

Covington: Unmatched quality of life  
**CITY OF COVINGTON**  
**CITY COUNCIL REGULAR MEETING AGENDA**  
[www.covingtonwa.gov](http://www.covingtonwa.gov)



**Tuesday, February 26, 2013**  
**7:00 p.m.**

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

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**CALL CITY COUNCIL REGULAR MEETING TO ORDER**

**ROLL CALL/PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PUBLIC COMMUNICATION**

- Youth Art Month Proclamation – March 2013 (Sandi Bisordi, Arts Commission Chair)
- 5210 Program Presentation – Colleen McMeen, Coalition for a Healthy Community

**PUBLIC COMMENT** *Persons addressing the Council shall state their name, address, and organization for the record. Speakers shall address comments to the City Council, not the audience or the staff. Public Comment is not intended for conversation or debate. Comments shall be limited to no more than four minutes per person and no more than ten minutes per group. If additional time is needed the city shall be notified in advance and background information shall be submitted in writing regarding the topic that will be addressed. The city reserves the right to deny any request, based on time constraints. Individuals may petition the City Clerk or the City Manager to appear on the agenda of a future study session as time allows for up to 15 minutes to address the council on specific issues or requests.\**

**APPROVE CONSENT AGENDA**

- C-1. Minutes: January 26, 2013 Council Summit Summary (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Agreement for Services for Joint Human Services and Funding Program (Beaufreere)
- C-4. Resolution Adopting a Vision, Mission, and Goals Statement (Matheson)
- C-5. Accept Consultant Supplement #4 for Aqua Vista Stormwater Project (Akramoff)

**REPORTS OF COMMISSIONS**

- Human Services Chair Haris Ahmad: February 13 Off-Site Visit.
- Arts Chair Sandy Bisordi: February 14 meeting.
- Parks & Recreation Liz Fast or William Pand: February 20 meeting.
- Planning Chair Daniel Key: February 7 meeting; February 21 meeting canceled.
- Economic Development Council Co-Chair Jeff Wagner: January 24 meeting.

**CONTINUED BUSINESS**

- 1. Continue Discussion re Solid Waste Contract with Republic Services (Akramoff)

**NEW BUSINESS**

- 2. Inspections 101 (Hart/Meyers)
- 3. Approve City Manager Merit Goals for 2013 (Matheson)
- 4. Covington Days Options (Slate)

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

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

**EXECUTIVE SESSION**

- Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

**ADJOURN**

*Any person requiring disability accommodation should contact the City of Covington at 253-480-2400 a minimum of 24 hours in advance. For TDD relay service, please use the state's toll-free relay service (800) 833-6384 and ask the operator to dial 253-480-2400.*

**Consent Agenda Item C-1**

Covington City Council Meeting

Date: February 26, 2013

SUBJECT: APPROVAL OF MINUTES: JANUARY 26, 2013 CITY COUNCIL SUMMIT  
SUMMARY

RECOMMENDED BY: Sharon G. Scott, City Clerk

ATTACHMENT(S): Proposed Summary

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 26, 2013 City Council Summit  
Summary.**

CITY OF COVINGTON CITY COUNCIL

## **ANNUAL STRATEGIC PLANNING SUMMIT**

Saturday, 26 January 2013, 8:05 a.m. — 3:01 p.m.  
Covington Real Life Church

# **SUMMARY**

## **OF THE MEETING'S KEY DISCUSSIONS, DECISIONS AND AGREEMENTS**

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**Attending:** Mayor Margaret Harto, Mayor Pro Tem Jeff Wagner, Council members Mark Lanza, Marlla Mhoon, David Lucavish, Jim Scott, and Wayne Snoey; City Manager Derek Matheson; Management Team members Glenn Akramoff, Noreen Beaufriere, Richard Hart, Rob Hendrickson, Kevin Klason, Sharon Scott, Karla Slate and Scott Thomas; facilitator Jim Reid.

**Guests:** Mary Prichard, Freedom Noble, Leroy Stevenson, Leslie Hamada and Dave Clark

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### **THE KEY AGREEMENTS OF THE SUMMIT**

The key agreements of the City Council at its 2013 Summit were:

1. **Vision, Mission, and Goals:**

- The vision was reaffirmed.
- The mission statement was updated so that it will now read: "Covington is a destination community where citizens, businesses and civic leaders collaborate to preserve and foster a strong sense of unity."
- The goal that addresses downtown was changed so that it will now be: "**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."

2. **BPAC Recommendations:**

*Forming a Transportation Benefit District:*

- Council endorsed the recommendation of the Budget Priorities Advisory Committee (BPAC) to establish a Transportation Benefit District (TBD) and increase the sales tax by two-tenths of a percent (from 8.6 to 8.8%) for the purpose of improving the City's transportation infrastructure.
- Voters need to approve the increase of the sales tax. The Council agreed that is more likely that this measure will be submitted to voters in 2014 than this year. Council directed staff to prepare for the vote by taking the following steps: a) produce the documents to establish the TBD; b) identify options for using the General Fund revenues that are currently being transferred into the Street Fund (the Council appears to favor reallocating those funds for public safety and parks); and c) identifying "dos and don'ts" for elected officials and staff once this measure becomes a political campaign.

***Providing Sustainable Funding for Parks:***

- The Council members share an interest in creating a stable and sustainable funding source for parks and recreation. They would like to see a citizen-based effort recommend strategies for creating a stable, sustainable funding stream for parks and recreation. Because they were impressed by BPAC's process and the quality of its recommendations, Council agreed to examine options for parks and recreation funding with the assistance of the community. Scott Thomas, the Parks and Recreation Department's director, will develop and submit to the Council a proposed process. It will include recommendations for involving the members of the Parks Commission and any additional citizens, including, possibly, some BPAC members.

***Formally Thanking the BPAC Members:***

- The Council members agreed that they would like to host the members of the BPAC to a dinner at which time they will formally and publicly thank the Committee for its work.

***Miscellaneous:***

- Council briefly discussed the possibility of increasing funding for the neighborhood "block watch" program. Council members directed staff to research the cost of a community crime prevention officer, including the cost of supervising the position if it were a volunteer assignment.
- Council members were also intrigued by the BPAC proposal that the City assess a "rental tax." They asked staff to get more information on it for a future discussion.

**3. Capital Improvement Program Update:**

- The Council agreed to add a new City Hall to the Capital Improvement Program (CIIP) list of projects, but there is no timetable for construction of the building. In placing a new City Hall on the list, the Council authorized further study to be conducted of the costs and feasibility of the project.

**4. Town Center and the Northern Gateway:**

- To potentially accelerate the development of Town Center, the Council agreed to authorize staff to propose amendments to the City's code that will allow for a development agreement between the City and a developer or developers.
- The Council distinguished Town Center from the Northern Gateway by reiterating its vision that Town Center will someday serve as the pedestrian-friendly gathering place for the community while the Northern Gateway will contain "big box" stores and be more car-oriented.
- To prevent competition between the two centers, the Council expressed an interest in preventing movie theatres and other entertainment from being placed in the Northern Gateway to not dilute the attraction of Town Center as a "hub" for entertainment.
- Council stated its unanimous support for working with an institution of higher education to place a branch campus in Town Center.

**5. Rebranding the City and the 2013 Citizens' Survey:**

- The Council supports and appreciates the work to date to "rebrand" the City and is interested in the reactions and comments of such organizations as the Covington Economic Development Council (CEDC) and the Chamber of Commerce.

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- Council members agreed that a major focus of the 2013 survey of Covington residents should be on parks and recreation.

6. **Operations:**

- Council authorized the City Manager to bring to the Council's attention at mid-year potential additions to the budget if the financial situation allows. Potential additions would be based on discussions the previous autumn during the process of approving the City's annual budget.
- Council agreed to institutionalize the date it meets with each of the City's Boards and Commissions. They also decided to reexamine the missions of these bodies.

## **OUR BIGGEST ACCOMPLISHMENTS OF 2012**

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 2013. The biggest accomplishments of 2012 were:

1. The Budget Priorities Advisory Committee (BPAC).
2. The City's new phone system, which is easier to use and more efficient.
3. Creation of the South End Area Regional Coalition for Housing (SEARCH), the South King County affordable housing multi-jurisdictional oversight committee that is patterned on the work of ARCH, the Eastside affordable housing committee that has been in existence for nearly twenty years.
4. The new Covington Community Park.
5. The completion of the Human Services Master Plan.
6. Initiating the Northern Gateway planning process.
7. Community response to the destruction of the its Christmas Tree.
8. The manner in which the Public Works Department provided services throughout the City during the snow and ice storm of early 2012.
9. The success of our previous Olympia lobbyist and hiring a new one.
10. Holding our January 2012 summit locally.
11. The City's management team is in tact.
12. The City's and School District's agreement that the City shall have the "right of first offer" when the District sells the Covington Elementary School property.
13. The Office of the Sheriff moved into City Hall. This provided the City with additional income and allowed for closer communication and cooperation between the City and the Police Department.
14. Businesses moved into the community.
15. Opening of the emergency room in town.
16. "Destination Covington."
17. In 2012 we celebrated our tenth year as a "Tree City USA."
18. We helped keep Cedar Valley Elementary School open.
19. Covington was well represented on regional boards and committees.
20. The City remained financially stable and won an award for it.
21. Council members are respectful of each other and work together well.
22. The process of and community involvement in appointing citizens to serve on City Commissions. The Council listened carefully to the citizenry and demonstrated that we are approachable.
23. 2012 was a "banner year" for grants; we received over three-quarters of a million dollars.
24. We continued to forge a strong partnership with Green River Community College.
25. A sign that the City is maturing is our engagement in recycling and solid waste.
26. The Kent-Kangley project is advancing through the citizens' advisory committee.
27. The concert series, and the fact that a staff person is designated to managing it.

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28. The City's communications. (On behalf of the City, Derek will receive an award on February 5<sup>th</sup> for our communications during last year's snow and ice storm.)
29. Karla's performance as our communications and public relations manager.
30. The planting of cherry trees and the involvement of students and the General Counsel in the tree-planting ceremony.
31. Over 90,000 people used the Aquatics Center last year. This attendance standard illustrates that the Center is exceeding its business goals.
32. In the Community Development Department, a temporary planning position was converted to a FTE, which strengthens the City's long-range planning functions.
33. Construction of new homes accelerated, thus bringing additional income to the City.
34. The implementation of the Police Department's citizens volunteer program.
35. The implementation of the Narcotic Activity Emphasis pilot project by one of our patrol officers, which is enabling that officer to one day a week focus on narcotics-related case follow-up investigations. That in turn is taking pressure off our detective so she can better focus on other priority investigations.
36. The initiation of a strategic plan for tree management. Our work last year will pay off because the plan will be adopted in 2013.
37. We set the stage to restart recreation classes this year.
38. Implementation of two new employee recognition programs.

After citing the accomplishments of 2012, individual Council members mentioned these five items that should be addressed in the near-term future. These items are:

- Resolve the Urban Growth Boundary and address the Northern Gateway.
- Implement our vision for Town Center.
- Build a new City Hall.
- Place funding for streets and parks on a solid, more sustainable footing.
- Hire staff to work on economic development.

### **COUNCIL ENVISIONS COVINGTON IN 5-10 YEARS**

In five to ten years, the Council wants Covington to:

- be a destination with a solid identify. The City will be a destination for shopping, recreation, entertainment and business.
- have a pedestrian-oriented Town Center that connects to pedestrian-oriented Jenkins Creek Park.
- have a central outdoor gathering place in Town Center, a Community Center that serves as an indoor gathering place, and vibrant commercial areas in both Town Center and the Northern Gateway.
- host major events, such as a jazz festival or a "Tour de Covington," that draw people from afar.
- be a "hub" for medical research and development, education and/or entertainment. One strategy for making the City the "hub" for research and development or education is to become the site of a branch campus of a two or four-year higher educational institution.
- be even more family-oriented.
- ensure that Covington Days is a major event.
- have a hotel or motel.
- have sidewalks connecting the library to schools and, perhaps, have the library located in Town Center.
- complete the trails system.

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- have a mass transit system that gets citizens quickly from the City to other communities around the region and a shopping shuttle that transports them efficiently within the City.
- attract greater tourism, including becoming the “jumping off point” for wine tours to central and eastern Washington.
- build a parking garage in Town Center so that there are no longer miles of blacktop in the central downtown.
- improve the Kent-Kangley corridor.

When the Council finished articulating the above vision for the City’s future, Freedom Noble, the Youth Pastor at the Real Life Church and a guest in the audience, offered these ideas: a) He supports the Council’s vision for Town Center and suggested the City try to build an underground parking garage. B) Turn the library into a Teen Center if a new library were built in Town Center. c) Create more opportunities for businesses to invest in Covington through public-private financing. D) Hold concerts, show movies and host fireworks displays on the Church’s property and in other parks or gathering places in town.

### **COUNCIL DISCUSSES AND AGREES ON PATH TO ADVANCE BPAC RECOMMENDATIONS**

After imagining Covington in five to ten years, the Council turned its attention to the recommendations that were recently submitted to it by the Budget Priorities Advisory Committee. The specific agreements of the Council that resulted from this review and discussion are detailed on pages 2 and 3.

Council members quickly agreed on BPAC’s recommendations that the City create a Transportation Benefit District (TBD) and submit to the voters a measure to increase the sales tax to fund transportation infrastructure projects. They also agreed that it is more likely that this measure will be submitted to voters in 2014, not 2013, although they did not rule out placing it on the ballot this year in either August or November. In supporting this recommendation, the Council cited their interests in stabilizing and sustaining the Street Fund and in “freeing up” the City’s General Funds that now go into the Street Fund so that they can be used for other worthy purposes. It appears that approximately \$250,000 could be reallocated from the Street Fund to other uses. The Council members cited the decline in federal and state funding for transportation as a reason why the City needs to stabilize and sustain the Street Fund.

