



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

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**Tuesday, February 24, 2015
7:00 p.m.**

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

CALL CITY COUNCIL REGULAR MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION - 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: January 31, 2015 Annual Strategic Planning Summit Summary and February 10, 2015 Special & Regular Meeting Minutes (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Approve Payment of Sales Tax Assessment on Park Project (Hendrickson)
- C-4. Approve Contract with SBS Legal Services for City Attorney Services (Scott)
- C-5. Execute Task to Design Stormwater Conveyance Improvement Project (Parrish)

REPORTS OF COMMISSIONS

- Human Services Chair Fran McGregor: February 12 meeting
- Parks & Recreation Chair Laura Morrissey: February 18 meeting
- Arts Chair Lesli Cohan: February 12 meeting
- Planning Chair Bill Judd: February 5 meeting; February 19 meeting canceled
- **Future Meetings:** Economic Development Council: Next meeting February 26

NEW BUSINESS - None

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

Consent Agenda Item C-1

Covington City Council Meeting

Date: February 24, 2015

SUBJECT: APPROVAL OF MINUTES: JANUARY 31, 2015 ANNUAL STRATEGIC
PLANNING SUMMIT SUMMARY AND FEBRUARY 10, 2015 CITY COUNCIL
SPECIAL & 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 January 31, 2015 Annual Strategic
Planning Summit Summary and the February 10, 2015 City
Council Special & Regular Meeting Minutes.**

CITY OF COVINGTON CITY COUNCIL
Annual Strategic Planning Summit

Saturday, 31 January 2015 8:00 a.m. – 2:00 p.m.
Maplewood Golf Club 4050 Maple Valley Highway, Renton

SUMMARY

OF THE COUNCIL'S MAJOR AGREEMENTS AT THE MEETING

REVISED 02.11.15

Attending: Mayor Margaret Harto, Mayor Pro Tem Jeff Wagner, Council members Joe Cimaomo, Mark Lanza, Marlla Mhoon, Jim Scott, and Sean Smith; City Manager Regan Bolli; Management Team members Noreen Beaufrere, Richard Hart, Rob Hendrickson, Kevin Klason, Sharon Scott, Karla Slate, Scott Thomas, and Don Vondran; and facilitator Jim Reid

Guests: Mary Pritchard

MAJOR AGREEMENTS FROM THE SUMMIT

The City Council's major agreements from its 2015 Summit are:

A. VISION, MISSION AND GOALS:

1. The vision, mission and goal statements were reaffirmed—Council made no changes to them.
2. Until now, the vision, mission and goal statements have been introduced with this banner headline: "City of Covington *Vision, Mission and Goals.*" **The Council reached consensus that from now on that banner should read "City of Covington *Growing Toward Greatness.*"**

B. COUNCIL PRIORITIES FOR 2015-'16:

The Council agreed on four priorities for 2015-'16:

1. **Gain the voters' approval of the Transportation Benefit District (TBD) in April 2015.**
2. **Public Safety and Emergency Preparedness**

Council members identified two ideas for advancing this priority:

- a. Hire at least one more police officer.
- b. Host a regional fair or festival focused on community safety to help citizens become more aware of public safety issues and take greater responsibility for their neighborhood's safety. Council members expressed a preference for a regional event; they would like Covington to partner with the cities of Maple Valley and Black Diamond to sponsor and organize it. Each city could take a turn hosting the annual safety fair. The Council also expressed an interest in involving vendors and making the event fun. That may mean holding it at the farmers' market or in conjunction with another community event.

It was mentioned that this idea is similar to the annual Emergency Preparedness Fair that Maple Valley sponsors every year in which Covington participates. This could be an opportunity to expand that program and further promote community awareness in Covington.

Council requested that the staff explore the options for the regional public safety fair. They also said they would like this topic to be on the agenda of the Tri-City meeting of elected officials that will be held in Covington this spring. The Council expects that the inaugural event will be in either 2016 or '17.

3. Economic Development

The Council members identified eight potential strategies or actions that the City should consider to advance this priority:

- a. *Invest in the development of Town Center.* The City should be ready to purchase the surplus Kent School District property when it becomes available and the City could purchase a portion of property from Panattoni. Staff reported that representatives of Panattoni are prepared to make a presentation to Council in the near future. The Council asked that this presentation be held in the next two months in a study session at a local high school or middle school so that students could learn, ask questions, and provide perspectives to Council members. This meeting is intended to be a “listening session” for the Council.
- b. *Work closely with the business community.* More specifically, the Council is interested in strengthening the relationship with the Chamber of Commerce, an effort that Mayor Pro Tem Wagner and City Manager Regan Bolli have initiated.
- c. *Improve signage.* Three ideas were suggested: 1) post signs on Highway 18 that say “Covington” at exit ramps; 2) put in a “gateway” sign to welcome people to the city; and 3) adopt a symbol, such as colorful circle, that could be placed around town or turned into a decal for businesses to fasten to their windows.
- d. *Brand Covington* as the “Gateway to the Cascades.”
- e. *Brand youth sports programs* to heighten the city’s identity.
- f. *Build stronger connections to higher education.* Work with Green River Community College and Eastern Washington University to locate a branch campus in Town Center.
- g. *Address vacant commercial buildings.* Discuss in the future what the City can do to attract more businesses to Covington to fill vacant commercial buildings or identify other uses that would fill them.
- h. *Use art to enhance the City’s identity.* Council members suggested that art could be applied to light standards, benches, garbage cans, and other such things to make them fanciful as well as raise the City’s identity or profile.

4. Parks and Recreation

Council agreed that the City should establish a citizens’ advisory committee similar to the Budget Priorities Advisory Committee (BPAC) that made recommendations to the Council in 2013 about future financial issues and strategies. The purposes of the parks citizens’ group will be to analyze existing mechanisms to fund parks and recreation facilities and programs, and recommend strategies and mechanisms to provide long-term, stable funding sources for parks and recreation. Park impact fees and the creation of a Metropolitan Parks District (MPD) were mentioned as two potential tools to stabilize funding for parks and recreation in the future.

As the discussion about priorities was drawing to a conclusion, **Council members asked staff to prepare a timeline for potentially submitting to Covington voters four ballot measures—for police, transportation, parks, and Town Center.** This analysis should include potential countywide and School District-sponsored ballot measures so that the City Council can factor them into its consideration of if and when the City ballot measures would be brought to the voters.

C. POTENTIAL FUTURE FUNDING SOURCES:

After reviewing and discussing eighteen potential sources to fund their priorities, **Council members reached agreement that two potential funding sources meet the criteria they had established and, therefore, merit further analysis and consideration.** The two potential funding sources are: 1) Councilmanic increases to the Surface Water Management (SWM), solid waste, and cable television Utility Tax; and 2) the Transportation Benefit District (TBD). As they were giving staff instructions about researching the first option, **Council members also requested more information about another option, the Business and Occupation (B&O) Tax.**

Council members are preparing to submit a TBD proposal to Covington voters in April 2015, so they devoted more of their time to an in-depth discussion about the pros and cons of increasing the utility tax. Two other options, forming a Metropolitan Parks District (MPD) and imposing park impact fees, are likely to be examined by the citizens' advisory committee that the City will appoint to make recommendations on creating a long-term, sustainable funding source for parks and recreation facilities and programs. Council has not taken these options off the table but will delegate to the citizens' committee responsibility to analyze them.

The criteria that the Council used to assess each of the eighteen potential funding sources were: 1) the net amount that might be generated (high funding impact); 2) sustainable and predictable over the long-term; 3) feasibility; 4) ease or difficulty and cost of implementation (low cost); 4) fairness and equity among income levels and between residents and non-residents; and 5) doesn't substitute local for State funds (must be above and beyond).

Raising the utility tax may be the means by which to fund an additional police officer. Council members also heard that the cities of Kent and Renton have worked with their Chambers of Commerce on proposals to impose or raise the B&O tax. As the discussion came to an end, the **Council reached consensus that the staff should present a proposal that would require mandatory garbage and yard waste collection in Covington and increase the cable television utility tax.** In addition, staff will research this question: "What taxes do cities without a B&O tax assess businesses?"

Council members also heard that the voters' approval of the TBD in April could be another, albeit indirect, means of funding a police officer. With more stable funding for transportation projects, the City would no longer need to loan money from the General Fund to the Street Fund. Ending that practice would free up General Funds to help pay for a police officer.

D. BIENNIAL BUDGETING:

The Council agreed to further assess and discuss how the biennial budget process would benefit the City and be put into operations. Staff will bring a proposal to the Council later this year.

E. RELATIONSHIPS THAT ARE VITAL TO SUCCESS:

The Council identified relationships the City depends on to succeed. Foremost among them in 2015 are the relationships with the cities of Maple Valley and Black Diamond, the Kent School District, Eastern Washington University, the Chamber of Commerce, King County, and state and federal elected officials.

Maple Valley and Black Diamond

Issues to address with these two cities in 2015 are:

- The public safety and emergency preparedness regional fair or festival.
- The Interlocal Agreements for building administration, including plan review and building inspections, and for public works services.
- Transportation.
- The Tri-City Trail.
- Homelessness and poverty in Southeast King County.

Kent School District

Issues to address with the School District in 2015 are:

- The value of the presence of a higher educational institution in the community. Could the School District develop and promote a curriculum that paves the way for a higher education institution in the community?
- Transparency of standards that schools are achieving. High quality schools will attract businesses and well-educated people to Covington, as well as more students, thus expanding the local economy. The City could help promote the schools' quality and achievements.
- Access to school facilities, including fields, gyms, and classrooms.
- How the TBD will benefit students by providing safer transportation, including better roads and more sidewalks.
- A coordinated approach and messaging in working with our State legislators.

Council members expressed an interest in hosting a meeting with the School Board once the district's new Superintendent of Education is hired.

Eastern Washington University (EWU)

The Council will continue building its relationship with EWU to attract a branch campus or some kind of presence to Covington. The City could also help facilitate a closer relationship between the Kent School District and EWU to achieve a K-12 through college "continuum of education" in the community.

Chamber of Commerce

The Council would like the City to have a more visible presence at Chamber-sponsored events, including monthly meetings and "after hours" social events. By getting on the agenda of Chamber meetings and other forums, the City could help the business community better understand the wide variety of issues the City is tackling and services it provides.

Council members expressed a desire to convene a meeting with the Board of Directors of the Chamber of Commerce and Covington Economic Development Council (CEDC) to model the kind of relationship that the Council seeks between representatives of the public and private sectors.

The Council also suggested that Karla work with the CEDC to convince the Chamber of Commerce to update and reproduce the map of Covington it had once published, and to place the map on the Internet.

King County

Issues to address with the County in 2015 are: 1) animal control; and 2) the Courts. Regarding the latter, the Council is interested in receiving quarterly updates on the costs to the City of Court operations. A key to continuing to build a fruitful relationship with the County is the City's relationship with King County

Councilman Reagan Dunn. An efficient way to keep working with him is to invite him to the Spring 2015 Tri-Cities elected officials' meeting.

