agree to pay Twenty Thousand Dollars (\$20,000.00) to Owner and construct at its sole cost certain frontage improvements all as described below.

FOR VALUABLE CONSIDERATION, the receipt and sufficiency of which are acknowledged, Owner and PMAS agree as follows:

1. Dedication of Right of Way. In consideration of: (i) Twenty Thousand Dollars to be paid to Owner in accordance with Section 2, below; and (ii) PMAS's construction at its sole cost and expense of the frontage improvements adjacent to the Property as shown on Exhibit C attached hereto (the "Frontage Improvements"), Owner hereby agrees that simultaneous with mutual execution of this Agreement Owner will dedicate to the City of Covington for road purposes the area described as follows:

THE WESTERLY 33.00 FEET OF THE SOUTH 330 FEET OF THE  
WEST 330 FEET OF THE NORTHWEST QUARTER OF THE  
NORTHEAST QUARTER OF SECTION 29, TOWNSHIP 22 NORTH,  
RANGE 6 EAST, W.M.

(referred to herein as the "Right of Way"). Simultaneous with execution of this Agreement, Owner agrees to execute and deliver to PMAS, a Statutory Warranty Deed in the form attached hereto as Exhibit B together with the necessary excise tax affidavits and related documents, if any, (collectively, the "Deed"). Owner further agrees to cooperate with PMAS and to execute any additional documents to effectuate this dedication as are reasonably required by King County or the City of Covington.

2. Payment. Upon delivery of the signed and notarized Deed conveying the Right of Way to the City of Covington and complying with Section 1, above, PMAS agrees to pay Owner Twenty Thousand Dollars (\$20,000.00).

3. Indemnity. PMAS, for so long as it shall be conducting work within the Property, shall indemnify and hold Owner harmless from any liability or expense asserted or incurred by Owner as a result of the negligent acts or omissions of PMAS in the use or exercise of its rights hereunder. This paragraph shall not apply to any liability or expense caused by the negligent acts or omissions of Owner or the City of Covington.

4. Default. If the transaction fails to close due to default by Owner, PMAS shall have all rights and remedies provided by law, including the right to specifically enforce this Agreement.

5. Entire Agreement. This Agreement constitutes the entire agreement and understanding between Owner and PMAS and supersedes any prior agreements, arrangements and understandings relating to the subject matter of this Agreement.

6. Notices. All notices, demands, consents, approvals and other communications which are required or desired to be given by either party to the other hereunder shall be in writing and shall be hand-delivered or sent by United States registered or certified mail, postage prepaid, return receipt requested, addressed to the appropriate party at its address set forth below, or at such other address as such party shall have last designated by notice to the other. Notices, demands, consents, approvals, and other communications shall be deemed given when delivered or three (3) days after mailing; provided, however, that if any such notice or other communication shall also be sent by telecopy or fax machine, such notice shall be deemed given at the time and on the date of machine transmittal if the sending party receives a written sent verification on its machines and forwards a copy thereof with its mailed or courier delivered notice or communication.

To PMAS:                    Presidio Merced Acquisition Sourcing LLC  
                                  c/o Oakpointe LLC  
                                  10220 NE Points Drive, Ste 310  
                                  Kirkland, WA 98033  
                                  Attn: Ryan Kemp  
                                  Fax: (425) 898-2139

To Owner:                    Covington Water District  
                                  18631 SE 300<sup>th</sup> PL  
                                  Covington WA 98042  
  
                                  Phone: 253-631-0565  
                                  Fax: 253-630-4825

7. Remedies Not Exclusive; No Waiver. The various rights and remedies herein contained and reserved to each of the Parties, except as otherwise expressly provided herein, shall not be considered as exclusive of any other right or remedy of such Party but shall be construed as cumulative and shall be in addition to every other remedy now or hereafter existing at law, in equity or by statute. No delay or omission of the right to exercise any power or remedy by either Party shall impair any such right, power or remedy or be construed as a waiver of any default or non-performance or as acquiescence therein. Any waiver of any breach of this Agreement, or the breach of any covenant, representation or warranty contained herein (a "Breach"), in any one instance, shall not operate as or be deemed to be a further or continuing waiver of such Breach or any other Breach, nor shall any failure at any time or times to enforce or require performance of any provision hereof operate as a waiver of or affect in any manner such Party's right at a later time to enforce or require performance of any such provision.

8. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Washington.

9. Attorneys' Fees. In the event that either party hereto brings an action or proceeding for a declaration of the rights of the parties under this Agreement, for injunctive relief, or for an alleged breach or default of this Agreement, or any other action arising out of this Agreement or the transactions contemplated hereby, the prevailing party in any such action shall be entitled to an award of reasonable attorneys' fees and any court costs incurred in such action or proceeding, in addition to any other damages or relief awarded, regardless of whether such action proceeds to final judgment.

10. Successors. Except as otherwise provided herein, the provisions and covenants contained herein shall run with the Property and inure to and be binding upon the heirs, successors and assigns of the parties hereto.

11. Counterparts/Facsimile. The Agreement may be signed in one or more counterparts and by facsimile, and each counterpart and facsimile copy so signed shall be deemed and original hereof.

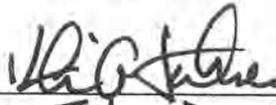
12. Severability. Should any phrase, clause or sentence in this Agreement be judicially declared to be invalid, unenforceable or void, such decision will not have the effect of invalidating or voiding the remainder of this Agreement and such part of this Agreement will be deemed to have been stricken herefrom and the remainder will have the same force and effect as if such part or parts had never been included herein.

**PMAS**  
PRESIDIO MERCED ACQUISITION SOURCING LLC,  
a Delaware limited liability company

By:   
Brian Ross, Authorized Person

Date: 4/7, 2014

**OWNER**  
COVINGTON WATER DISTRICT

By:   
Inferno, General Manager

Date: 4 Dec., 2014

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF KING )

On this 7<sup>th</sup> day of November, 2014, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared Brian Ross, known to me to be an Authorized Person for Presidio Merced Acquisition Sourcing LLC, the Delaware limited liability company that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said limited liability company, for the purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument.