In looking ahead to the time when this initiative is submitted to the voters, the Council agreed that a major educational effort will be needed to help the community understand why the TBD and sales tax increase are needed and what projects they will pay for. Council members also mentioned that other economic development projects the City is working on should continue so that the citizens see that the City is working on many fronts to not only deliver high quality services and be as efficient with tax dollars as possible, but to build a diverse funding portfolio to support City services and projects.

In determining the election date for this measure, the City will consider when various countywide tax measures, such as the Emergency Management Services (EMS) levy, are likely to be placed before the voters. But the Council members all agreed a campaign committee should get to work now and the members of BPAC would be logical organizers and the initial leaders of the campaign.

Council members cited BPAC’s success as a major reason why they would like to see a similar citizen-based effort recommend strategies for creating a stable, sustainable funding stream for parks and recreation. As a result of a brief discussion, Scott Thomas of the Parks and Recreation Department was given the job of developing a proposed process by which citizens would examine the issues around creating a stable funding source for parks. He’ll bring the proposal back to Council later this year.

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As the review of the BPAC recommendations was nearly finished, the Council briefly discussed its neighborhood “block watch” program. Some Council members expressed an interest in finding more funding to support the program. More specifically, they suggested that the program could use a community crime prevention officer. Chief Klason knows a retired officer who might do the job on a part-time basis. Some Council members suggested the City might find retired police officers who would perform the role as volunteers.

Council directed staff to research the cost of a community crime prevention officer, including the cost of supervising the position if it were a volunteer assignment.

Finally, Council members were also intrigued by the BPAC proposal that the City assess a “rental tax” and asked staff to get more information on it for future discussion.

### **COUNCIL AGREES TO PLACE NEW CITY HALL ON CAPITAL IMPROVEMENT PROGRAM LIST**

In 2013 the City will update its Capital Improvement Program (CIP) list. Therefore, the Council reviewed the current list of projects during the retreat to provide initial direction to staff as the update is launched. During this discussion, architect Dave Clark, who recently conducted an initial study on the potential costs of a new City Hall, presented his findings. After talking with Mr. Clark, the Council agreed that a new City Hall should be added to the CIP list of projects this year. But there is no timetable for construction of the building.

In placing a new City Hall on the list, the Council authorized continued study of the costs and feasibility of the project. Once the study is completed, the City will have information to “shop around” to citizens to obtain their reactions and comments. Council briefly discussed the option of purchasing and remodeling Covington Elementary School for the new City Hall but ruled it out because of the prohibitive cost of converting an older building into a facility that meets the City’s needs. Remodeling the school could cost more than building from scratch.

Council members also speculated that a new City Hall could be an anchor for Town Center and would stimulate development that advances the Council’s vision for downtown. There was also mention of a public-private partnership to help minimize construction costs; City Hall would share space with a library, school or offices, or part of the building would not be completed and would remain vacant until a private company or a group of businesses chose to finish it and occupy those spaces.

The Council members did not add any new transportation projects to the CIP list, but briefly discussed constructing the 204<sup>th</sup> “loop” and a western entrance into the City, and extending the Kent-Kangley Road. Glenn Akramoff, Public Works Director, stated that he would use the Council’s conversation to model five transportation scenarios for the Council’s CIP study session in March that will more formally commence the update of the City’s CIP.

The Council also signaled its interest in expanding the City’s inventory of parkland and completing the trail system. Council quickly discussed private parks—those within housing developments that are governed by Home Owners’ Associations (HOAs). Council members concluded that while these parks serve a purpose, they are not a significant part of the equation in the City’s efforts to provide high quality parks and recreation services to its citizens. Council members proposed that they and Parks Department staff attend HOA meetings to help educate citizens about what it takes to maintain their parks. As the discussion of parks and recreation CIP projects ended, the Council reiterated its intent to add to the inventory of trails and community and neighborhood parks.

### **COUNCIL AUTHORIZES EXPLORING A DEVELOPMENT AGREEMENT FOR TOWN CENTER**

The Council distinguished Town Center from the Northern Gateway by reiterating its vision that Town Center will someday serve as the pedestrian-friendly gathering place for the community while the Northern Gateway will contain “big box” stores and be more car-oriented, partly due to its visibility from the freeway. They could compete for entertainment venues, but Council members expressed an interest in preventing movie theatres and other entertainment from being placed in the Northern Gateway to not dilute the attraction of Town Center as a “hub” for entertainment.

Once Oakpointe (the Northern Gateway) is fully developed, it will include housing, parks and trails as well as commercial establishments. The City is about to initiate a twelve-month planning process for this subarea. During the discussion staff noted that developing the Northern Gateway may be easier and faster because one developer is proposing and managing the project and negotiating with the City.

In contrast, the City has approved a vision, policy direction and regulations for the future development of Town Center, but is waiting for developers to come along to implement the Council’s vision. This approach may mean that Town Center is not developed for a long time. To potentially accelerate the development of Town Center, the Council agreed to follow the example of the Northern Gateway by recruiting developers to partner with the City. The Council authorized staff to propose amendments to the City’s code that will allow for an agreement between the City and a one or more developers for the development of Town Center.

After further discussion, the Council agreed on this sequence of actions: a) staff will draft code amendments to allow for the development agreement; b) they will submit those proposed code amendments to the Planning Commission for review and discussion; c) meanwhile, the City Hall feasibility study will be completed; d) staff will begin to develop a Request for Qualifications (RFQ) or a Request for Proposal (RFP); and e) the proposed code amendments and RFQ/RFP will be presented to the Council. Council and staff expect these steps to take much of 2013. In other words, the City will not be seeking a development partner for Town Center immediately, but instead will get its “ducks in order” before going out to recruit the developers with whom it will work to expedite implementing the Council’s vision for Town Center.

Finally, the Council unanimously agreed that the City should work with an institution of higher education to place a branch campus in Town Center.

### **COUNCIL SUPPORTS THE WORK ON REBRANDING AND REQUESTS THAT 2013 CITIZENS’ SURVEY INCLUDE QUESTIONS ON PARKS AND RECREATION**

Karla Slate, the City’s Community Relations Coordinator, presented the latest work to “rebrand” the City. The Council was very supportive and appreciative. Karla is taking the rebranding proposal to the Chamber of Commerce and Covington Economic Development Council (CEDC). Council members expressed great interest in hearing the reactions of those groups to the rebranding proposal.

There was also a very brief discussion of the 2013 survey of Covington residents. Council requested that a major focus of the survey be on parks and recreation.

### **COUNCIL OKS TWO OPERATIONS ITEMS**

The last agreements of the Council at its 2013 Summit were:

- Council authorized the City Manager to bring to the Council's attention at mid-year potential additions to the budget if the financial situation allows. The possible additions would be based on discussions the previous autumn during the process of approving the City's annual budget. The City Manager might bring a decision card to Council that reflects projects that the Council had been interested in but which could not be funded as part of the annual budget.
  
- Council agreed to institutionalize the date it meets with each of the City's Boards and Commissions (in similar fashion to the Council institutionalizing the date of its Annual Strategic Planning Summit as the last Saturday in January). Sharon Scott will bring back to the Council proposed dates for the meeting with each Board or Commission. Council members also decided that the City should work with the Board and Commission members to reexamine the missions of each body.

**Consent Agenda Item C-2**

Covington City Council Meeting

Date: February 26, 2013

SUBJECT: APROVAL OF VOUCHERS.

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #28948—29024, in the Amount of \$334,268.65, Dated February 5, 2013; and Paylocity Payroll Checks #1001047792-1001047804 Inclusive, Plus Employee Direct Deposits in the Amount of \$145,969.56, Dated February 15, 2013.

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 #28948—29024, in the Amount of \$334,268.65, Dated February 5, 2013; and Paylocity Payroll Checks #1001047792-1001047804 Inclusive, Plus Employee Direct Deposits in the Amount of \$145,969.56, Dated February 15, 2013.**

February 5, 2013

City of Covington

City of Covington

City of Covington  
Voucher/Check Register

Check # 28948 Through Check # 29024

In the Amount of \$334,268.65

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  
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: 2/8/2013 - 9:52 AM



			Check Amount
Check No:	28948	Check Date: 02/05/2013	
Vendor:	2613	Gayle Ackerson	
2613-2		Utility tax rebate; electricity	3.32
2613-2		Utility tax rebate; natural gas	4.71
			8.03
Check No:	28949	Check Date: 02/05/2013	
Vendor:	0463	Allied Waste Services	
0176-003646729		Maint shop; disposal, 1/1-1/31/13	237.27
0176-003646729		Maint shop; disposal, 1/1-1/31/13	118.63
0176-003646729		Maint shop; disposal, 1/1-1/31/13	237.27
0176-003646882		Aquatics; waste disposal, 1/1-1/31/13	256.06
			849.23
Check No:	28950	Check Date: 02/05/2013	
Vendor:	1705	Alpine Products, Inc.	
TM-129877		Street brooms, traffic cones	1,029.30
			1,029.30
Check No:	28951	Check Date: 02/05/2013	
Vendor:	1820	America West Environmental	
10219		Deicer	3,316.85
			3,316.85
Check No:	28952	Check Date: 02/05/2013	
Vendor:	0955	American Red Cross	
Prepaid2013		Prepayment for student learning fees	2,000.00
			2,000.00
Check No:	28953	Check Date: 02/05/2013	
Vendor:	2140	Amicor Construction	
MART-01-13		Minor housing repair; #MART-01-13	1,960.23
			1,960.23
Check No:	28954	Check Date: 02/05/2013	
Vendor:	2033	Aquatic Specialty Services	
3764		Newton; NRPA AFO class, registration	375.00
3803		Aquatics; clean/calibration service	124.90
3804		Aquatics; pool chemicals	312.73
			812.63
Check No:	28955	Check Date: 02/05/2013	
Vendor:	2223	ARC Imaging Resources	
967548		Plotter/Scanner, maintenance; 1/21-2/21/13	230.19
			230.19
Check No:	28956	Check Date: 02/05/2013	

Vendor:	1278 ASCAP	
500639313	ASCAP license fee; 1/1-12/31/13	327.00
		<hr/>
		327.00
Check No:	28957	Check Date: 02/05/2013
Vendor:	0499	Bank of America
0411-2	Aquatics; sylvania lamps, use tax	-5.51
0411-2	Aquatics; floor squeegees/handles	178.68
0411-2	Aquatics; floor squeegees/handles, use tax	-14.15
0411-2	Aquatics; grip nozzles, use tax	-6.68
0411-2	Aquatics; grip nozzles	84.41
0411-2	Aquatics; merit program, gift cards	125.00
0411-2	Aquatics; small broom, wood handles	33.67
0411-2	Aquatics; assorted containers	72.33
0411-2	Aquatics; sylvania lamps	69.55
0446-2	Student art show; supplies	211.01
0446-2	Student art show; supplies, use tax	-16.71
0848-2	Bahl; ActiveWorld conference, airfare	268.69
0848-2	Purple Lights replacements	1,269.47
0848-2	Purple Lights replacements, use tax	-100.53
1030-2	O&M recognition award; mug	2.61
1030-2	O&M recognition award; mug	5.23
1030-2	O&M recognition award; mug	5.23
2959-2	Hendrickson; GFOA conference, registration	380.00
4230-2	USB sticks	56.45
4230-2	USB sticks, use tax	-4.47
4230-2	Computer monitors, use tax	-29.06
4230-2	Computer monitors	367.02
4230-2	New computer parts/accessories	209.08
4230-2	New computer parts/accessories, use tax	-16.56
4935-2	Akramoff; business writing webinar	76.74
4935-2	Akramoff; business writing webinar	76.73
4935-2	Junkin; WRPA annual conference	111.60
4935-2	Junkin; WRPA annual conference	111.60
4935-2	Junkin; WRPA annual conference	55.80
4935-2	Emergency management; folding cots	585.42
4935-2	Emergency management; folding cots, use tax	-46.36
5059-2	Employee recognition program; pride awards	325.00
5059-2	Outgoing commissioners thank you, tissue	11.83
5059-2	Commissioners thank you, tissues; use tax	-0.94
5059-2	Commissioners thank you, gift boxes; use tax	-1.35
5059-2	Outgoing commissioners thank you, gift boxes	17.10
5059-2	Outgoing commissioners thank you supplies	32.41
7620-2	Matheson; chamber luncheon, January	15.00
7620-2	Snoey; legislative breakfast	25.00
7620-2	WCMA 2013 membership	187.00
7620-2	"The Unbreakable Rules of Marketing" book	30.39
7620-2	PRSA Totem entry	20.00
7620-2	Matheson; Totem Award celebration	230.00
9767-2	Hart; APA conference registration balance	28.00
9767-2	Hart; APA conference registration balance	12.00
9767-2	Emergency management; pillows, blankets, cont	100.15
9767-2	Parks commission; meeting expenses	27.23
9767-2	Wifi mounting accessories	11.25
9767-2	Hagen; calculator	77.24
9767-2	Calculator, use tax	-6.12
		<hr/>
		5,257.48