State and Federal Elected Officials

The Council is interested in continuing to nurture the relationship with the State legislators who represent the City in Olympia, particularly on transportation matters, but also on financial structural issues such as revenues from the sales of liquor and marijuana that flow to local governments. The Council is also interested in strengthening the City's relationships with United States Senators Murray and Cantwell and Congressman Reichert.

Other Important Relationships

Other important relationships that must be nurtured include those with developers and commercial brokers, the Covington Water District, the Washington State Department of Transportation (WSDOT), the Regional Fire Authority, Forterra, the King Conservation District, and neighborhood councils and homeowners' associations (HOAs).

Council members specifically mentioned meeting this year with:

- The new manager of the Covington Water District.
- The Chief and captains of the Regional Fire Authority to learn how the City fits into their vision of their organization's mission, roles and responsibilities.
- Commercial brokers and developers at the annual roundtable sponsored by the King County Master Builders Association.

By working with neighborhood councils and HOAs, the City intends to make the community safer and help direct citizens to opportunities to obtain King Conservation District funds that could strengthen their organizations. By monitoring the work of the King County Joint Recommendations Committee, the City could obtain CDBG funds to improve infrastructure and housing for low-income residents. Finally, the City expects that its citizens will take responsibility for fostering Sister City relationships.

F. KEY MESSAGES FROM THE CITY TO THE COMMUNITY:

Following the discussion about priorities for 2015 and '16, the Council discussed the key messages that should be communicated to the public about the City's priorities and what it will take to implement them.

Regarding the TBD ballot measure, the Council agreed that messages to the public should incorporate these key interests of the public: 1) safety; 2) mobility; 3) efficiency and timeliness; and 4) economic growth and prosperity. These interests are also at stake in finding long-term, stable funding sources. An important additional interest of the Council's is fiscal responsibility.

The public should understand that the City can no longer maintain such high service levels because of State budget cuts and unfunded State mandates. If Covington is to continue to provide the high levels of service that they have come to expect, the citizens will need to pay for them.

The City can lay the groundwork for this message. For example, the City can communicate to the public the popularity and importance of youth sports programs, and how much they cost. Celebrating their role in the lives of kids and families will raise the visibility of these programs. The City could also distribute "I Love Youth Sports" decals or buttons to attract broader support from citizens and the business community. By helping the community better understand the role of youth sports programs in the fabric of community life and the costs of operating them, the City can help lay the groundwork for a potential future ballot measure to fund parks and recreation.

Council members' presence at community events could also be valuable in raising the City's profile and communicating what the City is doing and the benefits of its programs. Council member Sean Smith volunteered to attend HOA meetings, and other Council members said they would attend parks, recreational and sporting events. PTA meetings might be another avenue for reaching out to school administrators and teachers and to parents. And the National Night Out may be another event for communicating the City's messages.

Finally, some Council members suggested that a strategic communications plan would allow the City to build public awareness of and support for the direction it is going and its services and programs. An element of that plan should be a coordinated approach for public outreach by the Council members.

G. AN UPDATE ON THE STATUS OF THE YOUTH ATHLETICS PROGRAM

With the assistance of parks and recreation director Scott Thomas, the Council assessed the status of the youth athletics program nearly a year after the City assumed management responsibility for it from Covington Community Sports. Since taking control of the program in 2014, the City has: 1) added a customer service staff person plus an athletics specialist; 2) recruited coaches and officials; 3) and offered fall soccer, volleyball, basketball, and flag football, which is moving to summertime in 2015.

The financial "footing" of the program looks solid. The number of kids who participated in the program was down a little from when Covington Sports managed it, but the number is increasing. Staff expects even more young people to participate in 2015. One strategy being employed to sustain the program is to attract 6-8 year olds because they would become long-time customers, and, hopefully, influence their younger siblings to participate.

Council members suggested that one vehicle for marketing the program is the Chamber of Commerce's newsletter. And one member proposed that businesses be given the opportunity to sponsor teams. They could print their business' name on the team jerseys to promote themselves.

Council requested that Scott refine the estimate for 2015 costs and revenues based on the actual experience of 2014.

MOST SIGNIFICANT ACCOMPLISHMENTS OF 2014

As in past years, the Council cited the most important accomplishments of the previous year. By doing so, Council members provided the context and foundation for their goals and priorities during 2015-'16. The biggest accomplishments of 2014 were:

1. Hiring a qualified new City Manager and the process by which he was hired. Also, the confidence the Council exhibited as it advanced the process.
2. The transition from Derek Matheson to Rob Hendrickson as Interim City Manager to Regan Bolli as the new City Manager.
3. Staff's orientation session for Regan and new City Council member Sean Smith.
4. Public-private partnerships to advance the Council's vision for Town Center.
5. The relationship the City established with Eastern Washington University (EWU).
6. The City took Covington Days to a new level of success.
7. The seamless transition of the Youth Sports Program to City management.
8. The Police Department's School Resource Officer is in place in the schools.
9. City of Covington branding.
10. The graffiti problem is declining.
11. Bond rating increased.

Unapproved Draft – January 31, 2015 Annual Strategic Planning Summit Summary
Submitted for Approval: February 24, 2015

12. Opportunities for citizens to interact with staff, including the public's influence of City thinking and decisions regarding the Jenkins Creek Bridge and the Hawk property.
13. Partnership with Oakpointe (Yarrow Bay).
14. The City's growing economy.
15. Implementing the use of credit cards for citizens to pay bills and for services.
16. The exit interviews of staff and Commission members yielded helpful information and garnered goodwill.
17. The art installation outside the pool.
18. The City stood its ground in working on the affordable housing component of the mixed-use project for the Inland Group in Town Center.
19. Governor Inslee attended the hospital ribbon-cutting ceremony, which gave him the opportunity to learn more about the community. His visit has had a positive ripple affect.
20. The City increased its support of human services.
21. The Interlocal agreement between Covington, Maple Valley, and Black Diamond.
22. No personal agendas. Everyone puts the interests and needs of the City first.
23. The effectiveness of the City's Code Enforcement Program with three very high profile cases that resulted in protecting neighborhoods and environmental quality.

After citing the accomplishments of 2014, individual Council members mentioned these issues where more progress is needed:

1. The loss by thirty-nine votes of the TBD ballot measure. We need to convince an even greater majority of the electorate of the value of the proposal.
2. In light of that loss at the polls, the City didn't enact a car tab proposal so there is still not a stable, long-term funding source for transportation projects.
3. We still need one or two more police officers.
4. We should attract a theatre to Town Center.
5. We need to locate a permanent home for Covington Days.
6. Work to get citizens more involved in the protection of their neighborhoods.
7. Need to more effectively relate the City's transportation goals to economic development opportunities so that citizens understand our economic expansion depends on an efficient transportation system.

FUTURE ISSUES ON THE CITY'S HORIZON

Here are issues the Council members cited at the end of the summit that are likely to be on the Council's agenda at some point in the future:

1. The status of revenue streams if some or any of the 13-17 initiatives that Tim Eyman is proposing pass.
2. Failure of the State Legislature to pass a transportation package.
3. The impact on the City of the work slowdowns at the Port of Seattle.
4. A public safety strategic plan.
5. Train traffic through Covington, including transport by rail of any toxic or hazardous materials.
6. Create a well-managed volunteer program that is run by a designated Volunteer Coordinator.
7. Recommendations for the parks citizens' advisory committee on additional revenue sources for parks and recreation facilities and programs.
8. Town Center and the Hawk property.
9. Banners.
10. At uncontrolled crosswalks (i.e., Roundabouts), have flashing beacons that can be activated by pedestrians when needing to cross the street.
11. Bring "3 on 3" basketball tournaments/jamborees to Covington.

**City of Covington
Special & Regular City Council Meeting Minutes
Tuesday, February 10, 2015**

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

INTERVIEWS– 6:40-7:00 P.M.:

The Council conducted interviews for openings on the Covington Parks & Recreation Commission and Planning Commission. Applicants interviewed included Kathy Fosjord and Lisa Knapton.

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, February 10, 2015, at 7:07 p.m., with Mayor Margaret Harto presiding.

COUNCILMEMBERS PRESENT:

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

STAFF PRESENT:

Regan Bolli, City Manager; Don Vondran, Public Works Director; Noreen Beaufriere, Personnel Manager; Rob Hendrickson, Finance Director; Kevin Klason, Covington Police Chief; Richard Hart, Community Development Director; Scott Thomas, Parks & Recreation Director; Sara Springer, City Attorney; Ann Mueller, Senior Planner; Bob Lindskov, City Engineer; 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 Cimaomo seconded to approve the Agenda. Vote: 7-0. Motion carried.

PUBLIC COMMUNICATION:

- Colin Lund with Oakpointe provided an update on the Hawk property project.

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

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: January 27, 2015 City Council Regular Meeting Minutes.

- C-2. Vouchers: Vouchers #32018-32083, including ACH Payments and Electronic Funds Transfers and VOID Vouchers #32014-32017, in the Amount of \$415,863.72, Dated January 23, 2015; Vouchers #32084-32084, in the Amount of \$150.00, Dated January 29, 2015; and Paylocity Payroll Checks #1003348365-1003348379 inclusive, Plus Employee Direct Deposits in the Amount of \$167,138.59, Dated January 30, 2015.
- C-3. Ratify Valley Medical Statutory Warranty Deed.
- C-4. Amendment to Contract for Aquatic Re-roofing.

ORDINANCE NO. 01-15

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, REPEALING ORDINANCE NO. 7-02 AND COVINGTON MUNICIPAL CODE 2.50.080 REGARDING THE REGIONAL DISASTER PLAN; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

RESOLUTION NO. 15-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, ADOPTING THE REGIONAL COORDINATION FRAMEWORK FOR DISASTERS AND PLANNED EVENTS AND AUTHORIZING THE EXECUTION OF AN AGREEMENT REGARDING THE SAME

- C-5. Ordinance Repealing Regional Disaster Plan and Resolution Adopting Regional Coordination Framework for Disasters and Planned Events.

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

PUBLIC HEARING:

- 1. Receive Comments and Consider Ordinance Extending the Moratorium on Medical Marijuana Production and Processing Facilities, Dispensaries, and Collective Gardens for Six Months.

Community Development Director Richard Hart and City Attorney Sara Springer 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. 02-15

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, TO EXTEND THE MORATORIUM ON THE ESTABLISHMENT, LOCATION, OPERATION, LICENSING, MAINTENANCE, OR CONTINUATION OF MEDICAL MARIJUANA DISPENSARIES, PRODUCTION FACILITIES, PROCESSING FACILITIES, COLLECTIVE GARDENS, AND RELATED BUSINESSES WITHIN THE CITY OF COVINGTON FOR SIX MONTHS; PROVIDING FOR A PUBLIC HEARING ON THE MORATORIUM; ADOPTING FINDINGS OF FACT SUPPORTING THE MORATORIUM ADOPTED BY ORDINANCE NOs. 08-11, 12-12, 01-13, 07-13, 05-14, and 10-14; AND PROVIDING FOR SEVERABILITY.

