



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

www.covingtonwa.gov

**Tuesday, April 28, 2015
7:00 p.m.**

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

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

CALL CITY COUNCIL REGULAR MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION

- National Aquatics Month Proclamation – May 2015 (Bahl)
- Arbor Day Proclamation (Laura Morrissey)

PUBLIC COMMENT Speakers will state their name, address, and organization. Comments are directed to the City Council, not the audience or staff. Comments are not intended for conversation or debate and are limited to no more than four minutes per speaker. Speakers may request additional time on a future agenda as time allows.*

APPROVE CONSENT AGENDA

- C-1. Minutes: March 24, 2015 Regular Meeting Minutes (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Accept Aquatic Center Roofing Project (Thomas)
- C-4. Approve Consultant Contract for 2015 Comprehensive Plan Update (Hart)
- C-5. Approve Amendment to Extend Contract for Park Maintenance (Vondran)
- C-6. Ratify City Manager Signature on Landscaping Maintenance Contract (Vondran)

REPORTS OF COMMISSIONS

- Human Services Chair Fran McGregor: April 9 meeting
- Parks & Recreation Chair Laura Morrissey: April 15 meeting
- Arts Chair Lesli Cohan: April 9 meeting
- Planning Chair Bill Judd: April 2 meeting; April 16 meeting canceled
- Economic Development Council Co-Chair Jeff Wagner: March 26 and April 23 meetings

NEW BUSINESS

- 1. Discuss Mandatory Garbage Collection (Vondran)
- 2. Update on Jenkins Creek Park Pedestrian and ADA Improvements Project Design (Vondran)
- 3. Adopt Resolution Supporting Transportation Investment Package (Bolli)
- 4. Consider Policy for Use of City Seal and Logo (Bolli)

COUNCIL/STAFF COMMENTS - Future Agenda Topics

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

EXECUTIVE SESSION – if needed

ADJOURN

**Americans with Disabilities Act – Reasonable Accommodations Provided Upon Request a minimum of 24 hours in advance
(253-480-2400)**

Consent Agenda Item C-1

Covington City Council Meeting

Date: April 28, 2015

SUBJECT: APPROVAL OF MINUTES: MARCH 24, 2015 CITY COUNCIL REGULAR MEETING MINUTES

RECOMMENDED BY: Sharon G. Scott, City Clerk

ATTACHMENT(S): Proposed Minutes

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION:

ALTERNATIVES:

FISCAL IMPACT:

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

Councilmember _____ moves, Councilmember _____ seconds, to approve the March 24, 2015, City Council Regular Meeting Minutes.

City of Covington
Regular City Council Meeting Minutes
Tuesday, March 24, 2015

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

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, March 24, 2015, at 7:05 p.m., with Mayor Harto presiding.

COUNCILMEMBERS PRESENT:

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

STAFF PRESENT:

Regan Bolli, City Manager; Don Vondran, Public Works Director; Rob Hendrickson, Finance Director; Kevin Klason, Covington Police Chief; Richard Hart, Community Development Director; Karla Slate, Communications & Marketing Manager; Scott Thomas, Parks & Recreation Director; Sara Springer, City Attorney; Bob Lindskov, City Engineer; Darren Mhoon, Management Assistant; Angie Feser, Parks Planner; Bill Fealy, Maintenance Worker – Arborist; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Harto opened the meeting with the Pledge of Allegiance.

APPROVAL OF AGENDA:

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

PUBLIC COMMUNICATION:

- Doug Osterman, Watershed Coordinator, Green/Duwamish and Central Puget Sound Watershed (WRIA 9) gave a presentation on WRIA 9: Continuing Watershed-Based Restoration and Salmon Recovery in Covington.
- Council presented proclamations to Japanese exchange students and teachers from Abuno High School and Kitano High School in Osaka, Japan, in recognition of March 24, 2015 as International Student Exchange Day in Covington.

Council recessed from 7:35 to 7:53 p.m. for a brief reception to welcome the exchange students and teachers.

PUBLIC COMMENT:

Mayor Harto called for public comments.

Patricia Lynch, 17015 SE Wax Road, Covington, thanked Council for the speed trailer placed on Wax Road.

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

APPROVE CONSENT AGENDA:

C-1. Minutes: March 10, 2015 City Council Special & Regular Meeting Minutes.

C-2. Vouchers: Vouchers #32243-32295, including ACH Payments and Electronic Funds Transfers, in the Amount of \$141,489.51, Dated March 6, 2015; and Paylocity Payroll Checks #1003500497-1003500511 inclusive, Plus Employee Direct Deposits in the Amount of \$166,794.65, Dated March 13, 2015.

Council Action: Councilmember Mhoon moved and Councilmember Scott seconded to approve the Consent Agenda: 7-0. Motion carried.

REPORTS OF COMMISSIONS:

Human Services Commission – Chair Fran McGregor reported on the February 12 and March 12 meetings.

Parks & Recreation Commission – Vice Chair Bryan Higgins reported on the March 18 meeting.

Arts Commission – Chair Lesli Cohan reported on the March 12 meeting.

Planning Commission – Chair Bill Judd reported on the March 5 meeting. The March 19 meeting was canceled.

Economic Development Council – Co-Chair Jeff Wagner reported on the February 26 meeting.

NEW BUSINESS:

1. Consider Contract with MacLeod Reckord for Park Design Services.

Parks Planner Angie Feser gave the staff report on this item.

Councilmembers provided comments and asked questions, and Ms. Feser and Parks & Recreation Director Scott Thomas provided responses.

Council Action: Mayor Pro Tem Wagner moved and Councilmember Cimaomo seconded to authorize the City Manager to execute a contract between the City of Covington and MacLeod Reckord, in substantial form as that included in the agenda packet, to complete additional design for the City’s Covington Community Park. Vote: 7-0. Motion carried.

2. Consider Approval of Parks, Recreation and Open Space (PROS) Plan Consultant.

Parks Planner Angie Feser gave the staff report on this item.

Councilmembers provided comments and asked questions, and Ms. Feser and Parks & Recreation Director Scott Thomas provided responses.

Council Action: Mayor Pro Tem Wagner moved and Councilmember Scott seconded to authorize the City Manager to execute a contract with Conservation Technix, in substantial form as that included in the agenda packet, to complete the Parks, Recreation and Open Space Plan update. Vote: 7-0. Motion carried.

3. Approve Contract for Design of Town Center, City Hall and Public Plaza.

Community Development Director Richard Hart gave the staff report on this item.

Councilmembers provided comments and asked questions, and Mr. Hart and City Attorney Sara Springer provided responses.

Council Action: Councilmember Lanza moved and Councilmember Cimaomo seconded to approve the consultant contract and associated scope of services with Helix Design Group to complete a concept design study and drawings of the proposed Covington Town Center and authorize the city manager to sign such contract in substantially the same form as that included in the agenda packet. Vote: 7-0. Motion carried.

4. Clarify Use of City Seal and Logo.

City Manager Regan Bolli and Communications & Marketing Manager Karla Slate gave the staff report on this item.

Councilmembers provided comments and discussed this item.

Councilmember Lanza moved to adopt the language proposed in the agenda packet and for the official seal to remain behind the dais and to be displayed on the flag in front of city hall. There was no second.

Councilmember Mhoon moved and Councilmember Lanza seconded to adopt the language proposed in the agenda packet and for the official seal to remain behind the dais.

Councilmembers continued comments and discussion.

City Attorney Sara Springer provided comments to councilmembers for clarification purposes.

Councilmember Mhoon withdrew her motion.

Council Action: There was Council consensus to request staff to create a draft policy based on the Council's discussion and bring back to the next meeting for Council's consideration.

5. Presentation of 2014 Year End Financials.

Finance Director Rob Hendrickson gave the staff report on this item.

COUNCIL/STAFF COMMENTS:

Councilmembers and staff discussed Future Agenda Topics and made comments.

Council Action: Mayor Pro Tem Wagner moved and Councilmember Smith seconded to cancel the April 14 meeting due to lack of business items. Vote: 7-0. Motion carried.

PUBLIC COMMENTS:

Mayor Harto called for public comments.

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

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:46 p.m.

Prepared by:

Submitted by:

Joan Michaud
Senior Deputy City Clerk

Sharon Scott
City Clerk

Consent Agenda Item C-2

Covington City Council Meeting

Date: April 28, 2015

SUBJECT: APPROVAL OF VOUCHERS

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #32296-32360, including ACH Payments and Electronic Funds Transfers, in the Amount of \$292,971.37, Dated March 20, 2015; Vouchers #32361-32410, including ACH Payments, in the Amount of \$168,805.40, Dated April 3, 2015; Vouchers #32411-32470, including ACH Payments and Electronic Funds Transfers, in the Amount of \$144,492.77, Dated April 17, 2015; Paylocity Payroll Checks #1003551981-1003551998 inclusive, Plus Employee Direct Deposits in the Amount of \$171,351.63, Dated March 27, 2015; Paylocity Payroll Checks #1003606428-1003606444 inclusive, Plus Employee Direct Deposits in the Amount of \$167,608.65, Dated April 10, 2015; and Paylocity Payroll Checks #1003658969-1003658988 and Paylocity Payroll Checks #1003659084-1003659084 inclusive, Plus Employee Direct Deposits in the Amount of \$177,457.36, Dated April 24, 2015.

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION: Not applicable.

ALTERNATIVES: Not applicable.

FISCAL IMPACT: Not applicable.

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

Councilmember _____ moves, Councilmember _____ seconds, to approve for payment Vouchers #32296-32360, including ACH Payments and Electronic Funds Transfers, in the Amount of \$292,971.37, Dated March 20, 2015; Vouchers #32361-32410, including ACH Payments, in the Amount of \$168,805.40, Dated April 3, 2015; Vouchers #32411-32470, including ACH Payments and Electronic Funds Transfers, in the Amount of \$144,492.77, Dated April 17, 2015; Paylocity Payroll Checks #1003551981-1003551998 inclusive, Plus Employee Direct Deposits in the Amount of \$171,351.63, Dated March 27, 2015; Paylocity Payroll Checks #1003606428-1003606444 inclusive, Plus Employee Direct Deposits in the Amount of \$167,608.65, Dated April 10, 2015; and Paylocity Payroll Checks #1003658969-1003658988 and Paylocity Payroll Checks #1003659084-1003659084 inclusive, Plus Employee Direct Deposits in the Amount of \$177,457.36, Dated April 24, 2015.

March 20, 2015

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check #32296 through Check #32360, including ACH payments and electronic funds transfers

In the Amount of \$292,971.37

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

Cassandra Parker
Senior Accountant

Mark Lanza
City Councilmember

Jeff Wagner
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved _____

Accounts Payable

Checks by Date - Detail by Check Date

User: scles
 Printed: 3/20/2015 9:29 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32296	2534 99	Goodfellow Bros., Inc. CCP; retainage payable	03/17/2015	72,337.79
Total for Check Number 32296:				72,337.79
32297	0867	Home Depot Credit Services	03/17/2015	
	0015445	Maint shop; threadlockers		5.62
	0015445	Maint shop; threadlockers		5.62
	0015445	Maint shop; threadlockers		2.81
	1010868	Sheathing		246.20
	1094942	Return; sheathing		-98.48
	3162431	Garden stake		5.95
	4011650	Gardner property; sheathing		49.24
	6012544	Maint shop; drive bits, screws		4.35
	6012544	Maint shop; drive bits, screws		2.18
	6012544	Maint shop; drive bits, screws		4.35
	6113874	Return; garden stake		-5.95
	7012498	Aquatics; hooks		7.79
	7585738	Basketball court tape		34.68
	8012382	Lumber, sheathing, fence brackets		93.70
	8573566	Student Art Show; velcro dispenser		39.03
	85735667012453	Maint shop; clog remover, bit sets		15.60
	85735667012453	Maint shop; clog remover, bit sets		15.60
	85735667012453	Maint shop; clog remover, bit sets		7.80
	9012216	Maint shop; scrub brush		1.08
	9012216	Maint shop; scrub brush		2.16
	9012216	Maint shop; scrub brush		2.16
Total for Check Number 32297:				441.49
Total for 3/17/2015:				72,779.28
ACH	0771	David Evans & Associates, Inc.	03/20/2015	
	354171	Traffic concurrency; Chandi Short Plat		1,700.00
	354171	Traffic concurrency; Maple Hills Div. IV		2,200.00
Total for this ACH Check for Vendor 0771:				3,900.00
ACH	1408	Washington Workwear Stores Inc.	03/20/2015	
	11424	Bolli; logo embroidery for shirts		40.73
	1847	Fealy; sweatshirt		6.51
	1847	Fealy; sweatshirt		13.03
	1847	Fealy; sweatshirt		13.03
Total for this ACH Check for Vendor 1408:				73.30
ACH	1688	Mountain Mist	03/20/2015	
	054257-3	Maint shop; bottled water, February		5.50
	054257-3	Aquatics; bottled water, February		66.76

