

Covington: Unmatched quality of life
CITY OF COVINGTON
CITY COUNCIL REGULAR MEETING AGENDA
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Tuesday, February 25, 2014
7:00 p.m.

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

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

CALL CITY COUNCIL REGULAR MEETING TO ORDER – approximately 7:00 p.m.

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 25, 2014 Annual Strategic Planning Summit Summary (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Adopt Resolution Revising Vision, Mission and Goals Statement (Scott)
- C-4. Adopt Resolution Updating Council Rules of Procedure (Scott)

REPORTS OF COMMISSIONS

- Human Services Chair Haris Ahmad: February 13 meeting.
- Arts Chair Sandy Bisordi: February 13 meeting.
- Parks & Recreation Chair Steven Pand: February 19 meeting.
- Planning Chair Sean Smith: February 6 and February 20 meetings.
- **Future Meetings:** Economic Development Council: Next meeting February 27.

PUBLIC HEARING

1. Public Testimony and Possible Action on Medical Marijuana Moratorium Extension Ordinance (Hart)

NEW BUSINESS

2. Consider Resolution Rejecting Aquatics Center Roof Bids (Thomas)
3. Approve City Manager Merit Goals for 2014 (Beaufre)

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 25, 2014

SUBJECT: APPROVAL OF MINUTES: JANUARY 25, 2014 CITY COUNCIL ANNUAL STRATEGIC PLANNING SUMMIT SUMMARY

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 25, 2014 City Council Annual Strategic Planning Summit Summary.

CITY OF COVINGTON CITY COUNCIL

ANNUAL STRATEGIC PLANNING SUMMIT

Saturday, 25 January 2014, 8:10 a.m. — 2:35 p.m.

Maplewood Golf Club

SUMMARY

OF THE COUNCIL'S MAJOR AGREEMENTS AT THE MEETING

Attending: Mayor Margaret Harto, Mayor Pro Tem Jeff Wagner, Councilors Joe Cimaomo, Mark Lanza, Marlla Mhoon, Jim Scott, and Wayne Snoey; City Manager Derek Matheson; Management Team members Noreen Beaufriere, Richard Hart, Rob Hendrickson, Kevin Klason, Sharon Scott, Karla Slate, Scott Thomas, and Don Vondran; facilitator Jim Reid.

Guests: Sean Smith, Paul Max, Dave Lucavish, and Liz Fast

MAJOR AGREEMENTS OF THE SUMMIT

The major agreements of the City Council at its 2014 Summit were:

1. Vision, Mission, and Goals:

- a. The vision and mission statements were reaffirmed. Council members commented that the City's new branding will help advance the vision even further.
- b. The goal that addresses neighborhoods was changed so that it will now read: "**Neighborhoods:** Foster community cohesiveness, communication, and cooperation, and maintain neighborhoods that offer a variety of housing options that are diverse, safe, accessible, and well-designed."

2. Council Priorities for Spending a Portion of the Fund Balance:

- a. The Council agreed to direct Derek and the management team to develop a list of transportation, parks and recreation, and Town Center projects that the Council should consider funding with a portion of the recovering fund balance.
- b. During the discussion, Council members articulated the following interests, which may guide the management team in developing the project list: 1) one-time expenditures; 2) promote economic development; 3) ensure safety, particularly of kids; 4) benefit more than one of the three areas (transportation, parks, Town Center); and 5) set the stage for matching funds from other sources, including the federal and state governments.
- c. Council members also agreed that a 20-30% fund balance should be preserved. They authorized the management team to bring back a variety of spending scenarios, so the exact percentage of the fund balance to be reserved will be determined during the next discussion.

3. Council Priorities for Spending a Portion of Future Surpluses:

- a. The Council agreed that public safety is a very high priority for spending future budget surpluses. More specifically, the Council is interested in working with the Kent School District to fund a School Resource Officer (SRO) who would be primarily stationed at Kentwood High School. The Council is also interested in funding an additional officer for the Covington Police Department.
- b. The Council reached consensus that the funding of the SRO should be placed on a Council agenda as soon as possible, and that the City should immediately inform the Kent School District of the City's interest in working with the District to jointly fund the officer.
- c. Council members agreed that the funding of an additional police officer will be one of their primary interests in the deliberations about the 2015 City budget.
- d. The Council also expressed interest in developing a police department strategic plan in the near-term future. The plan the Council envisions would be similar to the City's transportation and parks strategic plans.

4. Town Center and the CIP and TIP:

- a. The Council agreed that Town Center projects will be a significant part of the City's Capital Improvement Plan (CIP) and Transportation Improvement Plan (TIP) following completion of the Town Center Study this spring and when the CIP and TIP are next updated.

5. Identifying Additional Revenue Sources:

- a. Council agreed to discuss at its 2015 Summit ideas for generating additional revenues such as the City establishing its own cable utility or applying the utility tax to the sewer and water districts that operate within the City limits.
- b. Council expressed concern about impacts to utility tax revenues from advances in energy efficiencies. Staff will monitor this issue.

6. The City's Role in Youth Athletics:

- a. Council members unanimously agreed that the City should begin to fund and manage youth athletics programs. This means the City will offer the programs currently offered by Covington Sports.
- b. Covington Sports will offer programming through spring 2014. At that point the City will begin to take over the responsibility. The Council agreed that funding for the first year will come from the fund balance, and beginning in the second year will come from the Parks Fund as part of the annual budgeting process.
- c. Council and the parks and recreation staff expect the City to "come out of the gate" offering the same quality programming as Covington Sports, and over time will continuously improve the quality.
- d. Council would like to see a kick-off event or jamboree.

7. Design Guidelines:

- a. Council agreed that the City should strengthen its design standards for building façade modulation in Town Center. The City’s interest is in providing clear and strong guidelines to the developers of private property in the Center. Both Council and staff expect this work to be completed within the next four months.
- b. Council also agreed to begin to address requirements for improving the quality and design of streetlights, crosswalks, and other public amenities within the public right-of-way. The Council agreed to begin that work by answering the five policy questions that Richard and Don posed in their memo for this summit (see page 55 of the summit packet/page 2 of the 17 January 2014 memo). Council also agreed to the suggestion that these questions be answered in the context of the Town Center and in a citywide context. New standards for the public right-of-way are likely to be considered first in the context of Town Center. Because it is a more complicated issue than the building façade modulation standards, the process of improving design standards for the public right-of-way will take more time.

8. The Council’s Relationship with Advisory Committees:

- a. Members of City Commissions have recently requested that Council members attend their meetings to offer perspectives, opinions, and guidance. At the summit the Council members unanimously agreed that it is in the City’s best interests for the Commissions to operate without Council involvement or influence so that their recommendations to the Council are based on their own discussions, analysis, and opinions. The Council agreed that its members should not attend Commission or Advisory Committee meetings.

The Council agreed that Derek and the management team should work with the City Attorney to draft language that could be incorporated into the “Covington City Council Rules of Procedure, Section 5: City Advisory Committees.” Once the language is drafted, the City Manager will submit it to the Council for consideration.

- b. The Council also agreed that language should be inserted into the Commission and Advisory Committee’s “Rules of Procedure” that defines removal procedures of each Commission (not only the Planning Commission). Derek and the management team will work with the City Attorney to draft the language for the Council’s consideration.
- c. The members of the City Council agreed to not establish term limits for Commission or Advisory Committee members because the Council can exercise its right to not reappoint a member.
- d. The Council agreed to make a few changes to the questions asked of candidates for the Commissions, whether the candidates are seeking to be appointed initially or seeking reappointment.

Currently there are seven questions asked of candidates for the Planning Commission, the Covington Economic Development Council, and the Parks and Recreation, Arts and Human Services Commission. The Council agreed to add one more question for future interviews of people applying to serve on these Commissions or Committees. “Part of the Commission’s/Committee’s role is to be an ambassador for the City of Covington. How would you fulfill that role?”

Currently there are seven questions asked of incumbent Commission members who are seeking reappointment. The Council agreed to eliminate questions 2 and 7, and to add this question: “What do you recommend to improve the Commission’s work and operations?”