I certify that I know or have satisfactory evidence that the person appearing before me and making this acknowledgment is the person whose true signature appears on this document.

WITNESS my hand and official seal hereto affixed the day and year in the certificate above written.



Megan Nelson Rubenstein  
Signature

Megan Nelson Rubenstein  
Print Name

NOTARY PUBLIC in and for the State of  
Washington, residing at Seattle  
My commission expires 1-29-15

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF KING )

On this 4<sup>th</sup> day of DECEMBER, 2014, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared Kevin A. Fuhrer, Interim G.M. of Covington Water District, the municipal corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said limited liability company, for the purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument.

I certify that I know or have satisfactory evidence that the person appearing before me and making this acknowledgment is the person whose true signature appears on this document.

WITNESS my hand and official seal hereto affixed the day and year in the certificate above written.



Melanie A. Mesker  
Signature

Melanie A. Mesker  
Print Name

NOTARY PUBLIC in and for the State of  
Washington, residing at Maple Valley, WA  
My commission expires 7-30-18

**EXHIBIT A**

**Description of Property**

King County Tax Parcel 292206-9123 legally described as follows:

S 330 FT OF W 330 FT OF NW 1/4 OF NE 1/4 LESS C/M RGTS

**EXHIBIT B**

**Form of Deed**

**WHEN RECORDED RETURN TO:**

City of Covington  
16720 SE 271st St. Ste 100  
Covington, WA 98042  
Attn: Permit Services

**Grantor:** Covington Water District

**Grantee:** City of Covington

**Abbreviated Legal Description:** A portion of the Northwest quarter of the Northeast quarter of Section 29, Township 22N., Range 6 E., W.M., in Covington, King County, WA.

**Assessor's Tax Parcel ID No.** 292206-9123

---

**STATUTORY WARRANTY DEED**

The Grantor, Covington Water District, a Washington municipal corporation, for and in consideration of mutual benefit and other good and valuable consideration, receipt of which is hereby acknowledged, conveys and warrants to the CITY OF COVINGTON, a Washington municipal corporation, and its successors and assigns, all of its right, title, and interest, and any after-acquired interest therein, in and to the following described real property situated in King County, Washington, for right of way, road, utility and associated purposes:

Full legal description of Property attached hereto as Exhibit A and B and incorporated herein by this reference.

The Grantor hereby warrants that Covington Water District is the owner in fee simple and the property is free of all liens and encumbrances, except any right, title, easement, or encumbrance of record, Covington Water District has good and legal right to convey the real property above-described and Covington Water District will pay all taxes and assessments due and owing on the property.

DATED THIS 4<sup>th</sup> day of December, 2014.

**GRANTOR**

\_\_\_\_\_  
Covington Water District

By: *Kevin A. Fuhrer*  
*Interim* General Manager

\_\_\_\_\_  
Kevin A. Fuhrer  
(Typed/printed Name)

Interim District General Manager  
(Title)

Accepted on behalf of the City of Covington this \_\_\_\_ day of \_\_\_\_\_, 2014

**CITY OF COVINGTON**

By: \_\_\_\_\_

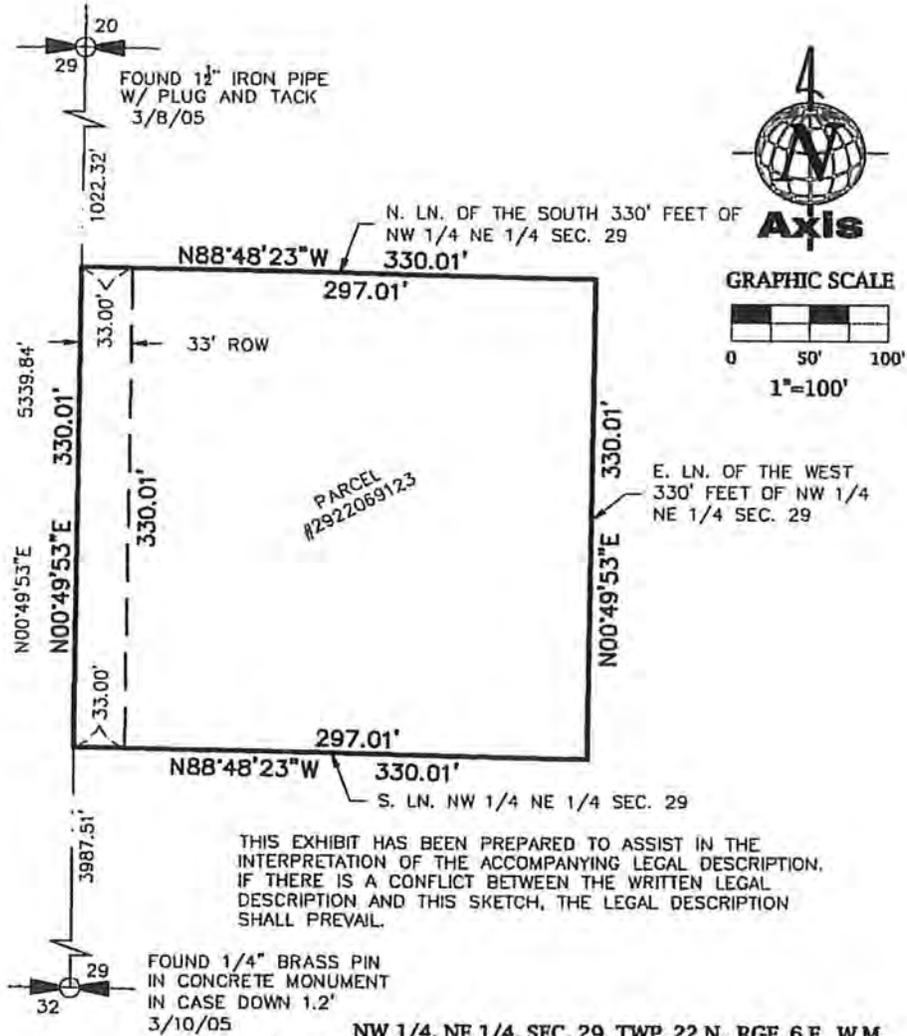


**Exhibit A**

**ROW Deed Description**

THE WESTERLY 33.00 FEET OF THE SOUTH 330 FEET OF THE WEST 330 FEET OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 29, TOWNSHIP 22 NORTH, RANGE 6 EAST, W.M.