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	054257-3	Maint shop; bottled water, February		10.99
	054257-3	City hall; bottled water, February		102.28
	054257-3	Maint shop; bottled water, February		10.99
Total for this ACH Check for Vendor 1688:				196.52
ACH	1705 TM-146914	Alpine Products, Inc. Delineator posts	03/20/2015	256.23
Total for this ACH Check for Vendor 1705:				256.23
ACH	1876 1876-3	John Gaudette Gaudette; PNW Resource school, mileage/toll	03/20/2015	120.91
Total for this ACH Check for Vendor 1876:				120.91
ACH	1901 0065373 0065373 0065373	Modern Building Systems, Inc. Maint shop; building lease, 4/1-5/1/15 Maint shop; building lease, 4/1-5/1/15 Maint shop; building lease, 4/1-5/1/15	03/20/2015	284.54 569.06 569.06
Total for this ACH Check for Vendor 1901:				1,422.66
ACH	2105 2105-3	Rachel Bahl Bahl; mileage reimbursement, February	03/20/2015	75.67
Total for this ACH Check for Vendor 2105:				75.67
ACH	2461 608716 608843	Tri-Tec Communications, Inc. Telephone headset replacement Telephone system service	03/20/2015	40.67 81.45
Total for this ACH Check for Vendor 2461:				122.12
ACH	2555 44701754	NuCO2 LLC Aquatics; CO2 for pH control	03/20/2015	195.39
Total for this ACH Check for Vendor 2555:				195.39
ACH	2633 0400405-IN 0400405-IN 0400405-IN 0400422-IN 0400422-IN 0400422-IN 0400422-IN 0400422-IN 0400422-IN 0400422-IN	National Safety, Inc. Gaudette; sweatshirts Gaudette; sweatshirts Gaudette; sweatshirts Fealy; safety shirts Fealy; safety shirts Fealy; safety shirts Fealy; safety shirts Fealy; jacket/hat Fealy; jacket/hat Fealy; jacket/hat	03/20/2015	27.42 13.71 27.42 62.00 62.00 62.00 31.00 14.62 29.26 29.26
Total for this ACH Check for Vendor 2633:				296.69
ACH	2654 33346	Canber Corps CCP; maintenance services, February	03/20/2015	2,465.20
Total for this ACH Check for Vendor 2654:				2,465.20
32298	2625 78992808	ACCIS Morrissey; ACCIS spring conference	03/20/2015	250.00
Total for Check Number 32298:				250.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32299	0206 210568	AFLAC Insurance premium; March	03/20/2015	610.43
Total for Check Number 32299:				610.43
32300	1830 46729 46729	Allwest Underground, Inc. Gas detector Aquatics; gas detector	03/20/2015	700.47 700.47
Total for Check Number 32300:				1,400.94
32301	0955 10354255	American Red Cross Lifeguarding classes	03/20/2015	280.00
Total for Check Number 32301:				280.00
32302	2033 8234	Aquatic Specialty Services Aquatics; hub repair	03/20/2015	602.33
Total for Check Number 32302:				602.33
32303	0499	Bank of America	03/20/2015	
	0405-3	Aquatics; tablet case		28.71
	0405-3	Aquatics; fluorescent light fixture clips		77.37
	0405-3	Aquatics; tablet case, use tax		-2.27
	0405-3	Aquatics; Sweetheart swim supplies		17.38
	0405-3	Aquatics; fluorescent light fixture clips, use tax		-6.13
	1030-3	Maint shop; graffiti cleaner, use tax		-4.39
	1030-3	Maint shop; graffiti cleaner, use tax		-2.20
	1030-3	Maint shop; graffiti cleaner		27.72
	1030-3	Maint crew; lunch meeting		15.98
	1030-3	Maint crew; lunch meeting		31.98
	1030-3	Maint crew; lunch meeting		31.98
	1030-3	Maint shop; graffiti cleaner, use tax		-4.39
	1030-3	Maint shop; graffiti cleaner		55.46
	1030-3	Maint shop; graffiti cleaner		55.46
	1030-3	Maint crew; meeting refreshments		15.10
	1030-3	Maint crew; meeting refreshments		15.10
	1030-3	Maint crew; meeting refreshments		7.55
	2923-3	Volunteer/Commissioner of Year; cake reception		30.99
	2923-3	Employee Recognition Awards; gift cards		300.00
	2959-3	Bykonen; APA conference, registration		365.00
	2959-3	Bykonen; APA membership dues through 3/31/1		136.50
	2959-3	Bykonen; APA conference, registration		365.00
	2959-3	Hendrickson; WPTA conference, registration		210.00
	2959-3	Aquatics; shower room water line repairs		693.01
	2959-3	Bykonen; APA membership dues through 3/31/1		136.50
	2959-3	Park Commissioners outgoing awards; frames		130.29
	3331-3	Harto; AWC City Action Days; registration		150.00
	3331-3	Wagner; AWC City Action Days; registration		150.00
	3331-3	Lanza; AWC City Action Days; registration		150.00
	3331-3	Bolli; AWC City Action Days; registration		150.00
	3331-3	Bolli; AWC City Action Days; hotel		498.83
	3331-3	Mhoon; SCA networking dinner		45.00
	3331-3	Bolli; WCMA membership dues		187.00
	3331-3	Council meeting; tablecloth cleaning		15.20
	3331-3	Accidental personal purchase; reimbursed		34.75
	3433-3	Bolli; AWC City Action Days, parking		1.50
	3639-3	Fealy; Partners in Emergency Prep conference		325.00
	3639-3	Public Works retreat; lunch		91.91
	3639-3	Park Commission recognition; cake		39.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3639-3	Public Works retreat; lunch		91.92
	3639-3	GoToMeeting plan; 2/20-3/19/15		42.57
	6093-3	Junkin; Partners of Emergency Prep conference		325.00
	6093-3	Lindskov; Partners of Emergency Prep conferenc		325.00
	6093-3	Bates; Partners of Emergency Prep conference		325.00
	6686-3	Computer components		79.20
	6686-3	Computer components, use tax		-6.27
	6686-3	GoToMeeting annual plan through 2/20/16		364.03
	6686-3	Security certificate		69.99
	6686-3	Lindskov; ITE/IMSA meeting, lunch		10.00
	6686-3	Hard drives		219.26
	6686-3	Hard drives, use tax		-17.36
	6686-3	Lindskov; ITE/IMSA meeting, lunch		15.00
	6686-3	Wireless power supply		123.83
	6686-3	Wireless power supply, use tax		-9.81
	7314-3	Soccer flags, mesh ball bags, goalie gloves, use t		-21.51
	7314-3	Soccer flags, mesh ball bags, goalie gloves		271.58
	7314-3	Lyons; APA conference, registration		120.00
	7314-3	Aquatics; shower room water line repairs		2,000.00
	7314-3	Hendrickson/Parker/Salazar; PSFOA lunch meet		75.00
	7314-3	Lyons; APA conference, registration		30.00
	7768-3	Slate; Wa Festivals & Events, registration		272.50
	7768-3	Patterson; Wa Festivals & Events, registration		402.50
	7768-3	Student Art Show; portfolios		151.50
	7768-3	Student Art Show; adhesive squares, use tax		-20.12
	7768-3	Student Art Show; adhesive squares		254.12
	8227-3	Frames; City council goal posters		89.68
	8227-3	Vandalism mark remover		75.97
	8227-3	PRSA National Award entry		475.00
			Total for Check Number 32303:	10,699.91
32304	2368	Best Parking Lot Cleaning Inc.	03/20/2015	
	136722	MV, Street cleaning; February		2,389.20
	136841	Street cleaning; February		7,211.04
			Total for Check Number 32304:	9,600.24
32305	2516	Bob's Heating & Air Conditioning, Inc.	03/20/2015	
	0000125335	Minor housing repair; #NOMU-02-14		194.39
			Total for Check Number 32305:	194.39
32306	0026	C&B Awards	03/20/2015	
	1542	Spring soccer; t-shirts		3,898.50
	1543	Spring soccer; coach's t-shirts		768.15
			Total for Check Number 32306:	4,666.65
32307	1997	Capital One Commercial	03/20/2015	
	074795	Packing tape		25.21
			Total for Check Number 32307:	25.21
32308	2819	Caron Fitness	03/20/2015	
	2819-3	Instructor payment; Zumba, February		158.55
			Total for Check Number 32308:	158.55
32309	2366	CenturyLink Business Services	03/20/2015	
	1332310866	Aquatics; internet/loop, February		360.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32309:	360.00
32310	0366 0366-3	City of Covington SWM utility tax; February	03/20/2015	614.73
			Total for Check Number 32310:	614.73
32311	0391 38567 38567	City of Renton Human services; KC Sexual Assault Resources Human services; YWCA Adult Domestic Violence	03/20/2015	5,156.00 10,000.00
			Total for Check Number 32311:	15,156.00
32312	0184 207/208	Cordi & Bejarano Public defender; 1/6-2/24/15	03/20/2015	4,430.00
			Total for Check Number 32312:	4,430.00
32313	2487 2487-3	Costco Wholesale Corporation Traffic mitigation fee exemption; Payment 13	03/20/2015	84,225.59
			Total for Check Number 32313:	84,225.59
32314	1923 3911	Delta Business Training, LLC 2015 Online training renewals	03/20/2015	600.00
			Total for Check Number 32314:	600.00
32315	2922 2922-3	Keith Drury Council chamber; mic/cable installation	03/20/2015	400.00
			Total for Check Number 32315:	400.00
32316	2934 2934-3	Encore Dance Academy Instructor payment; Dance classes, Winter 2015	03/20/2015	1,316.00
			Total for Check Number 32316:	1,316.00
32317	2929 10159 10159	Stephanie Fell Refund; aquatic registration Refund; aquatic registration	03/20/2015	15.50 46.50
			Total for Check Number 32317:	62.00
32318	2686 2686-3 2686-3	Angela Feser Feser; Lobby day, mileage/parking Feser; Lobby day, per diem	03/20/2015	68.04 18.30
			Total for Check Number 32318:	86.34
32319	2821 2821-3 2821-3-1	Dominic Finazzo Finazzo; mileage reimbursement, February Finazzo; AFO course, mileage	03/20/2015	7.02 44.74
			Total for Check Number 32319:	51.76
32320	0034 64560	Flags A Flying & Banners Too City hall; flag equipment	03/20/2015	755.50
			Total for Check Number 32320:	755.50
32321	2045	Goodbye Graffiti Seattle	03/20/2015	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	22030	Everclean program, March		431.14
			Total for Check Number 32321:	431.14
32322	2553 Feb 15 1123	Gordon Thomas Honeywell Governmental Governmental Affairs services, February	03/20/2015	2,000.00
			Total for Check Number 32322:	2,000.00
32323	0302 14528.00-000009	Gray & Osborne CIP 1014; engineering, 2/1-2/28/15	03/20/2015	6,482.36
			Total for Check Number 32323:	6,482.36
32324	0677 0677-3	Margaret Harto Harto; AWC City Action Days, mileage/hotel/dir	03/20/2015	197.69
			Total for Check Number 32324:	197.69
32325	1658 27895614-001	Hertz Equipment Rental Corp. Tree Lighting; boom truck rental, 3/2	03/20/2015	680.36
			Total for Check Number 32325:	680.36
32326	1722 -1139403 2-1132008 2-1136683 2-1157650 2-1157651 2-1157652 2-1157653	Honey Bucket CCP; portable toilet service overcharge credit Skate Park; portable toilet rental, 2/5-3/4/15 CCP; portable toilet service, 2/13-3/12/15 Mattson; portable toilet rental, 3/11-4/7/15 Cedar Heights; portable toilet rental, 3/11-4/7/15 Crestwood; portable toilet rental, 3/11-4/7/15 Jenkins Creek; portable toilet rental, 3/11-4/7/15	03/20/2015	-1,000.00 202.95 504.00 187.50 177.50 177.50 177.50
			Total for Check Number 32326:	426.95
32327	2933 SI-243470 SI-243470 SI-243470 SI-243470	ID Card Group Aquatics; ID card printer, cards, ribbons, webcar City hall; ID card printer, cards, ribbons, webcar City hall; ID card printer, cards, ribbons, webcar Aquatics; ID card printer, cards, ribbons, webcar	03/20/2015	1,252.70 1,252.70 -99.20 -99.20
			Total for Check Number 32327:	2,307.00
32328	2775 B14-0113	Inland Group Credit; building permit fee waiver	03/20/2015	6,134.30
			Total for Check Number 32328:	6,134.30
32329	1342 12816643 12816643 12816643 12816643 12816643	Integra Telecom Maint shop; telephone, 3/8-4/7/15 Maint shop; telephone, 3/8-4/7/15 Aquatics; telephone, 3/8-4/7/15 Maint shop; telephone, 3/8-4/7/15 City hall; telephone, 3/8-4/7/15	03/20/2015	177.14 88.56 90.22 177.14 1,223.12
			Total for Check Number 32329:	1,756.18
32330	1803 LEZ0808	Iron Mountain Document storage; 3/1-3/31/15	03/20/2015	311.79
			Total for Check Number 32330:	311.79

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32331	0385 1500001302	Kent School #415 Basketball; gym rentals, 1/31-2/21/15	03/20/2015	1,470.00
Total for Check Number 32331:				1,470.00
32332	0050 0050-3	Kent School District School Mitigation Payable; February	03/20/2015	5,486.00
Total for Check Number 32332:				5,486.00
32333	0143 54707 56644-56644 56678-56684	King County Finance WRIA/Watershed Planning services; 3rd Trimest Street services; Adopt A Road signs Street services	03/20/2015	2,543.66 113.52 4,204.00
Total for Check Number 32333:				6,861.18
32334	2802 25215	KPG CCP; park sign design	03/20/2015	2,130.00
Total for Check Number 32334:				2,130.00
32335	2490 2490-3	Law Office of Theresa and Phillip Griffin Public Defender, Video Court; January-February	03/20/2015	2,350.00
Total for Check Number 32335:				2,350.00
32336	2813 2813-3 2813-3	Rachael Leung Leung; mileage reimbursement, February Leung; mileage reimbursement, February	03/20/2015	4.02 4.03
Total for Check Number 32336:				8.05
32337	2367 137178 137412	Magnum Print Solutions Toner Printer repair	03/20/2015	93.40 124.89
Total for Check Number 32337:				218.29
32338	2492 2492-3	Maple Valley Days Committee Maple Valley Days; booth fee	03/20/2015	25.00
Total for Check Number 32338:				25.00
32339	2550 73799	Motorplex Pro-Tow #3420; heater repairs	03/20/2015	988.05
Total for Check Number 32339:				988.05
32340	1487 742085 742308 742458 742521 743792 743917 743917 743917	NAPA Auto Parts 12 volt jump starter #2577; wire #2577; lamp #2577; return lamp/wire Tap-thread Maint shop; butane fuel Maint shop; butane fuel Maint shop; butane fuel	03/20/2015	183.53 52.08 34.64 -36.06 7.42 10.42 10.42 5.20
Total for Check Number 32340:				267.65
32341	0004	Office Depot	03/20/2015	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1762343251	Presentation paper, labels		54.96
	1762347335	Student Art Show supplies		24.65
	1764496864	Basketball; paper		18.45
	757273899001	Office supplies		121.24
	757273899001	Pocket files		52.68
	757954144001	Office supplies		61.05
	757954873001	Office supplies		32.57
			Total for Check Number 32341:	365.60
32342	0818 44741571	Pacific Office Automation Copier lease; 2/15-3/14/15	03/20/2015	122.47
			Total for Check Number 32342:	122.47
32343	1452 IN038397	Palmer Coking Coal Company Crushed rock	03/20/2015	100.35
			Total for Check Number 32343:	100.35
32344	2860 344121	Protect Youth Sports Background checks	03/20/2015	216.00
			Total for Check Number 32344:	216.00
32345	2133 1075 1075 1075	Public Fleet Managers Association Public Fleet Managers Assoc; 2015 membership Public Fleet Managers Assoc; 2015 membership Public Fleet Managers Assoc; 2015 membership	03/20/2015	48.00 48.00 24.00
			Total for Check Number 32345:	120.00
32346	0161 200003986730-3 200003987282-3 200003987464-3 200004045635-3 200004045866-3 200005568858-3 200013103656-3 200013951476-3 200014568881-3 200014568881-3 200014568881-3 200022909309-3 200022909689-3 300000007744-3 300000007744-3 300000007934-3 300000007934-3	Puget Sound Energy Streets, electricity, 2/3-3/4/15 Streets, electricity, 2/4-3/5/15 Streets, electricity, 2/4-3/5/15 Streets, electricity, 2/3-3/4/15 Streets, electricity, 2/4-3/5/15 Streets, electricity, 1/30-3/2/15 CCP, electricity, 1/30-3/2/15 Streets, electricity, 1/30-3/2/15 Maint shop, electricity, 1/30-3/2/15 Maint shop, electricity, 1/30-3/2/15 Maint shop, electricity, 1/30-3/2/15 Streets, electricity, 2/3-3/4/15 Skate park, electricity, 2/4-3/5/15 Aquatics; electricity, 1/30-3/2/15 Aquatics; natural gas, 1/30-3/2/15 City hall; electricity, 2/3-3/4/15 City hall; natural gas, 2/3-3/4/15	03/20/2015	81.63 60.88 11.87 83.25 68.60 85.69 29.55 78.46 87.61 43.81 87.61 83.95 13.68 2,444.45 3,521.43 1,786.57 198.76
			Total for Check Number 32346:	8,767.80
32347	1197 00051463	Rainier Wood Recyclers Disposal fee; brush/stump	03/20/2015	30.00
			Total for Check Number 32347:	30.00
32348	2474 1173	SCORE Jail costs; February	03/20/2015	15,908.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32348:	15,908.00
32349	2207 1527022615	db Secure Shred, LLC Secure document destruction; 2/26	03/20/2015	22.39
			Total for Check Number 32349:	22.39
32350	2926 2926-2014 2926-2014	Russell Sieck Utility tax rebate; telephone Utility tax rebate; electricity	03/20/2015	11.23 56.14
			Total for Check Number 32350:	67.37
32351	1903 707486	Sound Publishing, Inc. Weekly bulletins; 2/13, 2/27	03/20/2015	329.48
			Total for Check Number 32351:	329.48
32352	0736 756154 756154 756154 756154	Sound Security, Inc. Maint shop; secure monitoring, March Maint shop; secure monitoring, March Maint shop; secure monitoring, March Security monitoring, March	03/20/2015	40.80 40.80 20.40 1,003.00
			Total for Check Number 32352:	1,105.00
32353	0591 0651-3	Springbrook Software Inc. Hagen; Springbrook conference	03/20/2015	595.00
			Total for Check Number 32353:	595.00
32354	2556 114-2745066	United Site Services Gardner property; temporary fence	03/20/2015	1,069.14
			Total for Check Number 32354:	1,069.14
32355	2103 273594333 273594333	US Bancorp Equip Finance Inc. Copier lease Copier lease	03/20/2015	130.32 86.88
			Total for Check Number 32355:	217.20
32356	0357 15652	Valley Communications 800 MHz access fee; February	03/20/2015	75.00
			Total for Check Number 32356:	75.00
32357	0046 9740938483 9740938483 9740938483 9740938483 9740938483 9740938483 9740938483 9740938483 9740938483	Verizon Wireless Cellular service/tablet data, 2/21-3/20/15 Cellular service, 2/21-3/20/15 Cellular service, 2/21-3/20/15 Cellular service, 2/21-3/20/15 Cellular service, 2/21-3/20/15 Cellular service/tablet data, 2/21-3/20/15 Cellular service/tablet data, 2/21-3/20/15 Cellular service/tablet data, 2/21-3/20/15 Cellular service/tablet data, 2/21-3/20/15 Cellular service, 2/21-3/20/15	03/20/2015	163.13 30.01 48.67 28.89 178.23 71.56 109.17 251.27 57.77
			Total for Check Number 32357:	938.70
32358	1441	Watson Security	03/20/2015	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	17314RKS	Community room; rekey door		140.07
			Total for Check Number 32358:	140.07
32359	2652 5001942962	Wells Fargo Financial Leasing Plotter/scanner lease, 3/10-4/9/15	03/20/2015	227.09
			Total for Check Number 32359:	227.09
32360	2935 02363CN	WSDOT/LTAP Center Lindskov; Traffic Signal Timing Concepts, regist	03/20/2015	75.00
			Total for Check Number 32360:	75.00
			Total for 3/20/2015:	216,694.91
21	0130	Department of Revenue	03/26/2015	
	0130-022015	Use Tax for February 2015		34.34
	0130-022015	Use Tax for February 2015		13.24
	0130-022015	Use Tax for February 2015		81.08
	0130-022015	Sales Tax for February 2015		1,404.40
	0130-022015	Sales Tax for February 2015		884.93
	0130-022015	B&O Tax for February 2015		198.78
	0130-022015	B&O Tax for February 2015		867.17
	0130-022015	Use Tax for February 2015		13.24
			Total for Check Number 21:	3,497.18
			Total for 3/26/2015:	3,497.18
			Report Total (77 checks):	292,971.37