Council Action: Mayor Pro Tem Wagner moved and Councilmember Scott seconded to adopt Ordinance No. 02-15 to extend the moratorium on medical marijuana collective gardens, production and processing facilities, dispensaries, and related businesses for an additional six-months. Vote: 7-0. Motion carried.

2. Receive Comments Regarding City Council’s Consideration of a Resolution in Support of Covington Transportation Benefit District Proposition No. 1 on the April 28, 2015 Special Election Ballot.

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

Mayor Harto called for public comments for the public hearing.

Leroy Stevenson, 26838 166th Place SE, Covington. Spoke against a ballot measure.

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

Councilmembers provided comments.

RESOLUTION NO. 15-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, SUPPORTING COVINGTON TRANSPORTATION BENEFIT DISTRICT PROPOSITION NO. 1 WHICH, IF APPROVED, WOULD AUTHORIZE A SALES AND USE TAX FOR TRANSPORTATION IMPROVEMENTS.

Council Action: Councilmember Cimaomo moved and Mayor Pro Tem Wagner seconded to pass Resolution No. 15-02 in support of Covington Transportation Benefit District Proposition No. 1 in substantial form to the resolution provided in the Agenda Packet. Vote: 7-0. Motion carried.

NEW BUSINESS:

3. Consider Appointments to Arts, Parks & Recreation, and Planning Commissions.

Council Action:

Arts Commission: Councilmember Lanza moved and Councilmember Mhoon seconded to appoint Jennifer Harjehausen to fill Position No. 4 (scrivener's/clerical error listed this as a duplicate Position No. 1 in the Agenda Packet) on the Arts Commission with a term expiring May 31, 2017. Vote: 7-0. Motion carried.

Parks & Recreation Commission:

Mayor Pro Tem Wagner moved and Councilmember Scott seconded to appoint Zbigniew Tomalik to fill Position No. 1 on the Parks & Recreation Commission with a term expiring January 31, 2017. Vote: 7-0. Motion carried.

Councilmember Cimaomo moved and Mayor Pro Tem Wagner seconded to appoint Bryan Higgins to fill Position No. 3 on the Parks & Recreation Commission with a term expiring January 31, 2018. Vote: 7-0. Motion carried.

Councilmember Lanza moved and Councilmember Smith seconded to appoint Lisa Knapton to fill Position No. 4 on the Parks & Recreation Commission with a term expiring January 31, 2018. Vote: 7-0. Motion carried.

Planning Commission: Councilmember Scott moved and Councilmember Smith seconded to appoint Krista Bates to fill a position on the Planning Commission with a term expiring August 31, 2017. Vote: 7-0. Motion carried.

COUNCIL/STAFF COMMENTS:

Councilmembers and staff discussed Future Agenda Topics and made comments.

Councilmember Mhoon provided an update to Council on the affordable housing issues and asked Council's support of her Sound Cities Association vote in favor of allowing King County to bond against future income and build affordable housing now. Councilmembers asked some questions, and Councilmember Mhoon responded she would ask those questions at her meeting the following night and provide those answers via email.

PUBLIC COMMENTS:

Mayor Harto called for public comments.

Mary Pritchard, 26103 197th Avenue SE, Covington, thanked Council for a wonderful Annual Strategic Planning Summit on Saturday, January 31, and requested a copy of the summary of the meeting when it is ready. Mrs. Pritchard also thanked the Council for passing the resolution in support of the Transportation Benefit District’s Proposition No. 1.

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

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:45 p.m.

Prepared by:

Submitted by:

Joan Michaud
Senior Deputy City Clerk

Sharon Scott
City Clerk

Consent Agenda Item C-2

Covington City Council Meeting

Date: February 24, 2015

SUBJECT: APPROVAL OF VOUCHERS

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #32085-32187, including ACH Payments and Electronic Funds Transfers and VOID Vouchers #32105-32105, in the Amount of \$196,110.56, Dated February 6, 2015; and Paylocity Payroll Checks #1003395883-1003395898 inclusive, Plus Employee Direct Deposits in the Amount of \$164,755.46, Dated February 13, 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 #32085-32187, including ACH Payments and Electronic Funds Transfers and VOID Vouchers #32105-32105, in the Amount of \$196,110.56, Dated February 6, 2015; and Paylocity Payroll Checks #1003395883-1003395898 inclusive, Plus Employee Direct Deposits in the Amount of \$164,755.46, Dated February 13, 2015.

February 6, 2015

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check #32085 through Check #32187, including ACH payments and electronic funds transfers
And VOID Check #32105 through 32105

In the Amount of \$196,110.56

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

Cassandra Parker
Senior Accountant

Mark Lanza
City Councilmember

Jeff Wagner
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved _____

Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
18	1917	US Bank National Association	02/02/2015	
	1917-022015	To record credit card fees for January transaction		120.24
	1917-022015	To record credit card fees for January transaction		20.06
	1917-022015	To record credit card fees for January transaction		3.92
Total for Check Number 18:				144.22
Total for 2/2/2015:				144.22
ACH	0345	Sharon Scott	02/06/2015	
	0345-2	Reimbursement; Council Summit, supplies		18.16
	0345-2	Reimbursement; city hall light bulbs		25.18
Total for this ACH Check for Vendor 0345:				43.34
ACH	0456	Department of Ecology	02/06/2015	
	2015-WAR045510	Stormwater permit; 1/1-6/30/15		4,252.00
Total for this ACH Check for Vendor 0456:				4,252.00
ACH	0780	DAWN	02/06/2015	
	0780-4Qtr	Human services; joint funding, 4th Quarter 2014		6,370.00
	0780-4Qtr	Human services; 4th Quarter 2014		2,000.00
Total for this ACH Check for Vendor 0780:				8,370.00
ACH	1091	Complete Office Solutions	02/06/2015	
	1175831-0	Office supplies		8.32
	1175831-1	Office supplies		154.16
Total for this ACH Check for Vendor 1091:				162.48
ACH	1271	Rob Hendrickson	02/06/2015	
	14-14	Hendrickson; 2014 flexible spending		297.66
Total for this ACH Check for Vendor 1271:				297.66
ACH	1408	Washington Workwear Stores Inc.	02/06/2015	
	11283	Slate; blouse, tshirts, jacket		183.53
	1800	Lindskov; embroidery for previously purchased ;		16.29
	1800	Lindskov; embroidery for previously purchased ;		10.86
Total for this ACH Check for Vendor 1408:				210.68
ACH	1921	Mastermark	02/06/2015	
	0671042	Stamp		19.16
Total for this ACH Check for Vendor 1921:				19.16
ACH	2250	SBS Legal Services	02/06/2015	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	C051	Legal services; January 2015		9,234.00
	C051	TBD legal services; January 2015		1,972.00
		Total for this ACH Check for Vendor 2250:		11,206.00
ACH	2500 50879063	Tetra Tech, Inc. CIP 1127; engineering, 11/22-12/26/14	02/06/2015	23,440.93
		Total for this ACH Check for Vendor 2500:		23,440.93
ACH	2855 2855-2	Regan Bolli Bolli; shirts for city logo	02/06/2015	68.92
		Total for this ACH Check for Vendor 2855:		68.92
32085	2613 2613-2014 2613-2014 2613-2014 2613-2014 2613-2014	Gayle Ackerson Utility tax rebate; telephone Utility tax rebate; cellular Utility tax rebate; electricity Utility tax rebate; natural gas Utility tax rebate; solid waste	02/06/2015	32.91 49.73 34.22 31.77 15.32
		Total for Check Number 32085:		163.95
32086	2140 2140-2	Amicor Construction Minor housing repair; #RICH-01-14	02/06/2015	690.69
		Total for Check Number 32086:		690.69
32087	2875 2875-2	Jun An Refund balance on customer's account at the Aq	02/06/2015	17.00
		Total for Check Number 32087:		17.00
32088	2033 7986 7986	Aquatic Specialty Services Aquatics; clean/calibration service, January Pool chemicals, parts	02/06/2015	179.19 884.36
		Total for Check Number 32088:		1,063.55
32089	2876 2876-2	Travis Aragon Refund balance on customer's account at the Aq	02/06/2015	62.00
		Total for Check Number 32089:		62.00
32090	2877 2877-2	Erica Aulava Refund balance on customer's account at the Aq	02/06/2015	80.00
		Total for Check Number 32090:		80.00
32091	2878 2878-2	Candi Avery Refund balance on customer's account at the Aq	02/06/2015	8.00
		Total for Check Number 32091:		8.00
32092	2879 2879-2	Larry Baldwin Refund balance on customer's account at the Aq	02/06/2015	26.00
		Total for Check Number 32092:		26.00
32093	0499 0405-2 0405-2	Bank of America Aquatics; data printer cards/ribbon Aquatics; party room tableclothes, use tax	02/06/2015	197.65 -12.07