Check No:	28958	Check Date:	02/05/2013	
Vendor:	0078	Shellie Bates		
0078-2		Bates; King County Recycle meeting, mileage		2.64
0078-2		Bates; King County Recycle meeting, mileage		2.64
0078-2-1		Bates; King County Hazard Plan meeting, mileage		9.69
0078-2-1		Bates; King County Hazard Plan meeting, mileage		9.68
				<hr/>
				24.65
Check No:	28959	Check Date:	02/05/2013	
Vendor:	2368	Best Parking Lot Cleaning Inc.		
120951		MV, Street cleaning, December		6,069.01
121341		MV Street cleaning, January		1,320.58
121342		Street cleaning, January		9,013.80
				<hr/>
				16,403.39
Check No:	28960	Check Date:	02/05/2013	
Vendor:	1868	The Brickman Group Ltd, LLC		
486015		Streets; landscaping, February		4,114.10
486015		Parks; landscaping, February		1,420.63
				<hr/>
				5,534.73
Check No:	28961	Check Date:	02/05/2013	
Vendor:	2270	CenturyLink		
6317966698B-2		City hall; telephone, 1/13-2/13/13		47.18
				<hr/>
				47.18
Check No:	28962	Check Date:	02/05/2013	
Vendor:	0184	Cordi & Bejarano		
144		Public defender; 1/4-1/18/13		2,140.00
				<hr/>
				2,140.00
Check No:	28963	Check Date:	02/05/2013	
Vendor:	0537	Covington Water District		
104587-2		Crystal view; water, 1/1-1/18/13		16.94
104587-2		Crystal view; water, 12/22-12/31/12		9.41
105731-2		SR 516; water, 1/1-1/18/13		32.40
105731-2		SR 516; water, 12/22-12/31/12		18.00
107666-2		Community park; water, 1/1-1/18/13		10.57
107666-2		Community park; water, 11/17-12/31/12		26.43
108188-2		Skate park; water, 1/1-1/18/13		15.06
108188-2		Skate park; water, 11/17-12/31/12		37.64
115324-2		Aquatics; water, 1/1-1/18/13		558.40
115324-2		Aquatics; water, 11/17-12/31/12		1,396.00
122505-2		Maint shop; water, 1/1-1/18/13		3.53
122505-2		Maint shop; water, 1/1-1/18/13		7.07
122505-2		Maint shop; water, 1/1-1/18/13		7.07
122505-2		Maint shop; water, 11/17-12/31/12		8.84
122505-2		Maint shop; water, 11/17-12/31/12		17.67
122505-2		Maint shop; water, 11/17-12/31/12		17.67
132669-2		Community park; water, 1/1-1/18/13		15.06
132669-2		Community park; water, 11/17-12/31/12		37.64
132670-2		Community park; water, 1/1-1/18/13		62.26
132670-2		Community park; water, 12/22-12/31/12		34.59
				<hr/>
				2,332.25
Check No:	28964	Check Date:	02/05/2013	
Vendor:	2615	David A. Clark Architects, PLLC		

615	City hall study		1,746.00
			<hr/> 1,746.00
Check No:	28965	Check Date:	02/05/2013
Vendor:	0456	Department of Ecology	
2013-WAR045510		Stormwater general permit; 1/1-6/30/13	
			<hr/> 3,870.96
			3,870.96
Check No:	28966	Check Date:	02/05/2013
Vendor:	2544	Epicenter Services, LLC	
2013-02		- Solid waste collection contract; January	
			<hr/> 2,380.80
			2,380.80
Check No:	28967	Check Date:	02/05/2013
Vendor:	0889	Ferrell's Fire Extinguisher Co	
20050		Aquatics; fire extinguisher service/maintenance	
20050		Aquatics; fire extinguisher	
			<hr/> 82.54
			260.64
			<hr/> 343.18
Check No:	28968	Check Date:	02/05/2013
Vendor:	2032	First American Title Insurance Co	
NCS-561582-WA1		Refunding money intended for Covington Water	
			<hr/> 1,500.00
			1,500.00
Check No:	28969	Check Date:	02/05/2013
Vendor:	1875	FirstChoice	
519498		City hall; coffee service	
			<hr/> 110.13
			110.13
Check No:	28970	Check Date:	02/05/2013
Vendor:	0127	GFOA	
0002172		Hendrickson; GFOA membership, 2/1/13-1/31/14	
			<hr/> 150.00
			150.00
Check No:	28971	Check Date:	02/05/2013
Vendor:	2078	Girard Resources & Recycling, LLC	
14292		Clear rock	
			<hr/> 303.65
			303.65
Check No:	28972	Check Date:	02/05/2013
Vendor:	1733	The Good Earth Works, Inc.	
123408		Maint shop; oil	
123408		Maint shop; oil	
123408		Maint shop; oil	
			<hr/> 12.08
			24.15
			24.16
			<hr/> 60.39
Check No:	28973	Check Date:	02/05/2013
Vendor:	2534	Goodfellow Bros., Inc.	
5R		CIP 1010; construction through 12/31/12	
5R		CIP 1010; retainage payable	
			<hr/> 60,662.50
			-3,033.12
			<hr/> 57,629.38
Check No:	28974	Check Date:	02/05/2013
Vendor:	2616	Greater Maple Valley Regional Shuttle	
2616-2		Employee human services donation	
			<hr/> 500.00
			500.00

Check No:	28975	Check Date:	02/05/2013	
Vendor:	1770	Richard Hart		
1770-2		Hart; APA conference, airfare		230.16
1770-2		Hart; APA conference, airfare		98.64
				<hr/>
				328.80
Check No:	28976	Check Date:	02/05/2013	
Vendor:	1271	Rob Hendrickson		
13-04		Hendrickson; 2013 flexible spending		196.64
				<hr/>
				196.64
Check No:	28977	Check Date:	02/05/2013	
Vendor:	1658	Hertz Equipment Rental Corp.		
26630751-001		Tree Lighting, rental; boom truck 1/7-1/11/13		390.42
26630751-001		Equipment rental; boom truck 1/7-1/11/13		390.42
				<hr/>
				780.84
Check No:	28978	Check Date:	02/05/2013	
Vendor:	0867	Home Depot Credit Services		
0012095		#3383; keys		7.07
0012095		Maint shop; heat tape for pipes		1.29
0012095		Maint shop; heat tape for pipes		2.60
0012095		Maint shop; heat tape for pipes		2.60
4064348		Wireless mounting supplies		40.12
6060383		Aquatics; hoses, spray bottles		127.93
6060383		Aquatics; nozzles, drano, valves, repair parts		106.07
8012423		Tree lighting hardware		8.74
8060023		Wifi mounting accessories		12.67
8060033		Maint shop; extension pole		7.29
8060033		Maint shop; extension pole		14.57
8060033		Maint shop; extension pole		14.57
9012317		Tree lighting; swaging tool		24.78
				<hr/>
				370.30
Check No:	28979	Check Date:	02/05/2013	
Vendor:	1997	HSBC Business Solutions		
016426		Employee recognition; aquatics awesome award		29.38
044091		CIP 1129 Open House, refreshments		13.98
				<hr/>
				43.36
Check No:	28980	Check Date:	02/05/2013	
Vendor:	1803	Iron Mountain		
GHS9449		Document storage; 1/1-1/31/13		142.00
				<hr/>
				142.00
Check No:	28981	Check Date:	02/05/2013	
Vendor:	1701	Johnsons Home & Garden		
373189		Maint shop; extension cord, motion sensor		23.45
373189		Maint shop; extension cord, motion sensor		46.91
373189		Maint shop; extension cord, motion sensor		46.90
				<hr/>
				117.26
Check No:	28982	Check Date:	02/05/2013	
Vendor:	0158	KC Municipal Clerks' Assoc		
0158-2		KCMCA 2013 annual dues		40.00
				<hr/>
				40.00

Check No:	28983	Check Date:	02/05/2013	
Vendor:	0050	Kent School District		
0050-2		School mitigation payable; December		60,164.00
0050-2		School mitigation payable; January		35,664.00
				<hr/>
				95,828.00
Check No:	28984	Check Date:	02/05/2013	
Vendor:	0271	Kent Youth & Family Services		
0271-2		Headstart ECEAP Program; human service dona		340.00
				<hr/>
				340.00
Check No:	28985	Check Date:	02/05/2013	
Vendor:	0143	King County Finance		
3000427		Jail costs; December		3,564.27
				<hr/>
				3,564.27
Check No:	28986	Check Date:	02/05/2013	
Vendor:	1405	Lakeside Industries		
12034929MB		EZ street asphalt		36.83
				<hr/>
				36.83
Check No:	28987	Check Date:	02/05/2013	
Vendor:	1622	Law Offices of Thomas R Hargan, PLLC		
13-CV01		Prosecution services through 1/31/13		4,537.55
				<hr/>
				4,537.55
Check No:	28988	Check Date:	02/05/2013	
Vendor:	1921	Mastermark		
0616854		Date stamp		31.98
				<hr/>
				31.98
Check No:	28989	Check Date:	02/05/2013	
Vendor:	2486	McLendon Hardware, Inc.		
8288864/7		Fluorescent tube recycling		63.00
				<hr/>
				63.00
Check No:	28990	Check Date:	02/05/2013	
Vendor:	0734	Joan Michaud		
0734-2		Michaud; public defender screening, mileage		19.09
				<hr/>
				19.09
Check No:	28991	Check Date:	02/05/2013	
Vendor:	0252	Microflex		
00021095		Taxtools annual maintenance and support, 1/1-12		759.66
				<hr/>
				759.66
Check No:	28992	Check Date:	02/05/2013	
Vendor:	1327	Ethan Newton		
1327-2		Newton; mileage reimbursement, January		188.77
				<hr/>
				188.77
Check No:	28993	Check Date:	02/05/2013	
Vendor:	0682	Nextel Communications		
550142028-128		Cellular service, 1/8-2/7/13		67.03
550142028-128		Cellular service, 1/8-2/7/13		304.44
550142028-128		Cellular service, 1/8-2/7/13		25.37
550142028-128		Cellular service, 1/8-2/7/13		77.65

550142028-128	Cellular service, 1/8-2/7/13	111.56
550142028-128	Cellular service, 1/8-2/7/13	38.84
550142028-128	Cellular service, 1/8-2/7/13	232.40
550142028-128	Used equipment reimbursement	-425.00
591066496-048	Internet connection card, 1/21-2/20/13	20.49
591066496-048	Internet connection card, 1/21-2/20/13	61.49
591066496-048	Internet connection card, 1/21-2/20/13	49.99

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564.26

Check No:	28994	Check Date:	02/05/2013	
Vendor:	2555	NuCO2 LLC		
36431281		Aquatics; CO2 lease		59.73
36530312		Aquatics; CO2 for pH control		73.06

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132.79

Check No:	28995	Check Date:	02/05/2013	
Vendor:	0004	Office Depot		
610254788001		Paper		111.91
641513100001		Office supplies		273.13
641513100001		Tea		29.99
641513198001		Pens		3.81
641564697001		Aquatics; chairs		146.65
641579440001		Aquatics; chairs		235.72
642917262001		Office supplies		101.44

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902.65

Check No:	28996	Check Date:	02/05/2013	
Vendor:	0056	Cassandra Parker		
13-05		Parker; 2013 flexible spending		875.00

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875.00

Check No:	28997	Check Date:	02/05/2013	
Vendor:	1453	Ben Parrish		
1453-2		Parrish; WSDOT training, lunch		21.30
1453-2-1		Parrish; WSDOT training, lunch		21.30

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42.60

Check No:	28998	Check Date:	02/05/2013	
Vendor:	2021	Holmfridur Peterson		
2021-2012		Utility tax rebate; electricity		14.10
2021-2012		Utility tax rebate; solid waste		5.07

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19.17

Check No:	28999	Check Date:	02/05/2013	
Vendor:	2133	Public Fleet Managers Association		
752		PFMA 2013 membership dues		48.00
752		PFMA 2013 membership dues		48.00
752		PFMA 2013 membership dues		24.00

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120.00

Check No:	29000	Check Date:	02/05/2013	
Vendor:	0161	Puget Sound Energy		
8910394751-2		City hall; electricity, 1/1-1/3/13		314.53
8910394751-2		City hall; electricity, 12/5-12/31/12		2,825.48

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3,140.01

Check No:	29001	Check Date:	02/05/2013	
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Vendor:	0185	Puget Sound Finance Officers	
0185-2		PSFOA 2013 membership dues	50.00
			<hr/>
			50.00
Check No:	29002	Check Date: 02/05/2013	
Vendor:	1999	Rainier Glass Co., Inc.	
10889		Aquatics; remove/replace closer	1,425.92
			<hr/>
			1,425.92
Check No:	29003	Check Date: 02/05/2013	
Vendor:	1197	Rainier Wood Recyclers	
00045257		Brush/stumps; disposal fees	367.50
00045303		Brush/stumps; disposal fees	82.50
00045346		Brush/stumps; disposal fees	37.50
			<hr/>
			487.50
Check No:	29004	Check Date: 02/05/2013	
Vendor:	2250	SBS Legal Services	
C022		Legal services; January	5,826.50
			<hr/>
			5,826.50
Check No:	29005	Check Date: 02/05/2013	
Vendor:	2474	SCORE	
242		Jail costs; December	10,080.00
			<hr/>
			10,080.00
Check No:	29006	Check Date: 02/05/2013	
Vendor:	2207	db Secure Shred, LLC	
86795		Secure document destruction	22.39
			<hr/>
			22.39
Check No:	29007	Check Date: 02/05/2013	
Vendor:	1905	Sharp Electronics Corporation	
C767393-701		Copier, usage, 1/1-1/28/13	15.22
C767393-701		Copier; usage, 12/17-12/31/12	8.16
			<hr/>
			23.38
Check No:	29008	Check Date: 02/05/2013	
Vendor:	2617	Sound Cities Association	
2295		SCA 2013 dues assessment	9,942.05
			<hr/>
			9,942.05
Check No:	29009	Check Date: 02/05/2013	
Vendor:	1903	Sound Publishing, Inc.	
514376		Weekly bulletins; 12/14, 12/28	291.65
514376		Monthly full page ads	4,464.00
			<hr/>
			4,755.65
Check No:	29010	Check Date: 02/05/2013	
Vendor:	0736	Sound Security, Inc.	
0619624-IN		Security monitoring; February	964.00
			<hr/>
			964.00
Check No:	29011	Check Date: 02/05/2013	
Vendor:	0591	Springbrook Software Inc.	
0591-2		Hagen; Springbrook conference, registration	595.00
185		Springbrook V7 migration balance	5,250.00
			<hr/>