MOST SIGNIFICANT ACCOMPLISHMENTS OF 2013

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 2014. The biggest accomplishments of 2013 were:

1. Approving the hiring the temporary full-time parks staff person.
2. Moving ahead with the Hawk property, which will provide a mix of housing and tax revenues.
3. Building relationships with Maple Valley and Black Diamond through tri-city forums.
4. The positive, proactive, cohesive City Council.
5. Signing the contract with Republic Services for waste management.
6. Opening Covington Community Park.
7. The way the City has pursued higher educational institutions to partner with us and locate branches here.
8. Establishment of the Transportation Benefit District (TBD), which reflected taking responsibility for the City’s finances.
9. Opening of Valley Medical Center’s Urgent Care facility in Covington.
10. The City taking over Covington Days—Karla’s role, which guaranteed success, the new sponsorship brochures, the new parade route.
11. Implementing the Police Volunteer Program.
12. Pursuing a single developer for Town Center and the Town Center Study.
13. Funding social services in the City’s budget.
14. Maintained our excellent staff.
15. The Aquatics Center—we continue to exceed our business goals with the increasing attendance.
16. Developers expressing interest and making inquiries about the City and Town Center that signal renewed economic development.
17. The increasing interest of citizens in serving on the City’s Commissions and Advisory Committees.
18. Our participation in regional forums has increased the City’s profile and made the Council well known.
19. The renewed interest in SEATS.
20. The City’s efforts on branding.
21. Success in the State Legislature, for which we thank our crackerjack lobbying team.
22. Excellent responses we’ve received from state legislators.
23. As we emerge from the recession, we are beginning to see the benefit of tough and good decisions we made during it.
24. Three Code amendments: clearing/grading; SEPA thresholds; development agreement approach/tax exempt status. Each is making the City’s expectations and requirements of development clearer.
25. We are the only city in Washington State whose bond rating went up!

After citing the accomplishments of 2013, individual Council members mentioned these four items that were disappointing or need to be addressed in the near-term future. These items are:

1. The City needs to find a predictable, sustainable source of funding for roads.
2. The failure of the sales tax proposition at the ballot; it would have provided funding for transportation projects within the TBD.

3. Lack of resolution of transportation issues, including funding, at all levels of government. This makes it even more imperative that King County's proposal for funding Metro pass when it comes before the voters.
4. The City's inability to annex the Northern Gateway property.

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 sometime in the future:

1. Additional revenue sources
2. Transportation
3. Design guidelines
4. A public safety strategic plan
5. A volunteer coordinator and volunteer program for special events

Consent Agenda Item C-2

Covington City Council Meeting

Date: February 25, 2014

SUBJECT: APROVAL OF VOUCHERS.

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #30665-30719, Including Vendor ACH Payments, in the Amount of \$165,344.96, Dated February 4, 2014; and Paylocity Payroll Checks #1002070725-1002070735 and Paylocity Payroll Checks #1002070738-1002070738 Inclusive, Plus Employee Direct Deposits in the Amount of \$152,252.12, Dated February 14, 2014.

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 #30665-30719, Including Vendor ACH Payments, in the Amount of \$165,344.96, Dated February 4, 2014; and Paylocity Payroll Checks #1002070725-1002070735 and Paylocity Payroll Checks #1002070738-1002070738 Inclusive, Plus Employee Direct Deposits in the Amount of \$152,252.12, Dated February 14, 2014.

February 4, 2014

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check # 30665 through Check # 30719, including vendor ACH payments

In the Amount of \$165,344.96

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

Wayne Snoey
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved _____

Accounts Payable

Checks by Date - Detail by Check Date

User: scles
 Printed: 2/6/2014 3:20 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0056 13-28	Cassandra Parker Parker; 2013 flexible spending	02/04/2014	3.88
Total for this ACH Check for Vendor 0056:				3.88
ACH	0345 0345-2	Sharon Scott Scott; WCIA meeting, mileage	02/04/2014	21.73
Total for this ACH Check for Vendor 0345:				21.73
30665	2711 00140105	American Powder Coating Incorporated Powder coat bollards	02/04/2014	191.63
Total for Check Number 30665:				191.63
30666	2033 5858 5859	Aquatic Specialty Services Aquatics; clean/calibration service, January Aquatics; pulsar briquettes	02/04/2014	124.90 762.37
Total for Check Number 30666:				887.27
30667	0019 100315L0220140 100315L0220140 100315L0220140 100315L0220140 100315L0220140 100315L0220140 100315L0220140 100315L0220140 100315L0220140 100315L0220140 100315L0220140 100315L0220140 100315L0220140 100315L0220140 100315L0220140 100315L0220140	AWC Employee Benefits Trust Medical Insurance Premiums, February Medical Insurance Premiums, February	02/04/2014	845.13 8,835.06 6,381.72 1,477.33 2,093.71 2,149.70 7,038.28 1,684.38 2,037.27 723.30 841.79 5,670.96 10,204.95
Total for Check Number 30667:				49,983.58
30668	2471 541	Bitco Software, LLC PermitTrax; annual maintenance	02/04/2014	7,927.80
Total for Check Number 30668:				7,927.80
30669	1767 1767-2	Brian Bykonen Bykonen; jury duty mileage reimbursement	02/04/2014	8.41
Total for Check Number 30669:				8.41
30670	1997 040218	Capital One Commercial Aquatics; employee recognition program	02/04/2014	44.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30670:	44.97
30671	2717 2717-2	Cascadia Consulting Group Feser; Green gardening winter workshop	02/04/2014	30.00
			Total for Check Number 30671:	30.00
30672	2270 6317966698B-2	CenturyLink City hall; telephone, 1/13-2/13/14	02/04/2014	47.75
			Total for Check Number 30672:	47.75
30673	2715 2715-2	Joseph Cimaomo Jr. Cimaomo; various meetings, mileage/parking	02/04/2014	70.14
			Total for Check Number 30673:	70.14
30674	1170 W2630896 W2630896-1	Coastwide Laboratories Aquatics; cleaning supplies Aquatics; cleaning supplies	02/04/2014	94.21 46.83
			Total for Check Number 30674:	141.04
30675	0537 115324-2 115324-2	Covington Water District Aquatics; water, 1/1-1/17/14 Aquatics; water, 11/16-12/31/13	02/04/2014	341.67 924.53
			Total for Check Number 30675:	1,266.20
30676	2091 WAKNT72489	Fastenal Company Asphalt tools	02/04/2014	74.32
			Total for Check Number 30676:	74.32
30677	2529 2529-2	Bill Fealy Fealy; CDL endorsement	02/04/2014	85.00
			Total for Check Number 30677:	85.00
30678	0889 21655	Ferrell's Fire Extinguisher Co Aquatics; annual fire extinguisher service	02/04/2014	85.79
			Total for Check Number 30678:	85.79
30679	0302 13599.00-2 13599.00-2	Gray & Osborne Timberlake/Jenkins Park SW LID; 1/1-1/4/14 Timberlane/Jenkins Park SW LID; 12/8-12/31/13	02/04/2014	557.70 3,346.19
			Total for Check Number 30679:	3,903.89
30680	2616 2616-4Qtr	Greater Maple Valley Community Center Human services; 4th Quarter 2013	02/04/2014	1,000.00
			Total for Check Number 30680:	1,000.00
30681	2648 2648-2	Hart's Gymnastics Gymnastics; instructor's payment, 1/4-1/27/14	02/04/2014	80.00
			Total for Check Number 30681:	80.00
30682	1271 13-27	Rob Hendrickson Hendrickson; 2013 flexible spending	02/04/2014	7.23