Exhibit B



NW 1/4, NE 1/4, SEC. 29, TWP. 22 N., RGE. 6 E., W.M.  
CITY OF COVINGTON, COUNTY OF KING, STATE OF WASHINGTON

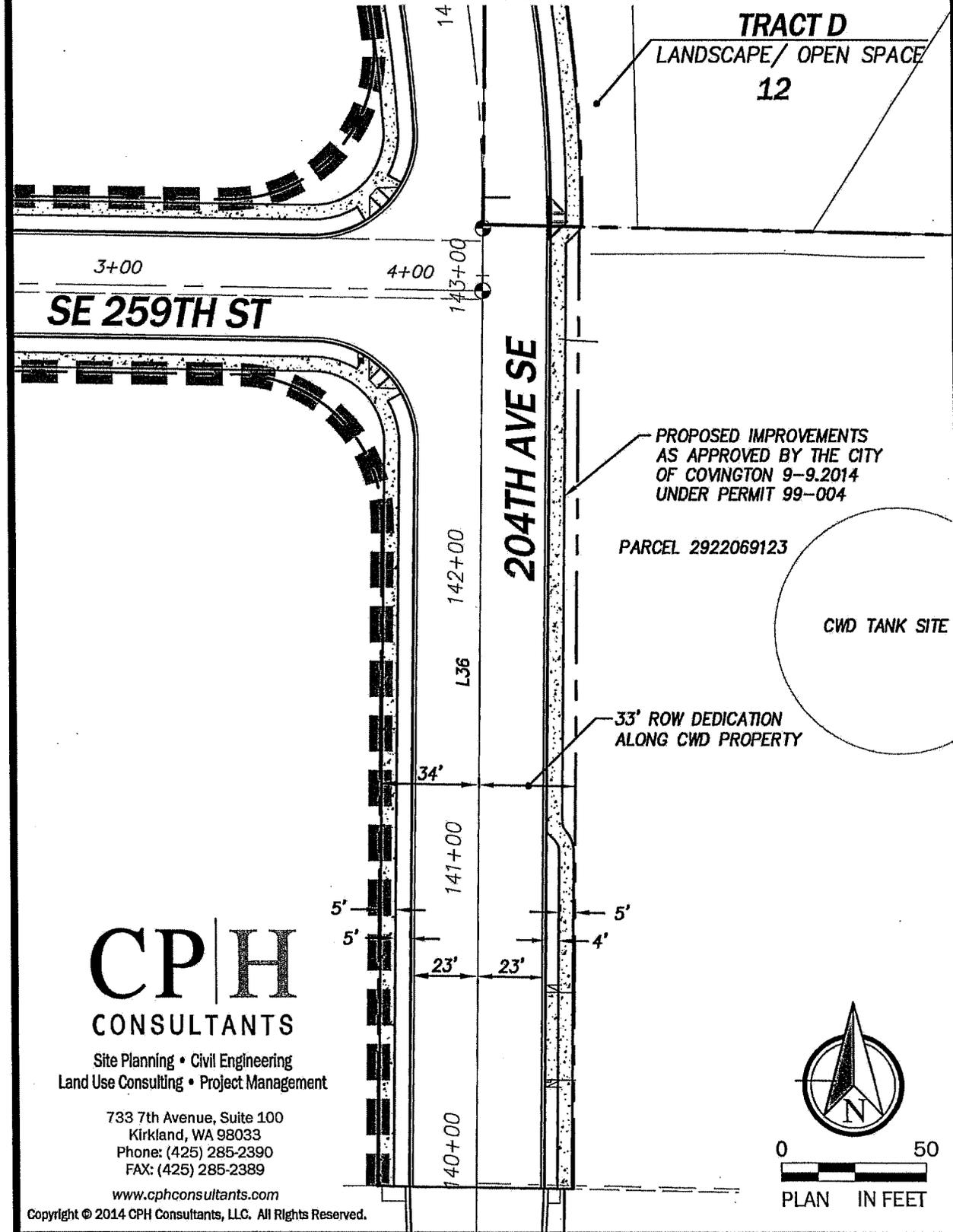
 <p><b>Axis</b> Survey &amp; Mapping</p> <p>13005 NE 126th PL KIRKLAND, WA 98034 TEL. 425.823-5700 FAX 425.823-6700</p>	<a href="http://www.axismap.com">www.axismap.com</a>	
	JOB NO. 06-014/13-173	DATE 5/8/14
	DRAWN BY TJO	CHECKED BY MTSE
	SCALE 1"=100'	SHEET 1 OF 1

**Exhibit C**

**Frontage Improvements**

*[see following page]*

**EXHIBIT C**  
FRONTAGE IMPROVEMENTS



**TRACT D**  
LANDSCAPE/ OPEN SPACE  
**12**

**SE 259TH ST**

**204TH AVE SE**

PROPOSED IMPROVEMENTS  
AS APPROVED BY THE CITY  
OF COVINGTON 9-9.2014  
UNDER PERMIT 99-004

PARCEL 2922069123

CWD TANK SITE

33' ROW DEDICATION  
ALONG CWD PROPERTY

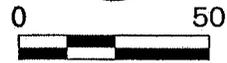
**CP | H**  
**CONSULTANTS**

Site Planning • Civil Engineering  
Land Use Consulting • Project Management

733 7th Avenue, Suite 100  
Kirkland, WA 98033  
Phone: (425) 285-2390  
FAX: (425) 285-2389

www.cphconsultants.com

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PLAN IN FEET

## ATTACHMENT 2

**WHEN RECORDED RETURN TO:**

City of Covington  
16720 SE 271st St. Ste 100  
Covington, WA 98042  
Attn: Permit Services

**Grantor:** Covington Water District

**Grantee:** City of Covington

**Abbreviated Legal Description:** A portion of the Northwest quarter of the Northeast quarter of Section 29, Township 22N., Range 6 E., W.M., in Covington, King County, WA.