April 3, 2015

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check #32361 through Check #32410, including ACH payments

In the Amount of \$168,805.40

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

Cassandra Parker
Senior Accountant

Mark Lanza
City Councilmember

Jeff Wagner
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved _____

Accounts Payable

Checks by Date - Detail by Check Date

User: scles
 Printed: 4/2/2015 2:42 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0078 14-15	Shellie Bates Bates; 2014 flexible spending	04/03/2015	240.00
Total for this ACH Check for Vendor 0078:				240.00
ACH	0418 20153	Olympic Environmental Resource Spring recycling event implementation	04/03/2015	5,151.06
Total for this ACH Check for Vendor 0418:				5,151.06
ACH	0651 0651-4	Lindsay Hagen Jury duty reimbursement	04/03/2015	10.00
Total for this ACH Check for Vendor 0651:				10.00
ACH	0706 4513 4513 4514 4514	Covington Retail Associates 1st floor; operating expenses, April 1st floor; building lease, April 2nd floor; building lease, April 2nd floor; operating expenses, April	04/03/2015	10,757.40 26,359.92 3,362.83 1,484.75
Total for this ACH Check for Vendor 0706:				41,964.90
ACH	0771 355236	David Evans & Associates, Inc. Traffic concurrency; Chick-Fil A	04/03/2015	3,600.00
Total for this ACH Check for Vendor 0771:				3,600.00
ACH	1271 14-14 14-16 15-03 15-04	Rob Hendrickson Reversed Hendrickson 2014 flexible spending Hendrickson; 2014 flexible spending Hendrickson; 2015 flexible spending Hendrickson; 2015 flexible spending	04/03/2015	-297.66 1,323.59 297.66 460.61
Total for this ACH Check for Vendor 1271:				1,784.20
ACH	2555 44836151	NuCO2 LLC Aquatics; CO2 lease	04/03/2015	74.92
Total for this ACH Check for Vendor 2555:				74.92
ACH	2795 2795-4	Tatyana Kiselyov Kiselyov; mileage reimbursement, February	04/03/2015	7.48
Total for this ACH Check for Vendor 2795:				7.48
32361	0955 10357401	American Red Cross Lifeguarding class	04/03/2015	35.00
Total for Check Number 32361:				35.00
32362	2033	Aquatic Specialty Services	04/03/2015	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	8016	Aquatics; covering/installing filter grids		6,985.24
	8163	Aquatics; clean/calibration service, February		179.19
	8163	Pool chemicals		638.80
	8294	Aquatics; clean/calibration/repairs, March		489.79
	8294	Pool chemicals		1,270.62
	8345	Pool chemicals		75.71
Total for Check Number 32362:				9,639.35
32363	0019	AWC Employee Benefits Trust	04/03/2015	
	100315L0420150	Medical Insurance Premiums, April		1,125.00
	100315L0420150	Medical Insurance Premiums, April		8,956.38
	100315L0420150	Medical Insurance Premiums, April		6,941.83
	100315L0420150	Medical Insurance Premiums, April		442.89
	100315L0420150	Medical Insurance Premiums, April		2,196.79
	100315L0420150	Medical Insurance Premiums, April		1,774.21
	100315L0420150	Medical Insurance Premiums, April		2,479.93
	100315L0420150	Medical Insurance Premiums, April		809.72
	100315L0420150	Medical Insurance Premiums, April		1,646.07
	100315L0420150	Medical Insurance Premiums, April		5,982.83
	100315L0420150	Medical Insurance Premiums, April		6,713.40
	100315L0420150	Medical Insurance Premiums, April		10,749.79
	100315L0420150	Medical Insurance Premiums, April		2,268.34
	100315L0420150	Medical Insurance Premiums, April		1,899.25
Total for Check Number 32363:				53,986.43
32364	1950 12302	Big Trees, Inc. City tree replacement	04/03/2015	
				2,660.70
Total for Check Number 32364:				2,660.70
32365	0637 110568	Bill's Locksmith Service, Inc. Locks	04/03/2015	
				124.50
Total for Check Number 32365:				124.50
32366	1075 349711	Bowen Scarff Ford Sales, Inc. #3425; radio/steering shaft	04/03/2015	
				1,047.54
Total for Check Number 32366:				1,047.54
32367	2849 1041	Bricks 4 Kidz Instructor payment; After school program, Marcl	04/03/2015	
				157.50
Total for Check Number 32367:				157.50
32368	0026 1552	C&B Awards Commissioner Bates; name plate	04/03/2015	
				7.87
Total for Check Number 32368:				7.87
32369	2270 2536317966698B-	CenturyLink City hall; telephone, 3/13-4/13/15	04/03/2015	
				96.99
Total for Check Number 32369:				96.99
32370	1960 1960-4	Gregg Christenson Christenson; WABO seminar, mileage/parking	04/03/2015	
				71.61
Total for Check Number 32370:				71.61

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32371	1170	Coastwide Laboratories	04/03/2015	
	GW2753843	Aquatics; toilet tissue		95.49
	NW2753843	Aquatics; cleaning supplies		444.78
Total for Check Number 32371:				540.27
32372	2809	Sean Conway	04/03/2015	
	2809-4	Reimbursement; soccer ref shirts/hand sanitizer		16.40
Total for Check Number 32372:				16.40
32373	0537	Covington Water District	04/03/2015	
	104587-4	Crystal view; water, 2/21-3/20/15		30.65
	105731-4	SR 516; water, 2/21-3/20/15		58.60
	107666-4	CCP; water, 1/17-3/20/15		43.00
	107668-4	CCP; water, 1/17-3/20/15		61.25
	108188-4	Skate park; water, 1/17-3/20/15		61.25
	115324-4	Aquatics; water, 1/17-3/20/15		1,400.40
	122505-4	Maint shop; water, 1/17-3/20/15		14.17
	122505-4	Maint shop; water, 1/17-3/20/15		28.34
	122505-4	Maint shop; water, 1/17-3/20/15		28.34
	132670-4	CCP; water, 2/21-3/20/15		105.10
Total for Check Number 32373:				1,831.10
32374	1983	De Lage Landen Financial Srvcs	04/03/2015	
	44856338	Aquatics; copiers' lease origination fee		135.75
	44856338	Aquatics; copiers' lease, 3/1-3/31/15		104.41
Total for Check Number 32374:				240.16
32375	0765	ESRI	04/03/2015	
	92946610	ArcGIS for Server Workgroup, core licenses		1,167.45
	92946610	ArcGIS for Server Workgroup, core licenses		933.96
	92946610	ArcGIS for Server Workgroup, core licenses		933.96
	92946610	ArcGIS for Server Workgroup, core licenses		700.47
	92946610	ArcGIS for Server Workgroup, core licenses		933.96
Total for Check Number 32375:				4,669.80
32376	1996	Facility Maintenance Contractors	04/03/2015	
	01465 150315	Maint shop; janitorial service		56.80
	01465 150315	Maint shop; janitorial service		113.60
	01465 150315	Maint shop; janitorial service		113.60
Total for Check Number 32376:				284.00
32377	0889	Ferrell's Fire Extinguisher Co	04/03/2015	
	23780	#3375/#3468; fire extinguishers		84.71
	23780	Vehicles fire extinguishers service		86.88
Total for Check Number 32377:				171.59
32378	1875	FirstChoice	04/03/2015	
	110772	Coffee service		180.63
Total for Check Number 32378:				180.63
32379	2195	Gearheard Law Offices	04/03/2015	
	2195-4	Conflict public defender; #41526965B		200.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32379:	200.00
32380	2936 2936-4	Great Northwest Martial Arts Academy Instructor payment; Martial Arts, February/Marc	04/03/2015	72.00
			Total for Check Number 32380:	72.00
32381	2648 2648-4	Hart's Gymnastics Instructor payment; Gymnastics, March	04/03/2015	432.00
			Total for Check Number 32381:	432.00
32382	0867	Home Depot Credit Services	04/03/2015	
	0015445	Maint shop; threadlockers		5.62
	0015445	Maint shop; threadlockers		2.81
	0015445	Maint shop; threadlockers		5.62
	1010868	Sheathing		246.20
	1094942	Return; sheathing		-98.48
	3162431	Garden stake		5.95
	4011650	Gardner property; sheathing		49.24
	6012544	Maint shop; drive bits, screws		2.18
	6012544	Maint shop; drive bits, screws		4.35
	6012544	Maint shop; drive bits, screws		4.35
	6113874	Return; garden stake		-5.95
	7012453	Maint shop; clog remover, bit sets		15.60
	7012453	Maint shop; clog remover, bit sets		15.60
	7012453	Maint shop; clog remover, bit sets		7.80
	7012498	Aquatics; hooks		7.79
	7585738	Basketball court tape		34.68
	8012382	Lumber, sheathing, fence brackets		93.70
	8573566	Student Art Show; velcro dispenser		39.03
	9012216	Maint shop; scrub brush		2.16
	9012216	Maint shop; scrub brush		2.16
	9012216	Maint shop; scrub brush		1.08
			Total for Check Number 32382:	441.49
32383	1722	Honey Bucket	04/03/2015	
	2-1155567	Skate park; portable toilet, 3/5-4/1/15		202.95
	2-1160148	CCP; portable toilet service, 3/13-4/9/15		255.00
			Total for Check Number 32383:	457.95
32384	2234	Issaquah Honda Kubota	04/03/2015	
	41865I	#3371; blades		39.70
	41865I	#3370; blades		99.25
	41865I	#3371; blades		19.85
	41865I	#3371; blades		39.70
			Total for Check Number 32384:	198.50
32385	0143	King County Finance	04/03/2015	
	12-024J GIS	GIS Services Express Program; January		708.00
			Total for Check Number 32385:	708.00
32386	1111	King County Treasury	04/03/2015	
	001190-0250-05	Noxious Weed, King CD 2015		11.00
	001190-0260-03	Noxious Weed, King CD 2015		11.49
	005030-0400-09	Noxious Weed, King CD 2015		10.90
	020003-0070-00	Noxious Weed, King CD 2015		10.89