CM133	Credit; Springbrook V7 migration	-1,171.75
CM160	Credit; Springbrook software maintenance	-947.86
INV23660	Springbrook software maintenance; 1/13-12/13	12,822.93

16,548.32

Check No:	29012	Check Date:	02/05/2013	
Vendor:	0281	Standard Insurance Company		
006355510001-2		Life Insurance Premiums, February		93.53
006355510001-2		Life Insurance Premiums, February		100.83
006355510001-2		Life Insurance Premiums, February		68.16
006355510001-2		Life Insurance Premiums, February		168.00
006355510001-2		Life Insurance Premiums, February		99.54
006355510001-2		Life Insurance Premiums, February		459.74
006355510001-2		Life Insurance Premiums, February		269.32
006355510001-2		Life Insurance Premiums, February		549.97
006355510001-2		Life Insurance Premiums, February		181.00
006355510001-2		Life Insurance Premiums, February		92.42
006355510001-2		Life Insurance Premiums, February		7.91
006355510001-2		Life Insurance Premiums, February		556.55
006355510001-2		Life Insurance Premiums, February		352.70

2,999.67

Check No:	29013	Check Date:	02/05/2013	
Vendor:	1104	Stanley Security Solutions Inc		
902512347		Aquatics; interior office door lock repair		280.22

280.22

Check No:	29014	Check Date:	02/05/2013	
Vendor:	0217	State Auditor's Office		
L96525		Audit fees; December		91.85

91.85

Check No:	29015	Check Date:	02/05/2013	
Vendor:	2051	Roger Steyaert		
2051-2012		Utility tax rebate; electricity		28.03
2051-2012		Utility tax rebate; natural gas		48.91
2051-2012		Utility tax rebate; solid waste		12.03
2051-2012		Utility tax rebate; cable		46.87
2051-2012		Utility tax rebate; cellular/pager		26.15

161.99

Check No:	29016	Check Date:	02/05/2013	
Vendor:	2500	Tetra Tech, Inc.		
50644016		CIP 1127; engineering, 12/1-12/28/12		53,723.39

53,723.39

Check No:	29017	Check Date:	02/05/2013	
Vendor:	2023	Mae Trepanier		
2023-2012		Utility tax rebate; electricity		59.89
2023-2012		Utility tax rebate; natural gas		98.54
2023-2012		Utility tax rebate; solid waste		12.72
2023-2012		Utility tax rebate; cable		79.42
2023-2012		Utility tax rebate; cellular/pager		27.40

277.97

Check No:	29018	Check Date:	02/05/2013	
Vendor:	0357	Valley Communications		

13757	800 MHz access fee, January	75.00
		<u>75.00</u>
Check No:	29019 Check Date: 02/05/2013	
Vendor:	0046 Verizon Wireless	
1157335208	Maint shop; on call phone, 1/21-2/20/13	6.26
1157335208	Maint shop; on call phone, 1/21-2/20/13	12.51
1157335208	Maint shop; on call phone, 1/21-2/20/13	12.52
		<u>31.29</u>
Check No:	29020 Check Date: 02/05/2013	
Vendor:	0819 Don Vondran	
13-06	Vondran; 2013 flexible spending	30.00
		<u>30.00</u>
Check No:	29021 Check Date: 02/05/2013	
Vendor:	2262 Voyager Fleet Systems Inc.	
869285460304	Vehicle fuel; January	1,110.23
869285460304	Vehicle fuel; December	252.82
		<u>1,363.05</u>
Check No:	29022 Check Date: 02/05/2013	
Vendor:	1408 Washington Workwear Stores Inc.	
8218	Buck; work shirts	92.31
8227	Parrish; work shirts, henley, sweatshirt	203.90
954R	Dalton; work boots, jean	119.45
954R	Dalton; work boots, jean	119.45
954R	Dalton; work boots, jean	59.73
		<u>594.84</u>
Check No:	29023 Check Date: 02/05/2013	
Vendor:	0355 WRPA	
12-729	Newton; Risk Management School, registration	289.00
		<u>289.00</u>
Check No:	29024 Check Date: 02/05/2013	
Vendor:	0995 Xerox Corporation	
066027323	B & W copier; usage, 9/25/12-12/31/12	172.21
		<u>172.21</u>
	Date Totals:	<u>334,268.65</u>
	Report Total:	<u>334,268.65</u>

February 15, 2013

City of Covington

Payroll Approval

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

PAYLOCITY CHECK # 1001047792 through PAYLOCITY CHECK # 1001047804 inclusive,  
plus employee direct deposits

IN THE AMOUNT OF \$145,969.56

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 COUNCIL APPROVAL REPORT.

\_\_\_\_\_  
Robert M. Hendrickson  
Finance Director

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

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

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

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

## 02/15/13 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Name	Net Amount
104472	Regular	2/15/2013	Bates, Krista	88.66
104473	Regular	2/15/2013	Kirshenbaum, Kathleen	600.69
104474	Regular	2/15/2013	Lyon, Valerie	1,491.43
104475	Regular	2/15/2013	Matheson, Derek M	4,505.61
104476	Regular	2/15/2013	Mhoon, Darren S	1,350.39
104477	Regular	2/15/2013	Michaud, Joan M	1,859.54
104478	Regular	2/15/2013	Scott, Sharon G	2,465.06
104479	Regular	2/15/2013	Slate, Karla J	2,395.38
104480	Regular	2/15/2013	Hart, Richard	3,529.65
104481	Regular	2/15/2013	Mueller, Ann M	692.34
104482	Regular	2/15/2013	Cles, Staci M	1,766.43
104483	Regular	2/15/2013	Hagen, Lindsay K	1,425.44
104484	Regular	2/15/2013	Hendrickson, Robert	3,647.90
104485	Regular	2/15/2013	Parker, Cassandra	2,406.24
104486	Regular	2/15/2013	Harto, Margaret	457.75
104487	Regular	2/15/2013	Lanza, Mark	381.69
104488	Regular	2/15/2013	Mhoon, Marlla	391.69
104489	Regular	2/15/2013	Scott, James A	405.57
104490	Regular	2/15/2013	Wagner, Jeffrey	415.57
104491	Regular	2/15/2013	Allen, Joshua C	998.03
104492	Regular	2/15/2013	Dalton, Jesse J	1,783.71
104493	Regular	2/15/2013	Fealy, William J	1,930.85
104494	Regular	2/15/2013	Gaudette, John J	1,750.30
104495	Regular	2/15/2013	Junkin, Ross D	2,773.93
104496	Regular	2/15/2013	Wesley, Daniel A	2,091.14
104497	Regular	2/15/2013	Bykonen, Brian D	2,964.00
104498	Regular	2/15/2013	Christenson, Gregg R	2,703.01
104499	Regular	2/15/2013	Lyons, Salina K	2,104.44
104500	Regular	2/15/2013	Meyers, Robert L	3,194.82
104501	Regular	2/15/2013	Ogren, Nelson W	2,650.65
104502	Regular	2/15/2013	Thompson, Kelly	2,033.58
104503	Regular	2/15/2013	Morrissey, Mayson	2,683.49
104504	Regular	2/15/2013	Bahl, Rachel A	1,631.35
104505	Regular	2/15/2013	Martinsons, Jaquelyn	120.82
104506	Regular	2/15/2013	Newton, Ethan A	2,135.72
104507	Regular	2/15/2013	Patterson, Clifford	2,418.71
104508	Regular	2/15/2013	Thomas, Scott R	3,422.09
104509	Regular	2/15/2013	Akramoff, Glenn A	3,469.14
104510	Regular	2/15/2013	Bates, Shellie L	1,931.74
104511	Regular	2/15/2013	Buck, Shawn M	1,513.97
104512	Regular	2/15/2013	French, Fred	333.30
104513	Regular	2/15/2013	Parrish, Benjamin A	1,785.70
104514	Regular	2/15/2013	Vondran, Donald M	3,460.54
104515	Regular	2/15/2013	Andrews, Kaitlyn E	117.05
104516	Regular	2/15/2013	Blakely, Coleman P.	19.24
104517	Regular	2/15/2013	Carter, Megan L	232.36
104518	Regular	2/15/2013	Cox, Melissa	553.37
104519	Regular	2/15/2013	Cranstoun, Alexander M	43.95
104520	Regular	2/15/2013	Felcyn, Adam	218.98
104521	Regular	2/15/2013	Foxworthy, Rebecca	21.36

104522 Regular	2/15/2013	Halbert, Mitchell S	22.63
104523 Regular	2/15/2013	Houghton, Cassandra L	264.87
104524 Regular	2/15/2013	Kim, Tabitha J	51.16
104525 Regular	2/15/2013	Kiselyov, Tatyana	351.06
104526 Regular	2/15/2013	Loeppky, Janna	385.46
104527 Regular	2/15/2013	MacConaghy, Hailey	474.70
104528 Regular	2/15/2013	Mooney, Lynell	346.38
104529 Regular	2/15/2013	Praggastis, Alexander	265.80
104530 Regular	2/15/2013	Reese, Rachel E	260.95
104531 Regular	2/15/2013	Tomalik, Stefan A	21.98
104532 Regular	2/15/2013	Tran, Jenifer	71.19
104533 Regular	2/15/2013	von Michalofski, Kayla M	45.57
104534 Regular	2/15/2013	Wardrip, Spencer A	314.49
104535 Regular	2/15/2013	Williams, Lauren C	89.90
104536 Regular	2/15/2013	Beaufreere, Noreen	2,733.81
104537 Regular	2/15/2013	Throm, Victoria J	1,922.54
1001047792 Regular	2/15/2013	Lucavish, David	415.57
1001047793 Regular	2/15/2013	Snoey, Wayne	187.19
1001047794 Regular	2/15/2013	Baughan, Jayson H.	302.02
1001047795 Regular	2/15/2013	Bell, Colin Q	32.96
1001047796 Regular	2/15/2013	Bowen, Joshua W	161.42
1001047797 Regular	2/15/2013	Carkeek, Lena	536.06
1001047798 Regular	2/15/2013	Cox, Cory R	43.95
1001047799 Regular	2/15/2013	Jensen, Emily A	10.98
1001047800 Regular	2/15/2013	Johansen, Andrea	293.14
1001047801 Regular	2/15/2013	Miller, Amanda J	137.64
1001047802 Regular	2/15/2013	Panzer, Erika	422.39
1001047803 Regular	2/15/2013	Vieira, Logan G	193.30
<b>Totals for Payroll Checks 78 Items</b>			<b>93,727.48</b>

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Name	Net Amount
104538	AGENCY	2/15/2013	ICMA Retirement Trust	14,906.24
104539	AGENCY	2/15/2013	Vantagepoint Transfer Agent-	368.37
104540	AGENCY	2/15/2013	City of Covington	2,864.50
104541	AGENCY	2/15/2013	Paylocity Corporation	125.00
104542	AGENCY	2/15/2013	City of Covington Employee	104.00
104543	AGENCY	2/15/2013	ICMA Retirement Trust	12,591.64
104544	AGENCY	2/15/2013	ICMA Retirement Trust	1,842.79
104545	AGENCY	2/15/2013	ICMA Retirement Trust	192.00
104546	AGENCY	2/15/2013	HRA VEBA Trust	1,085.00
1001047804	AGENCY	2/15/2013	WASH CHILD SUPPORT	110.41
<b>Totals for Third Party 10 Items</b>			<b>34,189.95</b>	

Tax Liabilities	17127.63
Paylocity Fees	924.50

<b>Grand Total</b>	<b><u>\$ 145,969.56</u></b>
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## **Consent Agenda Item C-3**

Covington City Council Meeting

Date: February 26, 2013

**SUBJECT:** AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR JOINT HUMAN SERVICES APPLICATION AND FUNDING PROGRAM.

**RECOMMENDED BY:** Human Services Commission

**ATTACHMENT(S):**

1. Agreement for Services between eighteen (18) King County Consortium cities for implementation of a joint human services application and funding program.
2. Draft minutes from the Human Services Commission meeting of Feb. 13, 2013.

**PREPARED BY:** Victoria Throm, Personnel & Human Services Analyst

**EXPLANATION:**

The purpose of this Agreement for Services is to facilitate the alliance of eighteen (18) member cities that independently provide funding to organizations to provide critically needed human services in their communities, but jointly receive applications for grant funding through one online grant subscription service and portal. The various human service programs funded by the member cities include food security, homelessness prevention, health, mental health, youth services, and others.

In the 2013 funding cycle, the South King County cities joined with the Northeast King County cities for the first online joint application through an online grants subscription service. In addition, a sub-committee has been diligently working together with the same vendor to produce an online joint reporting form in early 2013. The online reporting will streamline the reporting process for both agencies and city staff.

Each participating city will jointly share in the costs to run the online grants subscription service. The allocation of costs shall be based on population ranges of each city. The initial allocation is described in Exhibit A of the attached Agreement for Services. The City of Kent has been designated to act as the lead city to serve as the fiscal and administrative agent for the participating cities. The responsibilities of the lead city include invoicing each participating city for their portion of annual funding; contract with the vendor; provide a projected estimate of the annual financial contribution to be made by each of the participating cities; and maintain accounts which reflect transactions related to the Agreement for Services.

This Agreement for Services shall become effective when it is approved by a majority of the cities and shall remain in effect through December 31, 2013, with automatic extensions annually. Any city may terminate its participation in the Agreement without cause by giving a thirty (30) days written notice.

This Agreement for Services shall be managed by an oversight committee made up of six city representatives—one each from three member cities from South King County and one each from three member cities in the East King County—to be designated by the lead city.

ALTERNATIVES: Not to participate in the Agreement for Services.