**Assessor's Tax Parcel ID No.** 292206-9123

---

### STATUTORY WARRANTY DEED

The Grantor, Covington Water District, a Washington municipal corporation, for and in consideration of mutual benefit and other good and valuable consideration, receipt of which is hereby acknowledged, conveys and warrants to the CITY OF COVINGTON, a Washington municipal corporation, and its successors and assigns, all of its right, title, and interest, and any after-acquired interest therein, in and to the following described real property situated in King County, Washington, for right of way, road, utility and associated purposes:

Full legal description of Property attached hereto as Exhibit A and B and incorporated herein by this reference.

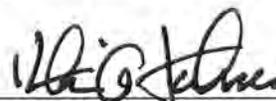
The Grantor hereby warrants that Covington Water District is the owner in fee simple and the property is free of all liens and encumbrances, except any right, title, easement, or encumbrance of record, Covington Water District has good and legal right to convey the real

property above-described and Covington Water District will pay all taxes and assessments due and owing on the property.

DATED THIS 4<sup>th</sup> day of December, 2014.

**GRANTOR**

Covington Water District

By:   
*Interim* General Manager

Kevin A. Fuhrer  
(Typed/printed Name)

Interim District General Manager  
(Title)

Accepted on behalf of the City of Covington this \_\_\_\_ day of \_\_\_\_\_, 2014

**CITY OF COVINGTON**

By: \_\_\_\_\_

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF KING )

On this day personally appeared before me KEVIN A. FUHRER, to me known to be the INTERIM G.M. of COVINGTON WATER DISTRICT, the corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he she was authorized to execute said instrument and that the seal affixed, if any, is the corporate seal of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.



Melanie A. Mesker

Melanie A. Mesker

NOTARY PUBLIC, in and for the State of  
Washington, residing at Maple Valley  
My appointment expires 7-30-18

**Exhibit A**

**ROW Deed Description**

THE WESTERLY 33.00 FEET OF THE SOUTH 330 FEET OF THE WEST 330 FEET OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 29, TOWNSHIP 22 NORTH, RANGE 6 EAST, W.M.

**SUBJECT: HAWK PROPERTY NOTICE OF INTENTION TO COMMENCE THE ANNEXATION PROCEEDINGS**

**RECOMMENDED BY:** Richard Hart, Community Development Director  
Salina Lyons, Principal Planner  
Ann Mueller, Senior Planner

**ATTACHMENT(S):**

1. Notice of Intention to Commence Annexation & Letter of Authority
2. Map and legal description of proposed annexation area
3. Potential Zoning Map – Hawk Property Subarea Plan
4. Comprehensive Plan Appendix T-3- Annexation Process Criteria

**PREPARED BY:** Ann Mueller, Senior Planner

**EXPLANATION:**

After several years of study and planning, on February 11, 2014, the city council approved the Hawk Property Subarea Plan and associated comprehensive plan and zoning code amendments and a Planned Action for the Hawk Property pursuant to the State Environmental Policy Act (Ord. #01-14, Ord. #02-14, Ord. #03-14 & Ord. #04-14).

On November 14, 2014, City Council received a Notice of Intention (NOI) to commence the annexation proceedings for parcels 2022069152 & 2022069012 using the direct petition method from Colin Lund of Oakpointe Holdings LLC. These two parcels are part of the Hawk Property Subarea. This annexation proposal consists of approximately 76 acres of land located within the city's Urban Growth Area (UGA) on the north side of the city, southeast of SR 18. See Attachment 1 for the NOI and Attachment 2 for a map and legal description of the property.

State law requires that the City Council hold a public meeting with the annexation proponents within 60 days of receipt of a 10% Notice of Intent to commence the annexation.

**RCW 35A.14.120 Direct petition method**

Prior to circulation of a petition for annexation, the initiating party or parties, who shall be the owners of not less than ten percent in value, according to the assessed valuation for general taxation of the property for which annexation is sought shall notify the legislative body of the code city in writing of their intention to commence annexation proceedings.

The purpose of tonight's meeting is for the City Council to determine the following:

1. Whether the city will accept, reject, or geographically modify the proposed annexation;
2. Whether the city will require the simultaneous adoption of a proposed zoning regulation, if such a proposal has been prepared and filed (as provided for in RCW 35A.14.330 and .340); and/or
3. Whether it will require the assumption of all or any portion of existing city indebtedness by the area to be annexed.

King County tax records list Jim Hawk as the property owner for these two parcels. Attachment 1 includes a Letter of Authority signed by the property owner, Jim Hawk, giving Oakpointe Holdings LLC, authority to initiate and process applications and permits such as this annexation proposal.

King County's current zoning for these two parcels is MP – Mineral with the P designating some Parcel-specific condition. Covington's Comprehensive Plan's Future Land Use Map and associated zoning designations for these two parcels have been adopted and identified in the comprehensive code as the Hawk Property Subarea land use designation, along with an associated potential zoning of Medium Density Residential (R-6), High Density Residential (R-12), Mixed Residential (MR) and Regional Commercial Mixed Use (RCMU). (See Attachment 3 for the potential zoning map of the Hawk Property Subarea). The Hawk Property Subarea planning efforts also evaluated a development range of intensity in the Hawk Property and a Planned Action Ordinance was approved that will guide future development in this area.