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	085100-0190-00	Noxious Weed, King CD 2015		12.63
	127400-0290-06	Noxious Weed, King CD 2015		12.17
	127400-0300-04	Noxious Weed, King CD 2015		12.16
	151590-0280-08	Noxious Weed, King CD 2015		11.25
	151591-0430-06	Noxious Weed, King CD 2015		10.96
	151591-0440-04	Noxious Weed, King CD 2015		10.90
	151592-0350-01	Noxious Weed, King CD 2015		10.93
	176065-1120-03	Noxious Weed, King CD 2015		11.14
	176065-1130-01	Noxious Weed, King CD 2015		12.11
	176065-1140-09	Noxious Weed, King CD 2015		12.12
	179620-0030-06	Noxious Weed, King CD 2015		10.91
	179620-0620-02	Noxious Weed, King CD 2015		12.36
	179620-0630-00	Noxious Weed, King CD 2015		12.30
	179620-0640-08	Noxious Weed, King CD 2015		12.27
	179631-0090-00	Noxious Weed, King CD 2015		12.49
	179631-0100-08	Noxious Weed, King CD 2015		14.60
	179631-0120-04	Noxious Weed, King CD 2015		12.44
	179631-0130-02	Noxious Weed, King CD 2015		12.24
	179632-0090-09	Noxious Weed, King CD 2015		12.62
	179632-0100-07	Noxious Weed, King CD 2015		10.87
	179635-1150-01	Noxious Weed, King CD 2015		12.39
	179636-1270-05	Noxious Weed, King CD 2015		11.10
	179638-1190-00	Noxious Weed, King CD 2015		11.00
	179638-1200-08	Noxious Weed, King CD 2015		10.91
	179639-0270-04	Noxious Weed, King CD 2015		10.94
	179639-0280-02	Noxious Weed, King CD 2015		10.88
	179639-0290-00	Noxious Weed, King CD 2015		10.92
	179642-0140-07	Noxious Weed, King CD 2015		10.94
	179670-0260-06	Noxious Weed, King CD 2015		12.32
	179670-0270-04	Noxious Weed, King CD 2015		10.99
	179670-0280-02	Noxious Weed, King CD 2015		10.94
	182206-9168-07	Fire, Noxious Weed, SWM, King CD 2015		4,001.77
	184310-0710-08	Noxious Weed, King CD 2015		10.96
	202206-9014-09	Noxious Weed, SWM, King CD 2015		190.33
	212206-9186-00	Noxious Weed, King CD 2015		13.71
	228670-0110-03	Noxious Weed, King CD 2015		10.91
	232980-0690-08	Noxious Weed, King CD 2015		10.98
	232980-0700-06	Noxious Weed, King CD 2015		11.16
	232980-0710-04	Noxious Weed, King CD 2015		11.35
	232980-0720-02	Noxious Weed, King CD 2015		10.99
	242205-9001-01	Noxious Weed, SWM, King CD 2015		196.31
	242205-9020-08	Noxious Weed, SWM, King CD 2015		197.48
	242205-9030-06	Noxious Weed, SWM, King CD 2015		465.46
	242205-9037-09	Noxious Weed, King CD 2015		10.96
	242205-9039-07	Noxious Weed, King CD 2015		12.75
	242205-9047-07	Noxious Weed, King CD 2015		11.02
	242205-9085-00	Noxious Weed, SWM, King CD 2015		195.95
	242205-9102-09	Fire, Noxious Weed, SWM, King CD 2015		1,500.46
	242205-9128-09	Noxious Weed, SWM, King CD 2015		1,014.07
	242205-9182-02	Noxious Weed, SWM, King CD 2015		198.25
	252205-9272-02	Noxious Weed, King CD 2015		12.13
	252205-9276-08	Noxious Weed, King CD 2015		11.03
	259178-0190-08	Noxious Weed, King CD 2015		10.95
	262175-0620-05	Noxious Weed, King CD 2015		11.55
	262175-0630-03	Noxious Weed, King CD 2015		12.79
	262175-0640-01	Noxious Weed, King CD 2015		12.84
	262175-0650-08	Noxious Weed, King CD 2015		12.64
	262175-0660-06	Noxious Weed, King CD 2015		12.63
	262175-0680-02	Noxious Weed, King CD 2015		10.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	262205-9194-06	Noxious Weed, King CD 2015		12.92
	289520-0310-05	Noxious Weed, King CD 2015		10.88
	289520-0320-03	Noxious Weed, King CD 2015		10.93
	291661-0520-06	Noxious Weed, King CD 2015		11.24
	292206-9201-03	Noxious Weed, King CD 2015		10.92
	302206-9068-02	Noxious Weed, SWM, King CD 2015		201.13
	352205-9150-07	Noxious Weed, King CD 2015		11.61
	352205-9221-02	Noxious Weed, King CD 2015		10.88
	362205-9030-02	Noxious Weed, King CD 2015		12.85
	362205-9178-04	Noxious Weed, King CD 2015		12.79
	362205-9192-06	Noxious Weed, King CD 2015		12.33
	362205-9199-09	Noxious Weed, King CD 2015		11.67
	369150-0240-07	Noxious Weed, King CD 2015		10.93
	369150-0250-04	Noxious Weed, King CD 2015		10.91
	378040-0040-04	Noxious Weed, King CD 2015		12.16
	378040-0100-01	Noxious Weed, King CD 2015		12.15
	378310-0200-03	Noxious Weed, King CD 2015		10.91
	417850-1090-06	Noxious Weed, King CD 2015		10.90
	429900-0230-04	Noxious Weed, King CD 2015		10.93
	546930-0510-00	Noxious Weed, King CD 2015		11.08
	546930-0520-08	Noxious Weed, King CD 2015		10.93
	564130-0350-04	Noxious Weed, King CD 2015		10.96
	564130-0360-02	Noxious Weed, King CD 2015		11.07
	564130-0380-08	Noxious Weed, King CD 2015		10.93
	564130-0390-06	Noxious Weed, King CD 2015		10.98
	614765-0490-00	Noxious Weed, King CD 2015		11.07
	665470-0590-07	Noxious Weed, King CD 2015		11.09
	669900-1550-05	Noxious Weed, King CD 2015		11.12
	680630-1100-04	Noxious Weed, King CD 2015		10.96
	689250-0180-09	Noxious Weed, King CD 2015		10.95
	689251-0330-07	Noxious Weed, King CD 2015		10.96
	714070-1460-02	Noxious Weed, King CD 2015		11.20
	714070-1470-00	Noxious Weed, King CD 2015		15.38
	714070-1490-06	Noxious Weed, King CD 2015		11.03
	714070-1510-02	Noxious Weed, King CD 2015		11.02
	714070-1520-00	Noxious Weed, King CD 2015		10.88
	714070-1550-03	Noxious Weed, King CD 2015		11.28
	714070-1560-01	Noxious Weed, King CD 2015		10.97
	714070-1580-07	Noxious Weed, King CD 2015		10.88
	723730-1270-05	Noxious Weed, King CD 2015		14.75
	756945-0500-00	Noxious Weed, King CD 2015		12.88
	776040-1050-04	Noxious Weed, King CD 2015		11.04
	776040-1060-02	Noxious Weed, King CD 2015		11.09
	856200-0310-08	Noxious Weed, King CD 2015		10.94
	856289-1370-07	Noxious Weed, King CD 2015		14.67
	856289-1380-05	Noxious Weed, King CD 2015		11.33
	858640-0077-05	Noxious Weed, King CD 2015		12.63
	864780-0220-09	Noxious Weed, King CD 2015		10.88
	864780-0230-07	Noxious Weed, King CD 2015		10.88
	864810-0210-05	Noxious Weed, King CD 2015		10.94
	864820-0200-05	Noxious Weed, King CD 2015		10.99
	864821-0800-08	Noxious Weed, King CD 2015		11.03
	864960-0210-03	Noxious Weed, King CD 2015		10.89
	864960-0220-01	Noxious Weed, King CD 2015		10.88
	864960-0230-09	Noxious Weed, King CD 2015		10.88
	864960-0240-07	Noxious Weed, King CD 2015		11.28
	865010-0310-09	Noxious Weed, King CD 2015		10.95
	923844-0270-06	Noxious Weed, SWM, King CD 2015		591.00
	947850-1190-01	Noxious Weed, King CD 2015		12.11

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	947850-1200-09	Noxious Weed, King CD 2015		12.21
	947850-1210-07	Noxious Weed, King CD 2015		13.33
	947850-1230-03	Noxious Weed, King CD 2015		12.25
	947850-1240-01	Noxious Weed, King CD 2015		12.19
	947855-0460-01	Noxious Weed, King CD 2015		11.57
	948595-1610-01	Noxious Weed, King CD 2015		10.97
			Total for Check Number 32386:	10,107.80
32387	2236	Donna McGrath	04/03/2015	
	2236-2014	Utility tax rebate; cellular		1.39
	2236-2014	Utility tax rebate; telephone		14.34
	2236-2014	Utility tax rebate; cable		63.17
	2236-2014	Utility tax rebate; solid waste		19.93
	2236-2014	Utility tax rebate; electricity		87.45
			Total for Check Number 32387:	186.28
32388	1948	George Nomura	04/03/2015	
	1948-2014	Utility tax rebate; natural gas		38.74
	1948-2014	Utility tax rebate; electricity		18.58
	1948-2014	Utility tax rebate; cable		60.65
	1948-2014	Utility tax rebate; telephone		19.84
	1948-2014	Utility tax rebate; solid waste		9.56
			Total for Check Number 32388:	147.37
32389	2796	NW Envirotech, LLC	04/03/2015	
	14050	Cold mix asphalt		1,559.11
			Total for Check Number 32389:	1,559.11
32390	0004	Office Depot	04/03/2015	
	1768531485	Adhesive putty		1.27
	754876798001	Dry erase board		208.50
	759116182001	Office supplies		197.39
	761334516001	Office supplies		188.02
	761334789001	Laminating pouches		16.28
			Total for Check Number 32390:	611.46
32391	0818	Pacific Office Automation	04/03/2015	
	45039761	Copier lease; 3/15-4/14/15		122.47
			Total for Check Number 32391:	122.47
32392	1407	Parametrix, Inc.	04/03/2015	
	14-81638	Plan review; 1/4-1/31/15		2,058.74
	14-81716	Plan review; 2/1-2/28/15		1,879.82
			Total for Check Number 32392:	3,938.56
32393	0057	Petty Cash	04/03/2015	
	0057-4	Klason; 2015 KCPCA dues		20.00
	0057-4	Lyons; comp plan meeting, parking		13.43
	0057-4	Hart; comp plan meeting, parking		9.76
			Total for Check Number 32393:	43.19
32394	0164	Pitney Bowes	04/03/2015	
	2004515-MR15	Postage meter; lease, 12/30/14-3/30/15		716.76

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32394:	716.76
32395	0161	Puget Sound Energy	04/03/2015	
	300000001770-4	Streets; electricity, 2/3-3/14/15		10.84
	300000001770-4	City tree; electricity, 2/3-3/14/15		10.84
	300000001788-4	Streets; electricity, 1/31-3/3/15		8,459.14
	300000001788-4	Streets; electricity, 1/31-3/3/15		83.95
	300000001804-4	Streets; electricity, 1/30-3/2/15		96.14
	300000011266-4	Streets; electricity, 2/3-3/14/15		214.74
	300000011266-4	Crystal view; electricity, 2/3-3/14/15		10.84
			Total for Check Number 32395:	8,886.49
32396	1197 00051582	Rainier Wood Recyclers City tree; disposal fees	04/03/2015	30.00
			Total for Check Number 32396:	30.00
32397	AR-Red 8011507	Red Robin Refund; accounts receivable overpayment	04/03/2015	56.00
			Total for Check Number 32397:	56.00
32398	2937 BL15-024	Reliable Group Refund; business license withdrawn	04/03/2015	60.00
			Total for Check Number 32398:	60.00
32399	2680 705175	Safeguard Business Systems Covington USB drives	04/03/2015	130.85
			Total for Check Number 32399:	130.85
32400	2272 1478	Sellars Electric Inc. Minor housing repairs; #DEAN-01-14	04/03/2015	198.48
			Total for Check Number 32400:	198.48
32401	1905	Sharp Electronics Corporation	04/03/2015	
	C825709-701	Workroom copier usage; 2/1-2/18/15		621.30
	C826630-701	Copier; usage, 2/15-3/15/15		21.44
	C826630-701	Copier; usage, 2/15-3/15/15		14.30
	C826634-701	Reception copier usage; 2/15-3/15/15		18.64
	C826635-701	Police copier usage; 2/13-3/17/15		40.27
			Total for Check Number 32401:	715.95
32402	1850 0619-0	Sherwin-Williams Co. CCP; field paint	04/03/2015	1,450.99
			Total for Check Number 32402:	1,450.99
32403	1158 100166A	Sprint Rothhammer Intl, Inc. Aquatics; resale items, goggles, caps	04/03/2015	647.00
			Total for Check Number 32403:	647.00
32404	0281	Standard Insurance Company	04/03/2015	
	63555100001-4	Life Insurance Premiums, April		584.73
	63555100001-4	Life Insurance Premiums, April		7.91
	63555100001-4	Life Insurance Premiums, April		192.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	63555100001-4	Life Insurance Premiums, April		88.09
	63555100001-4	Life Insurance Premiums, April		361.80
	63555100001-4	Life Insurance Premiums, April		114.32
	63555100001-4	Life Insurance Premiums, April		95.97
	63555100001-4	Life Insurance Premiums, April		281.35
	63555100001-4	Life Insurance Premiums, April		180.53
	63555100001-4	Life Insurance Premiums, April		512.24
	63555100001-4	Life Insurance Premiums, April		311.57
	63555100001-4	Life Insurance Premiums, April		601.00
	63555100001-4	Life Insurance Premiums, April		181.55
	63555100001-4	Life Insurance Premiums, April		97.19
	63555100001-4	Life Insurance Premiums, April		44.13
			Total for Check Number 32404:	3,654.58
32405	2241	Walter Stockla	04/03/2015	
	2241-2014	Utility tax rebate; electricity		21.02
	2241-2014	Utility tax rebate; telephone		12.53
	2241-2014	Utility tax rebate; natural gas		39.61
			Total for Check Number 32405:	73.16
32406	2835	Sunrise Glass	04/03/2015	
	28209	Minor housing repairs; #HELFL-02-14		253.12
			Total for Check Number 32406:	253.12
32407	2862	The Trusted Coach, LLC	04/03/2015	
	Final	Coaching, team building, seminars; Feb & Marcl		2,925.00
			Total for Check Number 32407:	2,925.00
32408	2103	US Bancorp Equip Finance Inc.	04/03/2015	
	274623271	Workroom; copier lease		697.95
	274829837	Reception; copier lease		93.40
	275049617	Police; copier lease		93.40
			Total for Check Number 32408:	884.75
32409	0357	Valley Communications	04/03/2015	
	15724	800 MHz access fee; March		75.00
			Total for Check Number 32409:	75.00
32410	2652	Wells Fargo Financial Leasing	04/03/2015	
	5002020378	Plotter/scanner; lease, 4/10-5/9/15		227.09
			Total for Check Number 32410:	227.09
			Total for 4/3/2015:	168,805.40
			Report Total (58 checks):	168,805.40

April 17, 2015

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check #32411 through Check #32470, including ACH payments and electronic funds transfers

In the Amount of \$144,492.77

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

Cassandra Parker
Senior Accountant

Mark Lanza
City Councilmember

Jeff Wagner
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved _____

Accounts Payable

Checks by Date - Detail by Check Date

User: scles
 Printed: 4/16/2015 1:56 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
22	1917	US Bank National Association	04/06/2015	
	03-2015-1917	Credit card fees for March		89.61
	03-2015-1917	Credit card fees for March		20.11
	03-2015-1917	Credit card fees for March		14.30
Total for Check Number 22:				124.02
Total for 4/6/2015:				124.02
ACH	0973 0001816	Public Finance Inc. LID Administration; 2nd Quarter 2015	04/17/2015	123.95
Total for this ACH Check for Vendor 0973:				123.95
ACH	1007	Ross Junkin	04/17/2015	
	1007-4	Junkin; APWA spring conference, parking		1.00
	1007-4	Junkin; APWA spring conference, parking		2.00
	1007-4	Junkin; APWA spring conference, parking		2.00
Total for this ACH Check for Vendor 1007:				5.00
ACH	1091 1194449-0	Complete Office Solutions Storage files	04/17/2015	308.32
Total for this ACH Check for Vendor 1091:				308.32
ACH	1103 1103-4	Pat Patterson Patterson; Festival and Events, mileage	04/17/2015	58.60
Total for this ACH Check for Vendor 1103:				58.60
ACH	1408	Washington Workwear Stores Inc.	04/17/2015	
	11464	Wesley; work shirt		35.28
	11465	Parrish; work pants, shirts		211.70
	1890	Seasonal maintenance; safety vests/hard hats		22.33
	1890	Seasonal maintenance; safety vests/hard hats		44.67
	1890	Seasonal maintenance; safety vests/hard hats		44.67
	1891	Allen; safety vest		3.90
	1891	Allen; safety vest		1.96
	1891	Allen; safety vest		3.90
	1893	Hard hat		14.11
Total for this ACH Check for Vendor 1408:				382.52
ACH	1622 15-CV03	Law Offices of Thomas R Hargan, PLLC Prosecution services through 3/31/15	04/17/2015	4,541.52
Total for this ACH Check for Vendor 1622:				4,541.52
ACH	1688	Mountain Mist	04/17/2015	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	054257-4	Maint shop; bottled water, March		5.50
	054257-4	Maint shop; bottled water, March		10.99
	054257-4	Maint shop; bottled water, March		10.99
	054257-4	Aquatics; bottled water, March		53.26
	054257-4	City hall; bottled water, March		106.78
Total for this ACH Check for Vendor 1688:				187.52
ACH	1876	John Gaudette	04/17/2015	
	1876-4	Gaudette; AWC Safety Academy, per diem		34.08
	1876-4	Gaudette; AWC Safety Academy, per diem		34.08
	1876-4	Gaudette; AWC Safety Academy, per diem		17.04
Total for this ACH Check for Vendor 1876:				85.20
ACH	1901	Modern Building Systems, Inc.	04/17/2015	
	0066000	Maint shop; building lease, 5/1-6/1/15		284.54
	0066000	Maint shop; building lease, 5/1-6/1/15		569.06
	0066000	Maint shop; building lease, 5/1-6/1/15		569.06
Total for this ACH Check for Vendor 1901:				1,422.66
ACH	2044	Karla Slate	04/17/2015	
	2044-4	Slate; Festival and Events; mileage		45.08
Total for this ACH Check for Vendor 2044:				45.08
ACH	2091	Fastenal Company	04/17/2015	
	WAKNT77120	Maint shop; painting supplies		23.61
	WAKNT77120	Maint shop; painting supplies		11.81
	WAKNT77120	Maint shop; painting supplies		23.61
Total for this ACH Check for Vendor 2091:				59.03
ACH	2105	Rachel Bahl	04/17/2015	
	2105-4	Bahl; mileage reimbursement, March		115.35
Total for this ACH Check for Vendor 2105:				115.35
ACH	2151	Shawn Buck	04/17/2015	
	2151-4	Buck; AWC Safety Academy, per diem		85.20
Total for this ACH Check for Vendor 2151:				85.20
ACH	2250	SBS Legal Services	04/17/2015	
	C053	TBD services; February/March		420.00
	C053	Legal services; March		7,305.00
Total for this ACH Check for Vendor 2250:				7,725.00
ACH	2262	Voyager Fleet Systems Inc.	04/17/2015	
	869285460513	Vehicle fuel		736.54
Total for this ACH Check for Vendor 2262:				736.54
ACH	2461	Tri-Tec Communications, Inc.	04/17/2015	
	609376	Mitel software assurance renewal; 5/3/15-5/2/16		1,606.19
Total for this ACH Check for Vendor 2461:				1,606.19
ACH	2529	Bill Fealy	04/17/2015	
	2529-4	Fealy; AWC Safety Academy, per diem		17.04