FISCAL IMPACT: \$500

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

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_  
seconds to authorize the City Manager to enter into the Agreement for a  
joint human services application and funding program.**

REVIEWED BY: Derek Matheson, City Manager; Noreen Beaufrere, Personnel Manager

**AGREEMENT FOR SERVICES BETWEEN THE  
CITIES OF KENT, AUBURN, BELLEVUE,  
BOTHELL, BURIEN, COVINGTON, DES MOINES,  
FEDERAL WAY, ISSAQUAH, KENMORE,  
KIRKLAND, MERCER ISLAND, REDMOND,  
RENTON, SAMMAMISH, SEATAC, SHORELINE,  
AND TUKWILA, FOR PLANNING, FUNDING AND  
IMPLEMENTATION OF A JOINT HUMAN  
SERVICES APPLICATION AND FUNDING  
PROGRAM**

**THIS AGREEMENT FOR SERVICES** (“Agreement”) is entered into by and among the Cities of Kent, Auburn, Bellevue, Bothell, Burien, Covington, Des Moines, Federal Way, Issaquah, Kenmore, Kirkland, Mercer Island, Redmond, Renton, Sammamish, SeaTac, Shoreline, and Tukwila, Washington, hereinafter referred to as “Cities”, to provide for planning, funding and implementation of a joint human services application and funding program.

WHEREAS, the Cities engage in activities that support human service providers in King County; and

WHEREAS, the Cities wish to make the most efficient use of their resources by cooperating to provide funding to support human service providers in King County; and

WHEREAS, the Cities have the authority to engage in cooperative efforts that result in more efficient use of Government resources; and

WHEREAS, the Cities agree that such multi-jurisdictional cooperation is a benefit to the Cities, local human service providers, and to the citizens of their communities;

NOW THEREFORE, and in consideration of the terms, conditions and performances made herein, it is agreed as follows:

1. Purpose of Agreement. The purpose of this Agreement is to facilitate the alliance of the 18 member Cities who independently provide funding to organizations to provide critically needed human services in their communities, but jointly receive reports and applications for grant funding through one online grant subscription service and portal. The various human service programs funded by the member cities include food security, housing and homelessness prevention, health, mental health, youth services, and others.
2. Joint Participation.
  - a) Lead City. The City of Kent shall be the designated lead city (“Lead City”). The Lead City shall contract directly for and manage the online grants subscription service with Western States Arts Federation (“Vendor”). The other responsibilities of the Lead City are described in section 4.

- b) Participating City. A Participating City is a City participating in the joint online funding application portal, who is a party to this Agreement, and who is not a Lead City.
3. Funding Arrangement. The Lead City and each Participating City will jointly participate in the costs to run the online grants subscription service. The allocation of costs shall be based on population ranges of each city, as established by population estimates made by the Office of Financial Management pursuant to RCW 43.62.030. The initial allocation shall be as described in Exhibit A, attached and incorporated herein, and shall remain the same unless revised pursuant to the terms of this section 3. In the event that any City terminates its participation in this Agreement, the Lead City shall revise the allocation for the calendar year immediately following the year in which the written notice of such termination is given; provided, however, that the revised allocation shall remain in the same proportions as described in Exhibit A, and in no event shall the total sum of the revised allocations exceed the total sum of the initial allocation. Any Participating City requesting a change in allocation for reasons other than the termination of a City, as described above in this section 3, may only do so by written amendment to this Agreement, in accordance with section 12. Each Participating City shall provide its annual financial contribution to the Lead City no later than thirty (30) days after receiving invoice from the Lead City, pursuant to Section 4(a) below.
4. Responsibilities of Lead City. The Lead City has been designated to act as the fiscal and administrative agent for the Participating Cities, and the Lead City shall perform its responsibilities without the payment of any additional administrative fee, or cost to the Participating Cities beyond the funding allocation set forth in section 3 above. The responsibilities of the Lead City shall include the following:
  - a) Send an invoice to each Participating City by February 15th of each year for their annual funding participation.
  - b) Contract with the Vendor, and manage the performance of the online grants subscription service.
  - c) For each year after the first year of this agreement, provide a projected estimate of the annual financial contribution to be made by each of the Participating Cities no later than September 30<sup>th</sup> of the preceding calendar year in which the contribution is to be made.
  - d) Maintain accounts and records that properly reflect transactions related to this Agreement.
5. Duration. This Agreement shall become effective when it is approved by a majority of the Cities and shall remain in effect through December 31, 2013, with automatic extensions annually, unless terminated as described in section 6.
6. Termination.
  - a) Any Participating City may terminate its participation in this Agreement without cause by giving the other Cities a thirty (30) day written notice. The terminating party shall remain fully responsible for meeting its funding

responsibilities and other obligations established by this Agreement through the end of the calendar year in which such notice is given. If at any time termination of a City results in fewer than ten Cities remaining as parties to this Agreement, then this Agreement shall automatically terminate after sixty (60) days for all remaining Cities, provided that all Cities shall remain fully responsible for funding responsibilities and other obligations established by this Agreement through the end of the calendar year in which such termination becomes effective.

- b) The Lead City may terminate its participation in this Agreement without cause by giving the other Cities a sixty (60) day written notice. The Lead City shall remain fully responsible for meeting its funding responsibilities and other obligations established by this Agreement, including administrative duties, through the end of the calendar year in which such notice is given. In the event of termination by the Lead City, the Oversight Committee shall meet no later than thirty (30) days after written notice of termination is given, to designate one of the remaining Participating Cities as the Lead City. If all the member Cities do not provide written consent of the designation made by the Oversight Committee within sixty (60) days of the Committee’s selection, then this Agreement shall immediately terminate, provided that all Cities shall remain fully responsible for funding responsibilities and other obligations established by this Agreement through the end of the calendar year in which such termination becomes effective.

7. Notices. Notices to the Cities shall be sent to the following persons:

<b>City</b>	<b>Contact</b>
Auburn	Michael Hursh, Advisor to the Mayor
Bellevue	Joseph Adriano, Human Services Grant Coordinator
Bothell	Lynda Quinn, Sr. Administrative Assistant
Burien	Lori Fleming, Management Analyst
Covington	Victoria Throm, Human Services Analyst
Des Moines	Sue Padden, Senior Center Manager
Federal Way	Jay Bennett, Community Services Manager
Issaquah	Lisa Zurhorst, Executive Assistant
Kenmore	Leslie Harris, Management Analyst
Kent	Katherin Johnson, Human Services Manager
Kirkland	Sharon Anderson, Human Services Coordinator
Mercer Island	Cynthia Goodwin, Department of Youth and Family Services Director
Redmond	Brooke Buckingham, Human Services Planner
Renton	Karen Bergsvik, Human Services Manager
Sammamish	Melonie Anderson, City Clerk
SeaTac	Colleen Brandt-Schluter, Human Services Manager
Shoreline	Rob Beem, Community Services Manager
Tukwila	Evie Boykan, Human Services Manager

The Lead City shall maintain a current list of City Contacts, and shall provide an updated Contact list to all Participating Cities annually.

8. Indemnification. Each City agrees to indemnify the other Cities from any claims arising out of the willful misconduct or negligent performance of services or duties under this Agreement, committed by such City, or the City's employees or agents.

Each City hereby waives its immunity under Title 51 of the Revised Code of Washington for claims of any type brought by any City agent or employee against the other Cities. This waiver is specifically negotiated by the parties and a portion of the City's payment hereunder is expressly made the consideration for this waiver.

9. Oversight Committee. This Agreement shall be managed by an Oversight Committee made up of six City representatives, as follows: one each from three member Cities from South King County, and one each from three member Cities in North/East King County, to be designated by the Lead City. The representative of each City shall be that person designated in section 7 of this Agreement. The Oversight Committee shall meet at least annually, no later than July 31, to discuss the terms of the Agreement and request any changes to the services provided pursuant to the Agreement. The Committee shall provide written notice of any proposed changes to all member Cities no later than August 15.

10. Applicable Law; Venue; Attorney's Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. Each party shall be responsible for its own attorney's fees and costs of suit.

11. Amendments. This Agreement may be amended, altered, changed or extended in any manner by the mutual written consent of all member Cities; provided that any member City may substitute an alternate Contact person under section 7 by providing written notice thereof to the Lead City, and provided, further, that any such substitution shall not constitute an amendment, alteration or change to this Agreement.

12. Counterparts. This document may be executed by facsimile or electronic mail in any number of current parts and signature pages hereof with the same effect as if all parties had all signed the same document. All counterparts, each one which shall be considered an original, together constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned have entered into this Agreement as of this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

CITY OF AUBURN

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF BELLEVUE

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF BOTHELL

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF BURIEN

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF COVINGTON

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF DES MOINES

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF FEDERAL WAY

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF ISSAQUAH

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF KENMORE

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF KENT

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF KIRKLAND

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF MERCER ISLAND

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF REDMOND

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF RENTON

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF SAMMAMISH

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF SEATAC

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF SHORELINE

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

CITY OF TUKWILA

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
City Attorney

Exhibit A  
Fee Schedule

<b>City</b>	<b>2013 Fee</b>	<b>Population</b>
Auburn	\$750.00	63,390
Bellevue	\$1,000.00	124,600
Bothell	\$500.00	17,280
Burien	\$500.00	47,730
Covington	\$500.00	17,760
Des Moines	\$500.00	29,700
Federal Way	\$750.00	89,460
Issaquah	\$500.00	31,150
Kenmore	\$500.00	21,020
Kent	\$1,000.00	119,100
Kirkland	\$750.00	81,480
Mercer Island	\$500.00	23,154
Redmond	\$750.00	55,360
Renton	\$1,000.00	93,910
Sammamish	\$500.00	47,420
SeaTac	\$500.00	27,210
Shoreline	\$750.00	53,270
Tukwila	\$500.00	19,080
	<b>\$11,750.00</b>	

**Population**

0-50000  
50000-90000  
90000+

**Fee**

\$500.00  
\$750.00  
\$1,000.00

**HUMAN SERVICES COMMISSION  
MINUTES**

**February 13, 2013- 6:00 p.m.**

**Council Chambers**

**CALL TO ORDER**

Chair Ahmad called the February 13, 2013 special meeting of the Human Services Commission to order at 6:05 p.m.

**MEMBERS PRESENT**

Haris Ahmad, Leslie Hamada, Colleen Holmes, Mia McFarland, Fran McGregor-Hollums and John Woodcock

**MEMBERS ABSENT**

Sue Ray was excused.

**CITY STAFF PRESENT**

Victoria Throm, Personnel & Human Services Analyst

**APPROVAL OF CONSENT AGENDA**

**CM HOLMES MOVED AND CM MCGREGOR-HOLLUMS SECONDED TO APPROVE THE AGENDA, WHICH INCLUDES THE MINUTES FROM JANUARY 10, 2012 AS WRITTEN. VOTE: 6-0. MOTION CARRIED.**

**OLD BUSINESS:**

None

**NEW BUSINESS:**

*Item 1. Recommendation to City Council to Participate in the Memo of Understanding for Joint Human Services Application and Reporting Process.*

Victoria gave a brief overview of the joint MOU for human services reporting and application. She explained that all King County consortium cities have developed a common on-line reporting process through the same portal as the funding application called Share1app. The goal is to streamline agency reports so that all cities in the consortium receive the same reports. The demographic profile and outcome reports will be changed to an annual report due at the end of the year. The on-line reporting will be available for first quarter - April 2013. Victoria has prepared a draft agenda bill for Council and she asked the commission to send a recommendation to Council to participate in the joint reporting and application MOU.

**ACTION: CM HOLMES MOVED AND CM HAMADA SECONDED TO RECOMMEND TO CITY COUNCIL TO PARTICIPATE IN THE MOU FOR THE JOINT HUMAN SERVICES APPLICATION AND REPORTING PROCESS. VOTE: 6-0. MOTION CARRIED.**

**COMMENTS AND DISCUSSION OF COMMISSIONERS AND STAFF**

With no further business, Chair Ahmad adjourned the special meeting at 6:10 p.m. for the purpose of attending a site visit to Auburn Youth Resources (AYR) in Auburn. AYR is a newly funded agency this year so the commission requested a tour of the Drop-In Center and the Youth Shelter.

Submitted by:

Victoria Throm  
Personnel & Human Services Analyst

**Consent Agenda Item C-4**

Covington City Council Meeting

Date: February 26, 2013

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

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):

1. Draft resolution

PREPARED BY: Derek Matheson, City Manager

EXPLANATION:

The City Council agreed to modify its vision, mission, and goals statement at its strategic planning summit on January 26, 2013. 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. 09-04 and adopting a new vision, mission, and goals statement.**

REVIEWED BY: City Attorney

RESOLUTION NO. 13-01

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, REPEALING RESOLUTION NO. 09-04 AND ADOPTING A NEW VISION, MISSION, AND GOALS STATEMENT**

WHEREAS, the City Council previously adopted Resolution No. 09-04 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 26, 2013; and

WHEREAS, the City Council wishes to repeal Resolution No. 09-04 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. 09-04 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 26th day of February, 2013.

\_\_\_\_\_  
MARGARET HARTO, MAYOR

ATTESTED:

\_\_\_\_\_  
Sharon Scott, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Sara Springer, City Attorney

# CITY OF COVINGTON

EXHIBIT A

## *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:** Establish 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-5

Covington City Council Meeting

Date: February 26, 2013

SUBJECT: AUTHORIZE THE CITY MANAGER TO EXECUTE SUPPLEMENT NO. 4 WITH GRAY & OSBORNE FOR ADDITIONAL CONSTRUCTION MANAGEMENT ASSISTANCE TO IMPROVE STREET DRAINAGE ON SE 268<sup>TH</sup> STREET.

RECOMMENDED BY: Glenn Akramoff, Public Works Director

ATTACHMENT(S):

1. Supplement No. 4 from Gray & Osborne

PREPARED BY: Ben Parrish, Engineering Technician II

EXPLANATION:

In 2010, council authorized city staff to enter into an agreement with Gray & Osborne to provide survey and design services for the SE 268<sup>th</sup> street drainage improvement project in the Aqua Vista neighborhood. The original proposal from Gray & Osborne was in the amount of \$39,500.