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0405-2	Aquatics; data printer cards/ribbon, use tax		-15.65
	0405-2	Aquatics; party room tableclothes		152.47
	0405-2	Aquatics; detergent, hamper, hangers, band aids		150.87
	1030-2	Maint shop; floor drill press		238.92
	1030-2	Allen; ISA training dvds/books, use tax		-6.62
	1030-2	Allen; ISA training dvds/books, use tax		-13.24
	1030-2	Allen; ISA training dvds/books, use tax		-13.24
	1030-2	Allen; ISA training dvds/books		167.18
	1030-2	Maint shop; floor drill press		238.92
	1030-2	Maint shop; floor drill press		119.45
	1030-2	Allen; ISA training dvds/books		83.59
	1030-2	Allen; ISA training dvds/books		167.18
	2923-2	Survey renewal; 1/22/15-1/21/16		300.00
	2959-2	Mueller; APA conference, registration		730.00
	3331-2	Scott; planner case/sleeve		25.94
	3331-2	Event tablecloth cleaning		136.84
	3639-2	GoToMeeting plan; 2/20-3/19/15		42.57
	3639-2	Parker; Investments webinar, registration		85.00
	3639-2	Hart; APA conference, registration		232.50
	3639-2	Hart; APA conference, registration		542.50
	6093-2	PW; step stool		9.23
	6093-2	PW; step stool		9.22
	6686-2	#3416; sprayed in bedliner		492.75
	7314-2	Computer parts, use tax		-36.02
	7314-2	Morrissey; 1 year online training		499.00
	7314-2	Computer monitors		521.25
	7314-2	Computer monitors, use tax		-41.28
	7314-2	Server monitoring renewal, 1 year		270.00
	7314-2	Computer parts		454.91
	7768-2	Patterson; Art & Social Change, registration		15.00
	8227-2	Branding supplies; event decorations, supplies		105.02
	8227-2	Chamber after hours event; dessert		22.48
	8227-2	Special lunch meeting; council orientation		61.48
	8227-2	Special lunch meeting; council orientation		61.49
			Total for Check Number 32093:	5,995.29
32094	2880	Madhu Bavisetty	02/06/2015	
	2880-2	Refund balance on customer's account at the Aq		25.00
			Total for Check Number 32094:	25.00
32095	2368	Best Parking Lot Cleaning Inc.	02/06/2015	
	S136428	Street cleaning; oil spill clean up		1,346.64
			Total for Check Number 32095:	1,346.64
32096	0637	Bill's Locksmith Service, Inc.	02/06/2015	
	110175	Community room closet door lock repair		87.55
	110215	Duplicate keys		39.29
			Total for Check Number 32096:	126.84
32097	2881	Kip Boyle	02/06/2015	
	2881-2	Refund balance on customer's account at the Aq		65.00
			Total for Check Number 32097:	65.00
32098	2882	Barbara Brackmann	02/06/2015	
	2882-2	Refund balance on customer's account at the Aq		53.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32098:	53.00
32099	2883 2883-2	Christina Brett Refund balance on customer's account at the Aq	02/06/2015	42.00
			Total for Check Number 32099:	42.00
32100	2884 2884-2	Colleen Brink Refund balance on customer's account at the Aq	02/06/2015	9.00
			Total for Check Number 32100:	9.00
32101	2885 2885-2	Marlo Bryant Refund balance on customer's account at the Aq	02/06/2015	71.00
			Total for Check Number 32101:	71.00
32102	2886 2886-2	April Burnside Refund balance on customer's account at the Aq	02/06/2015	9.00
			Total for Check Number 32102:	9.00
32103	2887 2887-2	Carmel Butt Refund balance on customer's account at the Aq	02/06/2015	19.00
			Total for Check Number 32103:	19.00
32104	0026 1398 1404 1415	C&B Awards Park Commissioners; outgoing awards Basketball t shirts Volunteer and Commissioner of Year; plaques	02/06/2015	40.73 13.40 115.12
			Total for Check Number 32104:	169.25
32106	1997 023035 177976695211 177976695211 177976695211 177976695211	Capital One Commercial Chamber after hours event; refreshments Maint shop; coffee, paper products City hall; creamer, cocoa, paper products Maint shop; coffee, paper products Maint shop; coffee, paper products	02/06/2015	91.12 27.29 210.22 54.60 54.60
			Total for Check Number 32106:	437.83
32107	2270 6317966698B-2	CenturyLink City hall; telephone, 1/13-2/13/15	02/06/2015	97.00
			Total for Check Number 32107:	97.00
32108	2715 2715-2	Joseph Cimaomo, Jr. Cimaomo; Regional Law meeting, mileage/parki	02/06/2015	63.51
			Total for Check Number 32108:	63.51
32109	1170 GW2739609 NW2739609	Coastwide Laboratories Aquatics; cleaning supplies Aquatics; cleaning supplies	02/06/2015	47.75 535.39
			Total for Check Number 32109:	583.14
32110	2888 2888-2	Tiffany Cobb Refund balance on customer's account at the Aq	02/06/2015	11.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32110:	11.00
32111	2889 2889-2	Shelly Connors Refund balance on customer's account at the Aqt	02/06/2015	9.00
			Total for Check Number 32111:	9.00
32112	0108 0108-2	Covington Chamber of Commerce Chamber auction; crystal sponsorship	02/06/2015	500.00
			Total for Check Number 32112:	500.00
32113	0537	Covington Water District	02/06/2015	
	104587-2	Crystal view; water, 1/1-1/16/15		17.51
	104587-2	Crystal view; water, 12/20-12/31/14		13.14
	105731-2	SR 516; water, 12/20-12/31/14		25.11
	105731-2	SR 516; water, 1/1-1/16/15		33.49
	107666-2	CCP; water, 11/22-12/31/14		30.71
	107666-2	CCP; water, 1/1-1/16/15		12.29
	108188-2	Skate park; water, 1/1-1/16/15		17.50
	108188-2	Skate park; water, 11/22-12/31/14		43.75
	115324-2	Aquatics; water, 11/22-12/31/14		947.71
	115324-2	Aquatics; water, 1/1-1/16/15		379.09
	122505-2	Maint shop; water, 1/1-1/16/15		8.10
	122505-2	Maint shop; water, 11/22-12/31/14		10.13
	122505-2	Maint shop; water, 11/22-12/31/14		20.24
	122505-2	Maint shop; water, 11/22-12/31/14		20.24
	122505-2	Maint shop; water, 1/1-1/16/15		8.10
	122505-2	Maint shop; water, 1/1-1/16/15		4.04
	132669-2	CCP; water, 11/22-12/31/14		43.75
	132669-2	CCP; water, 1/1-1/16/15		17.50
	132670-2	CCP; water, 1/1-1/16/15		60.06
	132670-2	CCP; water, 12/20-12/31/14		45.04
			Total for Check Number 32113:	1,757.50
32114	2615	David A. Clark Architects, PLLC	02/06/2015	
	767	Aquatic Center Roofing administration, 9/23-12/		6,935.28
	767	Aquatic Center roofing administration; 1/1-1/23/		1,980.00
			Total for Check Number 32114:	8,915.28
32115	2918	Department of Licensing	02/06/2015	
	0038844-2	Vondran; Professional Engineer dues, 3/17/15-3/		58.00
	0038844-2	Vondran; Professional Engineer dues, 3/17/15-3/		58.00
			Total for Check Number 32115:	116.00
32116	0072 254164	Dept of Labor & Industries Aquatics; boiler certification permit	02/06/2015	107.50
			Total for Check Number 32116:	107.50
32117	2890 2890-2	Kerri-Lynn Donoghue Refund balance on customer's account at the Aqt	02/06/2015	19.00
			Total for Check Number 32117:	19.00
32118	1996	Facility Maintenance Contractors	02/06/2015	
	014650150115	Maint shop; janitorial service		113.60
	014650150115	Maint shop; janitorial service		56.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	014650150115	Maint shop; janitorial service		113.60
			Total for Check Number 32118:	284.00
32119	1875 106997	FirstChoice Coffee service	02/06/2015	180.63
			Total for Check Number 32119:	180.63
32120	0034 63542	Flags A Flying & Banners Too City hall; "12" flag	02/06/2015	230.92
			Total for Check Number 32120:	230.92
32121	2891 2891-2	Brett Garver Refund balance on customer's account at the Aqt	02/06/2015	7.00
			Total for Check Number 32121:	7.00
32122	2195 41414277B	Gearheard Law Offices Conflict defense; #41414277B, 8/12/14	02/06/2015	200.00
			Total for Check Number 32122:	200.00
32123	2892 2892-2	Pamela Gileno Refund balance on customer's account at the Aqt	02/06/2015	25.00
			Total for Check Number 32123:	25.00
32124	2078 25212	Girard Resources & Recycling, LLC Aquatic Center; gravel	02/06/2015	456.12
			Total for Check Number 32124:	456.12
32125	2045 21627	Goodbye Graffiti Seattle Everclean program, January	02/06/2015	431.14
			Total for Check Number 32125:	431.14
32126	0354 9648867928 9648867936 9649712966	Grainger Aquatics; first aid supplies Aquatics; first aid supplies Aquatics; first aid supplies	02/06/2015	38.77 46.40 104.67
			Total for Check Number 32126:	189.84
32127	2648 2648-2 2648-2	Hart's Gymnastics Instructor payment; Gymnastics, December 2014 Instructor payment; Gymnastics, January	02/06/2015	40.00 166.40
			Total for Check Number 32127:	206.40
32128	1722 2-1114797	Honey Bucket CCP; portable toilet service, 1/13-2/12/15	02/06/2015	508.00
			Total for Check Number 32128:	508.00
32129	2893 2893-2	Willie Hooykaas Refund balance on customer's account at the Aqt	02/06/2015	25.00
			Total for Check Number 32129:	25.00
32130	2894	Justin Hopper	02/06/2015	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2894-2	Refund balance on customer's account at the Aq		9.50
			Total for Check Number 32130:	9.50
32131	2895 2895-2	Liza Howe Refund balance on customer's account at the Aq	02/06/2015	31.00
			Total for Check Number 32131:	31.00
32132	0083 0083-2	ICMA Bolli; ICMA membership dues	02/06/2015	1,281.09
			Total for Check Number 32132:	1,281.09
32133	2896 2896-2	Catherine Im Refund balance on customer's account at the Aq	02/06/2015	170.00
			Total for Check Number 32133:	170.00
32134	1701 391582 391582 391582 391740 391740 391740 391923 392008 392009 392009 392009 392043	Johnsons Home & Garden Maint shop; deck screws Maint shop; deck screws Maint shop; deck screws Maint shop; nuts/bolts/screws Maint shop; nuts/bolts/screws Maint shop; nuts/bolts/screws Parks; hardware Parks; hardware Maint shop; pliers Maint shop; pliers Maint shop; pliers Bits	02/06/2015	17.37 17.37 8.69 1.25 2.48 2.48 18.77 35.19 13.03 13.03 6.51 2.15
			Total for Check Number 32134:	138.32
32135	0204 0204-2	King County Pet Licensing Pet license remittance; January	02/06/2015	115.00
			Total for Check Number 32135:	115.00
32136	2897 2897-2	Donald Koszegi Refund balance on customer's account at the Aq	02/06/2015	9.00
			Total for Check Number 32136:	9.00
32137	2490 2490-2	Law Office of Theresa and Phillip Griffin Public defender, video court, December	02/06/2015	1,850.00
			Total for Check Number 32137:	1,850.00
32138	2431 2431-2	Lisa Lewis Refund balance on customer's account at the Aq	02/06/2015	5.25
			Total for Check Number 32138:	5.25
32139	2898 2898-2	Norma Leyva Refund balance on customer's account at the Aq	02/06/2015	28.00
			Total for Check Number 32139:	28.00
32140	2899 2899-2	Kari Linder Refund balance on customer's account at the Aq	02/06/2015	5.67