Staff's recommendation:

- 1) Staff recommends that the City Council accept this 10% Notice of Intention petition for parcels 2022069152 & 2022069012, and authorize the circulation of a 60% Direct Petition of Annexation for this 76 acre area in the UGA. This acceptance should be conditioned as follows: at the time the direct petition for annexation is submitted to the city for consideration it will be accompanied with information and studies that address and demonstrate consistency with the existing Comprehensive Plan goals and policies in the Land Use Element as well as provide the required studies outlined in Appendix T-3-Annexation Process Criteria (See Attachment 4 for Appendix T-3, e.g. critical area study, identified and surveyed; fiscal impact analysis, infrastructure review, and urban services needs), and CMC 14.30.060.
- 2) Require that at the time the annexation petition is submitted to the city, a survey prepared by a Washington State licensed professional land surveyor or a boundary line adjustment application is submitted showing proposed parcel lines and associated zoning (R-6, R-12, MR, RCMU) for each parcel consistent with the intent and planning undertaken as part of the Hawk Property Subarea Plan.
- 3) Require that the property owners within the proposed annexation area be assessed and taxed at the same rate and on the same basis as other property within the city limits is assessed and taxed to pay for the portion of any outstanding indebtedness of the city, which indebtedness has been approved by the voters, contracted for, or incurred prior to, or existing at, the date of annexation and that the city has required to be assumed.

Council's acceptance of this NOI allows the property owner to submit a direct petition for annexation representing not less than sixty percent of the assessed value for the area. Annexation would be considered when the City receives this petition and supporting information and studies. If the petition is validated and determined sufficient by King County, the annexation will then be forwarded to the Boundary Review Board (BRB) for King County to consider. If the BRB approves the annexation, the City Council will hold a public hearing and make a final decision on the annexation.

Upon acceptance of the NOI that by the city council, city staff will send the King County BRB an advance courtesy notice of this pending annexation proposal.

ALTERNATIVES:

1. Decline the NOI to commence the annexation proceedings.
2. Return the issue to city staff for further study and analysis.

FISCAL IMPACT:

The applicant will be required to submit a full fiscal analysis as provided for in Appendix T-3 of the city's Comprehensive Plan at the time they submit their direct petition for annexation.

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

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_ seconds, to accept this Notice of Intention to commence the annexation proceedings for parcels 2022069152 & 2022069012 located within the city's UGA; conditioned, that at the time of, or prior to, submitting of a direct petition for annexation to the city the following shall occur:**

- 1) **Zoning.** A survey prepared by a Washington State licensed professional land surveyor or a boundary line adjustment application will be provided showing the proposed location of the zoning districts consistent with the Hawk Property Subarea Plan;
- 2) **Supporting information and studies.** All supporting information and studies as outlined in the Land Use Element and Appendix T-3 of the Covington Comprehensive Plan will be provided to allow staff and council to fully evaluate the proposal's impacts and consistency with the city's codes, plans and policies; and
- 3) **Debt.** Acknowledgement that all property within the annexation area will be assessed and taxed at the same rate and on the same basis as other property in the city limits, including assessments for taxes and payment of any bonds issued or debts contracted prior to or existing as of the date of annexation.

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_ seconds, to direct staff to send the King County Boundary Review Board an advance courtesy notice of this annexation proposal, and the proponent will be responsible for any associated fee to submit this notice.**

REVIEWED BY: Interim City Manager, Deputy Finance Director, City Attorney

November 14, 2014

City Council  
City of Covington  
Attn: Ann Mueller  
16720 SE 271st Street  
Suite 100  
Covington, WA 98042

**RE: Notice of Intention to Commence Annexation Proceedings**

Dear City Councilmembers:

Per the requirements of RCW 35A.14.120, this letter is intended to serve as notice to the City Council of the City of Covington that the undersigned intends to commence annexation proceedings under RCW 35A.14.120 for the following two parcels: 2022069012 and 2022069152. The undersigned owns both of the preceding parcels, thereby meeting the requirement in RCW 35A.14.120 that the "initiating party or parties...shall be the owners of not less than ten percent in value, according to the assessed valuation for general taxation, of the property for which annexation is sought."

We look forward to working with the City on this matter. If you have any questions regarding this notice or need any additional information, please do not hesitate to ask.

Sincerely,



Colin Lund  
Chief Entitlement Officer  
Oakpointe Communities

On behalf of:

Hughes Family Investment, Ltd.,  
a Washington limited partnership

Hawk Family Properties Limited Partnership,  
a Washington limited partnership

Enclosure (Owner's Authorization)

10220 NE POINTS DRIVE  
SUITE 310  
KIRKLAND, WA 98033

WWW.OAKPOINTE.COM



**EXHIBIT E**

**Letter of Authority**

To: The City of Covington, and other governmental authorities with jurisdiction over the property described below

Ladies and Gentlemen:

On June 27, 2012, the undersigned ("Sellers") entered into a Real Estate Purchase and Sale Agreement (the "Agreement") with Oakpointe Holdings LLC ("Buyer") for the property legally described on attached Exhibit A (the "Property").

As part of the sale, Sellers shall convey to Buyer at the close of escrow, to the extent same are assignable, all of their right, title and interest, if any, in all permits and applications associated with the development of the Property, as well as all associated underlying development documents, such as engineering drawings, surveys and similar documents, together with all fees previously paid in connection with such documents. In addition, the undersigned are giving the Buyer the right to apply for, extend or modify prospective and existing entitlements and permits issued in connection with the Buyer's prospective purchase and development of the Property; provided, however, without Sellers' prior written consent, none of same may bind the Property or Sellers unless and until the close of escrow occurs under the Agreement.

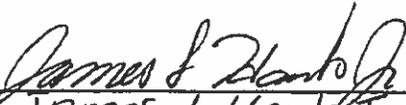
The purpose of this letter is to confirm to you Sellers' agreement that Buyer may proceed to act in Sellers' place to so further process, modify or extend any pending applications entitlements or permits associated with the Property, and to make application for new entitlements and permits related to the Property, without any further consent or authority from Sellers; provided, however, without Sellers' prior written consent, none of same may bind the Property or Sellers unless and until the close of escrow occurs under the Agreement.