In 2011 city staff changed the scope of the project to include drainage improvements in the Autumn Bay neighborhood. The City Manager authorized Supplement No.1 in the amount of \$9,800 to cover the additional engineering costs. By 2012, the City had received a stormwater grant for construction and completed the bid process. Supplement No. 2 in the amount of \$10,000 was authorized by the City Manager to cover construction management assistance by Gray & Osborne. Due to unforeseen difficulties with contractor submittal review and documentation in the early stages of construction, the City Manager authorized Supplement No. 3 in the amount of \$9,930. All three supplements were within the City Manager's signing authority.

During construction it was determined by city staff that the planned overlay of SE 268<sup>th</sup> Street was not viable due to the poor condition of the existing roadway. The City requested a proposal from Gray & Osborne for revising the design to include pulverization and paving of the existing roadway. Supplement No. 4 in the amount of \$3,166 was submitted to the city to cover these costs. Although Supplement No. 4 is within the City Manager's signing authority, the total of all four supplements exceeds the \$30,000 threshold and will require Council approval.

ALTERNATIVES:

Not to authorize Supplement No. 4. This will require city staff to take on closing out the project paperwork which will result in significant staff time ensuring that all the proper paperwork is completed.

FISCAL IMPACT:

The additional \$3,166, as well as the previous supplements, is within the original budget presented to council on 8-14-2012. The construction project is also well under the contingency and is currently being closed out.

CITY COUNCIL ACTION: \_\_\_\_\_Ordinance \_\_\_\_\_Resolution   X  Motion \_\_\_\_\_Other

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_ seconds, to authorize the City Manager to execute Supplement No. 4 with Gray & Osborne for additional construction management assistance to improve street drainage on SE 268<sup>th</sup> Street in the amount of \$3,166.**

REVIEWED BY: City Manager, City Attorney, Finance Director



January 28, 2013

Mr. Don Vondran, P.E.  
City Engineer  
City of Covington  
16720 SE 271<sup>st</sup> Street, Suite 100  
Covington, Washington 98042

SUBJECT: ENGINEERING SUPPLEMENT NO. 4 – SE 268<sup>TH</sup> STREET  
DRAINAGE IMPROVEMENT PROJECT  
CITY OF COVINGTON, KING COUNTY, WASHINGTON  
G&O #10445.00

Dear Mr. Vondran:

Enclosed, per your request, is our proposal (including a scope of work – Exhibit A and fee proposal – Exhibit B) for Supplement No. 4 to the SE 268<sup>th</sup> Street Drainage Improvement Project (original scope and proposal dated February 23, 2010). Our scope of work also includes a brief project description.

After your review of this proposal and should you concur with our scope of work and fee proposal, please have the appropriate City official execute where noted (below) and return a copy to me. We are immediately available to initiate work on this project.

Thank you for this opportunity to be of service to you and the City.

Very truly yours,

GRAY & OSBORNE, INC.

Brian L. Sourwine, P.E.

BLS/hhj  
Encl.



Mr. Don Vondran, P.E.  
January 28, 2013  
Page 2

**CITY OF COVINGTON – SE 268<sup>TH</sup> STREET DRAINAGE IMPROVEMENT  
PROJECT SUPPLEMENT NO. 4**

Gray & Osborne, Inc. is hereby authorized to proceed with the additional construction management assistance as described herein and under the terms and conditions of our current General Engineering Services Contract dated December 22, 1998, for a cost not to exceed \$3,166, with a completion date of April 30, 2013.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **EXHIBIT A**

### **SCOPE OF WORK**

#### **CITY OF COVINGTON SE 268<sup>TH</sup> STREET DRAINAGE IMPROVEMENT PROJECT SUPPLEMENT NO. 4**

Our additional construction management assistance services (task work) for this additional work are shown below. Our engineering services cost proposal is shown in Exhibit B (attached hereto).

#### **ADDITIONAL CONSTRUCTION MANAGEMENT ASSISTANCE SERVICES**

1. Revise roadway design including proposed profile and cross sections to accommodate pulverization and regrading of existing pavement. Calculate corresponding quantities and coordinate revision with Contractor.
2. Provide construction management assistance to City staff to include additional submittal reviews, additional RFIs, and other miscellaneous office support.

#### **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, will be as set forth in Exhibit B. This amount will not be exceeded without prior written authorization of the City.

## EXHIBIT B

### CONSULTANT FEE DETERMINATION - SUMMARY SHEET (COST PLUS FIXED FEE)

Project: City of Covington - 268<sup>th</sup> Street Drainage Improvements Project Supplement No. 4

**Additional Construction Management Assistance Services**

Direct Salary Cost (DSC):

Discipline Required	Estimated Hours	Estimated Rate	Estimated Amount
Principal	0	\$32 to \$58	\$0
Project Manager	8	\$25 to \$48	\$368
Civil Engineer	18	\$26 to \$36	\$648
Engineer in Training (E.I.T.)	0	\$25 to \$33	\$0
Senior Environmental Specialist	0	\$27 to \$38	\$0
Environmental Technician	0	\$22 to \$29	\$0
Survey Technician	0	\$15 to \$33	\$0
Professional Land Surveyor (P.L.S.)	0	\$33 to \$44	\$0
Survey Crew	0	\$43 to \$98	\$0
Resident Inspector	0	\$22 to \$45	\$0

Subtotal Direct Labor Costs (DLC):	\$	1,016
Indirect Labor Costs (Overhead) @ 171% x DLC:	\$	1,737
Subtotal, Labor Costs:	\$	2,753
Fee @ 15%:	\$	413
Direct Non-Salary Cost:		
Mileage (at \$0.56/mile), Printing, Miscellaneous Expenses	\$	-
<b>Subtotal Estimated Cost:</b>	<b>\$</b>	<b>3,166</b>
Management Reserve Fund (MRF):	\$	-
<b>TOTAL ESTIMATED COST INCLUDING MRF:</b>	<b>\$</b>	<b>3,166</b>

# Agenda Item 1

Covington City Council Meeting

Date: February 26, 2013

**SUBJECT:** CONTINUE DISCUSSION AND REVIEW DRAFT CONTRACT FOR SOLID WASTE SERVICES WITH REPUBLIC SERVICES.

**RECOMMENDED BY:** Derek Matheson, City Manager

**ATTACHMENT(S):**

1. Draft Contract with Republic Services (provided separately in a 3 ring binder)
2. Fee Comparison Sheet
3. Cost Impact Summary Sheet
4. Current vs. Proposed Contract Comparison Summary Sheet

**PREPARED BY:** Glenn Akramoff, Public Works Director

**EXPLANATION:**

The City of Covington is about to take the next step in its maturity from a new city by taking control of the oversight of the solid waste services within its borders. This process began in May with the City Council providing staff direction to negotiate a contract for solid waste services with Republic Services.

City staff, Jeff Brown from Epicenter Services and the Republic Services negotiating team recently held the sixth and last scheduled negotiation session. At this session the final issues were resolved. Included in the discussions were addressing City Council concerns over yard waste services, legal language concerns for both sides and issues of determining conditions in which contract negotiations could be reopened during the current contract term. All issues were addressed to the satisfaction of both parties. The draft contract between Republic Services and the City of Covington is provided in a separate document for your review. While there are no negotiation sessions that are currently scheduled, both parties are prepared to meet if necessary to address any concerns or modifications the council may have. The contract is scheduled to begin on July 1, 2013 and time is available to address any concerns without delaying the implementation.

Listed below are the general philosophy and objectives of the negotiation sessions and an overview of highlights the new contract will provide to the community.

**General Philosophy of Negotiations:**

- Improved and added services at a lower cost to the city, the businesses and residents.
- This is a partnership between the city and Republic Services to provide the best solid waste and recycling services possible within the City of Covington.
- Rates will generally be reduced but the overall cost of service to the customer is more important.
- Rates will be competitive with neighboring and like size cities.
- The priority for positive impact for the new contract will be:
  - Residential customers;
  - Small to medium size businesses; and
  - Large commercial customers

New Contract Highlights:

- Improved rates and lower costs for most Covington Customers
- Quality controls and customer service improvements
- City owned sites, events and street container pickup services provided at no cost
- Mini drop boxes compatible with city equipment provided for Maintenance Division use
- Cart ownership be the city at the end of the term
- City Control of solid waste services and rate rather the WUTC
- Administrative Fee of \$75,000
- A nine (9) year term with two, two-year extensions possible at the cities discretion. (7 and 8 year terms are an option with different rate structures)

At the January 22<sup>nd</sup> Council briefing on the contract, City Council expressed some concerns with the change in capacity of the yard waste services. Staff and Republic Services have come up with three options for Council consideration.

Option #1:

Leave the current services as is with an increased rate for those services (yard waste rate at \$10.50/month).

Option # 2

Raise the residential services rate for garbage from the current proposed rates by 10 cents across the board and leave the yard waste at the current levels

Option #3

Provide one 96-gallon cart at the proposed rate of \$7.50 per month and provide an additional cart at a cost of \$2.50 up to a total of three carts before extra charges apply.

The next step in the process would be for the final contract to come in front of City Council for approval. This step is currently scheduled for March 26<sup>th</sup>. Once the contract is approved the transition to prepare for implementing the new contact will begin. Included in the process will be updating City codes as they pertain to solid waste and recycling services. We are proposing late May to bring those to you for consideration. Staff, the city consultant, along with Republic Services staff will be available for questions and to address any other concerns or modifications with the contract prior to final approval.

ALTERNATIVES: None

FISCAL IMPACT: None

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

**NO ACTION NECESSARY – DISCUSSION ITEM ONLY**

REVIEWED BY: City Manager, City Attorney, Finance Director

	Covington (WUTC)	9-Year Proposed	8-Year Proposed	7-Year Proposed	Maple Valley
Procurement	n/a	n/a	n/a	n/a	Q1 2007 - RFP
Residential Svc:	Carts or Cans, EoW-R, EoW-Yard Waste	Same as now	Same as now	Same as now	Uni carts, EOW-R, EOW-Yard Waste
Residential Yard Debris	\$6.29 + \$1.50 cart = <del>\$7.79</del> limit=288 gallons Extras = \$2.39	OPEN	OPEN	OPEN	\$8.02/mo Includes 96 cart, subscription, limit=96 gallons
Commercial Recycling?	No	Yes @ 150%	Yes @ 150%	Yes @ 150%	Yes @ 150%
Admin Fee Incl. \$/%	None	\$75k	\$75k	\$75k	\$20k/yr (minimal)
<b>Residential Rates:</b>					
20 gallon minican	\$8.89+\$0.40+\$6.58-\$1.99= <del>\$13.88/mo</del>	\$11.29/mo	\$11.29/mo	\$11.29/mo	\$11.98/mo
32 gallon cart	\$13.81+\$1.25+\$6.58-\$1.99= <del>\$19.65/mo</del>	\$17.24/mo	\$17.24/mo	\$17.74/mo	\$16.49/mo
64 gallon cart	\$22.21+\$1.50+\$6.58-\$1.99= <del>\$28.30/mo</del>	\$24.79/mo	\$24.99/mo	\$25.49/mo	\$25.61/mo
96 gallon cart	\$29.56+\$1.50+\$6.58-\$1.99= <del>\$35.65/mo</del>	\$33.28/mo	\$33.48/mo	\$33.98/mo	\$35.11/mo
Extras	\$3.18/32 gals	\$5.00/32 gals	\$5.00/32 gals	\$5.00/32 gals	\$4.70/32 gals
<b>Commercial Rates:</b>					
1 yard container	\$80.09/mo	\$87.30/mo	\$87.30/mo	\$88.02/mo	\$90.28/mo
4 yard container	\$278.94/mo	\$305.28/mo	\$305.28/mo	\$307.92/mo	\$311.33/mo
30 yard drop-box haul	\$124.70/haul	\$160.00/haul	\$185.00/haul	\$185.00/haul	\$209.56/haul
30 yard compactor haul	\$145.15/haul	\$180.00/haul	\$225.00/haul	\$225.00/haul	\$346.53/haul

# ATTACHMENT 3

	 Mr. & Mrs 32-Gal Cart		 Mr. & Mrs 64-Gal Cart		 Mr. & Mrs 96-Gal Cart	
	Current	Future	Current	Future	Current	Future
<b>MSW/Recycle</b>						
Service	\$ 18.40	\$ 17.24	\$ 26.80	\$ 24.79	\$ 34.15	\$ 33.28
Rental	\$ 1.25		\$ 1.50		\$ 1.50	
<b>Yardwaste</b>						
Service	\$ 6.29	\$ 7.50	\$ 6.29	\$ 7.50	\$ 6.29	\$ 7.50
Rental	\$ 1.50		\$ 1.50		\$ 1.50	
<b>Total Bill</b>	<u>\$ 27.44</u>	<u>\$ 24.74</u>	<u>\$ 36.09</u>	<u>\$ 32.29</u>	<u>\$ 43.44</u>	<u>\$ 40.78</u>
	Δ	-9.8%	Δ	-10.5%	Δ	-6.1%
<b>Annual Difference</b>		\$ (32.40)		\$ (45.60)		\$ (31.92)

	Front Load Customer 1 3yd 2x/wk		Front Load Customer 2 4yd 1x/wk		Front Load Customer 3 2yd 1x/wk	
	Current	Future	Current	Future	Current	Future
<b>MSW</b>						
Service	\$ 380.52	\$ 467.05	\$ 263.44	\$ 305.28	\$ 133.36	\$ 156.70
Rental	\$ 13.00		\$ 15.50		\$ 10.00	
<b>Recycle</b>						
Service	\$ 79.10		\$ 124.75		\$ 48.99	
Rental	\$ 21.74		\$ 25.90		\$ 10.66	
<b>Total Bill</b>	<u>\$ 494.36</u>	<u>\$ 467.05</u>	<u>\$ 429.59</u>	<u>\$ 305.28</u>	<u>\$ 203.01</u>	<u>\$ 156.70</u>
	Δ	-5.5%	Δ	-28.9%	Δ	-22.8%
<b>Annual Difference</b>		\$ (327.72)		\$ (1,491.72)		\$ (555.77)