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2529-4	Fealy; AWC Safety Academy, per diem		34.08
	2529-4	Fealy; AWC Safety Academy, per diem		34.08
Total for this ACH Check for Vendor 2529:				85.20
ACH	2747	Bob Lindskov	04/17/2015	
	2747-4	Lindskov; APWA conference, mileage/parking		27.44
	2747-4	Lindskov; APWA conference, mileage/parking		41.16
Total for this ACH Check for Vendor 2747:				68.60
ACH	2795	Tatyana Kiselyov	04/17/2015	
	2795-4	Kiselyov; mileage reimbursement, March		16.79
Total for this ACH Check for Vendor 2795:				16.79
ACH	2813	Rachael Leung	04/17/2015	
	2813-4	Leung; mileage reimbursement, March		3.22
	2813-4	Leung; mileage reimbursement, March		3.22
Total for this ACH Check for Vendor 2813:				6.44
ACH	2821	Dominic Finazzo	04/17/2015	
	2821-4	Finazzo; mileage reimbursement, March		46.63
Total for this ACH Check for Vendor 2821:				46.63
ACH	2855	Regan Bolli	04/17/2015	
	2855-4	Bolli; ICMA Regional Summit, mileage, per dier		52.11
	2855-4-1	Reimbursement; jacket		32.57
Total for this ACH Check for Vendor 2855:				84.68
25	0072	Dept of Labor & Industries	04/17/2015	
	93929600-1Q15	Industrial insurance; 1st Quarter 2015		14.73
	93929600-1Q15	Industrial insurance; 1st Quarter 2015		11.05
	93929600-1Q15	Industrial insurance; 1st Quarter 2015		22.10
	93929600-1Q15	Industrial insurance; 1st Quarter 2015		2,464.58
	93929600-1Q15	Industrial insurance; 1st Quarter 2015		9,245.95
	93929600-1Q15	Industrial insurance; 1st Quarter 2015		1,304.48
	93929600-1Q15	Industrial insurance; 1st Quarter 2015		1,235.99
	93929600-1Q15	Industrial insurance; 1st Quarter 2015		46.47
	93929600-1Q15	Industrial insurance; 1st Quarter 2015		1,585.40
Total for Check Number 25:				15,930.75
32411	0206 640694	AFLAC Insurance premiums; April	04/17/2015	610.43
Total for Check Number 32411:				610.43
32412	0473 REN1R03	Alexander Hamilton Inst, Inc. Payroll Legal Alert; annual subscription	04/17/2015	147.00
Total for Check Number 32412:				147.00
32413	2223 997878 999209	ARC Imaging Resources Plotter/scanner; usage, 1/9-2/9/15 Plotter/scanner; usage, 2/9-3/9/15	04/17/2015	25.40 14.11
Total for Check Number 32413:				39.51

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32414	2856 PSI424481	Baden Sports Inc. Baseballs	04/17/2015	662.35
Total for Check Number 32414:				662.35
32415	0499	Bank of America	04/17/2015	
	0332-4	Maint shop; turbo nozzle, use tax		-3.62
	0332-4	Maint shop; turbo nozzle, use tax		-3.62
	0332-4	CCP; soccer goal support straps. use tax		-3.29
	0332-4	Junkin; desk chair		271.07
	0332-4	Maint shop; turbo nozzle, use tax		-1.82
	0332-4	CCP; soccer goal support straps		41.51
	0332-4	#3383; credit for damaged toolbox		-323.24
	0332-4	Maint shop; turbo nozzle		22.87
	0332-4	Junkin; desk chair		135.52
	0332-4	Maint shop; turbo nozzle		45.75
	0332-4	Junkin; desk chair		271.07
	0332-4	Junkin; desk chair. use tax		-10.74
	0332-4	Junkin; desk chair. use tax		-21.46
	0332-4	Junkin; desk chair. use tax		-21.46
	0332-4	Dalton/Gaudette; cell phone cases		12.03
	0332-4	Maint shop; turbo nozzle		45.75
	0332-4	Dalton/Gaudette; cell phone cases		24.05
	0332-4	Dalton/Gaudette; cell phone cases		24.05
	0332-4	#3383; toolbox		1,616.22
	0405-4	Aquatics; CPR masks		115.12
	0405-4	Aquatics; cleaning/first aid supplies		132.91
	0405-4	Aquatics; dongle for wireless mouse/keyboard		10.31
	0405-4	Aquatics; dongle for wireless mouse/keyboard, u		-0.82
	0405-4	Aquatics; CPR masks, use tax		-9.12
	2675-4	Athletics; instant ice packs, use tax		-11.44
	2675-4	Athletics; instant ice packs		144.48
	2923-4	Classified ads; seasonal maintenance workers		25.00
	2923-4	City manager reception; tablecloths cleaning		121.62
	2923-4	Human service commission recognition; refreshr		10.16
	3331-4	Hart; chamber luncheon meeting		6.00
	3331-4	Hart; chamber luncheon meeting		14.00
	3331-4	Mhoon; SCA networking dinner		45.00
	3331-4	Kitchen supplies for city events		179.01
	3433-4	Harto; Tri-City agenda setting lunch meeting		13.04
	3433-4	Chocolate & Chit chat meetings; cacao beans		14.99
	3433-4	Bolli; Tri-City agenda setting lunch meeting		13.03
	3639-4	Aquatics; program/events tokens		1,024.04
	3639-4	Aquatics; electric dryer, use tax		-63.47
	3639-4	Aquatics; electric dryer		801.47
	3639-4	Aquatics; program/events tokens, use tax		-81.09
	6093-4	Buck; APA National Conference, registration		145.00
	6093-4	2015 National Public Works poster, use tax		-0.99
	6093-4	2015 National Public Works poster		12.49
	6093-4	2015 National Public Works poster		12.49
	6093-4	2015 National Public Works poster, use tax		-0.99
	6686-4	Aquatics; door handle replacement		307.65
	6686-4	Aquatics; underwater egg hunt supplies		74.05
	6686-4	External hard drive, drive adapter, splitter cable,		-13.71
	6686-4	External hard drive, drive adapter, splitter cable		173.10
	7314-4	Athletics; first aid kits		116.90
	7314-4	Commissioners Bates/Max/Gilbert-Smith; PAW		240.00
	7314-4	Athletics; first aid kits, use tax		-9.26
	7314-4	Finance retreat; lunch		84.00
	7768-4	Student Art Show; mounting supplies		54.07

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	7768-4	Student Art Show; mounting supplies, use tax		-4.28
	7768-4	Patterson; Festival & Events conference, hotel		338.02
	8754-4	Slate; Festival & Events conference, hotel		225.50
	8754-4	Slate; PRSA totem award celebration		115.00
Total for Check Number 32415:				6,493.92
32416	2773	Batteries Plus Bulbs #898	04/17/2015	
	898-240325	School zone beacons; batteries		75.97
	898-240325	#2012; batteries		214.92
Total for Check Number 32416:				290.89
32417	2368	Best Parking Lot Cleaning Inc.	04/17/2015	
	137282	MV, street cleaning; March		7,384.80
	137451	Street cleaning; March		5,104.20
Total for Check Number 32417:				12,489.00
32418	0637	Bill's Locksmith Service, Inc.	04/17/2015	
	110593	Maint shop; padlock		7.65
	110593	Maint shop; padlock		15.31
	110593	School zone beacons; padlock		38.27
	110593	Maint shop; padlock		15.31
Total for Check Number 32418:				76.54
32419	2143	Wilma Bowen	04/17/2015	
	2143-2014	Utility tax rebate; electricity		32.72
	2143-2014	Utility tax rebate; natural gas		39.66
	2143-2014	Utility tax rebate; cellular		62.03
	2143-2014	Utility tax rebate; cable		50.93
	2143-2014	Utility tax rebate; solid waste		12.48
Total for Check Number 32419:				197.82
32420	0026	C&B Awards	04/17/2015	
	1593	Soccer t shirts		16.50
	1619	Commissioner Wheeler; name plate		7.87
Total for Check Number 32420:				24.37
32421	1997	Capital One Commercial	04/17/2015	
	037328	Meyers; monitor		336.64
	050992	Council; Japanese Exchange students, refreshme		38.95
	074795	Shortage on invoice for packing tape		0.30
	136146995211	Maint shop; coffee, creamer, bath tissue		13.84
	136146995211	City hall; tea, creamer, paper products, batteries		242.47
	136146995211	Maint shop; coffee, creamer, bath tissue		27.70
	136146995211	Maint shop; coffee, creamer, bath tissue		27.70
Total for Check Number 32421:				687.60
32422	2819	Caron Fitness	04/17/2015	
	2819-4	Instructor payment; Zumba, March		252.00
Total for Check Number 32422:				252.00
32423	2270	CenturyLink	04/17/2015	
	1335467921	Aquatics; internet/loop, March		360.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32423:	360.00
32424	2715 2715-4	Joseph Cimaomo, Jr. Cimaomo; RLSJC meeting, mileage/parking	04/17/2015	51.29
			Total for Check Number 32424:	51.29
32425	0877 15-028052	City of Auburn Human services; Crisis Clinic	04/17/2015	10,200.00
			Total for Check Number 32425:	10,200.00
32426	0366 0366-4	City of Covington SWM utility tax; March	04/17/2015	2,839.96
			Total for Check Number 32426:	2,839.96
32427	0219 0219-4 0219-4-1	City of Maple Valley ILA building inspector services; January ILA building inspector services; February	04/17/2015	1,575.00 2,587.50
			Total for Check Number 32427:	4,162.50
32428	0953 MB-01780	City of Tukwila Human services; Dynamic Partners	04/17/2015	10,000.00
			Total for Check Number 32428:	10,000.00
32429	2382 DAWS-01-14	Close Call Plumbing Minor housing repair; #DAWS-01-14	04/17/2015	7,493.40
			Total for Check Number 32429:	7,493.40
32430	0329 0329-4	Crisis Clinic Where to Turn guide	04/17/2015	39.10
			Total for Check Number 32430:	39.10
32431	0699 0699-4	Department of Licensing Drivers abstracts	04/17/2015	481.00
			Total for Check Number 32431:	481.00
32432	1733 132302 132302 132302	The Good Earth Works, Inc. Maint shop; hedge trimmer grease Maint shop; hedge trimmer grease Maint shop; hedge trimmer grease	04/17/2015	13.57 13.57 6.79
			Total for Check Number 32432:	33.93
32433	2045 22271	Goodbye Graffiti Seattle Everclean program, April	04/17/2015	431.14
			Total for Check Number 32433:	431.14
32434	0302 14528.00-00010 15447.00-00001	Gray & Osborne CIP 1014; engineering, 3/1-3/28/15 Clements Drainage; engineering, 3/1-3/28/15	04/17/2015	3,899.26 8,120.41
			Total for Check Number 32434:	12,019.67
32435	2938	Alfred Helfen	04/17/2015	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2938-4	Utility tax rebate; natural gas		47.34
	2938-4	Utility tax rebate; solid waste		15.32
	2938-4	Utility tax rebate; electricity		30.43
	2938-4	Utility tax rebate; cable		10.42
Total for Check Number 32435:				103.51
32436	2789 557-1502	Henderson, Young & Company Parks impact fee; 3/1-3/31/15	04/17/2015	840.00
Total for Check Number 32436:				840.00
32437	0867	Home Depot Credit Services	04/17/2015	
	1013137	Garden spade, thatch rake		48.80
	1013137	PVC pipe, coupling, caps, adapters		44.61
	1060024	Jabsaw, cable saw		22.41
	1060024	Sazall blades		15.17
	2013042	Mason line, cord storage reel, spikes		49.89
	2560062	Spring soccer; white marking paint		5.72
	3974147	City tree; turnbuckles		18.29
	4581059	Aquatics; hose clamps		16.64
	5560340	Maint shop; utility knife		7.81
	5560340	Maint shop; utility knife		7.81
	5560340	Maint shop; utility knife		3.90
	6013780	City hall; brackets		30.28
	6013780	Maint shop; sharkie kits		4.34
	6013780	Maint shop; shovel, pitchfork		22.36
	6013780	Maint shop; shovel, pitchfork		44.70
	6013780	Maint shop; sharkie kits		4.34
	6013780	Maint shop; sharkie kits		2.16
	6013780	Maint shop; shovel, pitchfork		44.70
	6014958	Maint shop; sawhorse		12.82
	6014958	Maint shop; sawhorse		25.63
	6014958	Maint shop; sawhorse		25.63
	6014958	#2012; padlock		5.96
	6061389	Reflective marker		4.32
	8580783	Volleyball tape		34.68
	9560571	#2767; paint		17.77
	9560571	#2767; paint		17.77
	9560571	#2767; paint		8.89
	9590030	Maint shop; supplies		27.55
	9590030	Maint shop; supplies		55.09
	9590030	Maint shop; supplies		55.09
Total for Check Number 32437:				685.13
32438	1722 2-1176595	Honey Bucket Skate park; portable toilet, 4/2-4/29/15	04/17/2015	202.95
Total for Check Number 32438:				202.95
32439	1803 LGZ3606	Iron Mountain Document storage; 4/1-4/30/15	04/17/2015	593.90
Total for Check Number 32439:				593.90
32440	2234 237021	Issaquah Honda Kubota #3370; dethatcher	04/17/2015	536.55
Total for Check Number 32440:				536.55