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	14-01	Hendrickson; 2014 flexible spending		130.69
			Total for Check Number 30682:	137.92
30683	1722 1-841321	Honey Bucket CCP; portable toilet service, 1/13-2/12/14	02/04/2014	258.00
			Total for Check Number 30683:	258.00
30684	2019 2019-2013 2019-2013 2019-2013 2019-2013	Robert Howell Utility tax rebate; cable Utility tax rebate; telephone Utility tax rebate; cellular Utility tax rebate; electricity	02/04/2014	56.67 8.95 45.30 61.51
			Total for Check Number 30684:	172.43
30685	0218 24259 24260	IIMC Scott; IIMC membership fee through 3/31/15 Michaud; IIMC membership fee through 3/31/15	02/04/2014	145.00 85.00
			Total for Check Number 30685:	230.00
30686	0158 0158-2	KC Municipal Clerks' Assoc Scott/Michaud; KCMCA annual dues	02/04/2014	40.00
			Total for Check Number 30686:	40.00
30687	0271 0271-4Qtr	Kent Youth & Family Services Human services; 4th Quarter 2013	02/04/2014	2,500.00
			Total for Check Number 30687:	2,500.00
30688	0143 2026922 2026980 3000714 35889-35896	King County Finance TBD Election costs Voter registration costs Jail costs; December Street services; 12/3-12/31/13	02/04/2014	12,379.11 28,506.20 138.83 5,043.90
			Total for Check Number 30688:	46,068.04
30689	0204 0204-2	King County Pet Licensing Pet license remittance; January	02/04/2014	395.00
			Total for Check Number 30689:	395.00
30690	0600 0600-2	King County Recorder Oath of office; recording fees	02/04/2014	96.00
			Total for Check Number 30690:	96.00
30691	2490 2490-2	Law Office of Theresa and Phillip Griffin Public defender; video court, Sept-Dec 2013	02/04/2014	5,700.00
			Total for Check Number 30691:	5,700.00
30692	1622 14-CV01	Law Offices of Thomas R Hargan, PLLC Prosecution services through 1/31/14	02/04/2014	4,543.56
			Total for Check Number 30692:	4,543.56
30693	1878 1311	MacLeod Reckord CCP; Phase 2, 12/11-12/31/13	02/04/2014	4,222.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30693:	4,222.00
30694	1796 1796-2	Robert Meyers Meyers; Inspector/Plan Examiner certification ex	02/04/2014	180.00
			Total for Check Number 30694:	180.00
30695	2718 IN-548288 IN-548288	Mity-Lite, Inc. Mesh folding chairs, use tax 40 - mesh folding chairs	02/04/2014	-163.59 2,065.77
			Total for Check Number 30695:	1,902.18
30696	2641 2641-2013 2641-2013 2641-2013 2641-2013 2641-2013	Jeanette Moen Utility tax rebate; electricity Utility tax rebate; natural gas Utility tax rebate; solid waste Utility tax rebate; cable Utility tax rebate; cellular	02/04/2014	50.13 28.49 20.88 8.37 21.50
			Total for Check Number 30696:	129.37
30697	2555 40734312 40873826	NuCO2 LLC Aquatics; CO2 lease Aquatics; CO2 for pH control	02/04/2014	66.90 76.18
			Total for Check Number 30697:	143.08
30698	0818 40089646	Pacific Office Automation Copier lease; 1/15-2/14/14	02/04/2014	122.47
			Total for Check Number 30698:	122.47
30699	1452 IN033180 IN033180 IN033180	Palmer Coking Coal Company Maint shop; crushed gravel Maint shop; crushed gravel Maint shop; crushed gravel	02/04/2014	29.32 29.33 14.66
			Total for Check Number 30699:	73.31
30700	0164 5502378168	Pitney Bowes Postage meter; ink cartridge	02/04/2014	62.65
			Total for Check Number 30700:	62.65
30701	2732 2732-2013 2732-2013 2732-2013 2732-2013	Jose Saucedo Utility tax rebate; electricity Utility tax rebate; natural gas Utility tax rebate; telephone Utility tax rebate; cellular	02/04/2014	51.08 98.84 25.40 8.25
			Total for Check Number 30701:	183.57
30702	2250 C035	SBS Legal Services Legal services; January	02/04/2014	6,450.00
			Total for Check Number 30702:	6,450.00
30703	1905 C794433-701 C794433-701	Sharp Electronics Corporation Police copier; usage, 12/16-12/31/13 Police copier; usage, 1/1-1/21/14	02/04/2014	12.48 16.38

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	C794474-701	Copier; usage, 12/16-12/31/13		4.48
	C794474-701	Copier; usage, 12/16-12/31/13		6.71
	C794474-701	Copier; usage, 1/1-1/15/14		4.20
	C794474-701	Copier; usage, 1/1-1/15/14		6.30
	C794475-701	Reception copier; usage, 12/17-12/31/13		7.41
	C794475-701	Reception copier; usage, 1/1-1/23/14		11.37
			Total for Check Number 30703:	69.33
30704	0591 0591-2	Springbrook Software Inc. Parker; Springbrook software conference	02/04/2014	595.00
			Total for Check Number 30704:	595.00
30705	0281	Standard Insurance Company	02/04/2014	
	006355510001-2	Life Insurance Premiums, February		94.59
	006355510001-2	Life Insurance Premiums, February		100.83
	006355510001-2	Life Insurance Premiums, February		85.55
	006355510001-2	Life Insurance Premiums, February		242.17
	006355510001-2	Life Insurance Premiums, February		165.37
	006355510001-2	Life Insurance Premiums, February		468.35
	006355510001-2	Life Insurance Premiums, February		265.58
	006355510001-2	Life Insurance Premiums, February		530.45
	006355510001-2	Life Insurance Premiums, February		182.94
	006355510001-2	Life Insurance Premiums, February		93.44
	006355510001-2	Life Insurance Premiums, February		7.91
	006355510001-2	Life Insurance Premiums, February		568.22
	006355510001-2	Life Insurance Premiums, February		357.66
			Total for Check Number 30705:	3,163.06
30706	2500 50757405	Tetra Tech, Inc. CIP 1127; engineering, 10/26-12/27/13	02/04/2014	16,828.09
			Total for Check Number 30706:	16,828.09
30707	2028 2028-2	Scott Thomas Thomas; WRPA Action Day, lunch/parking	02/04/2014	30.30
			Total for Check Number 30707:	30.30
30708	2103	US Bancorp Equip Finance Inc.	02/04/2014	
	245281142	Workroom copier; lease		639.10
	245641311	Reception copier; lease		93.40
	245718093	Police copier; lease		93.40
			Total for Check Number 30708:	825.90
30709	1917 1917-2	US Bank National Association Banking fees; January - December 2013	02/04/2014	975.75
			Total for Check Number 30709:	975.75
30710	0357 0014665	Valley Communications 800 MHz access fee; January	02/04/2014	75.00
			Total for Check Number 30710:	75.00
30711	0046	Verizon Wireless	02/04/2014	
	9718725774	Cellular service/tablet data, 1/21-2/20/14		263.38
	9718725774	Cellular service/tablet data, 1/21-2/20/14		159.90
	9718725774	Cellular service, 1/21-2/20/14		67.71

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	9718725774	Cellular phone, 1/21-2/20/14		28.86
	9718725774	Cellular phone, 1/21-2/20/14		216.21
	9718725774	Cellular service/tablet data, 1/21-2/20/14		69.96
			Total for Check Number 30711:	806.02
30712	2733	Vermeer Northwest	02/04/2014	
	S28193	Tree climbing safety equipment		133.44
	S28193	Tree climbing safety equipment		266.88
	S28193	Tree climbing safety equipment		266.87
			Total for Check Number 30712:	667.19
30713	2262	Voyager Fleet Systems Inc.	02/04/2014	
	869285460404	Vehicle fuel		549.74
	869285460404	Vehicle fuel		122.63
			Total for Check Number 30713:	672.37
30714	0052	WCMA	02/04/2014	
	1373884-6453736	Matheson; WCMA membership		187.00
	1418222-6453888	Matheson; NW Regional Management Conferen		325.00
			Total for Check Number 30714:	512.00
30715	2652	Wells Fargo Financial Leasing	02/04/2014	
	5000836087	Plotter/Scanner; lease, 2/10-3/9/14		228.97
			Total for Check Number 30715:	228.97
30716	0086	WFOA	02/04/2014	
	64882217	Hendrickson; WFOA membership		50.00
	64947585	Parker; WFOA membership		50.00
			Total for Check Number 30716:	100.00
30717	0368	WMTA	02/04/2014	
	1438859-6460488	Hendrickson; WMTA conference		210.00
			Total for Check Number 30717:	210.00
30718	0120	WWC of ICC	02/04/2014	
	0120-2	Christenson; code training class		75.00
			Total for Check Number 30718:	75.00
30719	1894	Diana Ziolkowski	02/04/2014	
	1894-2	Facility maintenance; 1/22		24.00
	1894-2-1	Facility monitoring; 1/22		24.00
			Total for Check Number 30719:	48.00
			Total for 2/4/2014:	165,344.96
			Report Total (57 checks):	165,344.96