	Roll-off Customer 1 30yd Compactor		Roll-off Customer 2 30yd Compactor		Roll-off Customer 3 30yd Open Top	
	Current	Future	Current	Future	Current	Future
<b>Service #1</b>						
Haul	\$ 145.15	\$ 180.00	\$ 145.15	\$ 180.00	\$ 129.70	\$ 160.00
Distance Charge	\$ 31.35	\$ -	\$ 37.05	\$ -	\$ 35.00	\$ -
Disposal	\$ 1,013.70	\$ 1,115.07	\$ 535.19	\$ 588.71	\$ 247.43	\$ 272.17
<b>Service #2</b>						
Haul	\$ 145.15	\$ 180.00	\$ 145.15	\$ 180.00	\$ 129.70	\$ 160.00
Distance Charge	\$ 31.35	\$ -	\$ 37.05	\$ -	\$ 35.00	\$ -
Disposal	\$ 923.23	\$ 1,015.55	\$ 527.56	\$ 580.32	\$ 239.80	\$ 263.78
<b>Service #3</b>						
Haul	\$ 145.15	\$ 180.00	\$ 145.15	\$ 180.00		
Distance Charge	\$ 31.35	\$ -	\$ 37.05	\$ -		
Disposal	\$ 743.38	\$ 817.72	\$ 565.71	\$ 622.28		
<b>Service #4</b>						
Haul	\$ 145.15	\$ 180.00	\$ 145.15	\$ 180.00		
Distance Charge	\$ 31.35	\$ -	\$ 37.05	\$ -		
Disposal	\$ 846.93	\$ 931.62	\$ 718.31	\$ 790.14		
<b>Total Bill</b>	<u>\$ 4,233.24</u>	<u>\$ 4,599.96</u>	<u>\$ 3,075.57</u>	<u>\$ 3,301.45</u>	<u>\$ 816.63</u>	<u>\$ 855.95</u>
	Δ	8.7%	Δ	7.3%	Δ	4.8%
<b>Annual Difference</b>		\$ 4,400.69		\$ 2,710.52		\$ 471.88

Comparison of Current Versus Proposed Solid Waste Collection Services with Republic Services, Inc.

	Under WUTC Certificate	Under Proposed Contract
Length of Term	None – certificate is perpetual	7, 8 or 9 years (to be selected) plus two 2-year extensions at City option.
Rate Setting	Essentially cost-plus. Company periodically files rate case with state, rates are adjusted upon approval.	Service fees are adjusted by CPI and County disposal fees are passed through automatically.
Trucks	No limitations	Model year 2010 or later emissions standards for main fleet – older back-up vehicles allowed if used less than 30 days per year.
Containers	Customers own or rent containers.	Single-family residential cart-based with City ownership at end of contract. Customer-owned garbage cans will be discontinued. Same containers for commercial customers. Standardized container colors and sizes.
Single-Family Services: Garbage	Mix of customer garbage cans and carts, weekly collection.	Universal garbage carts for all customers included in rate.
Single-Family Services: Recycling	Base range of materials collected every-other-week (EoW), separate charge shown on bills with a variable rebate for recyclable value.	Expanded range of materials collected EoW. Service is included in garbage rate – no separate charge or rebate.
Single-Family Services: Compost/Yard Debris	EoW collection in carts, customer-owned cans, bags. Very high quantity limit included in base rates (= to 9 32-gallon garbage cans or 3 96-gallon carts).	EoW collection in carts, with cans or bags used for excess materials. Quantity limit shifted to 96-gallons, with a lower extra fee and a discount for customers subscribing to a second cart.
Multifamily/Commercial	Customer pays rental fee for container and per-pick-up for collection. Only multifamily has embedded recycling provided.	Same as now, but with embedded container rental and recycling for all customers.
Mandatory Service	Non-mandatory.	Base contract would be non-mandatory, but includes option for price reductions if the city implements mandatory collection.

**Comparison of Current Versus Proposed Solid Waste Collection Services with Republic Services, Inc.**

	<b>Under WUTC Certificate</b>	<b>Under Proposed Contract</b>
Community Events	Company has provided some services for free as community service.	Included as contract requirement.
City Street Containers	None	Included in contract.
City services	None	Free collection at City sites.
Mini Drop-Boxes for City Use	None	Contractor will provide two containers modified to work with City equipment to allow City to spot them for special/emergency events.
Administrative Fee Included in Rates	None	\$75,000/year, adjusted by CPI.
Customer Service	No specific requirements.	Same as now, but with performance requirements, on-board computing support, better web support.
City Ability to Address Potential Service Lapses	None	Performance review provisions, performance fees (formerly "liquidated damages"), progressive default provisions.

**Agenda Item 2**  
Covington City Council Meeting  
Date: February 26, 2013

SUBJECT: PRESENTATION OF “INTRODUCTION TO BUILDING INSPECTIONS”.

RECOMMENDED BY: Richard Hart, Community Development Director

ATTACHMENTS: Power Point Presentation on Introduction to Building Inspections 101

PREPARED BY: Robert Meyers, Building Official

EXPLANATION:

The City Council requested that the Community Development Department staff provide a power point presentation on “Introduction to Building Inspections 101”, similar to our “Introduction to Code Enforcement 101” given in 2010, in order to outline and illustrate the building inspection process used in Covington. Hopefully we will be able to provide council members with a better understanding of the inspection process, what is involved, the problems that sometimes arise when builders fail to complete work scheduled for inspection, and some of the typical mistakes made by contractors that cause our inspection staff to fail inspections and require modifications and subsequent re-inspections.

Robert Meyers, Building Official; Gregg Christenson, Plans Examiner-Building Inspector; and Richard Hart, Community Development Director; will make the presentation and be available to answer questions.

ALTERNATIVES:

Not Applicable.

FISCAL IMPACT:

None.

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

**NO ACTION NECESSARY – DISCUSSION ITEM ONLY**

REVIEWED BY:     City Manager  
                          Finance Director

# “Introduction to Building Inspections”

**Community Development Department  
Building Safety Division**

Robert Meyers, Building Official  
Gregg Christenson, Plans Examiner – Building Inspector  
Richard Hart, Community Development Director

# Inspections

- ▶ Inspection Staff
- ▶ Required Inspections
- ▶ Life Safety



# Inspection Program

- ▶ Inspection Process
- ▶ Scheduling
- ▶ Customer Service



B13-0002 (COVINGTON) - PermitTrax by Bitco Software - Mozilla Firefox

www.bitcosoftware.com/PermitTrax/Module/Permits/Permits/Permit/Inspections.aspx?CONID=COVINGTON&ID=B13-0002

**BUILDING PERMIT** PERMIT #: B13-0002  
OWNER: RICHMOND AMERICAN HOMES OF WA STATUS: APPLIED  
ADDRESS: 25921 168TH PL SE, COVINGTON BALANCE: \$3,055.90  
ISSUED: CREATED: 1/10/2013

SCREENS: | Selected Screen... FUNCTIONS: | Selected Permit Function...

RESIDENTIAL - SINGLE FAMILY RESIDENCE - NEW

COMMENT	ID	DESCRIPTION	LAST	I/P	REG?	DONE?	SCHEDULE	REMOVE
	INSP_0010	Erosion Control		0	Y	N		
	INSP_0040	Footings		0	Y	N		
	INSP_0050	Foundation Wall		0	Y	N		
	INSP_0100	Underfloor		0	Y	N		
	INSP_0105	As-Built Survey		0	Y	N		
	INSP_0110	Foundation Drainage		0	Y	N		
	INSP_0115	Water Service		0	Y	N		
	INSP_0190	Rough Plumbing		0	Y	N		
	INSP_0200	Rough Gas Piping		0	Y	N		
	INSP_0210	Rough Mechanical		0	Y	N		
	INSP_0220	Roof Sheathing		0	Y	N		
	INSP_0230	Shear Wall Nailing		0	Y	N		
	INSP_0240	Framing		0	Y	N		
	INSP_0270	Wall Insulation		0	Y	N		
	INSP_0280	Floor Insulation		0	Y	N		
	INSP_0290	Ceiling / Roof Insulation		0	Y	N		
	INSP_0300	Interior Wallboard Fastening		0	Y	N		
	INSP_0420	Final Plumbing		0	Y	N		
	INSP_0430	Final Mechanical		0	Y	N		
	INSP_0490	Final Building		0	Y	N		
	INSP_0600	Site Drainage/Erosion Control		0	Y	N		

# Common Corrections

- ▶ Field Modifications
- ▶ Seismic Connections
- ▶ Incomplete work



# Technology

- ▶ Permit Trax
- ▶ Field Interface
- ▶ Email Inspection Comments
- ▶ Citizens Connect

Refresh Inspection Results Close

**COMMENT**

**CORRECTION NOTICE**

**INSPECTION COMPLETE**

**PARTIAL INSPECTION**

Inspection Request Comment:

Time (minutes): 0 Post Result

Permit Type: 64 - Single Family Residence New

**BUILDING PERM NO.** Permit #: BLD20100446  
Address: 376 SUNSET AVE N, EDMONDS  
Contact: HEDGES **COMPLETE!**

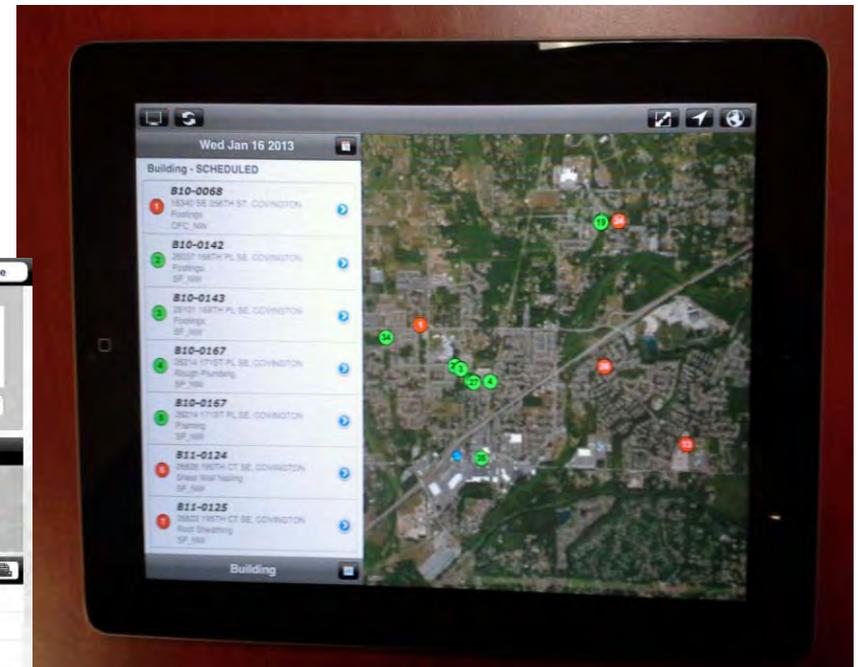
Inspection: E-Footing Drain Connection

On-Site Contact: Mark  
Phone: 206.999.7156

Previous Inspection Results

1/3/2012 - CMP  
Inspection OK

2/11/2011 - CMP  
Fig Drains connected to collection CS.



# Final Inspection Process

- ▶ Final Record Verification
- ▶ Final Approvals
- ▶ Certificate of Occupancy

**CITY OF COVINGTON  
CERTIFICATE OF OCCUPANCY**



This certificate is issued pursuant to the requirements of Section R110.3 of the 2006 International Residential Code Certifying that at the time of issuance this structure was in compliance with the various ordinances of the city regulating building construction or use for the following:

OWNER:	Joseph and Jane Coe	PERMIT NO:	B08-0018
OWNER ADDRESS:	1234 Covington Way	PARCEL NO:	508790-0040
BUILDING ADDRESS:	1234 Covington Way	LOT NO:	4
SUBDIVISION:	Covington Creek	SPRINKLERS REQUIRED:	NO

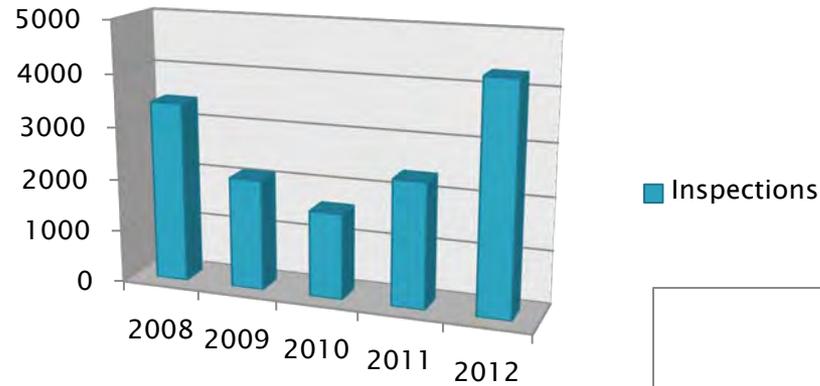
*Robert S. Meyer*  
Authorized Inspector

*2-21-08*  
Date

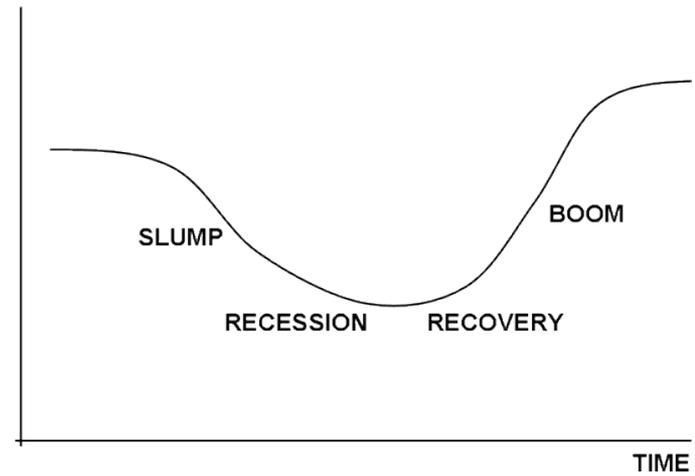
Building Official  
**FILE COPY**

# Statistics

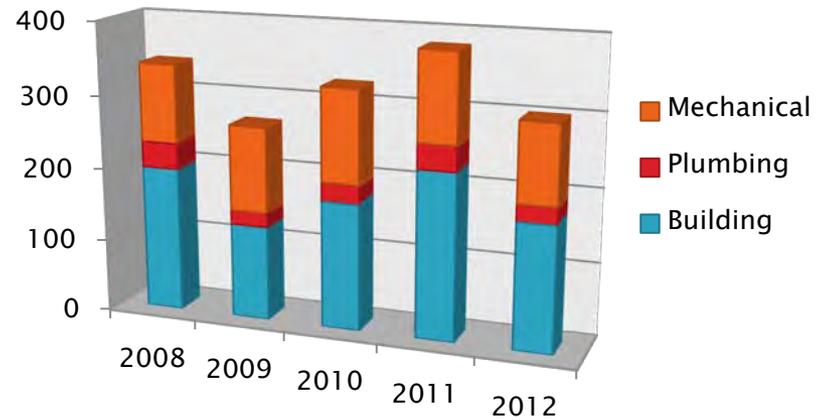
## Inspections



## OUTPUT



## Applications



▶ Questions?