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32441	2792 15-210	Kent Fire Department RFA Fire prevention inspection overtime	04/17/2015	159.16
Total for Check Number 32441:				159.16
32442	0385 1500001391	Kent School #415 Basketball; gym rental, 2/28, 3/7	04/17/2015	1,215.00
Total for Check Number 32442:				1,215.00
32443	2790 2015WI-F280	Kidz Love Soccer Instructor payment; 2015 Winter Soccer	04/17/2015	896.00
Total for Check Number 32443:				896.00
32444	0143 4077942 4077942 4077942	King County Finance Maint; sewer treatment, 1/1-3/31/15 Maint; sewer treatment, 1/1-3/31/15 Maint; sewer treatment, 1/1-3/31/15	04/17/2015	9.71 19.43 19.43
Total for Check Number 32444:				48.57
32445	0143 57947-57954	King County Finance Street services	04/17/2015	7,725.15
Total for Check Number 32445:				7,725.15
32446	0204 0204-4	King County Pet Licensing Pet license remittance; March	04/17/2015	155.00
Total for Check Number 32446:				155.00
32447	2523 4872 4872 4872	Maple Valley Truck & Equipment #2767; repairs #2767; repairs #2767; repairs	04/17/2015	194.61 97.30 194.61
Total for Check Number 32447:				486.52
32448	2874 2 2	Meyer Brothers Roofing, Inc. Aquatics; roofing repair, retainage Aquatics; roofing repair	04/17/2015	-605.56 3,961.51
Total for Check Number 32448:				3,355.95
32449	0252 00021821	Microflex Tax audit program; Oct - Dec 2014	04/17/2015	19.01
Total for Check Number 32449:				19.01
32450	2641 2641-2014 2641-2014 2641-2014	Jeanette Moen Utility tax rebate; electricity Utility tax rebate; natural gas Utility tax rebate; cable	04/17/2015	39.63 19.35 43.48
Total for Check Number 32450:				102.46
32451	2550 73970 73993	Motorplex Pro-Tow #2900; lube, oil, filter change #3468; lube, oil, filter change	04/17/2015	51.07 55.73
Total for Check Number 32451:				106.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32452	0135 31172	MRSC MRSC rosters	04/17/2015	120.00
Total for Check Number 32452:				120.00
32453	1487 745448 746140 746484	NAPA Auto Parts #2883; wiper blades Micro sander Return; micro sander	04/17/2015	40.59 65.15 -65.15
Total for Check Number 32453:				40.59
32454	0004 761334516002 762778727001 762778727001	Office Depot Office supplies Paper napkins Office supplies	04/17/2015	20.32 15.77 108.25
Total for Check Number 32454:				144.34
32455	0841 SF-18 SF-18B	PNWSTMA Dalton; PNWSTMA field training Junkin; PNWSTMA field training	04/17/2015	25.00 25.00
Total for Check Number 32455:				50.00
32456	2860 349174	Protect Youth Sports Background checks	04/17/2015	100.00
Total for Check Number 32456:				100.00
32457	0161 200003986730-4 200003987282-4 200003987464-4 200004045635-4 200004045866-4 200005568858-4 200013103656-4 200013951476-4 200014568881-4 200014568881-4 200014568881-4 200022909309-4 200022909689-4 300000001770-4 300000001770-4 300000001804-4 300000007744-4 300000007744-4 300000007934-4 300000007934-4 300000011266-4 300000011266-4	Puget Sound Energy Streets; electricity, 3/5-4/2/15 Streets; electricity, 3/6-4/3/15 Streets; electricity, 3/6-4/3/15 Streets; electricity, 3/5-4/2/15 Streets; electricity, 3/65-4/3/15 Streets; electricity, 3/3-3/31/15 CCP; electricity, 3/3-3/31/15 Streets; electricity, 3/3-3/31/15 Maint shop; electricity, 3/3-3/31/15 Maint shop; electricity, 3/3-3/31/15 Maint shop; electricity, 3/3-3/31/15 Streets; electricity, 3/5-4/2/15 Skate park; electricity, 3/6-4/3/15 City tree; electricity, 3/5-4/2/15 Streets; electricity, 3/5-4/2/15 Streets; electricity, 3/3-3/31/15 Aquatics; electricity, 3/3-3/31/15 Aquatics; natural gas, 3/3-3/31/15 City hall; natural gas, 3/5-4/2/15 City hall; electricity, 3/5-4/2/15 Crystal view; electricity, 3/5-4/2/15 SR 516; electricity, 3/5-4/2/15	04/17/2015	72.33 55.33 11.66 74.96 62.03 73.03 28.56 53.05 74.91 37.46 74.91 72.12 13.38 10.84 10.84 91.42 2,242.55 2,870.44 134.14 1,671.16 10.84 184.56
Total for Check Number 32457:				7,930.52
32458	2776 00887022623 00887022623 00887022623 00887022624	Red Wing Shoe Store Allen; safety boots Allen; safety boots Allen; safety boots Fealy; safety boots	04/17/2015	72.92 72.92 36.46 78.84

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	00887022624	Fealy; safety boots		39.41
	00887022624	Fealy; safety boots		78.84
Total for Check Number 32458:				379.39
32459	2680 705524	Safeguard Business Systems Covington lanyards	04/17/2015	446.91
Total for Check Number 32459:				446.91
32460	2165 2165-4	John Schuoler Daddy/Daughter Spring Fling; DJ, MC and Musi	04/17/2015	300.00
Total for Check Number 32460:				300.00
32461	0993 0700-906800-4 0700-927900-4 0700-927900-4 0700-927900-4	Soos Creek Water & Sewer Dist. Aquatics; sewer, 2/1-3/31/15 Maint shop; sewer, 2/1-3/31/15 Maint shop; sewer, 2/1-3/31/15 Maint shop; sewer, 2/1-3/31/15	04/17/2015	1,939.61 23.82 47.62 47.62
Total for Check Number 32461:				2,058.67
32462	1903 714548 714548	Sound Publishing, Inc. Monthly full page ads Weekly bulletins; 3/13	04/17/2015	4,263.00 111.78
Total for Check Number 32462:				4,374.78
32463	0736 759557 759557 759557 759557	Sound Security, Inc. Maint shop; secure monitoring, April Security monitoring, April Maint shop; secure monitoring, April Maint shop; secure monitoring, April	04/17/2015	40.80 1,003.00 20.40 40.80
Total for Check Number 32463:				1,105.00
32464	2028 15-05	Scott Thomas Thomas; 2015 flexible spending	04/17/2015	960.00
Total for Check Number 32464:				960.00
32465	2636 314449 314449 314449	TRM Wood Products Co, Inc. #2767; lumber #2767; lumber #2767; lumber	04/17/2015	64.50 32.25 64.50
Total for Check Number 32465:				161.25
32466	2103 275817831 275817831	US Bancorp Equip Finance Inc. Copier lease Copier lease	04/17/2015	130.32 86.88
Total for Check Number 32466:				217.20
32467	0046 9742633559 9742633559 9742633559 9742633559 9742633559 9742633559	Verizon Wireless Cellular service, 3/21-4/20/15 Cellular service, 3/21-4/20/15 Cellular service/tablet data, 3/21-4/20/15 Cellular service/tablet data, 3/21-4/20/15 Cellular service, 3/21-4/20/15 Cellular service, 3/21-4/20/15 Cellular service, 3/21-4/20/15	04/17/2015	30.01 57.77 54.34 61.98 48.67 28.89

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	9742633559	Cellular service/tablet data, 3/21-4/20/15		143.97
	9742633559	Cellular service/tablet data, 3/21-4/20/15		228.42
	9742633559	Cellular service, 3/21-4/20/15		178.23
Total for Check Number 32467:				832.28
32468	0348 22058	Wescom Communications #DS5262; calibration	04/17/2015	87.60
Total for Check Number 32468:				87.60
32469	1496 1496-4	Dan Wesley Wesley; AWC Safety Academy, per diem	04/17/2015	85.20
Total for Check Number 32469:				85.20
32470	1708 772469 773047 773048.2	Western Equipment Distributors, Inc. #2766; filter elements, breather cap Return; #2766; filter elements #2766; breather filter	04/17/2015	497.77 -461.79 65.20
Total for Check Number 32470:				101.18
Total for 4/17/2015:				140,536.76
23	2783 Q1-2015	WA State Dept of Revenue Leasehold Excise tax 1st Quarter 2015	04/24/2015	191.96
Total for Check Number 23:				191.96
24	2783 03-2015-2783 03-2015-2783 03-2015-2783 03-2015-2783 03-2015-2783 03-2015-2783 03-2015-2783 03-2015-2783 03-2015-2783 03-2015-2783	WA State Dept of Revenue Sales tax payable March 2015 Sales tax payable March 2015 Sales tax payable March 2015 Use tax payable March 2015 Business and Occupation tax March 2015 Business and Occupation tax March 2015	04/24/2015	907.73 8.71 909.34 132.64 4.39 151.43 4.39 811.41 709.99
Total for Check Number 24:				3,640.03
Total for 4/24/2015:				3,831.99
Report Total (86 checks):				144,492.77

March 27, 2015

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 03/27/15 consisting of:

PAYLOCITY CHECK # 1003551981 through PAYLOCITY CHECK # 1003551998 inclusive,
plus employee direct deposits

IN THE AMOUNT OF \$171,351.63

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

Cassandra Parker
Senior Accountant

Mark Lanza
City Councilmember

Jeff Wagner
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved: _____

03/27/15 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
109348	Regular	3/27/2015	503	Bolli, Regan H	4,573.77
109349	Regular	3/27/2015	478	Bykonen, Cynthia M	22.16
109350	Regular	3/27/2015	246	Kirshenbaum, Kathleen	602.46
109351	Regular	3/27/2015	243	Lyon, Valerie	1,485.70
109352	Regular	3/27/2015	234	Mhoon, Darren S	1,469.26
109353	Regular	3/27/2015	162	Michaud, Joan M	2,187.70
109354	Regular	3/27/2015	123	Scott, Sharon G	2,541.67
109355	Regular	3/27/2015	313	Slate, Karla J	2,508.30
109356	Regular	3/27/2015	275	Hart, Richard	3,476.32
109357	Regular	3/27/2015	368	Mueller, Ann M	1,213.67
109358	Regular	3/27/2015	180	Cles, Staci M	1,871.10
109359	Regular	3/27/2015	146	Hagen, Lindsay K	1,609.52
109360	Regular	3/27/2015	235	Hendrickson, Robert	3,813.07
109361	Regular	3/27/2015	105	Parker, Cassandra	2,610.88
109362	Regular	3/27/2015	454	Salazar-Delatorre, Viviana J	267.53
109363	Regular	3/27/2015	433	Cimaomo, Joseph T	390.53
109364	Regular	3/27/2015	323	Harto, Margaret	457.75
109365	Regular	3/27/2015	324	Lanza, Mark	382.53
109366	Regular	3/27/2015	326	Mhoon, Marlla	392.53
109367	Regular	3/27/2015	327	Scott, James A	413.57
109368	Regular	3/27/2015	502	Smith, Sean D	413.57
109369	Regular	3/27/2015	329	Wagner, Jeffrey	415.57
109370	Regular	3/27/2015	374	Allen, Joshua C	1,756.45
109371	Regular	3/27/2015	353	Dalton, Jesse J	1,973.99
109372	Regular	3/27/2015	373	Fealy, William J	2,174.60
109373	Regular	3/27/2015	301	Gaudette, John J	1,768.02
109374	Regular	3/27/2015	186	Junkin, Ross D	2,856.24
109375	Regular	3/27/2015	268	Bykonen, Brian D	2,200.81
109376	Regular	3/27/2015	279	Christenson, Gregg R	2,720.02
109377	Regular	3/27/2015	270	Lyons, Salina K	2,332.26
109378	Regular	3/27/2015	269	Meyers, Robert L	3,443.90
109379	Regular	3/27/2015	284	Ogren, Nelson W	2,811.62
109380	Regular	3/27/2015	266	Thompson, Kelly	2,234.09
109381	Regular	3/27/2015	307	Morrissey, Mayson	2,967.96
109382	Regular	3/27/2015	199	Bahl, Rachel A	2,106.36
109383	Regular	3/27/2015	451	Conway, Sean	1,658.05
109384	Regular	3/27/2015	428	Feser, Angela M	2,262.74
109385	Regular	3/27/2015	448	Finazzo, Dominic V	1,518.24
109386	Regular	3/27/2015	305	Kiselyov, Tatyana	1,556.70
109387	Regular	3/27/2015	453	Leung, Rachael M	1,260.57
109388	Regular	3/27/2015	397	Martinsons, Jaquelyn	775.58
109389	Regular	3/27/2015	195	Patterson, Clifford	2,470.83
109390	Regular	3/27/2015	306	Thomas, Scott R	3,641.22
109391	Regular	3/27/2015	106	Bates, Shellie L	2,105.45
109392	Regular	3/27/2015	349	Buck, Shawn M	1,776.30
109393	Regular	3/27/2015	436	Lindskov, Robert T	3,033.51
109394	Regular	3/27/2015	257	Parrish, Benjamin A	2,020.67
109395	Regular	3/27/2015	173	Vondran, Donald M	3,796.55
109396	Regular	3/27/2015	252	Wesley, Daniel A	2,224.67
109397	Regular	3/27/2015	388	Andrews, Kaitlyn E	329.96
109398	Regular	3/27/2015	434	Bailey, Brooke	137.32
109399	Regular	3/27/2015	481	Binder, Jordan M	227.44
109400	Regular	3/27/2015	393	Blakely, Coleman P.	308.26
109401	Regular	3/27/2015	379	Carrillo, Anthony G	136.46
109402	Regular	3/27/2015	258	Cox, Melissa	585.06
109403	Regular	3/27/2015	385	Cranstoun, Alexander M	89.99
109404	Regular	3/27/2015	409	Hanger, Austin R.	241.27
109405	Regular	3/27/2015	410	Hatch, Christopher	39.80

109406 Regular	3/27/2015	417 Hendricks, Cole M	151.88
109407 Regular	3/27/2015	425 Knox, John Q	430.06
109408 Regular	3/27/2015	426 Knox, Patrick L	429.55
109409 Regular	3/27/2015	410 Lanz, Avalon A.	817.39
109410 Regular	3/27/2015	438 Mashika, Myroslav	207.11
109411 Regular	3/27/2015	479 Mazick, Hailie	95.69
109412 Regular	3/27/2015	483 Medel, Erick	633.92
109413 Regular	3/27/2015	340 Middleton, Jordan	74.54
109414 Regular	3/27/2015	439 Newman, Ashley M	624.78
109415 Regular	3/27/2015	312 Perko, Roxanne H	231.24
109416 Regular	3/27/2015	445 Portin, Andrew	158.92
109417 Regular	3/27/2015	319 Praggastis, Alexander	241.06
109418 Regular	3/27/2015	387 Praggastis, Elena C	123.78
109419 Regular	3/27/2015	484 Roth, Alexander E	226.84
109420 Regular	3/27/2015	493 Sears, Andrew J	243.82
109421 Regular	3/27/2015	429 Sizemore, Christine A	386.46
109422 Regular	3/27/2015	507 Sparks, Luann	406.86
109423 Regular	3/27/2015	492 Spencer, Ethan R	105.19
109424 Regular	3/27/2015	392 Wardrip, Spencer A	456.04
109425 Regular	3/27/2015	432 Wilton, Sara J	78.66
109426 Regular	3/27/2015	467 Lam, Brandon A	55.36
109427 Regular	3/27/2015	468 Lam, Matthew T	103.80
109428 Regular	3/27/2015	466 Morasch, David G	92.24
109429 Regular	3/27/2015	495 Tashiro-Townley, Joshua C	104.33
109430 Regular	3/27/2015	500 White, Preston A	37.93
109431 Regular	3/27/2015	116 Beaufriere, Noreen	2,841.80
109432 Regular	3/27/2015	137 Throm, Victoria J	1,945.46
1003551981 Regular	3/27/2015	364 Newell, Nancy J	52.64
1003551982 Regular	3/27/2015	274 Goldfoos, Rhyan	135.52
1003551983 Regular	3/27/2015	505 Gormley, Hannah E	19.90
1003551984 Regular	3/27/2015	430 Hanson, Sean C	365.23
1003551985 Regular	3/27/2015	399 Jensen, Emily A	269.17
1003551986 Regular	3/27/2015	400 Quintos, Edward Louie D	173.16
1003551987 Regular	3/27/2015	506 Thompson, William Z	45.48
1003551988 Regular	3/27/2015	489 Wold, Jared K	22.75
1003551989 Regular	3/27/2015	480 Woods, Dylan J	294.95
1003551990 Regular	3/27/2015	395 Wunschel, Ethan G.	639.73
1003551991 Regular	3/27/2015	470 Cekarmis, Dusan	192.64
1003551992 Regular	3/27/2015	472 Davidson, Tucker P	87.94
1003551993 Regular	3/27/2015	465 Demecilio, Bryce D	198.77
1003551994 Regular	3/27/2015	499 Goodman, Ryan A	156.99
1003551995 Regular	3/27/2015	475 Holly, Nicholas A	71.13
1003551996 Regular	3/27/2015	473 Hutsell, Tyler E	75.88
1003551997 Regular	3/27/2015	471 Shank, Maia M	67.41
Totals for Payroll Checks	102 Items		110,836.12