February 14, 2014

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 02/14/14 consisting of:

PAYLOCITY CHECK # 1002070725 through PAYLOCITY CHECK # 1002070735 and PAYLOCITY CHECK # 1002070738 through PAYLOCITY CHECK # 1002070738 inclusive, plus employee direct deposits

IN THE AMOUNT OF \$152,252.12

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

Rob Hendrickson
Finance Director

Mark Lanza
City Councilmember

Wayne Snoey
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved: _____

02/14/14 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
106816	Regular	2/14/2014	377	Bates, Krista	88.66
106817	Regular	2/14/2014	246	Kirshenbaum, Kathleen	519.87
106818	Regular	2/14/2014	243	Lyon, Valerie	1,452.27
106819	Regular	2/14/2014	278	Matheson, Derek M	4,769.65
106820	Regular	2/14/2014	234	Mhooon, Darren S	1,397.09
106821	Regular	2/14/2014	162	Michaud, Joan M	1,909.58
106822	Regular	2/14/2014	123	Scott, Sharon G	2,488.19
106823	Regular	2/14/2014	313	Slate, Karla J	2,289.16
106824	Regular	2/14/2014	275	Hart, Richard	3,569.55
106825	Regular	2/14/2014	368	Mueller, Ann M	1,268.46
106826	Regular	2/14/2014	180	Cles, Staci M	1,780.71
106827	Regular	2/14/2014	146	Hagen, Lindsay K	1,536.55
106828	Regular	2/14/2014	235	Hendrickson, Robert	3,691.64
106829	Regular	2/14/2014	105	Parker, Cassandra	2,556.85
106830	Regular	2/14/2014	374	Allen, Joshua C	2,081.24
106831	Regular	2/14/2014	353	Dalton, Jesse J	1,757.82
106832	Regular	2/14/2014	373	Fealy, William J	1,881.43
106833	Regular	2/14/2014	301	Gaudette, John J	2,049.89
106834	Regular	2/14/2014	186	Junkin, Ross D	2,799.59
106835	Regular	2/14/2014	252	Wesley, Daniel A	2,175.39
106836	Regular	2/14/2014	268	Bykonen, Brian D	2,100.68
106837	Regular	2/14/2014	279	Christenson, Gregg R	2,091.39
106838	Regular	2/14/2014	270	Lyons, Salina K	2,323.13
106839	Regular	2/14/2014	269	Meyers, Robert L	3,285.63
106840	Regular	2/14/2014	284	Ogren, Nelson W	2,751.58
106841	Regular	2/14/2014	266	Thompson, Kelly	2,107.91
106842	Regular	2/14/2014	307	Morrissey, Mayson	2,778.58
106843	Regular	2/14/2014	199	Bahl, Rachel A	2,010.82
106844	Regular	2/14/2014	292	Carkeek, Lena	1,482.88
106845	Regular	2/14/2014	428	Feser, Angela M	2,741.43
106846	Regular	2/14/2014	293	MacConaghy, Hailey	1,467.86
106847	Regular	2/14/2014	397	Martinsons, Jaquelyn	120.85
106848	Regular	2/14/2014	195	Patterson, Clifford	2,430.73
106849	Regular	2/14/2014	306	Thomas, Scott R	3,503.52
106850	Regular	2/14/2014	106	Bates, Shellie L	2,004.15
106851	Regular	2/14/2014	349	Buck, Shawn M	1,622.43
106852	Regular	2/14/2014	273	French, Fred	1,471.76
106853	Regular	2/14/2014	257	Parrish, Benjamin A	1,801.60
106854	Regular	2/14/2014	173	Vondran, Donald M	3,614.61
106855	Regular	2/14/2014	431	Allen, Kaitlyn	353.16
106856	Regular	2/14/2014	388	Andrews, Kaitlyn E	438.57
106857	Regular	2/14/2014	434	Bailey, Brooke	83.42
106858	Regular	2/14/2014	393	Blakely, Coleman P.	22.25
106859	Regular	2/14/2014	380	Cox, Cory R	27.81
106860	Regular	2/14/2014	258	Cox, Melissa	549.00
106861	Regular	2/14/2014	385	Cranstoun, Alexander M	97.32
106862	Regular	2/14/2014	409	Hanger, Austin R.	38.94
106863	Regular	2/14/2014	359	Houghton, Cassandra L	171.82
106864	Regular	2/14/2014	305	Kiselyov, Tatyana	304.21
106865	Regular	2/14/2014	425	Knox, John Q	5.56

106866 Regular	2/14/2014	426 Knox, Patrick L	61.17
106867 Regular	2/14/2014	410 Lanz, Avalon A.	49.78
106868 Regular	2/14/2014	416 Lipinski, Matthew	33.37
106869 Regular	2/14/2014	435 Martin, Iain-Josiah	44.49
106870 Regular	2/14/2014	423 McCarthy, Joseph	473.98
106871 Regular	2/14/2014	340 Middleton, Jordan	101.69
106872 Regular	2/14/2014	297 Mooney, Lynell	115.94
106873 Regular	2/14/2014	413 Perko, Alyssa M.	27.81
106874 Regular	2/14/2014	319 Praggastis, Alexander	346.98
106875 Regular	2/14/2014	383 Reese, Rachel E	447.97
106876 Regular	2/14/2014	424 Rhoads, Jerrett K	550.36
106877 Regular	2/14/2014	429 Sizemore, Christine A	279.14
106878 Regular	2/14/2014	390 Tomalik, Stefan A	693.72
106879 Regular	2/14/2014	384 von Michalofski, Kayla M	237.66
106880 Regular	2/14/2014	392 Wardrip, Spencer A	609.85
106881 Regular	2/14/2014	432 Wilton, Sara J	105.66
106882 Regular	2/14/2014	116 Beaufreere, Noreen	2,780.90
106883 Regular	2/14/2014	137 Throm, Victoria J	1,901.87
1002070725 Regular	2/14/2014	364 Newell, Nancy J	74.81
1002070726 Regular	2/14/2014	436 Lindskov, Robert T	1,248.84
1002070727 Regular	2/14/2014	403 Bowen, Joshua W	674.76
1002070728 Regular	2/14/2014	430 Hanson, Sean C	77.32
1002070729 Regular	2/14/2014	399 Jensen, Emily A	63.96
1002070730 Regular	2/14/2014	391 Mayes, Annika L	5.56
1002070731 Regular	2/14/2014	400 Quintos, Edward Louie D	27.81
1002070732 Regular	2/14/2014	412 Reynolds, Shannon J.	250.95
1002070733 Regular	2/14/2014	415 Rinck, Tyler P	38.94
1002070734 Regular	2/14/2014	398 Vieira, Logan G	50.32
1002070735 Regular	2/14/2014	395 Wunschel, Ethan G.	41.97

Totals for Payroll Checks 79 Items 97,284.77

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
106884	AGENCY	2/14/2014	401SS	ICMA Retirement Trust	15,597.04
106885	AGENCY	2/14/2014	457Ex	Vantagepoint Transfer Agent-	383.82
106886	AGENCY	2/14/2014	CICOV	City of Covington	3,079.54
106887	AGENCY	2/14/2014	EFSDU	Paylocity Corporation	125.00
106888	AGENCY	2/14/2014		Emp City of Covington Employee	85.00
106889	AGENCY	2/14/2014	IC401	ICMA Retirement Trust	13,563.81
106890	AGENCY	2/14/2014	IC457	ICMA Retirement Trust	1,692.98
106891	AGENCY	2/14/2014		ROTH ICMA Retirement Trust	100.00
106892	AGENCY	2/14/2014		VEBA HRA VEBA Trust	1,558.00
1002070738	AGENCY	2/14/2014	JG1	WASH CHILD SUPPORT	110.41

Totals for Third Party 10 Items 36,295.60

Tax Liabilities 18,476.74
Paylocity Fees 195.01

Grand Total \$ 152,252.12

Consent Agenda Item C-3

Covington City Council Meeting

Date: February 25, 2014

SUBJECT: RESOLUTION ADOPTING A VISION, MISSION, AND GOALS STATEMENT

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):

1. Draft resolution

PREPARED BY: Sharon Scott, Executive Assistant/City Clerk

EXPLANATION:

The City Council agreed to modify its vision, mission, and goals statement at its strategic planning summit on January 25, 2014. Like the prior statement, the new statement should be adopted by resolution.