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32140:	5.67
32141	0829 0829-2	Maplewood Greens Council Summit; breakfast and lunch	02/06/2015	1,034.83
			Total for Check Number 32141:	1,034.83
32142	2900 2900-2	Jody Marchand Refund balance on customer's account at the Aq	02/06/2015	6.00
			Total for Check Number 32142:	6.00
32143	2901 2901-2	Julie Marquardt Refund balance on customer's account at the Aq	02/06/2015	1.25
			Total for Check Number 32143:	1.25
32144	2902 2902-2	Gera McGuire Refund balance on customer's account at the Aq	02/06/2015	133.92
			Total for Check Number 32144:	133.92
32145	2486 847365/7 847365/7 847365/7 847365/7 847365/7 847365/7	McLendon Hardware, Inc. Maint shop; step ladder Maint shop; tarp Maint shop; tarp Maint shop; step ladder Maint shop; step ladder Maint shop; tarp	02/06/2015	74.46 30.66 30.65 74.46 37.22 15.33
			Total for Check Number 32145:	262.78
32146	2874 1 1	Meyer Brothers Roofing, Inc. Aquatic Center; roofing project, retainage Aquatic Center; roofing project	02/06/2015	-4,738.29 102,915.55
			Total for Check Number 32146:	98,177.26
32147	2903 2903-2	Lily Momotyuk Refund balance on customer's account at the Aq	02/06/2015	8.00
			Total for Check Number 32147:	8.00
32148	2550 73682	Motorplex Pro-Tow #3390; electrical repairs	02/06/2015	284.48
			Total for Check Number 32148:	284.48
32149	1844 878-600-9432	National Arbor Day Foundation Arbor Day Foundation dues; 3/15-3/16	02/06/2015	15.00
			Total for Check Number 32149:	15.00
32150	2904 2904-2	Kim Nehls Refund balance on customer's account at the Aq	02/06/2015	5.00
			Total for Check Number 32150:	5.00
32151	2905 2905-2	Molly Nelson Refund balance on customer's account at the Aq	02/06/2015	1.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32151:	1.25
32152	2906 2906-2	Joan Norgart Refund balance on customer's account at the Aq	02/06/2015	32.00
			Total for Check Number 32152:	32.00
32153	0004 1747906618 1748226938 1749100736 748359729001 748361395001 750402379001 750651854001 750651949001 750651950001	Office Depot 1099 tax forms/envelopes Laminating pouches Bolli; keyboard Office supplies Printer ink Thomas; desk chair Office supplies Stapler Christenson; planner	02/06/2015	58.61 45.16 89.91 217.45 78.16 289.94 108.61 8.35 13.41
			Total for Check Number 32153:	909.60
32154	0818 44382693	Pacific Office Automation Copier lease; 1/15-2/14/15	02/06/2015	122.47
			Total for Check Number 32154:	122.47
32155	1407 14-81594 14-81594	Parametrix, Inc. Plan review; 1/1-1/3/15 Plan review; 11/30-12/31/14	02/06/2015	42.89 457.46
			Total for Check Number 32155:	500.35
32156	2907 2907-2	Jonelle Portmann Refund balance on customer's account at the Aq	02/06/2015	7.50
			Total for Check Number 32156:	7.50
32157	0185 0185-2	Puget Sound Finance Officers PSFOA 2015 membership dues	02/06/2015	50.00
			Total for Check Number 32157:	50.00
32158	2908 2908-2	Kelly Regan Refund balance on customer's account at the Aq	02/06/2015	29.00
			Total for Check Number 32158:	29.00
32159	2917 08018611	Shawn Rikansrud Refund; community room deposit, 1/23/15	02/06/2015	250.00
			Total for Check Number 32159:	250.00
32160	2175 2175-2	Toni Rimorin Refund balance on customer's account at the Aq	02/06/2015	6.90
			Total for Check Number 32160:	6.90
32161	2909 2909-2	Richard Rock Refund balance on customer's account at the Aq	02/06/2015	10.00
			Total for Check Number 32161:	10.00
32162	2680	Safeguard Business Systems	02/06/2015	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	704072	Covington lapel pins for giveaways		1,199.69
			Total for Check Number 32162:	1,199.69
32163	2910 2910-2	Ranee Sancez Refund balance on customer's account at the Aq	02/06/2015	37.50
			Total for Check Number 32163:	37.50
32164	2911 2911-2	Linda Schemm Refund balance on customer's account at the Aq	02/06/2015	60.00
			Total for Check Number 32164:	60.00
32165	2914 2914-2	Rebecca Schumate Refund balance on customer's account at the Aq	02/06/2015	30.00
			Total for Check Number 32165:	30.00
32166	2474 1094	SCORE Jail costs, medical, October 2014	02/06/2015	2,503.98
			Total for Check Number 32166:	2,503.98
32167	2872 E04355	Seasoned in Seattle City Manager Reception; catering	02/06/2015	1,950.97
			Total for Check Number 32167:	1,950.97
32168	2912 2912-2	Kara Semer Refund balance on customer's account at the Aq	02/06/2015	8.00
			Total for Check Number 32168:	8.00
32169	1905 C821991-701 C821991-701 C821992-701 C821992-701 C822834-701 C822834-701 C822834-701 C822834-701	Sharp Electronics Corporation Reception copier; usage, 12/15-12/31/14 Reception copier; usage, 1/1-1/15/15 Police copier; usage, 12/12-12/31/14 Police copier; usage, 1/1-1/16/15 Copier; usage, 1/1-1/15/15 Copier; usage, 12/15-12/31/14 Copier; usage, 1/1-1/15/15 Copier; usage, 12/15-12/31/14	02/06/2015	9.07 8.01 14.06 11.25 9.50 10.76 14.24 16.15
			Total for Check Number 32169:	93.04
32170	2913 2913-2	Machell Sherles Refund balance on customer's account at the Aq	02/06/2015	24.00
			Total for Check Number 32170:	24.00
32171	0480 9005981162	SHRM Throm; SHRM membership dues, 2/1/15-1/31/16	02/06/2015	190.00
			Total for Check Number 32171:	190.00
32172	2915 2915-2	Preet Singh Refund balance on customer's account at the Aq	02/06/2015	63.00
			Total for Check Number 32172:	63.00
32173	2916 2916-2	Ryan Smith Refund balance on customer's account at the Aq	02/06/2015	10.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32173:	10.00
32174	0281	Standard Insurance Company	02/06/2015	
	006355510001-2	Life Insurance Premiums, February		86.63
	006355510001-2	Life Insurance Premiums, February		278.77
	006355510001-2	Life Insurance Premiums, February		164.89
	006355510001-2	Life Insurance Premiums, February		364.87
	006355510001-2	Life Insurance Premiums, February		308.41
	006355510001-2	Life Insurance Premiums, February		179.88
	006355510001-2	Life Insurance Premiums, February		95.02
	006355510001-2	Life Insurance Premiums, February		5.65
	006355510001-2	Life Insurance Premiums, February		475.84
	006355510001-2	Life Insurance Premiums, February		44.24
	006355510001-2	Life Insurance Premiums, February		113.00
	006355510001-2	Life Insurance Premiums, February		95.06
	006355510001-2	Life Insurance Premiums, February		191.39
	006355510001-2	Life Insurance Premiums, February		499.14
	006355510001-2	Life Insurance Premiums, February		593.40
			Total for Check Number 32174:	3,496.19
32175	1130	Trust for Public Land	02/06/2015	
	1130-2	Trust for Public Land, 2015 membership dues		100.00
			Total for Check Number 32175:	100.00
32176	2862	The Trusted Coach, LLC	02/06/2015	
	January	Coaching sessions; January		1,592.00
			Total for Check Number 32176:	1,592.00
32177	2103	US Bancorp Equip Finance Inc.	02/06/2015	
	270425465	Workroom copier lease, February		639.10
	270803984	Reception copier lease, February		93.40
	270842750	Police copier lease, February		93.40
			Total for Check Number 32177:	825.90
32178	1917	US Bank National Association	02/06/2015	
	153595360352-14	2014 banking fees		2,044.39
			Total for Check Number 32178:	2,044.39
32179	0357	Valley Communications	02/06/2015	
	0015583	800 MHz access fee; January		75.00
			Total for Check Number 32179:	75.00
32180	0046	Verizon Wireless	02/06/2015	
	9739239859	Cellular service, 1/21-2/20/15		178.23
	9739239859	Bolli; iPhone/iPad		1,063.97
	9739239859	Cellular service, 1/21-2/20/15		30.01
	9739239859	Cellular service/tablet data, 1/21-2/20/15		139.09
	9739239859	Cellular service, 1/21-2/20/15		28.89
	9739239859	Cellular service, 1/21-2/20/15		48.67
	9739239859	Cellular service/tablet data, 1/21-2/20/15		59.54
	9739239859	Cellular service/tablet data, 1/21-2/20/15		134.02
	9739239859	Cellular service, 1/21-2/20/15		57.77
	9739239859	Cellular service/tablet data, 1/21-2/20/15		223.54

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32180:	1,963.73
32181	2061 01-10-15	WA Wildlife & Recreation Coalition WWRC 2015 agency membership dues	02/06/2015	125.00
			Total for Check Number 32181:	125.00
32182	2652 5001861735	Wells Fargo Financial Leasing Plotter/scanner; lease, 2/10-3/9/15	02/06/2015	227.09
			Total for Check Number 32182:	227.09
32183	2919 2919-2	Debbie Williams Refund balance on customer's account at the Aq	02/06/2015	19.50
			Total for Check Number 32183:	19.50
32184	2920 2920-2	Peggy Wilton Refund balance on customer's account at the Aq	02/06/2015	16.75
			Total for Check Number 32184:	16.75
32185	2921 2921-2	Alex Witzman Refund balance on customer's account at the Aq	02/06/2015	42.00
			Total for Check Number 32185:	42.00
32186	0355 281	WRPA Thomas; WRPA conference, registration	02/06/2015	269.00
			Total for Check Number 32186:	269.00
32187	0113 0113-2	WSAPT Thompson; WSAPT membership dues	02/06/2015	35.00
			Total for Check Number 32187:	35.00
			Total for 2/6/2015:	195,966.34
			Report Total (113 checks):	196,110.56

February 13, 2015

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 02/13/15 consisting of:

PAYLOCITY CHECK # 1003395883 through PAYLOCITY CHECK # 1003395898 inclusive,
plus employee direct deposits