**SELLERS:**

**HUGHES FAMILY INVESTMENT, LTD.,**  
a Washington limited partnership

By [Signature]  
Name Kevin Hughes  
Its: General Partner  
Date: 6-27-12, 2012

**HAWK FAMILY PROPERTIES LIMITED  
PARTNERSHIP**, a Washington limited  
partnership

By   
Name JAMES L. HAWK JR.  
Its: General Partner  
Date: JUNE 25, 2012



**CORE DESIGN, INC.  
BELLEVUE WA 98007**

Core Project No: 14028  
12/2/14

**LEGAL DESCRIPTION**

PARCEL D:

THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 20,  
TOWNSHIP 22 NORTH, RANGE 6 EAST, WILLAMETTE MERIDIAN, IN KING COUNTY,  
WASHINGTON;

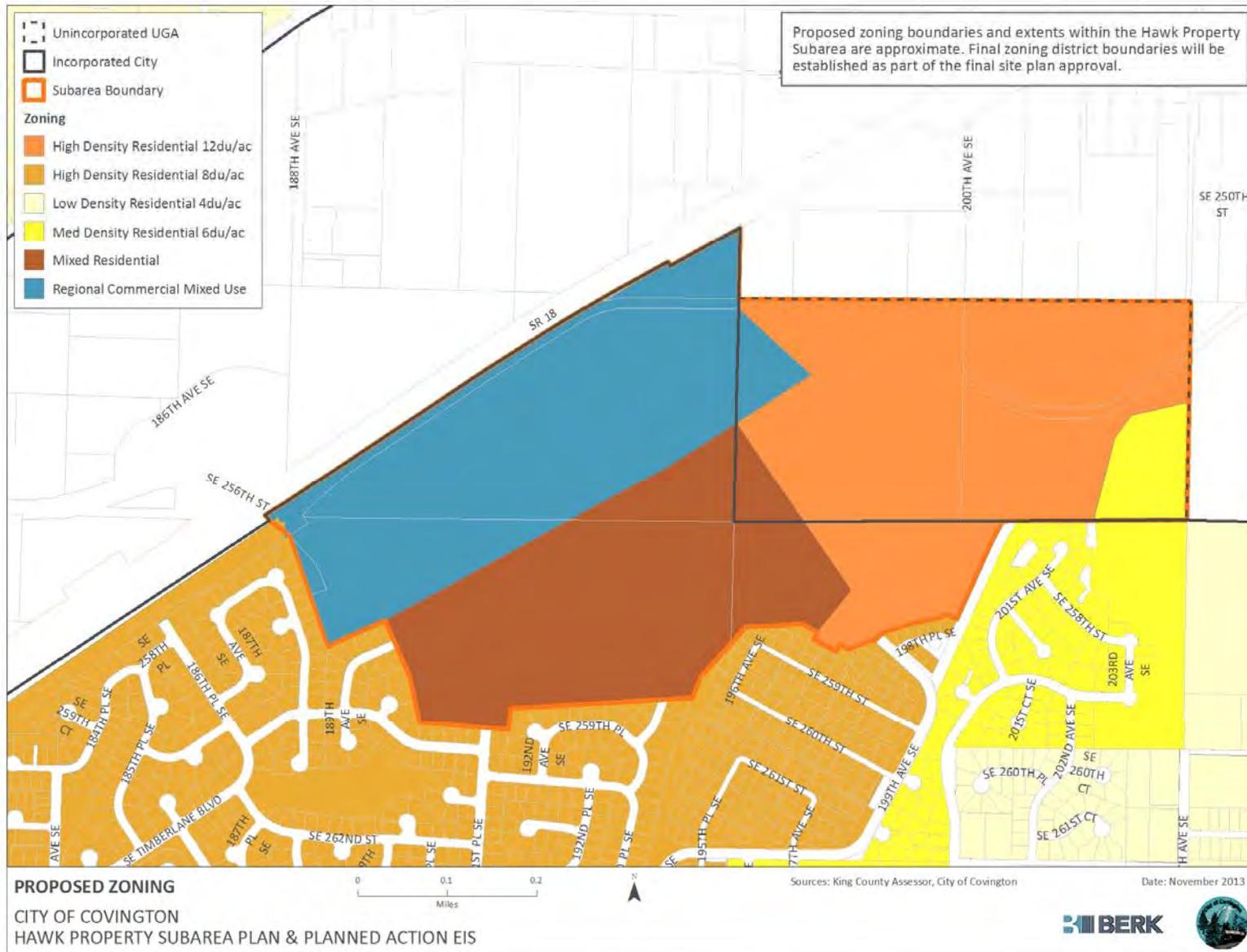
TOGETHER WITH THAT PORTION COLLIER AND LUND REVISION ROAD VACATED  
BY KING COUNTY ORDINANCE NO. 4404, RECORDED UNDER RECORDING  
NUMBER 7908150746;

PARCEL E:

THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 20, ALL  
IN TOWNSHIP 22 NORTH, RANGE 6 EAST, WILLAMETTE MERIDIAN, IN KING  
COUNTY, WASHINGTON;



Potential Zoning – Hawk Property Subarea



**ATTACHMENT 4**

# Appendix T-3

## Annexation Process Criteria

Site-specific considerations such as critical areas, zoning, the efficient and cost effective delivery of services and/or extending infrastructure, and the concerns of adjacent residents, cities and King County should be considered by the City prior to the annexation of any Potential Annexation Areas. When evaluating annexation proposals, the following criteria will be given consideration. Review criteria are intended as guidance rather than standards.

- 1) A fiscal impact assessment shall be conducted of the costs to provide services and/or extend infrastructure and of the tax revenues that would be generated in each area proposed for annexation.
- 2) Revenues gained by the City through annexation should be at least equal to the additional costs incurred by the City or service providers for urban services and infrastructure to the area requesting annexation. The probability of substantial future financial benefit to the city should be considered when deciding on annexation proposals. Where reasonable, newly annexed areas shall be required to assume a proportionate share of the city's outstanding bonded indebtedness at the time of annexation. Reasonableness shall be determined by the City Council using the following criteria:
  - a. Whether and the degree to which the area to be annexed will benefit from the improvements funded by the bonded indebtedness;
  - b. The obligation of property owners within the area to be annexed to pay other outstanding bonded indebtedness for special district improvements, and the extent of that financial burden;
  - c. Whether other financial obligations (such as LID's) will be placed on property owners upon annexation, and the extent of those obligations;
  - d. The desirability to the city of annexing the area under consideration.
- 3) Individual annexation requests whose physical location would promote "leap frog" annexation, resulting in noncontiguous City limits, islands or bottle necks of unincorporated land, will not be considered. The City shall discourage annexations that would result in irregular City boundaries. Annexations shall include the largest practicable area contiguous to City limits that still result in logical City boundaries.