ALTERNATIVES:

1. Modify the resolution
2. Do not adopt the resolution and provide direction to staff

FISCAL IMPACT:

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

Council member _____ moves, Council member _____ seconds, to adopt a resolution repealing Resolution No. 13-01 and adopting a new vision, mission, and goals statement.

REVIEWED BY: City Manager, City Attorney

ATTACHMENT 1

RESOLUTION NO. 14-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, REPEALING RESOLUTION NO. 13-01 AND ADOPTING A NEW VISION, MISSION, AND GOALS STATEMENT

WHEREAS, the City Council previously adopted Resolution No. 13-01 adopting a vision, mission, and goals statement for the city; and

WHEREAS, the City Council agreed to revise said vision, mission, and goals statement at its annual strategic planning summit on January 25, 2014; and

WHEREAS, the City Council wishes to repeal Resolution No. 13-01 and adopt a new vision, mission, and goals statement; now, therefore,

BE IT RESOLVED by the City Council of the City of Covington, King County, Washington, as follows:

Section 1. Resolution No. 13-01 is hereby repealed.

Section 2. The City Council hereby adopts the vision, mission, and goals statement attached hereto as Exhibit "A".

PASSED in open and regular session on this 25th day of February, 2014.

MARGARET HARTO, MAYOR

ATTESTED:

Sharon Scott, City Clerk

APPROVED AS TO FORM:

Sara Springer, City Attorney

CITY OF COVINGTON

Vision, Mission and Goals

VISION

Covington: Unmatched quality of life

MISSION

Covington is a destination community where citizens, businesses and civic leaders collaborate to preserve and foster a strong sense of unity.

GOALS

Economic Development: Encourage and support a business community that is committed to Covington for the long-term and offers diverse products and services, family wage jobs, and a healthy tax base to support public services.

Town Center: Establish Covington Town Center as a vibrant residential, commercial, educational, social, and cultural gathering place that is safe, pedestrian-friendly, well-designed, and well-maintained.

Youth and Families: Provide city services, programs and facilities such as parks and recreation and human services that emphasize and meet the needs of Covington's youth and families.

Neighborhoods: Foster community cohesiveness, communications, and cooperation, and maintain neighborhoods that offer a variety of housing options that are diverse, safe, accessible, and well-designed.

Municipal Services: Plan, develop, implement, and maintain high quality capital infrastructure and services that reflect the needs of a growing community.

Customer Service: Recruit, support, and retain a professional team of employees, volunteers, and stakeholders who offer outstanding customer service, ensure stewardship of the public's money, and promote the City.



Consent Agenda Item C-4

Covington City Council Meeting

Date: February 25, 2014

SUBJECT: CONSIDER AMENDING THE CITY COUNCIL RULES TO RESTRICT COUNCILMEMBERS FROM ATTENDING MEETINGS OF THE CITY'S ADVISORY BODIES

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):

1. Resolution amending the City Council Rules of Procedure
2. November 26, 2013 Blue Sheet for Discussion of City Council Policy Regarding Attendance at Commission Meetings

PREPARED BY: Derek Matheson, City Manager
Sharon Scott, City Clerk

EXPLANATION:

At the regular council meeting on November 26, 2013, the council discussed whether there was a desire to adopt a policy to restrict council member attendance at the city's commission meetings. The council decided by consensus not to adopt a formal policy at that time.

The council re-engaged discussion on the matter at the city council summit on January 25, 2014. Consensus of the council was that they should adopt a formal rule to prohibit council members from attending meetings of the city's advisory bodies in an official capacity to avoid undue influence of the council on those bodies. The council should note that though the council may restrict council members' attendance in an official capacity, council members have a legal right to attend meetings as a private citizen. However, the council may establish a policy for how council members must distinguish their official and unofficial activities.

The attached resolution (Attachment 1) contains the proposed addition to Section 5. CITY ADVISORY COMMITTEES the Covington City Council Rules of Procedure to adopt such a rule.

ALTERNATIVES: Discussed November 26, 2013, and included in the Blue Sheet attached as Attachment 2.

FISCAL IMPACT: None.

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

Councilmember _____ moves, Councilmember _____ seconds to adopt a resolution amending the City Council Rules of Procedure to restrict council member attendance at meetings of the city's advisory bodies.

REVIEWED BY: City Attorney; Finance Director

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, AMENDING THE COVINGTON CITY COUNCIL RULES OF PROCEDURE

WHEREAS, the Covington City Council previously passed Resolutions 02-52, 03-136, 06-25, 08-08, 09-06, 10-05, and 13-05 amending its Rules of Procedure; and

WHEREAS, the city council deems it necessary to amend said Rules of Procedure to address council member attendance at meetings of the city’s advisory bodies;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Covington, King County, Washington, as follows:

Section 1. The Covington City Council Rules of Procedure are hereby amended to include a new paragraph “E” to Section 5. CITY ADVISORY COMMITTEES as follows:

E. Council Relations with Advisory Bodies.

To avoid any undue influence on the city’s advisory bodies, and to prevent unauthorized or misrepresented communications between the council and advisory bodies, council members are prohibited from attending any meeting of the city’s advisory bodies in an official capacity unless specifically authorized to attend by a consensus of the city council. Further, council members are strongly encouraged not to attend any meeting of the city’s advisory bodies in an unofficial capacity. If a council member chooses to attend a meeting of any of the city’s advisory bodies in an unofficial capacity, he/she shall expressly state that he/she is attending and/or speaking in a personal capacity only and is in no way representing the opinions or position of the city council.

PASSED in open and regular session on this 25th day of February, 2014.

MARGARET HARTO, MAYOR

ATTESTED:

Sharon Scott, City Clerk

APPROVED AS TO FORM:

Sara Springer, City Attorney

ATTACHMENT 2

Agenda Item X

Covington City Council Meeting

Date: November 26, 2013

SUBJECT: DISCUSSION OF CITY COUNCIL POLICY REGARDING ATTENDANCE AT COMMISSION MEETINGS.

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):

NA

PREPARED BY: Sara Springer, City Attorney

EXPLANATION:

A. Background

At a previous city council meeting, council expressed a desire to discuss the council's policy regarding councilmember attendance at commission meetings, either in an official or unofficial capacity. Council raised the issue based on the perceived need for a consistent policy regarding councilmember attendance at commissions meetings, as well as a need to refresh councilmembers' knowledge on legal and policy considerations regarding councilmember attendance at commission meetings.

The Covington City Council Rules of Procedure (ROP) currently do not address this issue.

B. Legal and Policy Considerations

The following are general legal and policy considerations for the council to weigh when discussing a potential policy regarding councilmember attendance at commission meetings. Of course, council is not limited to only these considerations when contemplating the adoption of a policy on this matter.

1. Appearance of Fairness Doctrine

Councilmember participation in, and discussion of, a quasi-judicial matter outside of the formal consideration of the matter by the council as a decision-making body should be carefully contemplated and ultimately avoided when possible. The doctrine is specifically applicable to councilmember interactions with the planning commission, which can and does consider quasi-judicial matters.

RCW 42.36.010 identifies quasi-judicial actions as "...those actions of the legislative body, planning commission, hearing examiner, ... or boards that determine the legal rights, duties or privileges of specific parties in a hearing or other contested case proceeding." The following types of land use matters have been determined by the courts to be quasi-judicial if a public

hearing must be held: subdivisions, preliminary plat approvals, conditional use permits, SEPA appeals, rezones of specific parcels of property, variances, PUD approval and other types of discretionary zoning permits.