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
109433	AGENCY	3/27/2015	401SS	ICMA Retirement Trust	17,531.99
109434	AGENCY	3/27/2015	457Ex	Vantagepoint Transfer Agent-	348.63
109435	AGENCY	3/27/2015	CICOV	City of Covington	2,802.53
109436	AGENCY	3/27/2015		Emp City of Covington Employee	104.00
109437	AGENCY	3/27/2015	IC401	ICMA Retirement Trust	15,320.41
109438	AGENCY	3/27/2015	IC457	ICMA Retirement Trust	2,041.29
109439	AGENCY	3/27/2015		ROTH ICMA Retirement Trust	150.00
109440	AGENCY	3/27/2015		VEBA HRA VEBA Trust	1,711.75
1003551998	AGENCY	3/27/2015	JG1	WASH CHILD SUPPORT	110.41
Totals for Third Party Checks	9 Items				40,121.01

Tax Liabilities 19,943.49
Paylocity Fees 451.01

42 of 108 Grand Total

\$ 171,351.63

April 10, 2015

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 04/10/15 consisting of:

PAYLOCITY CHECK # 1003606428 through PAYLOCITY CHECK # 1003606444 inclusive,
plus employee direct deposits

IN THE AMOUNT OF \$167,608.65

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 COUNCIL APPROVAL REPORT.

Cassandra Parker
Senior Accountant

Mark Lanza
City Councilmember

Jeff Wagner
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved: _____

04/10/15 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
109446	Regular	4/10/2015	503	Bolli, Regan H	4,584.54
109447	Regular	4/10/2015	246	Kirshenbaum, Kathleen	713.78
109448	Regular	4/10/2015	243	Lyon, Valerie	1,485.70
109449	Regular	4/10/2015	234	Mhoon, Darren S	1,469.26
109450	Regular	4/10/2015	162	Michaud, Joan M	2,187.70
109451	Regular	4/10/2015	123	Scott, Sharon G	2,541.67
109452	Regular	4/10/2015	313	Slate, Karla J	2,508.30
109453	Regular	4/10/2015	275	Hart, Richard	3,476.33
109454	Regular	4/10/2015	368	Mueller, Ann M	1,182.09
109455	Regular	4/10/2015	180	Cles, Staci M	1,871.11
109456	Regular	4/10/2015	146	Hagen, Lindsay K	1,617.75
109457	Regular	4/10/2015	235	Hendrickson, Robert	3,813.07
109458	Regular	4/10/2015	105	Parker, Cassandra	2,610.89
109459	Regular	4/10/2015	454	Salazar-Delatorre, Viviana J	267.53
109460	Regular	4/10/2015	374	Allen, Joshua C	1,862.08
109461	Regular	4/10/2015	353	Dalton, Jesse J	1,828.78
109462	Regular	4/10/2015	373	Fealy, William J	1,797.72
109463	Regular	4/10/2015	301	Gaudette, John J	2,087.59
109464	Regular	4/10/2015	186	Junkin, Ross D	2,858.07
109465	Regular	4/10/2015	268	Bykonen, Brian D	2,209.04
109466	Regular	4/10/2015	279	Christenson, Gregg R	2,785.03
109467	Regular	4/10/2015	270	Lyons, Salina K	2,332.25
109468	Regular	4/10/2015	269	Meyers, Robert L	3,443.90
109469	Regular	4/10/2015	284	Ogren, Nelson W	2,811.62
109470	Regular	4/10/2015	266	Thompson, Kelly	2,234.09
109471	Regular	4/10/2015	307	Morrissey, Mayson	2,967.96
109472	Regular	4/10/2015	199	Bahl, Rachel A	2,106.36
109473	Regular	4/10/2015	451	Conway, Sean	1,556.70
109474	Regular	4/10/2015	428	Feser, Angela M	2,280.80
109475	Regular	4/10/2015	448	Finazzo, Dominic V	1,518.24
109476	Regular	4/10/2015	305	Kiselyov, Tatyana	1,556.70
109477	Regular	4/10/2015	453	Leung, Rachael M	1,260.57
109478	Regular	4/10/2015	397	Martinsons, Jaquelyn	663.92
109479	Regular	4/10/2015	195	Patterson, Clifford	2,484.06
109480	Regular	4/10/2015	306	Thomas, Scott R	3,647.06
109481	Regular	4/10/2015	106	Bates, Shellie L	2,113.67
109482	Regular	4/10/2015	349	Buck, Shawn M	1,776.30
109483	Regular	4/10/2015	436	Lindskov, Robert T	3,033.51
109484	Regular	4/10/2015	257	Parrish, Benjamin A	2,020.67
109485	Regular	4/10/2015	173	Vondran, Donald M	3,796.55
109486	Regular	4/10/2015	252	Wesley, Daniel A	2,224.67
109487	Regular	4/10/2015	388	Andrews, Kaitlyn E	393.41
109488	Regular	4/10/2015	434	Bailey, Brooke	132.07
109489	Regular	4/10/2015	481	Binder, Jordan M	68.23
109490	Regular	4/10/2015	393	Blakely, Coleman P.	284.36
109491	Regular	4/10/2015	379	Carrillo, Anthony G	481.40
109492	Regular	4/10/2015	258	Cox, Melissa	556.79
109493	Regular	4/10/2015	385	Cranstoun, Alexander M	12.42
109494	Regular	4/10/2015	460	Hatch, Christopher	190.48
109495	Regular	4/10/2015	417	Hendricks, Cole M	39.80
109496	Regular	4/10/2015	425	Knox, John Q	428.86
109497	Regular	4/10/2015	426	Knox, Patrick L	286.93

109498 Regular	4/10/2015	410 Lanz, Avalon A.	892.95
109499 Regular	4/10/2015	201 Loeppky, Janna	218.65
109500 Regular	4/10/2015	479 Mazick, Hailie	79.60
109501 Regular	4/10/2015	483 Medel, Erick	486.65
109502 Regular	4/10/2015	439 Newman, Ashley M	521.31
109503 Regular	4/10/2015	312 Perko, Roxanne H	165.91
109504 Regular	4/10/2015	445 Portin, Andrew	125.25
109505 Regular	4/10/2015	319 Praggastis, Alexander	599.43
109506 Regular	4/10/2015	387 Praggastis, Elena C	313.01
109507 Regular	4/10/2015	484 Roth, Alexander E	367.64
109508 Regular	4/10/2015	493 Sears, Andrew J	192.73
109509 Regular	4/10/2015	429 Sizemore, Christine A	409.60
109510 Regular	4/10/2015	492 Spencer, Ethan R	102.34
109511 Regular	4/10/2015	392 Wardrip, Spencer A	625.95
109512 Regular	4/10/2015	432 Wilton, Sara J	34.11
109513 Regular	4/10/2015	467 Lam, Brandon A	83.05
109514 Regular	4/10/2015	468 Lam, Matthew T	83.05
109515 Regular	4/10/2015	495 Tashiro-Townley, Joshua C	52.17
109516 Regular	4/10/2015	500 White, Preston A	94.05
109517 Regular	4/10/2015	116 Beaufre, Noreen	2,841.79
109518 Regular	4/10/2015	137 Throm, Victoria J	1,945.46
1003606428 Regular	4/10/2015	364 Newell, Nancy J	177.32
1003606429 Regular	4/10/2015	274 Goldfoos, Rhyan	272.04
1003606430 Regular	4/10/2015	505 Gormley, Hannah E	34.11
1003606431 Regular	4/10/2015	430 Hanson, Sean C	371.98
1003606432 Regular	4/10/2015	399 Jensen, Emily A	422.34
1003606433 Regular	4/10/2015	400 Quintos, Edward Louie D	118.06
1003606434 Regular	4/10/2015	506 Thompson, William Z	22.75
1003606435 Regular	4/10/2015	489 Wold, Jared K	210.61
1003606436 Regular	4/10/2015	480 Woods, Dylan J	402.23
1003606437 Regular	4/10/2015	395 Wunschel, Ethan G.	355.90
1003606438 Regular	4/10/2015	470 Cekarmis, Dusan	141.65
1003606439 Regular	4/10/2015	472 Davidson, Tucker P	53.74
1003606440 Regular	4/10/2015	465 Demecilio, Bryce D	40.27
1003606441 Regular	4/10/2015	499 Goodman, Ryan A	410.08
1003606442 Regular	4/10/2015	475 Holly, Nicholas A	64.01
1003606443 Regular	4/10/2015	473 Hutsell, Tyler E	47.43
Totals for Payroll Checks	89 Items		107,841.60

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
109519	AGENCY	4/10/2015	401SS	ICMA Retirement Trust	17,142.87
109520	AGENCY	4/10/2015	457Ex	Vantagepoint Transfer Agent-	348.63
109521	AGENCY	4/10/2015	CICOV	City of Covington	2,802.53
109522	AGENCY	4/10/2015		Emp City of Covington Employee	84.00
109523	AGENCY	4/10/2015	IC401	ICMA Retirement Trust	15,362.15
109524	AGENCY	4/10/2015	IC457	ICMA Retirement Trust	2,039.85
109525	AGENCY	4/10/2015	ROTH	ICMA Retirement Trust	150.00
109526	AGENCY	4/10/2015	VEBA	HRA VEBA Trust Contributions	1,711.75
1003606444	AGENCY	4/10/2015	JG1	WASH CHILD SUPPORT	110.41
Totals for Third Party Checks	9 Items				39,752.19

Tax Liabilities	19,796.24
Paylocity Fees	218.62

Grand Total	\$ 167,608.65
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April 24, 2015

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 04/24/15 consisting of:

PAYLOCITY CHECK # 1003658969 through PAYLOCITY CHECK # 1003658988 and
PAYLOCITY CHECK # 1003659084 through PAYLOCITY CHECK # 1003659084 inclusive,
plus employee direct deposits

IN THE AMOUNT OF \$177,457.36

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

Cassandra Parker
Senior Accountant

Mark Lanza
City Councilmember

Jeff Wagner
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved: _____

04/24/15 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
109532	Regular	4/24/2015	503	Bolli, Regan H	4,575.93
109533	Regular	4/24/2015	246	Kirshenbaum, Kathleen	524.55
109534	Regular	4/24/2015	243	Lyon, Valerie	1,485.70
109535	Regular	4/24/2015	234	Mhoon, Darren S	1,469.26
109536	Regular	4/24/2015	162	Michaud, Joan M	2,187.70
109537	Regular	4/24/2015	123	Scott, Sharon G	2,541.67
109538	Regular	4/24/2015	313	Slate, Karla J	2,448.66
109539	Regular	4/24/2015	275	Hart, Richard	3,476.32
109540	Regular	4/24/2015	368	Mueller, Ann M	1,576.00
109541	Regular	4/24/2015	180	Cles, Staci M	1,871.11
109542	Regular	4/24/2015	146	Hagen, Lindsay K	1,617.74
109543	Regular	4/24/2015	235	Hendrickson, Robert	3,813.07
109544	Regular	4/24/2015	105	Parker, Cassandra	2,610.88
109545	Regular	4/24/2015	454	Salazar-Delatorre, Viviana J	267.53
109546	Regular	4/24/2015	433	Cimaomo, Joseph T	390.53
109547	Regular	4/24/2015	323	Harto, Margaret	457.75
109548	Regular	4/24/2015	324	Lanza, Mark	382.53
109549	Regular	4/24/2015	326	Mhoon, Marlla	392.53
109550	Regular	4/24/2015	327	Scott, James A	413.57
109551	Regular	4/24/2015	502	Smith, Sean D	413.57
109552	Regular	4/24/2015	329	Wagner, Jeffrey	415.57
109553	Regular	4/24/2015	374	Allen, Joshua C	1,807.60
109554	Regular	4/24/2015	482	Cruz, Garrett M	784.69
109555	Regular	4/24/2015	353	Dalton, Jesse J	1,978.22
109556	Regular	4/24/2015	373	Fealy, William J	2,020.53
109557	Regular	4/24/2015	301	Gaudette, John J	1,767.91
109558	Regular	4/24/2015	186	Junkin, Ross D	2,858.07
109559	Regular	4/24/2015	457	Smith, Nathan H	865.28
109560	Regular	4/24/2015	268	Bykonen, Brian D	2,209.04
109561	Regular	4/24/2015	279	Christenson, Gregg R	2,785.03
109562	Regular	4/24/2015	270	Lyons, Salina K	2,332.25
109563	Regular	4/24/2015	269	Meyers, Robert L	3,443.90
109564	Regular	4/24/2015	284	Ogren, Nelson W	2,811.62
109565	Regular	4/24/2015	266	Thompson, Kelly	2,234.10
109566	Regular	4/24/2015	307	Morrissey, Mayson	2,967.96
109567	Regular	4/24/2015	199	Bahl, Rachel A	2,106.36
109568	Regular	4/24/2015	451	Conway, Sean	1,556.70
109569	Regular	4/24/2015	428	Feser, Angela M	2,280.80
109570	Regular	4/24/2015	448	Finazzo, Dominic V	1,518.24
109571	Regular	4/24/2015	305	Kiselyov, Tatyana	1,556.70
109572	Regular	4/24/2015	453	Leung, Rachael M	1,260.57
109573	Regular	4/24/2015	397	Martinsons, Jaquelyn	552.26
109574	Regular	4/24/2015	195	Patterson, Clifford	2,394.65
109575	Regular	4/24/2015	306	Thomas, Scott R	3,647.06
109576	Regular	4/24/2015	106	Bates, Shellie L	2,113.67
109577	Regular	4/24/2015	349	Buck, Shawn M	1,934.80
109578	Regular	4/24/2015	436	Lindskov, Robert T	3,033.51
109579	Regular	4/24/2015	257	Parrish, Benjamin A	1,964.68
109580	Regular	4/24/2015	173	Vondran, Donald M	3,796.54
109581	Regular	4/24/2015	252	Wesley, Daniel A	2,204.85
109582	Regular	4/24/2015	388	Andrews, Kaitlyn E	480.52
109583	Regular	4/24/2015	434	Bailey, Brooke	137.32
109584	Regular	4/24/2015	481	Binder, Jordan M	181.95
109585	Regular	4/24/2015	393	Blakely, Coleman P.	254.77
109586	Regular	4/24/2015	379	Carrillo, Anthony G	383.04
109587	Regular	4/24/2015	258	Cox, Melissa	622.56
109588	Regular	4/24/2015	385	Cranstoun, Alexander M	289.09
109589	Regular	4/24/2015	508	Halbert, Olivia M	62.55
109590	Regular	4/24/2015	460	Hatch, Christopher	164.90
109591	Regular	4/24/2015	425	Knox, John Q	322.56