- 4) Annexations should be expanded if they include areas surrounded by the City on three or more sides or if they include properties with recorded covenants to annex.
- 5) The City shall only approve annexations that lie completely within the UGA and whose proposed zoning are consistent with the City's Comprehensive Plan. The land use designations specified in the Comprehensive Plan shall be used as guidance by the Planning Commission in determining the recommended zoning classification. If there is no Comprehensive Plan land use designation, then the zoning designation Residential -4 should be placed on the annexed property until such time as a subarea plan is undertaken to appropriately identify new Comprehensive Plan and zoning designations. The land use designations, as determined by the City Council through their acceptance of the annexation, shall remain on the annexed properties for three years following annexation.
- 6) Consider individual annexation proposals based on an analysis and evaluation of the following:
  - a. Urban levels of public services shall be provided at the City's adopted level of service standards (e.g. police and fire, schools, parks, open space, trails and recreation, transportation, storm water, sewer, water and other general government services);
  - b. The proposed annexation shall follow logical boundaries, such as streets, waterways, ridges, park property, trails, opens space corridors or substantial topographical changes;
  - c. The proposed annexation should include or exclude an entire neighborhood. The proposal should not divide portions of the neighborhood between City and County jurisdictions;
  - d. Critical Areas shall be identified, surveyed and appropriately protected consistent with the goals and policies of the Comprehensive Plan. Consider inclusion of open space corridors, either as greenbelts, trail corridors or urban separators, between the City and adjacent jurisdictions.
  - e. Consideration should be given to the availability of land within the city for the uses which would be developed upon annexation, encouraging infilling of existing undeveloped areas before extending services which allow similar development in peripheral areas unless there is a benefit to the community at large.
  - f. Evaluate proposed annexations to ensure that development enabled by the annexation is consistent with policies of the comprehensive plan specifically including population and employment growth targets.

## Information and Studies Required

To adequately assess the merits of annexation proposals, the following information should be gathered, analyzed and presented to the City upon application for annexation.

1. **Site Analysis.** Necessary facts including existing conditions; acreage; number of residential units; businesses; industries; estimated population; street mileage, paved and unpaved; assessed valuations; existing utility services; existing parks and playgrounds; schools and public buildings; and Critical Area Study
2. **Maps.** Preparation of maps to show existing and proposed city boundaries relative to the urban service area, general land use patterns, existing and proposed land use designations, critical area surveys, existing major trunk water mains and proposed extensions, existing sewer interceptors and proposed extensions, existing streets, and existing public areas, such as playgrounds and schools.
3. **Infrastructure Review.** Existing public services should be inventoried and evaluated. Confer with affected public service districts and utility purveyors to assess the impact of the annexation on their facilities.
4. **Urban Services Needs.** Urban services, such as water services, sanitary sewers, stormwater utilities, garbage disposal, streets, street lighting, police and fire protection, hospital, planning, building inspection, library, park, open space and recreational facilities and services should all be analyzed for the need for major capital improvements and annual operating needs. These needs should be considered in the city's determination and incorporated into the city or utility purveyor's capital improvement program if the proposed annexation is implemented. The city will work cooperatively with those public service districts and utility purveyors to determine the most rational and cost-effective means for providing urban level services to newly annexed areas and proposed land uses, on both a short and a long term basis, within parameters allowed in state statutes. The methods of providing such services to annexed areas should be described and their costs determined.
5. **Special Issues.** Any special circumstances created by the proposed annexation area should be discussed. Special circumstances may include infrastructure, public health or public safety problems, and potential impacts to the city due to development within proposed annexation areas at the expense of other developable areas within the city.
6. **Fiscal Impact Analysis.**
  - a. **Service Requirement Costs.** Estimated service requirements from the City, public service districts and utility purveyors, should be

converted into financial requirements to determine the cost of extending or improving services and/or infrastructure to accommodate the proposed land uses. Needs and costs should be estimated for 5 years from the time of annexation, projecting a rate of growth which would also be used for projecting revenue estimates. Considerations of service costs should include:

- i. Police protection: additional personnel, equipment, office space;
  - ii. Fire protection: additional personnel, equipment, hydrants, fire stations;
  - iii. Public services and private utilities: additional street lighting, road maintenance and construction, storm drainage, water and sewer construction and maintenance (including line replacement, pump stations);
  - iv. Parks and recreation: additional park acreage, trails, recreational programs, new facilities; and
  - v. Other governmental services such as: library, planning, building inspection, social service programs.
- b. Estimate of Revenues. An estimate of potential revenues to accrue from the area should be made and projected over a 5 year period. Existing methods of raising revenue that the city now has should be applied to the area being considered for annexation. These would include property taxes, state shared revenues, sales taxes, federal revenue sharing, business and occupation taxes, utility taxes, inspection and license fees, planning and zoning charges.
- c. Cost-Revenue Analysis. The anticipated revenues should be compared with anticipated costs, including both projected additional annual operating expenses and major capital expenses. The cost-revenue analysis should be projected for 5 years in order to gain an understanding of the impact which development of the newly annexed area would have.
7. Community Identity. The nature of the area proposed for annexation relative to surrounding unincorporated areas as well as to adjacent city areas should be considered as well.