The appearance of fairness doctrine was developed as a method to assure that due process protections, normally applied in court proceedings, extend to certain administrative decision-making hearings—that the council's or planning commission's quasi-judicial actions are fair and unbiased in both appearance and fact. The courts have identified three major categories of bias that may serve as grounds for the disqualification of decision-makers who perform quasi-judicial functions: personal interest, prejudgment of issues, and partiality.

Councilmember participation at certain planning commission meetings could raise questions of bias based on prejudgment and/or impartiality. Decision-makers of quasi-judicial matters are expected to reserve judgment and not pre-judge an issue before the official testimony is presented. Impartiality in a proceeding may be undermined by a decision-maker's prejudgment of a pending quasi-judicial matter before the council. Accordingly, a councilmember's attendance and expression of opinions at a planning commission meeting when a quasi-judicial matter is being considered (and where the commission is in a position to make an advisory recommendation to the council) could rise to an appearance of fairness violation. The courts are so sensitive to the importance of this doctrine that merely showing an interest that might influence a member of the commission is sufficient enough to rise to an appearance of fairness violation—the interest does not have to actually affect the commissioner.

Even though RCW 42.36.070 states that a decision-maker who participated in earlier proceedings on the same matter that resulted in an advisory recommendation is not automatically disqualified from participating in the subsequent quasi-judicial proceedings, such participation could potentially affect the applicant's right to a fair hearing and provided a basis to challenge the council's decision on the matter.

If a councilmember does discuss a pending quasi-judicial matter outside of the administrative hearing process, the councilmember should place the substance of the written or oral communication on the record, make a public announcement of the content of the communication, and allow the public an opportunity to rebut the substance of the communication. This will not guarantee that the council's decision will not be challenged based upon the appearance of fairness doctrine; however, it is the best practice that courts have identified to attempt to cure a possible doctrine violation.

Given all of the above, the generally recommended policy is for councilmembers, at a minimum, to not attend planning commission hearings on quasi-judicial matters because of the possible appearance of fairness challenge of the council's final decision. A more conservative policy would prohibit councilmembers from attending any planning commission meetings, other than normally scheduled study sessions between the council and commission.

2. Councilmember Conduct Responsibilities

Councilmembers have the constitutional right to express their personal opinions on a topic and, in their personal time, attend any activities or events, including public meetings. However, whenever speaking publically outside of a council meeting, or attending activities or events, councilmembers must carefully distinguish between his/her personal opinion and the council's policy or majority position, when applicable. This responsibility should not be used to unduly prohibit councilmembers from speaking publically or attending activities or events of their choosing. Rather, this responsibility should govern councilmembers' mindfulness of their speech and actions in an official and unofficial capacity to avoid any undue influence or misrepresentation of the council's policies or majority opinions.

The rules of numerous other city councils contain provisions addressing councilmember conduct responsibilities in an official and unofficial capacity. Though such provisions do not expressly address councilmember attendance at commission meetings, the provisions are of a sufficiently general nature to govern all councilmember conduct outside of council meetings, including attendance at a public commission meeting.

3. Council / Commission Engagement

A final consideration when discussing a council policy regarding attendance of councilmembers at commission meetings relates to the council's desired form of engagement and interaction with the city's commissions. Unlike the prior two considerations, this consideration relates to softer factors regarding how the council wishes to engage and communicate with the city's commissions (i.e. if current communication channels between the council and the commissions are adequate; if a councilmember's appearance at a commission meeting is desired by a commission or inhibits the business of the commission, etc.). Council may collectively weigh the merits and relative priority of these considerations as part of the larger policy discussion.

C. Policy Options

The policy options for council to explore regarding this issue are many. Given the above considerations, potential policy options to consider include (but are not limited to):

1. Maintain the status quo of no formal or informal policy regarding councilmember attendance at commission meetings.
2. Adopt an informal policy amongst councilmembers regarding councilmember attendance at commission meetings and/or councilmember responsibilities regarding public speaking and actions in an official and unofficial capacity.
3. Adopt a formal policy on councilmember responsibilities regarding public speaking and actions in an official and unofficial capacity. Such policy could include the following:
 - Councilmembers have the right to express their personal opinions on a topic; provided, however, that whenever doing so outside of a council meeting, the

councilmember must carefully distinguish between his or her opinion and the council's policy or majority position, when such difference exists.

- Councilmembers, when expressing personal opinions or positions, should be careful to avoid undue influence of commissions and advisory boards.
4. Adopt a formal policy that allows councilmember attendance at commission meetings, with conditions. Such policy could include all or portions of the following:
- In general, individual councilmembers may attend commission meetings to observe the commission's discussion and action and should refrain from any comments or actions intended to influence the commission.
 - If a commission chair requests the presence of a councilmember at a Commission meeting, the councilmember shall inform the full council of the request.
 - If requested by the commission to express an opinion on an issue being discussed by the commission, the councilmember shall make it clear that the opinion they express is their own and should not be construed as reflecting the opinions of other councilmembers or of the full council.
5. Adopt a formal policy either strongly discouraging or prohibiting councilmember attendance at either certain commission meetings or all commission meetings generally.
- A complete restriction on councilmember attendance at all commission meetings is the most severe position that may be adopted and as such, is generally not recommended.
 - Rather, a policy either restricting councilmember attendance only at certain commission meetings (e.g. planning commission meetings with a quasi-judicial matter on the agenda), or strongly discouraging attendance (short of an actual prohibition), would be preferred.

ALTERNATIVES:

1. Provide additional direction to staff.

FISCAL IMPACT: None.

CITY COUNCIL ACTION: ___Ordinance ___Resolution ___Motion X Other

Discussion item only.

REVIEWED BY: City Manager

Agenda Item 1

Covington City Council Meeting

Date: February 25, 2014

SUBJECT: PUBLIC HEARING AND POSSIBLE ACTION ON EXTENDING THE MORATORIUM ON MEDICAL MARIJUANA PRODUCTION AND PROCESSING FACILITIES, DISPENSARIES, AND COLLECTIVE GARDENS FOR SIX MONTHS

RECOMMENDED BY: Richard Hart, Community Development Director
Sara Springer, City Attorney

ATTACHMENT(S):

1. Proposed ordinance extending said moratorium for an additional six months.

PREPARED BY: Richard Hart, Community Development Director

EXPLANATION:

The purpose of this agenda bill action is to hold a public hearing to allow public testimony and take action extending the moratorium on medical marijuana production and processing facilities, dispensaries, and collective gardens for an additional six months.

In August 2011, the city council established a twelve-month moratorium on the establishment, location, operation, licensing, maintenance, or continuation of medical marijuana dispensaries, production facilities, processing facilities, and collective gardens. That moratorium was extended for an additional six months in August 2012, February 2013, and most recently in August 2013. This proposed ordinance would further extend the moratorium for an additional six months, until August 2014, unless earlier terminated.

As previously briefed to council last fall, the state Liquor Control Board and the state legislature are in the process of developing a new regulatory framework for medical marijuana, which will most likely be substantially similar to the recently adopted state regulations for recreational marijuana. Given the activity of the legislature on this issue, it is highly likely that new medical marijuana regulations will be adopted during this current legislative session.

Given the near certainty of change to the state medical marijuana regulatory landscape, staff recommends for the city to maintain its current moratorium on medical marijuana facilities and collective gardens until such new regulations are adopted by the state legislature.

City staff will continue to monitor the evolving legal and regulatory framework concerning medical marijuana, including litigation undertaken by neighboring jurisdictions regarding the approval of business licenses for medical marijuana-based businesses.

The moratorium may be terminated prior to the end of the six-month term should the city adopt interim medical marijuana-related zoning regulations.

ALTERNATIVES:

1. Do not adopt a moratorium.
2. Provide alternate direction to staff.

FISCAL IMPACT: Staff time

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

Council member _____ moves, Council member _____ seconds, to adopt an ordinance to extend the moratorium on medical marijuana collective gardens, production and processing facilities, dispensaries, and related businesses for six-months.

REVIEWED BY: City Manager; City Attorney; Finance Director

ATTACHMENT 1

ORDINANCE NO. 05-14

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, AND 07-13; AND PROVIDING FOR SEVERABILITY.