IN THE AMOUNT OF \$164,755.46

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

Jeff Wagner
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved: _____

02/13/15 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
109071	Regular	2/13/2015	503	Bolli, Regan H	4,566.31
109072	Regular	2/13/2015	246	Kirshenbaum, Kathleen	513.41
109073	Regular	2/13/2015	243	Lyon, Valerie	1,485.70
109074	Regular	2/13/2015	234	Mhoon, Darren S	1,469.26
109075	Regular	2/13/2015	162	Michaud, Joan M	2,187.70
109076	Regular	2/13/2015	123	Scott, Sharon G	2,541.67
109077	Regular	2/13/2015	313	Slate, Karla J	2,393.10
109078	Regular	2/13/2015	444	Ziolkowski, Diana	33.25
109079	Regular	2/13/2015	275	Hart, Richard	3,476.33
109080	Regular	2/13/2015	368	Mueller, Ann M	1,084.88
109081	Regular	2/13/2015	180	Cles, Staci M	1,871.11
109082	Regular	2/13/2015	146	Hagen, Lindsay K	1,617.74
109083	Regular	2/13/2015	235	Hendrickson, Robert	3,813.07
109084	Regular	2/13/2015	105	Parker, Cassandra	2,610.89
109085	Regular	2/13/2015	454	Salazar-Delatorre, Viviana J	270.37
109086	Regular	2/13/2015	374	Allen, Joshua C	1,730.80
109087	Regular	2/13/2015	353	Dalton, Jesse J	1,777.51
109088	Regular	2/13/2015	373	Fealy, William J	1,856.89
109089	Regular	2/13/2015	301	Gaudette, John J	2,339.31
109090	Regular	2/13/2015	186	Junkin, Ross D	2,858.07
109091	Regular	2/13/2015	268	Bykonen, Brian D	2,209.04
109092	Regular	2/13/2015	279	Christenson, Gregg R	2,785.03
109093	Regular	2/13/2015	270	Lyons, Salina K	2,332.25
109094	Regular	2/13/2015	269	Meyers, Robert L	3,443.90
109095	Regular	2/13/2015	284	Ogren, Nelson W	2,811.62
109096	Regular	2/13/2015	266	Thompson, Kelly	2,234.09
109097	Regular	2/13/2015	307	Morrissey, Mayson	2,967.96
109098	Regular	2/13/2015	199	Bahl, Rachel A	2,108.36
109099	Regular	2/13/2015	451	Conway, Sean	1,556.70
109100	Regular	2/13/2015	428	Feser, Angela M	2,280.80
109101	Regular	2/13/2015	448	Finazzo, Dominic V	1,518.24
109102	Regular	2/13/2015	305	Kiselyov, Tatyana	1,556.70
109103	Regular	2/13/2015	453	Leung, Rachael M	1,260.57
109104	Regular	2/13/2015	397	Martinsons, Jaquelyn	591.48
109105	Regular	2/13/2015	195	Patterson, Clifford	2,484.06
109106	Regular	2/13/2015	306	Thomas, Scott R	3,647.06
109107	Regular	2/13/2015	106	Bates, Shellie L	2,113.67
109108	Regular	2/13/2015	349	Buck, Shawn M	1,776.31
109109	Regular	2/13/2015	436	Lindskov, Robert T	2,985.31
109110	Regular	2/13/2015	257	Parrish, Benjamin A	2,020.67
109111	Regular	2/13/2015	173	Vondran, Donald M	3,796.55
109112	Regular	2/13/2015	252	Wesley, Daniel A	2,224.67
109113	Regular	2/13/2015	388	Andrews, Kaitlyn E	249.63
109114	Regular	2/13/2015	434	Bailey, Brooke	218.98
109115	Regular	2/13/2015	481	Binder, Jordan M	76.77
109116	Regular	2/13/2015	393	Blakely, Coleman P.	15.52
109117	Regular	2/13/2015	379	Carrillo, Anthony G	315.54
109118	Regular	2/13/2015	258	Cox, Melissa	515.79
109119	Regular	2/13/2015	385	Cranstoun, Alexander M	18.62
109120	Regular	2/13/2015	409	Hanger, Austin R.	218.90
109121	Regular	2/13/2015	460	Hatch, Christopher	51.18
109122	Regular	2/13/2015	425	Knox, John Q	256.07
109123	Regular	2/13/2015	426	Knox, Patrick L	363.93
109124	Regular	2/13/2015	410	Lanz, Avalon A.	756.31
109125	Regular	2/13/2015	437	Mashika, Myroslav	288.69

109126 Regular	2/13/2015	479 Mazick, Hailie	48.33
109127 Regular	2/13/2015	483 Medel, Erick	680.65
109128 Regular	2/13/2015	340 Middleton, Jordan	49.69
109129 Regular	2/13/2015	439 Newman, Ashley M	456.72
109130 Regular	2/13/2015	312 Perko, Roxanne H	570.47
109131 Regular	2/13/2015	445 Portin, Andrew	79.60
109132 Regular	2/13/2015	319 Praggastis, Alexander	562.83
109133 Regular	2/13/2015	387 Praggastis, Elena C	200.40
109134 Regular	2/13/2015	429 Sizemore, Christine A	402.15
109135 Regular	2/13/2015	497 Spencer, Ethan A.	250.18
109136 Regular	2/13/2015	492 Spencer, Ethan R	56.85
109137 Regular	2/13/2015	392 Wardrip, Spencer A	566.88
109138 Regular	2/13/2015	432 Wilton, Sara J	115.70
109139 Regular	2/13/2015	487 Bykonen, Tyler B	53.43
109140 Regular	2/13/2015	486 Camp, Alicia M	56.10
109141 Regular	2/13/2015	494 Carlsen, Zachary D	90.11
109142 Regular	2/13/2015	488 Cles, Erin L	32.06
109143 Regular	2/13/2015	482 Cruz, Garrett M	124.04
109144 Regular	2/13/2015	463 Quick, Joseph	51.00
109145 Regular	2/13/2015	495 Tashiro-Townley, Joshua C	94.84
109146 Regular	2/13/2015	501 Taylor, Austin G	37.93
109147 Regular	2/13/2015	500 White, Preston A	82.99
109148 Regular	2/13/2015	116 Beaufrere, Noreen	2,841.79
109149 Regular	2/13/2015	137 Throm, Victoria J	1,945.46
1003395883 Regular	2/13/2015	364 Newell, Nancy J	19.40
1003395884 Regular	2/13/2015	274 Goldfoos, Rhyan	375.74
1003395885 Regular	2/13/2015	430 Hanson, Sean C	69.51
1003395886 Regular	2/13/2015	399 Jensen, Emily A	282.66
1003395887 Regular	2/13/2015	400 Quintos, Edward Louie D	28.60
1003395888 Regular	2/13/2015	415 Rinck, Tyler P	151.18
1003395889 Regular	2/13/2015	489 Wold, Jared K	34.11
1003395890 Regular	2/13/2015	480 Woods, Dylan J	130.77
1003395891 Regular	2/13/2015	395 Wunschel, Ethan G.	244.21
1003395892 Regular	2/13/2015	496 Chick, Tanner C	48.85
1003395893 Regular	2/13/2015	465 Demecilio, Bryce D	112.85
1003395894 Regular	2/13/2015	499 Goodman, Ryan A	156.99
1003395895 Regular	2/13/2015	504 McGrew, Anthony J	104.33
1003395896 Regular	2/13/2015	461 Miller, Austin	60.40
1003395897 Regular	2/13/2015	474 Shank, Elijah J	47.43
Totals for Payroll Checks	94 Items		105,865.57

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
109150	AGENCY	2/13/2015	401SS	ICMA Retirement Trust	16,840.99
109151	AGENCY	2/13/2015	457Ex	Vantagepoint Transfer Agent-	348.63
109152	AGENCY	2/13/2015	CICOV	City of Covington	2,802.53
109153	AGENCY	2/13/2015		Emp City of Covington Employee	80.00
109154	AGENCY	2/13/2015	IC401	ICMA Retirement Trust	15,136.28
109155	AGENCY	2/13/2015	IC457	ICMA Retirement Trust	2,039.85
109156	AGENCY	2/13/2015		ROTH ICMA Retirement Trust	150.00
109157	AGENCY	2/13/2015		VEBA HRA VEBA Trust Contributions	1,711.75
1003395898	AGENCY	2/13/2015	JG1	WASH CHILD SUPPORT	110.41
Totals for Third Party Checks	9 Items				39,220.44

Tax Liabilities	19,412.23
Paylocity Fees	257.22

Grand Total	\$ 164,755.46
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Consent Agenda Item C-3

Covington City Council Meeting

Date: February 24, 2015

SUBJECT: APPROVE PAYMENT OF SALES TAX ASSESSMENT ON COVINGTON COMMUNITY PARK PROJECT, CONSTRUCTED BY GOODFELLOW BROS., INC., FROM 2014 BUDGET

ATTACHMENT(S):

1. Department of Revenue Invoice

RECOMMENDED BY: Rob Hendrickson, Finance Director

EXPLANATION:

On December 4, 2014, the Washington State Department of Revenue (DOR) assessed \$101,419 in sales tax (\$99,502) and interest (\$1,917) on the Covington Community Park project, which was constructed by Goodfellow Bros., Inc. (Attachment 1) This anticipated expenditure was approved by council and included in the 2015 budget but, due to the assessment date, the expenditure was required to be paid out of the 2014 budget. Accordingly, our 2014 financial statements will show a prior period adjustment for this payment since this project was completed and accepted in 2013.

Staff has reviewed the 2014 budget and we are within our budget authority to make this payment. However, because of the accounting changes associated with this budget expenditure between 2014 and 2015, staff is seeking explicit approval from the council for the payment of this expense from the 2014 budget, and prior period adjustment in 2014 financial statements, to create a clear record of council budget authority for the payment.

ALTERNATIVES:

None

FISCAL IMPACT:

The General Fund will transfer \$101,419 to the Capital Investment Program Fund to pay the invoice in 2014. The 2015 budget allowed for a transfer of \$100,000.

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

Council member _____ moves, Council member _____ seconds, to approve a transfer of \$101,419 from the General Fund to the Capital investment Program Fund for payment to DOR for sales taxes owed on the Covington Community Park project; staff to pay said amount to DOR in 2014; and staff to make a prior period adjustment to the 2014 financial statements for said payment.

Document Number 201507611
Audit Number 219173 00
Audit Type Partial
Field

State of Washington
Department of Revenue
KENT OFFICE

Excise Tax
Tax Reporting Number 601 802 997
Posting Period 07/2013
Issue Date 12/04/2014
Invoice Number 002

ATTACHMENT 1

CITY OF COVINGTON
16720 SE 271ST ST STE 100
COVINGTON WA 98042-7342

Examination of your account for the period June 01, 2012 through July 31, 2013, as detailed in the audit report by JOHN GLENN, discloses a balance of taxes, interest and/or penalty due as follows:

	Tax Difference		
	2012	2013	Total
RETAIL SALES	86639.00	12863.00	99502.00
Total Debit or (Credit)	86639.00	12863.00	99502.00
Interest Debit or (Credit)	1799.00	118.00	1917.00
Total Assessed			101419.00
Total Due			\$101,419.00

**All supporting documentation for this invoice was sent to your inbox in My account.
Please log in at <http://dor.wa.gov> to retrieve your documents.**

**This is your Tax Assessment
Pay on or Before January 05, 2015**

If full payment is not made by the due date, additional penalties and interest will be added.

Return duplicate copy of this Assessment along with your Remittance to:
Department of Revenue, PO Box 47464, Olympia, WA 98504-7464

Interest computed at a variable rate in accordance with RCW 82.32.050 and RCW 82.32.060. Rates are posted at <http://dor.wa.gov>.

A majority business owner and member of the armed forces participating in an "armed conflict" outside the U.S.

may be entitled to a waiver of penalty and interest.

If you have any questions regarding this Assessment contact: JEFF HEYEL (425) 656-5142

Consent Agenda Item C-4

Covington City Council Meeting

Date: February 24, 2015

SUBJECT: AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT WITH SBS LEGAL SERVICES, PLLC FOR 2015 CITY ATTORNEY SERVICES.

RECOMMENDED BY: Regan Bolli, City Manager

ATTACHMENT(S):

1. Proposed contract for City Attorney Services.

PREPARED BY: Sharon Scott, City Clerk/Executive Assistant

EXPLANATION:

The city contracts with SBS Legal Services, PLLC, for City Attorney services. The current contract expires on March 10, 2015. The attached proposed contract reflects an increase in her hourly rate from \$145 to \$150.

ALTERNATIVES:

1. Not approve the contract and provide direction to staff.

FISCAL IMPACT: None

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

Councilmember _____ moves, Councilmember _____ seconds to authorize the City Manager to execute a contract with SBS Legal Services, PLLC for 2015 City Attorney services.

REVIEWED BY: Regan Bolli, City Manager

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into this 24th day of February, 2015 ("Effective Date"), by and between the City of Covington, Washington, a Washington municipal corporation (the "City"), and SBS Legal Services, PLLC, (the "Contractor"), a Washington professional limited liability corporation. The City and the Contractor are collectively referred to in this Agreement as the "Parties".