### Agenda Item 3

Covington City Council Meeting

Date: February 26, 2013

SUBJECT: APPROVE CITY MANAGER MERIT GOALS FOR 2013.

RECOMMENDED BY: City Council

ATTACHMENT (S):

1. Derek Matheson's Memo to Noreen Beaufrere for the City Council, "City Manager Proposed Merit Goals for 2013," dated February 8, 2013

PREPARED BY: Noreen Beaufrere, Personnel Manager

EXPLANATION:

In accordance with a motion made in April 2012, the city council adopted Compensation Program Procedure No. HR-16.0, a comprehensive procedure documenting the processes the city uses to compensate its employees. Included as part of that procedure was a revised Merit Award Program that issued individual employee merit awards in the form of merit floating holiday hours based on the percent of achievement of pre-established annual merit goals. The first and current revision of the Compensation Program Procedure—No. HR-16.1—did not affect the guidelines of the Merit Award Program, and was included in the adoption of Revision 3 of the city's Employee Handbook on September 11, 2012 per Resolution No. 12-09.

Attachment 1 is City Manager Derek Matheson's six possible 2013 merit goals for the city council's consideration. Of those, the council needs to decide on three goals that will become the pre-established city manager goals for 2013. The goals do not need to be prioritized or weighted. The percent of achievement of the pre-established goals will be determined during the city manager's 2013 employee evaluation process at the beginning of 2014.

ALTERNATIVES:

1. Alter the proposed 2013 Merit Award Goals for the city manager.
2. Choose different 2013 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 (not more than 64 hours).

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

**Councilmember \_\_\_\_\_ moves and Councilmember  
\_\_\_\_\_ seconds, to approve the 2013 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:** 2/8/2013  
**Re:** City Manager Proposed Merit Goals for 2013

---

The City Council needs to establish three city manager merit goals for 2013. In consultation with the Management Team, below are six options for the council's consideration:

- Help the City Council create a transportation benefit district, help the TBD board place a sales-tax measure on the ballot, and provide objective information to the community.
- Complete the Town Center Economic Impact and Infrastructure Cost Study.
- Complete phase two of the Northern Gateway Area Study (i.e. complete those tasks planned for 2013).
- Help the City Council establish capital-project priorities in the areas of transportation, stormwater, parks & recreation, and city facilities in anticipation of the 2014 Comprehensive Plan update.
- Pursue external funding for projects on the City Council's 2013-14 Legislative Agenda.
- Complete the branding process, including adoption of a new logo and tagline.

SUBJECT: COVINGTON DAYS OPTIONS

RECOMMENDED BY: Karla Slate, Community Relations Coordinator

ATTACHMENT(S):

1. Potential Costs/Responsibilities Worksheet

PREPARED BY: Karla Slate, Community Relations Coordinator

EXPLANATION:

As discovered in the PROS Plan Community Survey, 66% of Covington residents say they have a need for community events and festivals in our city. The City has been responding and trying to enhance existing city events, like KidsFest and the Community Tree Lighting, and add new ones, like the Summer Concert Series. The City does not have ownership of any festivals, however. The largest event that occurs in the City is the Covington Days Festival, which is managed by the Covington Lions Club.

Over the past four years, the Covington Days Festival has seen a dramatic decline in attendance, sponsorship and participation. The event is becoming a strain on city resources with little to no return to the City. The number of committee members who actually show up to planning meetings has dwindled from around 10 people in 2009 to four today. There is little effort put into fundraising and securing sponsorships to offset the costs of the festival and, due to a lack of revenue from the 2012 Covington Days Festival, there will also be no entertainment or stage in 2013.

Staff feels strongly that it is time to make a change in the way the City is involved in the Covington Days Festival. In 2011, the City contributed about \$581 in signage, \$4,497 in entertainment, \$2,247 in police, and \$5,000 for public works support. In 2012, the total amount decreased because the City did not contribute to entertainment due to adding our Summer Concert Series. Additionally, the City waives some permit fees and two exempt staff members are on the planning committee. It is estimated that, between the two staff members, a total of 170 hours was contributed to planning the 2012 Covington Days Festival.

Staff has prepared several options for the Council to consider regarding the City's involvement in the festival.

**OPTION 1:** Request the Lions Club to transfer management of the Covington Days Festival to the City.

Pros:

- The City will be able to control the event that we provide so many resources for and make sure our resources are used wisely and to our benefit.

- This will allow for closer management and efficiencies in the areas of permitting, police and traffic control, and planning meetings.
- The City already employs staff qualified in event/festival planning and execution who can improve the festival and bring it back to life.
- This option would allow the festival to continue, as opposed to failing at some point.
- Taking over the festival will have its costs, but will also remove resources currently put into the festival by eliminating the third party and ineffective planning meetings (which take up about 40 hours of staff time).
- We could devise a defined role for the Lions Club to participate in the city-run event.

Cons:

- The Covington Lions Club will likely be unhappy and it will strain our relationship.
- The City has not fully managed a festival of this size on its own, so it is possible that it could take more time and resources than expected.

**OPTION 2:** The City pulls out of Covington Days completely and focuses its resources on a new city-run event.

Pros:

- This would eliminate the staff time and in-kind support the City provides for Covington Days and city resources would be put to a more productive use.
- The City will be able to establish its own signature/annual event that the community will look forward to.

Cons:

- The Covington Lions Club will be unhappy because this means that the festival organizers will need to pay for their permits, secure their own police and traffic control services, and resume the role of marketing the festival.
- Covington Days likely cannot survive without city support.
- The City has an “unwritten contract” with the community to provide and support community events. Even though attendance has dwindled, a majority of the community looks forward to Covington Days each year. If Covington Days were to fail it would put a sour taste in the mouths of our residents, in which most think the festival is already run by the City.

**OPTION 3:** The City maintains the status quo and continues its current involvement in Covington Days.

Pros:

- This option would prevent straining the City’s relationship with the current planning organization.

Cons:

- City resources would continue to be used in a less productive manner.

- The City’s image can be negatively affected by the outcome of the Covington Days Festival, which is already beginning to lose community support.

Staff recommends council make a motion to exercise Option #1 – Request the Lions Club to transfer management of the Covington Days Festival to the City.

ALTERNATIVES:

1. Select an alternative option.

FISCAL IMPACT:

See attached.

CITY COUNCIL ACTION:    \_\_\_Ordinance    \_\_\_Resolution      X   Motion    \_\_\_Other

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_ seconds, to direct staff to exercise Option #1. If Option #1 is not possible, council directs staff to exercise Option #2.**

REVIEWED BY: City Manager

# ATTACHMENT 1

## Taking over the Covington Days Festival:

City Responsibilities/Costs (in time and dollars)

Services we are already providing: Potential decreases

- Booking entertainment - 15 hours none
- Arranging equipment/rentals - 12 hours none
- Managing contracts - 12 hours none
- Coordinating with other departments/internal meetings - 8 hours none
- Graphic Design - 8 hours -2 hours
- Promotion and Marketing - 20 hours -5 hours
- On-site back-up/management (two staff) – 62 hours - 26  
(Friday 10 a.m.-9 p.m., Saturday 9 a.m.-9 p.m., Sunday 10 a.m.-4 p.m.)  
*\*The reduction of 26 hours assumes a shorter festival, 2 days as opposed to 3)*
- City events – 8 hours none
- External planning committee meetings (two staff) – 40 hours -40

**Total reduction of hours: -73 hours**

New services:

- Arranging electrical – 10 hours
- Securing sponsorships – 20 hours
- Full on-site event management (two staff) – 36 hours  
*\*Assumes reduction to Saturday 10 a.m.-7 p.m. and Sunday 10 a.m.-4 p.m.  
and additional hours of set-up and take-down*
- Processing and coordinating vendors – 26 hours  
(Securing vendors and Friday night vendor set-up)

**Total new hours: 92 hours**

Current Hard Costs

- Police/Traffic \$2,247
- Public Works/Traffic \$5,000
- Permits \$831.15 (paid by Lions)
- Signage \$581

Potential new costs

- Overnight Security (Friday night and Saturday night) - \$200-\$300
- Porta Potty and Trash Services - \$600-\$800  
*\*City's exclusive contract with Republic Services will offset these costs.*

- Electrician – up to \$1,000
- Stage and entertainment - \$3,000-\$5,000
- Banners and signage - \$200-\$400

Total New Costs: \$6,500

#### Potential Revenue

- Vendor Booths: Potential for 75 – conservative estimate \$6,700
- Sponsorships Goal \$10,000

#### Additional Expenses (pending on sponsorships)

- Kids Zone/Carnival

**DISCUSSION OF  
FUTURE AGENDA TOPICS:**

**6:00 p.m. Tuesday, March 12, 2013 Special Meeting -  
Study Session**

**7:00 p.m. Tuesday, March 12, 2013 Regular Meeting**

**(Draft Agendas Attached)**

**Draft**  
as of 02/21/13

## Covington: Unmatched quality of life



### **CITY OF COVINGTON SPECIAL MEETING AGENDA CITY COUNCIL STUDY SESSION**

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

**Tuesday, March 12, 2013 - 6:00 p.m.**

***\*\*Please note meeting start time \*\****

#### **GENERAL INFORMATION:**

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

#### **CALL CITY COUNCIL STUDY SESSION TO ORDER**

#### **ROLL CALL**

#### **APPROVAL OF AGENDA**

#### **ITEM(S) FOR DISCUSSION**

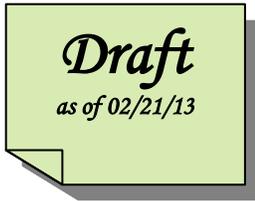
1. CIP Parks/SWM/Transportation/Facilities (Akramoff)

**PUBLIC COMMENT** *Persons addressing the Council shall state their name, address, and organization for the record. Speakers shall address comments to the City Council, not the audience or the staff. Public Comment shall be for the purpose of the Council receiving comment from the public and is not intended for conversation or debate. Public comments shall be limited to no more than four minutes per speaker. If additional time is needed a person may request that the Council place an item on a future agenda as time allows.*

#### **ADJOURN**

*Any person requiring disability accommodation should contact the City of Covington at 253-480-2405 a minimum of 24 hours in advance. For TDD relay service, please use the state's toll-free relay service 800-833-6384 and ask the operator to dial 253-480-2400.*

***\*Note\* A Regular Council meeting will immediately follow at approximately 7:00 pm***



Covington: Unmatched quality of life  
CITY OF COVINGTON  
CITY COUNCIL REGULAR MEETING AGENDA  
[www.covingtonwa.gov](http://www.covingtonwa.gov)



Tuesday, March 12, 2013  
7:00 p.m.

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

**\*\*Note\*\*** A Special 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** *Persons addressing the Council shall state their name, address, and organization for the record. Speakers shall address comments to the City Council, not the audience or the staff. Public Comment is not intended for conversation or debate. Comments shall be limited to no more than four minutes per person and no more than ten minutes per group. If additional time is needed the city shall be notified in advance and background information shall be submitted in writing regarding the topic that will be addressed. The city reserves the right to deny any request, based on time constraints. Individuals may petition the City Clerk or the City Manager to appear on the agenda of a future study session as time allows for up to 15 minutes to address the council on specific issues or requests.\**

**APPROVE CONSENT AGENDA**

- C-1. Minutes: February 12, 2013 Study Session Minutes, February 12, 2013 Regular Meeting Minutes, and February 26, 2013 Regular Meeting Minutes (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Accept Engineering Contract for Project Design (Akramoff)
- C-4. Consider King County Solid Waste Interlocal Agreement (Akramoff)
- C-5. Accept Carpet Replacement Project (Scott)

**NEW BUSINESS**

- 1. Interlocal Agreement with the City of Black Diamond for Building Code Administration, Inspection, and Plan Review (Hart/Meyers)
- 2. Discuss and Consider Urban Forestry Strategic Plan (Akramoff)
- 3. Discuss and Consider Public Works Reorganization Budget Impacts (Akramoff)
- 4. Transportation Benefit District Timeline (Matheson)
- 5. Ballot Measure Rules (Springer)

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

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

**EXECUTIVE SESSION – If Needed**

**ADJOURN**

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