WHEREAS, on August 9, 2011, the Covington City Council passed Ordinance No. 08-11, which declared an emergency necessitating the immediate imposition of a moratorium on the establishment, location, operation, licensing, maintenance, or continuation of medical marijuana dispensaries, production facilities, processing facilities, and collective gardens, as more particularly described in Ordinance No. 08-11; and

WHEREAS, on July 24, 2012, the Covington City Council passed Ordinance No. 12-12, which provided for a six-month extension of the moratorium on the establishment, location, operation, licensing, maintenance, or continuation of medical marijuana dispensaries, production facilities, processing facilities, collective gardens, or any business or organization offering any type of service relating to collective gardens or to producing, processing, or dispensing medical marijuana; and

WHEREAS, on January 8, 2013, and August 27, 2013, the Covington City Council passed Ordinance Nos. 01-13 and 07-13, respectively, which provided for additional six-month extension of said moratorium; and

WHEREAS, Chapter 69.51A of the Revised Code of Washington (RCW), creates an affirmative defense for qualifying patients to the charge of possession of marijuana, and provides that such patients can, as an alternative to growing marijuana for their own use, designate a designated provider who can provide medical marijuana to only one patient at a time; and

WHEREAS, the Washington State Department of Health has opined that “the law [current Chapter 69.51A RCW] does not allow dispensaries” and that it is “not legal to buy or sell marijuana,” but the Department of Health has left enforcement of the law to local officials; and

WHEREAS, state law also allows, under certain conditions, collective gardens and provides the city the authority to adopt zoning, health and safety, and taxing regulations relating to collective gardens; and

WHEREAS, the U.S. Attorneys for Washington State have reiterated that marijuana possession, production, and distribution is a federal criminal offense and that local officials and employees would not be immune to prosecution under the federal Controlled Substances Act, 21 U.S.C. §801 et seq., even if state law decriminalized the use, possession, and production of marijuana for medical purposes; and

WHEREAS, though state law allows medical marijuana collective gardens, the City of Covington currently has no licensing, zoning, or land use requirements that address collective gardens for medical marijuana production or that address medical marijuana production, processing, or dispensing facilities, should such dispensaries be determined to be authorized; and

WHEREAS, unregulated collective gardens are anticipated to have negative secondary impacts including a possible increase of criminal activity in the area of collective gardens, a possible increase in illegal drug activity in the area of the collective gardens, possible illegal distribution of medical marijuana, and may present health and safety concerns related to the handling of chemicals used in the growing and processing of marijuana, the ventilation of collective gardens and related air quality issues, and the electrical wiring of collective garden facilities; and

WHEREAS, the Covington City Council established a moratorium to prevent the location and vesting of any medical marijuana collective gardens or medical marijuana production, processing, or dispensing facilities within the city while the city lacks the necessary tools to ensure regulation of the negative secondary impacts and health and safety concerns and to maintain the status quo while legal, political, and policy and city code impacts are studied and considered; and

WHEREAS, given the continuing uncertainty of the legal status and regulations governing medical marijuana production facilities, processing facilities, and dispensaries under the current state law, and given the possibility of several pending actions that could clarify the conflict between state and federal law, including *John and Jane Does 1-13 v. City of Seattle*, King County Cause No. 11-2-42621-SEA regarding Seattle's regulation of collective gardens; and *Cannabis Action Coalition, et.al. v. City of Kent*, King Count Cause No. 12-2-19726-1-KNT regarding Kent's prohibition of collective gardens; the city requires additional time for continued thorough legal review of the complicated legal framework that currently exists and is still evolving; and

WHEREAS, the city must extend the moratorium on the establishment, location, licensing, maintenance, or continuation of medical marijuana dispensaries, production facilities, processing facilities, collective gardens, and related businesses for six months, to act as a stop-gap measure to provide an opportunity for the state to adopt new medical marijuana regulations and for legal clarification of the city's ability to regulate the siting and activities of collective gardens and medical marijuana dispensaries, production facilities, processing facilities, and related businesses if deemed legal, and to avoid the unregulated establishment of collective gardens within the city with rights contrary to and inconsistent with any revision the city may make to its regulatory scheme as a result of the city's continued consideration of this matter; and

WHEREAS, on February 25, 2014, the city council held a public hearing on the moratorium as required by RCW 35A.63.220, and on that date accepted testimony from all members of the public desiring to be heard on the subject; and

WHEREAS, based upon the public testimony received on February 25, 2014, and based upon additional materials presented by city staff, a moratorium of limited duration is in the public interest; and

WHEREAS, on February 25, 2014, the city council considered the foregoing facts, materials, and testimony, and deliberated on the issue of whether to continue the moratorium; and

WHEREAS, RCW 35A.63.220 authorizes the city council to adopt land use moratoria; and

WHEREAS, on February 25, 2014, the city's SEPA Responsible Official determined that the moratorium is exempt from SEPA under RCW 43.21.030(2)(c);

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

Section 1. Adoption of Defined Terms. For the purpose of this ordinance, the definitions of "Medical marijuana dispensary", "Medical marijuana processing facility", "Medical marijuana production facility", and "Medical marijuana collective garden" in Ordinance No. 08-11 are hereby adopted by reference as if fully set forth herein.

Section 2. Findings of Fact. In accordance with RCW 35A.63.220, which requires the city council to adopt findings of fact justifying the adoption of moratoria, the "WHEREAS" clauses set forth above are hereby adopted as the city council's findings of fact in support of the moratorium imposed by this ordinance and are by this reference incorporated herein as if set forth in their entirety.

Section 3. Moratorium Expiration. This six-month moratorium shall expire six-months after the Effective Date, unless earlier terminated.

Section 4. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 5. Corrections. Upon the approval of the City Attorney, the City Clerk is authorized to make any necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 6. Effective Date. This ordinance shall be published in the official newspaper of the city and shall take full force and effect five days after the date of publication

ADOPTED BY THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, at a regular meeting thereof this 25th day of February, 2014.

Mayor Margaret Harto

PUBLISHED:

EFFECTIVE:

ATTESTED:

Sharon Scott, City Clerk

APPROVED AS TO FORM:

Sara Springer, City Attorney

Agenda Item 2

Covington City Council Meeting

Date: February 25, 2014

SUBJECT: CONSIDER A RESOLUTION REJECTING ALL BIDS FOR THE AQUATICS CENTER REROOFING PROJECT.

RECOMMENDED BY: Scott Thomas, Parks and Recreation Director

ATTACHMENT(S):

1. Engineer's Bid Tabulation Summary
2. Proposed Resolution Rejecting All Bids

PREPARED BY: Fred French, Project Manager

EXPLANATION:

The city requested bids from all roofing contractors on the Municipal Research and Services (MRSC) Small Works Roster on December 27, 2013. Eighteen (18) companies requested bid specifications and plans. We received bids from six (6) companies. City staff has reviewed each bid proposal and all are significantly higher than the engineer's estimate of \$65,000. The lowest bid proposal was submitted by Meyer Brothers Roofing for \$104,053. The Bid Tabulation Summary is attached. (Attachment 1)

Given that all bid proposals for the project were higher than the engineer's estimate and the additional funds for the reroof would impact our ability to construct the rental room within the available budget, staff is recommending that the council pass the attached resolution rejecting all reroofing bids.

Upon rejection of all bids, city staff requests authorization to move forward with the reroof project by re-advertising for reroofing bids based on revised specifications.

Staff will provide a verbal report on the other aspects of the aquatic center renovation project and possible next steps.

ALTERNATIVES:

1. Reject all bids and choose not to proceed with the aquatic center roofing project.
Terminating the project will require the city to decline the state grant funds and repay that portion of the grant used to date for project development.

FISCAL IMPACT:

The Aquatic Center project is funded by a Washington State Department of Commerce grant of \$388,000. The grant eligible project costs to date are approximately \$29,123 all of which has been reimbursed by the grant. If council chooses to terminate the project, city funds will be needed to repay the state for grant funds that have already been reimbursed.

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

Council member _____ moves, Council member _____ seconds, to adopt a resolution rejecting all bids for the Aquatics Center Reroofing Project and to modify the project specifications for re-advertisement.