WHEREAS, the City is in need of certain services performed for its citizens but does not have the manpower or expertise to perform such services; and

WHEREAS, the City desires to have the Contractor perform such services pursuant to certain terms and conditions; now, therefore,

IN CONSIDERATION OF the mutual benefits and conditions hereinafter contained, the Parties hereto agree as follows:

1. Scope and Schedule of Services.

1.1. Scope. The Contractor shall provide City Attorney services to the City and Sara B. Springer, a member attorney of the Contractor, shall serve as the City Attorney, providing the traditional scope of attorney services. The Contractor shall also be responsible for providing an equally qualified coverage attorney, when necessary. In performing such services, the Contractor shall at all times faithfully, and to the best of its ability and experience, perform all of the duties that are required of it pursuant to the express terms of this Agreement, the rules of professional responsibility, and the direction of city management.

1.2. Base Monthly Hours. The Contractor shall provide up to 45 hours per month of city attorney services for the City ("Base Hours"). Any city attorney services required that will cause the Contractor to exceed the Base Hours in any given month shall be agreed upon and approved by all Parties.

2. Compensation and Method of Payment.

2.1. Compensation. The City shall pay the Contractor for services rendered on a time and expenses basis based upon the Contractor's rate of one hundred and fifty dollar per hour (\$150.00/hr). The Contractor shall not amend the rate in any way without prior written approval from the City. The Contractor shall bill its time in tenth (1/10) of the hour increments. Any legal services provided by a coverage attorney shall be included within the above compensation provisions.

2.2. Travel. The Contractor shall not bill nor be entitled to payment for travel time to and from the City. Any other travel by the Contractor on behalf of the City shall be billed at fifty percent (50%) of the regular hourly rate of the Contractor.

2.3. Miscellaneous Expenses. The Contractor shall not bill nor be entitled to payment for telephone, photocopy, fax, and mileage expenses incurred in the performance of its duties; provided, however, that the City shall make a reasonable accommodation to reimburse the Contractor for unusual photocopy and fax costs, if any, that may arise in the course of litigation to which the City is a party or other extraordinary projects. In all events, the City shall reimburse the Contractor for legal messenger service expenses, court filing fees, transcripts, and other similar expenses advanced on the City's behalf.

2.4. Payment. The Contractor shall submit monthly payment invoices to the City after such services have been performed. The City shall pay the full amount of the invoice within thirty (30) days of receipt, unless there is a dispute. In the event of a dispute, the City shall pay any amount not in dispute and the Parties shall meet to resolve any differences. If the Parties are unable to resolve any such differences, the Parties shall submit the disputed amount to the Fee Arbitration Board of the State of Washington Bar Association for arbitration and prompt resolution. The Parties agree to be bound by the results of such arbitration. In the event of non-payment following arbitration, the City shall pay the Contractor the costs of collecting the debt, including court costs and fees, and reasonable attorneys fees.

3. Term. This Agreement shall be in full force and effect from the Effective Date through and until February 24, 2016, unless sooner terminated under the provisions hereinafter specified.

4. Independent Contractor. Throughout the term of this Agreement, the Contractor shall utilize only attorneys licensed by the State of Washington and in good standing with the Washington State Bar

Association. The Contractor and the City agree that the Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the Contractor nor any employee of the Contractor shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Contractor, or any employee of the Contractor. The Parties acknowledge that the Contractor will provide work and services for other clients in its independent law practice. The Contractor agrees not to perform such services for other clients where a conflict of interest or ethical violation as defined in the Rules of Professional Conduct for attorneys exists.

5. Indemnification. The Contractor releases and shall defend, indemnify, and hold harmless the City, its elected officials, officers, employees, agents, and volunteers from any and all claims, demands, losses, actions and liabilities (including costs and all attorney's fees) arising from the negligent and intentionally wrongful acts or omissions of the Contractor in the performance of legal services under this Agreement, or by the Contractor's breach of this Agreement. To the maximum extent permitted by applicable law, this indemnification provision shall apply. However, this shall not require the Contractor to indemnify the City against any liability for damages arising out of bodily injury, property damages, or any losses caused by or resulting from negligence of the City. Further, the City shall protect, defend, and indemnify and save harmless the Contractor, its attorneys and other employees, from all costs, claims, judgments, or damages arising out of the negligent acts or omissions of the City, its officers, employees, or volunteers or due to the City's breach of this Agreement. To the extent any of the damages referenced by this paragraph were caused by or resulted from the concurrent negligence of the City, its agents, or employees, the Contractor's obligation to indemnify, defend, and hold harmless the City is valid and enforceable only to the extent of the negligence of the Contractor, its officers, agents, and employees.

6. Insurance. The Contractor shall procure and maintain in full force throughout the duration of this Agreement professional liability insurance including Errors and Omissions as appropriate to the services performed and shall be written on a claims made form basis with limits of in no case less than \$500,000.00 per occurrence. Cancellation of the required insurance shall automatically result in termination of this Agreement.

7. Record Keeping and Reporting. The Contractor shall maintain accounts and records, including personnel, property, financial, and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by the City to ensure the performance of this Agreement. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the office of the archivist in accordance with RCW Chapter 40.14 and by the City.

8. Termination. This Agreement may be terminated by either party with or without cause by providing a ninety-day (90) day written notice of termination to the other party. The Contractor shall be entitled to payment for all services satisfactorily performed and reimbursable expenses incurred to the date of termination.

9. Discrimination Prohibited. The Contractor shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor to be provided under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status or presence of any sensory, mental or physical handicap.

10. Assignment and Subcontract. Neither the Contractor nor the City shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other party.

11. Entire Agreement /Amendments. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter of this Agreement. There are no promises, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, negotiations, representations, or agreements, either verbal or written, between the Parties hereto concerning the subject matter of this Agreement. This Agreement may not be modified or amended except by writing signed by all Parties hereto.

12. No Waiver. Failure or delay of either Party to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of either Party to declare one breach or default does not act as a waiver of the City's right to declare another breach or default.

13. Severability. Each and every provision of this Agreement shall be deemed to be severable. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof and the Agreement shall be construed in all respects as if such invalid or unenforceable provision were not a part of this Agreement.

14. Notices. All notices, payments, and other communications hereunder shall be in writing and shall be deemed to have been duly given if emailed, personally delivered, or mailed, by first class or certified mail, with postage prepaid to the relevant address included in the signature block below, or to such other person or place as one party shall furnish to the other in writing. Notices and payments shall be deemed given upon receipt of email or personal delivery or, if mailed, upon the earlier of actual receipt or three (3) business days after the date of mailing.

15. Governing Law / Venue / Attorneys' Fees. This Agreement shall be interpreted in accordance with the laws of the State of Washington. The venue for any cause of action arising out of this Agreement shall be King County, Washington. In the event of any default under this Agreement, the substantially defaulting party agrees to pay the substantially non-defaulting party's reasonable expenses which the latter incurs by reason thereof, including but not limited to reasonable attorney's fees, whether with respect to the investigation of such default or the determination of the application or the pursuit of remedies with respect thereto, or in legal proceedings, or otherwise. The term "legal proceedings" as used in this paragraph shall include all litigation, arbitration, administrative, bankruptcy, and judicial proceedings, including appeals therefrom.

16. Authority / Counterparts. Each individual executing this Agreement on behalf of the City and the Contractor represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of the Contractor or the City. This Agreement may be executed in one or more counterparts and as executed shall constitute one Agreement binding on all Parties, notwithstanding that all Parties are not signatory to the same counterpart.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the above Effective Date.

CITY OF COVINGTON

CONTRACTOR—SBS Legal Services, PLLC

By: Regan Bolli
Title: City Manager
16720 SE 271st Street, Suite100
Covington, WA 98042
Email: rbolli@covingtonwa.gov

By: Sara Springer
Title: Owner/Attorney
1308 29th Ave. S
Seattle, WA 98144
Email: sara@sbslegalservices.com

ATTEST/AUTHENTICATED:

Sharon Scott, City Clerk

Date approved by City Council: February 10, 2015
(If Applicable)

Consent Agenda Item C-5

Covington City Council Meeting

Date: February 24, 2015

SUBJECT: AUTHORIZE THE CITY MANAGER TO EXECUTE TASK NUMBER 006 WITH GRAY & OSBORNE TO DESIGN THE CLEMENTS / SE 263rd PLACE STORMWATER CONVEYANCE IMPROVEMENT PROJECT.

RECOMMENDED BY: Don Vondran, Public Works Director

ATTACHMENT(S):

1. Gray & Osborne Task Number 006

PREPARED BY: Ben Parrish, SWM Program Coordinator

EXPLANATION:

Staff requests council authorization for the city manager to execute Task Number 006 with Gray & Osborne. This task order is for design and easement acquisition services for the Clements/SE 263rd Place Stormwater Conveyance Improvement Project, which was identified as a project to be completed in 2015 as a part of the Surface Water Management (SWM) rate study. This project will replace an undersized and failing private conveyance system that connects several stormwater outfalls north of SE 263rd Place to the system on 159th Avenue SE. The new conveyance system will be installed in the appropriate easement and provide increased capacity. The \$247,200 total project cost was included in the 2015 budget and by utilizing two grant opportunities, 80% of the total project cost will be reimbursed with the remainder covered by the city's SWM CIP funds.

FISCAL IMPACT:

The project has been approved to utilize the city's 2013 and 2014 allocations (\$44,686) from the King County Flood Control District Sub-Regional Opportunity Fund for design. In addition, the project was awarded \$176,000 from a King County Flood Control District Flood Reduction Fund Grant to fully fund construction. The remaining balance of \$26,837 will be covered by SWM CIP funds to primarily cover the easement acquisition costs.

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

Councilmember _____ moves, Councilmember _____ seconds, to authorize the City Manager to execute Task Number 006 with Gray & Osborne to design the Clements/SE 263rd Place Stormwater Conveyance Improvement Project.

REVIEWED BY: City Manager, City Attorney, Finance Director

Formal Task Assignment Document

Task Number 006

The general provisions and clauses of Agreement 1159-13 shall be in full force and effect for this Task Assignment

Location of Project: Stormwater Conveyance between SE 263rd St/162nd Ave and 159th Ave SE at approx. SE 165th

Project Title: Clements Drainage Improvement Project

Maximum Amount Payable Per Task Assignment: \$76,554.00

Completion Date: December 31, 2015

Description of Work:

(Note attachments and give brief description)

This task order includes design services of 12-inch, 18-inch and 24-inch piped system to safely collect and convey discharge from City-owned and maintained stormwater management detention and treatment facilities to adequately sized facilities in the Covington Plat development in 159th Avenue SE.

See attached Scope of Work.