SUBJECT: 2015 APPOINTMENTS TO REGIONAL FORUMS:

- South County Area Transportation Board (SCATBd)
- Sound Cities Association's Public Issues Committee (PIC)
- Metropolitan Solid Waste Advisory Committee (MSWAC)
- Water Resource Inventory Area 9 Forum (WRIA 9)
- Kent Fire Department Regional Fire Authority (RFA)
- Southeast Area Transportation Solutions (SEATS)

RECOMMENDED BY: City Council

ATTACHMENT(S):

1. Table of Regional Forums Requiring Council Appointment

PREPARED BY: Sharon Scott, City Clerk/Executive Assistant

EXPLANATION:

In January of each year, the City Council appoints primary and alternate representatives to represent the City of Covington at the above regional forums. Councilmembers have been contacted and current recruitment results are noted in the attached table.

SCATBd is currently open and council may wish to have a discussion at the evening's meeting on how best to fill that committee.

At this time it is unclear if SEATS will continue in its current form so there was no need to recruit for this committee at this time. This topic is scheduled to be discussed at this year's Tri-City Meeting.

ALTERNATIVES:

1. Discontinue participation in some of the forums.
2. Select different primary representatives and alternates than those proposed in the attached table.

FISCAL IMPACT: None.

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

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds, to approve the appointments as proposed in the attachment.**

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds, to appoint \_\_\_\_\_ to the SCATBd.**

REVIEWED BY: Interim City Manager

## REGIONAL FORUMS REQUIRING COUNCIL APPOINTMENT – 2015

Group	Notes	Meeting Information	Number of Positions	2014 Alternate	2014 Member	2015 Alternate	2015 Member
Metropolitan Solid Waste Advisory Committee (MSWAC)	Diane Yates 206-296-4406, <a href="mailto:diane.yates@kingcounty.gov">diane.yates@kingcounty.gov</a> . The committee advises the Executive, the solid waste interlocal forum and the King County Council in all matters relating to solid waste management and participates in the development of the solid waste management system plan. Parking & lunch included.	2 <sup>nd</sup> Friday, 11:15 am – 1:15 pm @ Seattle King Street Center	1 primary & 1 alternate	Don Vondran	Joe Cimaomo	Don Vondran	Joe Cimaomo
South County Area Transportation Board (SCATBd)	Contact: Sally Marks 206-263-4710 or <a href="mailto:sally.marks@kingcounty.gov">sally.marks@kingcounty.gov</a> <a href="http://www.kingcounty.gov/transportation/kcdot/PlanningAndPolicy/RegionalTransportationPlanning/Transportation%20Boards/South%20County%20Area%20Transportation%20Board.aspx">http://www.kingcounty.gov/transportation/kcdot/PlanningAndPolicy/RegionalTransportationPlanning/Transportation%20Boards/South County Area Transportation Board.aspx</a>	3 <sup>rd</sup> Tuesday, 9:00 am @ SeaTac City Hall Council Chambers	1 primary & 1 alternate	Don Vondran	Wayne Snoey	a)Don Vondran b)Bob Lindskov	
Sound Cities Association (SCA) - Public Issues Committee (PIC)*	Contact: Kristy Burwell 206-433-7168 or <a href="mailto:Kristy@SuburbanCities.org">Kristy@SuburbanCities.org</a> , <a href="http://www.suburbancities.org/public_issues/index.shtml">http://www.suburbancities.org/public_issues/index.shtml</a>	2 <sup>nd</sup> Wednesday, 7:00 pm @ Renton City Hall; see website to confirm	1 primary & 1 alternate	a)Margaret Harto b) Jeff Wagner	Marlla Mhoon Chair	a)Margaret Harto b)Jeff Wagner	Marlla Mhoon Chair
WRIA 9 Forum	<a href="http://www.ecy.wa.gov/apps/watersheds/wriapages/index.html">http://www.ecy.wa.gov/apps/watersheds/wriapages/index.html</a>	Varies – See Website for information	1 primary & 1 alternate	Don Vondran	Marlla Mhoon Co-Chair	Don Vondran	Marlla Mhoon Co-Chair
Kent Regional Fire Authority (RFA)	Governing board consists of 3 Kent councilmembers, 3 Kent fire district commissioners and one non-voting Covington councilmember.	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday of each month	1 primary	NA	Margaret Harto	NA	Margaret Harto
Southeast Area Transportation Solutions (SEATS)	Elected officials from cities of Covington, Black Diamond, Maple Valley, Auburn and Enumclaw, formed through Interlocal agreement.	Last Wednesday, 1:00 pm, Cov. City Hall	1 primary & 1 alternate	a)Jim Scott b)Joe Cimaomo	Wayne Snoey	NA	NA

**DISCUSSION OF  
FUTURE AGENDA TOPICS:**

**7:00 p.m. Tuesday, January 27, 2015 Regular Meeting**

**(Draft Agenda Attached)**



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

**Tuesday, January 27, 2015  
7:00 p.m.**

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

**CALL CITY COUNCIL REGULAR MEETING TO ORDER**

**ROLL CALL/PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PUBLIC COMMUNICATION**

- King Conservation District Update on KCD 2015 Program of Work
- Announcement of Volunteer of the Year and Commissioner of the Year (Council)

**RECEPTION**

**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: January 13, 2015 Joint Study Session with Planning Commission and January 13, 2015 Regular Meeting (Scott)
- C-2. Vouchers (Hendrickson)

**REPORTS OF COMMISSIONS**

- Human Services Chair Fran McGregor: January 8 meeting (December canceled)
- Parks & Recreation Chair Steven Pand: November 19 and January 21 meetings (Dec. canceled)
- Arts Chair Lesli Cohan: December 11 and January 8 meetings and January 10 Retreat
- Planning Chair \_\_\_\_\_: December 18 and January 15 meetings (January 1 canceled)
- Economic Development Council Co-Chair Jeff Wagner: December 4 and January 22 meetings

**NEW BUSINESS**

- 1. Discuss Parks Impact Fees (Feser & Consultant – One Hour Presentation)
- 2. Approve Amendment to Interlocal Agreement with Covington Transportation Benefit District (Hendrickson)

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

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

**EXECUTIVE SESSION – If Needed**

**ADJOURN**

*For disability accommodation contact the City of Covington at 253-480-2400 a minimum of 24 hours in advance. For TDD relay service, dial (800) 833-6384 and ask the operator to dial 253-480-2400*