REVIEWED BY: City Manager, City Attorney, Finance Director

AQUATICS CENTER REROOF

ATTACHMENT 1

Small Works Format

Bidder	BID
Meyer Brothers Roofing Inc	\$ 104,054.00
Nations Roof Northwest	\$ 104,896.00
Wayne's Roofing, Inc.	\$ 105,900.00
Lloyd A Lynch General Contractor, Inc.	\$ 106,747.28
Rainshield Roofing & Const	\$ 126,030.00
Madsen Roofing, Inc.	\$ 137,579.00

RESOLUTION NO. 14-05

A RESOLUTION OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, REJECTING ALL BIDS FOR THE AQUATICS CENTER REROOFING PROJECT.

WHEREAS, on December 27, 2013 the City of Covington requested bids for the Aquatic Center Reroofing Project (“Project”) based on the engineer’s estimated budget of \$65,000; and

WHEREAS, the City properly advertised and requested bids for the Project and six (6) bid proposals were received; and

WHEREAS, all timely bid proposals have been evaluated and all bids exceed the engineer’s estimate and available project funding; and

WHEREAS, it is in the best interest of the City to reject all bids and reevaluate the specifications of the Aquatic Center Reroofing Project;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Covington, Washington, as follows:

Section 1. The City Council hereby rejects all bids submitted for the Aquatics Center Renovation Project.

Passed by the City Council on this 25th day of February, 2014.

Mayor Margaret Harto

Attested:

Sharon Scott, City Clerk

APPROVED AS TO FORM:

Sara Springer, City Attorney

Agenda Item 3

Covington City Council Meeting

Date: February 25, 2014

SUBJECT: APPROVE CITY MANAGER MERIT GOALS FOR 2014.

RECOMMENDED BY: City Council

ATTACHMENT (S):

1. Derek Matheson's Memo to Noreen Beaufrere for the City Council, "City Manager 2014 Merit Goals," dated February 14, 2014

PREPARED BY: Noreen Beaufrere, Personnel Manager

EXPLANATION:

Compensation Program Procedure No. HR-16.1 is a comprehensive procedure documenting the processes the city uses to compensate its employees. It was included in Revision 3 of the city's Employee Handbook that was adopted by the city council on September 11, 2012 per Resolution No. 12-09. One of those processes outlined in the procedure is a Merit Award Program that issues individual employee merit awards in the form of merit floating holiday hours based on the employee's percent of achievement of pre-established annual merit goals.

Attachment 1 is City Manager Derek Matheson's eleven (11) 2014 merit goals proposed for the city council's consideration. The council needs to choose three of those goals to become the city manager's pre-established goals for 2014. The goals do not need to be prioritized or weighted. The percent of achievement of these pre-established goals will be determined during the city manager's 2014 employee evaluation process at the beginning of 2015.

ALTERNATIVES:

1. Alter the proposed 2014 Merit Award Goals for the city manager.
2. Choose different 2014 Merit Award Goals for the city manager.

FISCAL IMPACT:

Fiscal impact will occur at termination only if the city manager has an outstanding allowable balance of merit award hours which, according to city procedure, cannot exceed 64 hours.

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

**Councilmember _____ moves and Councilmember
_____ seconds, to approve the 2014 Merit Goals for the
City Manager.**

REVIEWED BY: City Manager, Finance Director

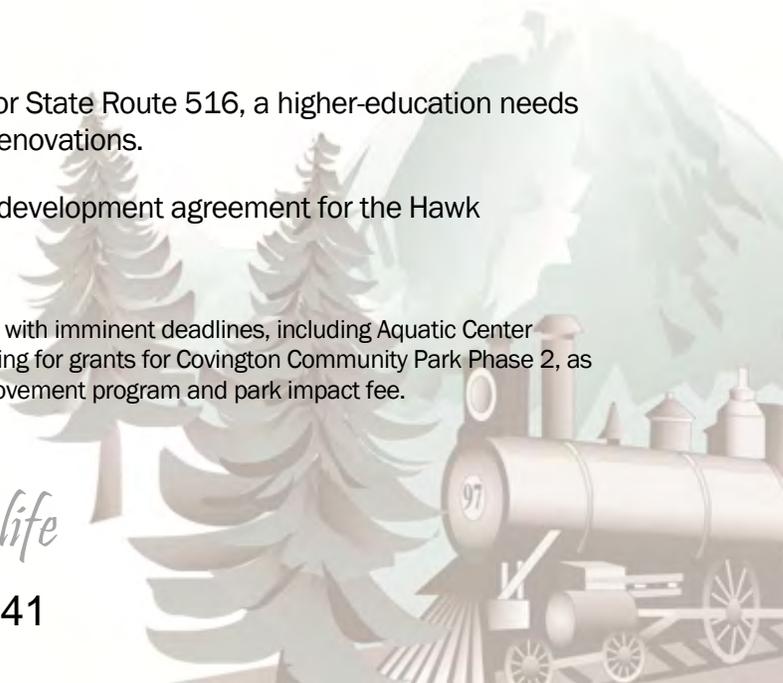
Memo

To: Noreen Beaufriere, Personnel Manager
For: City Council
From: Derek Matheson, City Manager
Date: 2/14/14
Re: City Manager 2014 Merit Goals

The City Council needs to establish three 2014 city manager merit goals. The following options are drawn from discussions at your 1/25/14 summit as well as ongoing projects. I am happy to develop more options at your request:

1. Help the council adopt a strategy to direct General Fund 21 balance to capital projects.
2. Help the council adopt new design standards for private development and public capital improvement projects.
3. Help the council and/or Transportation Benefit District Board craft a ballot measure and provide objective information to the community.
4. Help the council appoint the Parks & Recreation Priorities Advisory Committee (PRePAC).¹
5. Implement a school resource officer program.
6. Implement a youth sports program.
7. Lobby the legislature for state funding for State Route 516, a higher-education needs assessment, and park safety and ADA renovations.
8. Negotiate and help the council adopt a development agreement for the Hawk Property.

¹ This item is currently on hold due to other high priorities with imminent deadlines, including Aquatic Center renovation, creating a youth athletics program, and applying for grants for Covington Community Park Phase 2, as well as ongoing projects, including the parks capital improvement program and park impact fee.



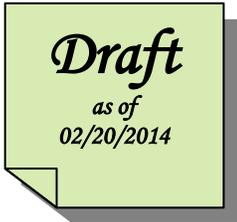
9. Negotiate and help the council adopt a development agreement for the Inland Group project.
10. Pursue creative public-private partnership opportunities for the Town Center in conjunction with the city's Town Center development partner.
11. ~~11.~~ Seek funding for and continue to design Covington Community Park Phase 2.

Since I am the council's only employee, the goals you select should reflect your priorities for the organization as a whole rather than your priorities for me personally.

**DISCUSSION OF
FUTURE AGENDA TOPICS:**

Tuesday, March 11, 2014 Special & Regular Meeting

(Draft Agenda Attached)



Covington: Unmatched quality of life
CITY OF COVINGTON
CITY COUNCIL SPECIAL & REGULAR MEETINGS AGENDA
www.covingtonwa.gov



Tuesday, March 11, 2014
7:00 p.m.

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

Council will interview Human Services Commission applicants beginning at 5:20 p.m.

CALL CITY COUNCIL REGULAR MEETING TO ORDER – approximately 7:00 p.m.

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION

- Annual Update from King County Councilmember Reagan Dunn
- Youth Art Month Proclamation – March 2014 (Ed White)
- Recognition of Finance Staff for CAFR (Council)
- Recognize Citizen for Lifesaving Action (Bri Webb)

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 11, 2014 Study Session; February 11, 2014 Regular Meeting; February 25, 2014 Study Session; and February 25, 2014 Regular Meeting (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Approve Contract with SBS Legal Services for City Attorney Services (Matheson)

NEW BUSINESS

- 1. Consider Appointments to Human Services Commission (Council)
- 2. Authorize Fund Transfer and Approve Use of Funds for Covington Days Staffing (Matheson)
- 3. Approve School Resource Officer Agreement (Klason)

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.