Agency Project Manager Signature: _____ Date: _____

Oral Authorization Date: _____ See Letter Dated: _____

Consultant Signature: TL M. Zund Date: 2/6/2015

Agency Approving Authority: _____ Date: _____

EXHIBIT A-2

SCOPE OF WORK

CITY OF COVINGTON CLEMENTS/SE 263RD STORMWATER CONVEYANCE IMPROVEMENT PROJECT

PROJECT UNDERSTANDING

The City of Covington is seeking professional services to assist with the planning, permitting, and design related to the improvements to the collection and conveyance system between the Channing Park stormwater facilities 24-inch outlet at approximately SE 263rd Street and 162nd Avenue SE and the 24-inch existing conveyance system in the Covington Plat development in 159th Avenue SE at approximately SE 165th. An 18-inch discharge from the existing Pioneer Ridge development stormwater detention and treatment facilities also connects via a swale to an existing conveyance system of privately installed 12-inch concrete pipes on private property. The inlet from the swale to the private collection and conveyance system has been blocked due to sediment transport immediately upstream of the inlet. Local flooding occurs throughout the area of the privately installed pipe due to the undersized private conveyance system.

This project includes the design of 12-inch, 18-inch and 24-inch piped system to safely collect and convey discharge from City owned and maintained stormwater management detention and treatment facilities to adequately sized facilities in the Covington Plat development in 159th Avenue SE.

The scope for the project as a whole will include the following.

DESIGN

Task 1 – Project Management and Oversight

Objective: Provide overall project management and oversight of the project work by the Principal-in-Charge and senior staff members.

- A. Provide overall project management and oversight services, to include:
- Procure sufficient staff resources to dedicate to the project.
 - Prepare and execute subconsultant contracts.
 - Manage subconsultant work.
 - Manage and control project budget and schedule.
 - Manage and provide monthly progress reports and invoices.

Task 2 – Surveying

Objective: Survey the project locations at the existing stormwater management and conveyance facilities of Channing Park, Pioneer Ridge, and Covington Plat and survey the existing and proposed drainage on private property. Survey will obtain vertical and horizontal control necessary for design of the projects obtain pertinent topographical information to include identifying existing and obvious utilities, and pertinent topographical features to facilitate design of the project.

- A. Establish vertical and horizontal control on the City's adopted datum for survey and mapping at a scale of not more than 1 inch = 20 feet (horizontal) and 1 inch = 5 feet (vertical). Vertical control will be suitable for establishing 2-foot contour intervals and to support the design and construction included in this scope of work.
- B. Acquire supplemental topographical survey of the sites (within and adjacent to the project corridor) to include establishing surface grades, pavement edges, visually obvious utilities (including utility poles, hydrants, valves, etc.), buildings, fences, major trees and significant landscaping, etc., in sufficient detail to support an adequate level of design.
- C. Research and incorporate plat information and prepare survey documents suitable for recording of easement acquisition on six private parcels.

Task 3 – Utility Data Acquisition

Objective: Acquire record drawings and/or as-built information from the City or utility purveyors as necessary that depict services in the project corridor.

- A. Review data provided by the City and incorporate into project design as may be applicable.
- B. The City will be asked to locate and mark existing utilities prior to project survey. This information will be picked up by our survey crew and incorporated into the project base map.

Task 4 –Design Plans, Specifications and Cost Estimates

Objective: Prepare 30, 60, and 90 percent project design plans of the recommended alternative for the proposed collection and conveyance improvements. These plans will be available for City review and use at Council workshops, staff meetings, and stakeholder meetings if necessary. Specifications and cost estimates of the project representing 60 and 90 percent design efforts will also be prepared for City review and

comment. Specifications will be prepared in WSDOT format. Ninety percent design plans will be submitted to Ecology for their 45-day review period after the City's review of the documents is completed and all comments have been addressed.

- A. Incorporate all utility as-built information, plat map (property line) information, survey data, and other available and relevant information into the development of a base map.
- B. Prepare a written technical memorandum (letter report) summarizing the project understanding, grant requirements, project sites, design alternatives, pertinent design criteria such as sizing of the facilities, regulatory requirements, and general design guidelines and standards which govern the project design. The memorandum will incorporate input from City staff. Consideration of the use of available grant funds to construct improvements will be incorporated as well.
- C. Submit the technical memorandum to City staff and solicit comments and/or clarifications. A meeting will be held with City staff to discuss the alternatives presented in the draft technical memorandum. We will incorporate all relevant review comments into the memorandum and will issue the final memorandum to the City. The final memorandum will state the recommended alternative for design.

Subtask 4.1 – Plans

- A. For the 30 percent plans, we will prepare the alignment, profile, and typical cross sections illustrating the proposed improvements. These proposed improvements will be designed on the base map developed from the project survey. The 60 and 90 percent plans will be provided in a City-approved format to include title sheet, legend, location and vicinity maps, plan and profile sheets, special notes, special details, etc.

Subtask 4.2 – Specifications

- A. Prepare project specifications in WSDOT format referencing the 2014 *Standard Specifications for Road, Bridges and Municipal Construction*. Specifications to include City-approved bid schedule and technical specifications.

Subtask 4.3 – Quantities and Cost Estimates

- A. Calculate bid quantities and prepare construction cost estimates.

Subtask 4.4 – Review Meetings

- A. Meet with City staff as may be required to review project status and solicit concerns/comments.

Task 5 – Final Design

Objective: Prepare final design drawings and specifications for use as bid documents suitable for bidding, award, and construction of the project. Specifications will be prepared in WSDOT format, meeting minimum City requirements, adhering to City codes and state guidelines where and when applicable. Plans shall be prepared in City-approved format to include plan and profile sheets and special details.

Subtask 5.1 – Final Plans

- A. Prepare final bid/construction plans in City-approved format to include title sheet, legend, vicinity and location map, plan and profile sheets, special notes, special details, etc.

Subtask 5.2 – Specifications (Final)

- A. Prepare final specifications in WSDOT format to include bid schedule and technical specifications.

Subtask 5.3 – Quantities and Cost Estimates

- A. Prepare final quantity takeoff and construction-level construction cost estimate.

Task 6 – Easement Acquisition

The Consultant will provide easement acquisition services and documentation to obtain a temporary construction and permanent utility easements for up to six parcels as detailed in the proposal attached from Abaco Pacific. .

Deliverables

Recorded temporary construction and permanent utility easements.

Task 7 – Quality Assurance/Quality Control

- A. Oversee three, in-house, quality assurance/quality control (QA/QC) meetings at Gray & Osborne's office during the course of the design project. The meetings will include senior project staff, selected design

team members, and City staff (as required and/or desired). Meetings are to take place at the following levels:

- Thirty Percent Design
- Sixty Percent Design
- Ninety Percent Design

- B. Ensure incorporation of relevant recommendations and suggestions into bid/construction documents resulting from QA/QC reviews.

SCHEDULE

The City desires 90 percent project plans to be done by May 1, 2015. We anticipate the following schedule:

Notice to Proceed	February 15, 2015
30 Percent Design Effort/Design Memo	March 15, 2015
60 Percent Design Effort	April 15, 2015
90 Percent Design Effort	May 1, 2015
Final Design Effort	June 15, 2015

BUDGET

The maximum amount payable to the Engineer for completion of work associated with this scope of work, including contingencies, salaries, overhead, direct non-salary costs, and net fee, as set forth in the attached Exhibit B. This amount will not be exceeded without prior written authorization of the City.

DELIVERABLES

At the conclusion of the design effort and during the course of the project, as applicable, the Engineer will deliver to the City the following documents:

1. Three paper copies of the final geotechnical report.
2. Technical memoranda:
 - a. Three draft copies;
 - b. Four final copies; and
 - c. One electronic copy in PDF format.
3. Four copies of full-scale drawings at 30 percent, 60 percent, and 90 percent design effort levels.

4. Four copies of project specifications and cost estimate at 60 percent and 90 percent design effort levels.
5. One electronic set of final construction drawings (PDF and CAD formats).
6. One electronic set of final project specifications (PDF and Word formats).
7. Five half-scale 11" x 17" and two full-scale paper copy sets of final construction drawings.
8. Five paper copy of final project specifications.

PROJECT ASSUMPTIONS REGARDING CITY RESPONSIBILITIES

This scope of work and the resulting maximum amount payable is based on the following assumptions as required for the development of the project. See also item assumptions noted in the aforementioned tasks. Changes in these assumptions and responsibilities may cause a change in scope of the services being offered and result in a corresponding adjustment of the contract price.

1. This scope of work assumes that the City will provide overall coordination and approval of the project, including timely (2 weeks) review of all submittals.
2. This scope of work assumes that the City will provide Gray & Osborne with relevant capacity requirements and record drawings of existing storm infrastructure along the project alignment as may be available and/or pertinent to the project.
3. The City will address all permitting needs associated with this project.

EXHIBIT "B"

**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST**

City of Covington Clemens Stormwater Conveyance Improvements

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	AutoCAD/GIS Tech./Eng. Intern Hours	Professional Land Surveyor Hours	Land Surveyor Tech Hours	Field Survey (2 person) Hours
1 Project Management and Oversight	4	8					
2 Surveying			2		2	4	24
3 Utility Data Acquisition		4	4				
4 Design Plans, Specifications and Cost Estimate							
4.1 Plans	4	24	48	108	2		
4.2 Specifications	4	12	32				
4.3 Cost Estimate	2	6	32				
4.4 Review Meetings	4	6	6				
5 Final Design		12	24	16			
6 Easement Acquisition		4			4	4	
7 QA/QC		6	6				
Hour Estimate:	24	82	154	124	8	8	24
Fully Burdened Billing Rate Range:*	\$112 to \$188	\$112 to \$180	\$106 to \$130	\$45 to \$85	\$108 to \$121	\$108 to \$121	\$144 to \$193
Estimated Fully Burdened Billing Rate:*	\$155	\$125	\$120	\$80	\$115	\$108	\$175
Fully Burdened Labor Cost:	\$3,720	\$10,250	\$18,480	\$9,920	\$920	\$864	\$4,200

Total Fully Burdened Labor Cost: \$ 48,354

Direct Non-Salary Cost:

- Mileage & Expenses (Mileage @ \$0.56/mile) \$ 200
- Printing \$ 500

Subconsultant: Easement Acquisition (Abaco Pacific w/o appraisals) \$ 25,000

Subconsultant Overhead (10%) \$ 2,500

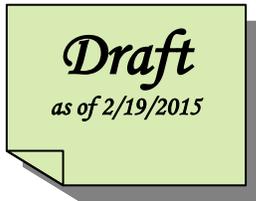
TOTAL ESTIMATED COST: \$ 76,554

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

**DISCUSSION OF
FUTURE AGENDA TOPICS:**

7:00 p.m. Tuesday, March 10, 2015 Regular Meeting

(Draft Agenda Attached)



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

**Tuesday, March 10, 2015
7:00 p.m.**

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

CALL CITY COUNCIL REGULAR MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION

- Annual Update from King County Councilmember Reagan Dunn
- Youth Art Month Proclamation – March 2015 (Lesli Cohan & Leslie Spero)

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: February 24, 2015 Regular Meeting (Scott)
- C-2. Vouchers (Hendrickson)

PUBLIC HEARING

1. Receive Comments and Consider Ordinance Extending Interim Zoning Regulations Regarding Recreational Marijuana (Springer)

NEW BUSINESS

2. Consider Revisions to Contracts and Purchasing Policies (Springer)
3. Approve City Manager Merit Goals for 2015 (Bolli)

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.