109592 Regular	4/24/2015	426 Knox, Patrick L	394.76	
109593 Regular	4/24/2015	410 Lanz, Avalon A.	926.48	
109594 Regular	4/24/2015	201 Loeppky, Janna	328.56	
109595 Regular	4/24/2015	483 Medel, Erick	686.78	
109596 Regular	4/24/2015	340 Middleton, Jordan	120.45	
109597 Regular	4/24/2015	439 Newman, Ashley M	529.20	
109598 Regular	4/24/2015	312 Perko, Roxanne H	414.39	
109599 Regular	4/24/2015	445 Portin, Andrew	125.17	
109600 Regular	4/24/2015	319 Praggastis, Alexander	247.34	
109601 Regular	4/24/2015	387 Praggastis, Elena C	90.58	
109602 Regular	4/24/2015	484 Roth, Alexander E	402.08	
109603 Regular	4/24/2015	493 Sears, Andrew J	233.60	
109604 Regular	4/24/2015	429 Sizemore, Christine A	345.48	
109605 Regular	4/24/2015	492 Spencer, Ethan R	68.23	
109606 Regular	4/24/2015	392 Wardrip, Spencer A	650.18	
109607 Regular	4/24/2015	486 Camp, Alicia M	97.65	
109608 Regular	4/24/2015	488 Cles, Erin L	58.77	
109609 Regular	4/24/2015	467 Lam, Brandon A	40.27	
109610 Regular	4/24/2015	468 Lam, Matthew T	55.36	
109611 Regular	4/24/2015	495 Tashiro-Townley, Joshua C	161.24	
109612 Regular	4/24/2015	116 Beaufre, Noreen	2,841.79	
109613 Regular	4/24/2015	137 Throm, Victoria J	1,945.46	
1003658969 Regular	4/24/2015	364 Newell, Nancy J	83.11	
1003658970 Regular	4/24/2015	511 Goranson, Gage W	877.23	
1003658971 Regular	4/24/2015	510 Thibeault, James J	955.31	
1003658972 Regular	4/24/2015	509 Brannon, David J	34.11	
1003658973 Regular	4/24/2015	274 Goldfoos, Rhyan	236.90	
1003658974 Regular	4/24/2015	430 Hanson, Sean C	416.71	
1003658975 Regular	4/24/2015	399 Jensen, Emily A	317.80	
1003658976 Regular	4/24/2015	400 Quintos, Edward Louie D	82.88	
1003658977 Regular	4/24/2015	415 Rinck, Tyler P	22.75	
1003658978 Regular	4/24/2015	506 Thompson, William Z	79.60	
1003658979 Regular	4/24/2015	489 Wold, Jared K	297.45	
1003658980 Regular	4/24/2015	480 Woods, Dylan J	581.78	
1003658981 Regular	4/24/2015	395 Wunschel, Ethan G.	357.26	
1003658982 Regular	4/24/2015	470 Cekarmis, Dusan	124.64	
1003658983 Regular	4/24/2015	472 Davidson, Tucker P	87.94	
1003658984 Regular	4/24/2015	465 Demecilio, Bryce D	25.16	
1003658985 Regular	4/24/2015	499 Goodman, Ryan A	393.83	
1003658986 Regular	4/24/2015	475 Holly, Nicholas A	73.51	
1003658987 Regular	4/24/2015	473 Hutsell, Tyler E	85.36	
1003658988 Regular	4/24/2015	471 Shank, Maia M	134.64	
Totals for Payroll Checks	102 Items		115,050.81	
Third Party Checks for Account Paylocity Account				
Check/Voucher	Check Type	Check Date	Employee Id Employee Name	Net Amount
109614	AGENCY	4/24/2015	401SS ICMA Retirement Trust	18,187.42
109615	AGENCY	4/24/2015	457Ex Vantagepoint Transfer Agent-	348.63
109616	AGENCY	4/24/2015	CICOV City of Covington	2,802.53
109617	AGENCY	4/24/2015	Emp City of Covington Employee	107.00
109618	AGENCY	4/24/2015	IC401 ICMA Retirement Trust	15,524.28
109619	AGENCY	4/24/2015	IC457 ICMA Retirement Trust	2,039.85
109620	AGENCY	4/24/2015	ROTH ICMA Retirement Trust	150.00
109621	AGENCY	4/24/2015	VEBA HRA VEBA Trust	1,711.75
1003659084	AGENCY	4/24/2015	JGI WASH CHILD SUPPORT	110.41
Totals for Third Party Checks	9 Items			40,981.87
			Tax Liabilities	20,963.65
			Paylocity Fees	461.03
			Grand Total	177,457.36

Consent Agenda Item C-3

Covington City Council Meeting

Date: April 28, 2015

SUBJECT: FINAL ACCEPTANCE OF AQUATIC CENTER ROOFING PROJECT

RECOMMENDED BY: Scott Thomas, Parks and Recreation Director

ATTACHMENT(S)

1. Notice of Completion of Public Works Contract

PREPARED BY: Scott Thomas, Parks and Recreation Director

EXPLANATION:

On August 12, 2014, the council awarded the Aquatic Center Roofing Project (the “Project”) to the lowest responsible bidder, Meyer Brothers Roofing (the “Contractor”), in the amount of \$111,861.80 (this amount includes one amendment). The scope of the Project was to repair existing roof drains on the Aquatic Center and apply a new layer of roofing.

The Contractor has physically completed work on the Project and city staff performed a final inspection and determined that the Project has been completed within the amended budget—the final expended amount was \$106,877.06. City staff has also determined that the Contractor has satisfactorily completed the work in accordance with the Project’s contract documents. The city has received no claims from the Contractor for additional compensation for additional work, changed conditions, or extended overhead.

Staff recommends for the council to formally accept the work of the Contractor for the Project. With council’s final acceptance, and upon the Contractor’s submission to the state Department of Labor and Industries of all affidavits of prevailing wages paid for the Project, city staff will submit the attached Notice of Completion for the Project (Attachment 1) and will release the project retainage sixty (60) days after the final Project acceptance date of April 28, 2015.

ALTERNATIVES: NA

FISCAL IMPACT:

The awarded contract amount, including one amendment, was \$111,861.80. The final expended amount was \$106,877.06. The Project finished under budget because some tasks included in the bid were deemed unnecessary and because we did not need to utilize any of the contingency funds.

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

Councilmember _____ moves, Councilmember _____ seconds, to formally accept the Aquatic Center Roofing Project, performed under the contract with Meyer Brothers Roofing, as completed, subject to all contractual warranties, with the date of final acceptance and contract completion date of April 28, 2015.

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



Original
 Revised # _____

ATTACHMENT 1

NOTICE OF COMPLETION OF PUBLIC WORKS CONTRACT

Date: _____ Contractor's UBI Number: _____

Name & Mailing Address of Public Agency
City of Covington 16720 SE 271st Street, Ste 100 Covington, WA 98042 UBI Number: 601-802-997

Department Use Only
Assigned to: _____
Date Assigned: _____

Notice is hereby given relative to the completion of contract or project described below

Project Name Aquatic Center Roofing Project	Contract Number	Job Order Contracting <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Description of Work Done/Include Jobsite Address(es) Repair existing roof drains and apply a new layer of roofing		
Federally funded transportation project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, provide Contract Bond Statement below)		
Contractor's Name Meyer Brothers Roofing	E-mail Address accounting@meyerbrothersroofing.co	Affidavit ID* 565182
Contractor Address 18211 E. Valley Highway, Kent, WA 98032		Telephone # 253-638-7894
If Retainage is not withheld, please select one of the following and List Surety's Name & Bond Number. <input type="checkbox"/> Retainage Bond <input type="checkbox"/> Contract/Payment bond (valid for federally funded transportation projects)		
Name: _____		Bond Number: _____
Date Contract Awarded 8-12-2014	Date Work Commenced 11-6-2014	Date Work Completed 3-1-2015
Date Work Accepted		
Were Subcontractors used on this project? If so, please complete Addendum A. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Affidavit ID* - No L&I release will be granted until all affidavits are listed.		

Contract Amount	\$ 100,573.50	Liquidated Damages \$	_____
Additions (+)	\$ 2,430.46	Amount Disbursed \$	101,533.21
Reductions (-)	\$ 4,590.46	Amount Retained \$	5,343.85
Sub-Total	\$ 98,413.50		
Amount of Sales Tax <u>8.600%</u>			
(If various rates apply, please send a breakdown)	\$ 8,463.56		
TOTAL	\$ 106,877.06	TOTAL \$	106,877.06

NOTE: These two totals must be equal

Comments:

Note: The Disbursing Officer must submit this completed notice immediately after acceptance of the work done under this contract.
 NO PAYMENT SHALL BE MADE FROM RETAINED FUNDS until receipt of all release certificates.
Submitting Form: Please submit the completed form by email to all three agencies below.

Contact Name: Casey Parker Title: Senior Accountant
 Email Address: cparker@covingtonwa.gov Phone Number: 253-480-2421

Consent Agenda Item C-4

Covington City Council Meeting

Date: April 28, 2015

SUBJECT: AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH STALZER AND ASSOCIATES FOR CONSULTING SERVICES RELATING TO COMPLETION OF THE GMA REQUIRED COVINGTON COMPREHENSIVE PLAN UPDATE.

RECOMMENDED BY: Richard Hart, Community Development Director

ATTACHMENT(S)

1. Proposed Professional Services Agreement with Exhibit A Scope of Work & Exhibit B Consultant Hourly Rates.

PREPARED BY: Richard Hart, Community Development Director

EXPLANATION:

In May 2014, the City Council approved a contract with Studio Cascade to complete our Growth Management Act (GMA) required Comprehensive Plan Update. Due to non-performance of work tasks, the city terminated the contract with Studio Cascade in December 2014. Since that time, Community Development Department staff has met with Stalzer and Associates, the lead firm of a team of consultants which came in 2nd as part of our initial staff review of consultant teams who we interviewed in response to our Request for Proposal (RFP) last spring.

Staff requested Stalzer and Associates and their team of consultants to evaluate the comprehensive plan documents provided by Studio Cascade up until December 2014 and provide the city an estimate of what work would be necessary to complete the 2015 Comprehensive Plan Update.

Due to the quality of work, including significant gaps in baseline information, existing conditions data and policy development in the draft materials the city had received from Studio Cascade, the city must substantially start from scratch on the actual drafting of the plan, including some of the supporting documents. This will allow us to demonstrate our plan is meeting state and regional planning goals and policies, as well as clearly and accurately expressing our community's vision and the path and actions we must take to get there. Staff was also concerned that the quality of the documents being produced by our former consultant might not even satisfy both the State Department of Commerce (DOC) and the Puget Sound Regional Council (PSRC), both of whom have to review and certify our Comprehensive Plan Update.

Furthermore, given the state of the draft plan documents received from Studio Cascade, and keeping in mind that switching consultants on any complicated and expansive planning project can result in additional work to integrate and fact check the useable elements of the data and documents into a different format used by a new consultant, additional costs are to be expected. In addition, a critical step of the timing of final public hearings and approval of the document has also been factored into the cost of completing the Comprehensive Plan Update.

City staff negotiated a new contract and Scope of Work (Attachment 1) with Stalzer and Associates to complete the remaining work to satisfy our obligation under the state GMA for the 2015 Comprehensive Plan Update. Based on the cost estimate provided by Stalzer and Associates, as the project lead for a team of consultants (including BERK Consulting, HEFFRON Transportation and The Watershed Company), they will need a total of \$96,000 to complete this comprehensive plan work. Currently there is \$60,000 in the 2015 community development budget from the general fund allocated for this work item. The remaining \$36,000 to fund the project is proposed to be taken from the development services fund.

The new Scope of Work and timeline with Stalzer and Associates envision completion by November 2015, which is a 4-month delay from the previously anticipated July 2015 completion date with Studio Cascade. After extensive internal staff discussions with Stalzer and Associates, staff is confident, given our past work product provided by Stalzer and his team, that the city can quickly move forward with completing the Comprehensive Plan.

ALTERNATIVES:

- 1) Direct staff to explore alternatives to complete the Comprehensive Plan with existing staff resources, which would result in delaying other high priority projects during 2015 or not completing the Comprehensive Plan Update until 2016.

FISCAL IMPACT:

It is proposed to take the additional \$36,000 from the Development Services Fund, which has a healthy fund balance over \$1.8 million, resulting from recent project permits including the Inland Mixed-Use Development and the Cedar Springs Residential Apartment. There is the possibility that the department budget could absorb the additional funds through other line item savings. An appropriate adjustment to the 2015 budget will be made if necessary at the end of this year.

Impacts from delaying our completion date beyond July 1, which was the State Department of Commerce imposed deadline, are minimal to the city. If the city were to apply for any parks grant, we might not be eligible if the award date were to fall within the 4-month period we hadn't completed our Plan. However, the Parks Department does not feel they will be applying for any grants during this short period of time this fall.

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

Councilmember _____ moves, Councilmember _____ seconds, to authorize the City Manager to execute a professional services agreement with Stalzer & Associates, in substantial form as that attached hereto, for consulting services relating to completion of the city's GMA required 2015 Comprehensive Plan Update.

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

**CITY OF COVINGTON
CONSULTANT AGREEMENT**

Contract No. _____
ATTACHMENT 1

THIS AGREEMENT is entered into this 29th day of April, 2015 (“Effective Date”), by and between the City of Covington, Washington, a Washington municipal corporation (the “City”), and Stalzer and Associates, (the “Consultant”), a sole proprietorship. The City and the Consultant are collectively referred to in this Agreement as the “Parties”.

WHEREAS, the City has determined the need to have certain professional services performed for its citizens but does not have the manpower or expertise to perform such services; and

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

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

- 1. Scope of Services.** The Consultant shall perform those services described on Exhibit A, Scope of Services, attached hereto and incorporated herein by this reference (the “Services”), performed to the City’s satisfaction, within the time period prescribed by the City, pursuant to the direction of the City, and up to the limit of available funds. In performing the Services, the Consultant shall comply with all federal, state, and local laws and regulations, including, without limitation, all City codes, ordinances, resolutions, standards, and policies, as now existing or hereafter adopted or amended, that may be applicable to its performance. The Consultant shall not modify in any way the scope or schedule of the Services without the prior written approval of the City. Time is of the essence in every aspect of performance of the Services.
- 2. Term of Agreement.** This Agreement shall be in full force and effect from the Effective Date through and until **December 31, 2015**, unless sooner terminated under the provisions hereinafter specified.
- 3. Compensation and Method of Payment.** **The total amount to be paid under this Agreement shall not exceed ninety six thousand dollars (\$96,000).** The City shall pay the Consultant for Services rendered on a time and expenses basis based upon the Consultant’s rates as indicated on Exhibit B, Stalzer and Associates 2015 Schedule of Standard Fees and Reimbursable Expenses (the “Rates”), attached hereto and incorporated herein by this reference, and upon receipt of invoice from the Consultant. The Consultant shall not amend the Rates in any way without prior written approval from the City. Payment will only be made by the City after the Services have been satisfactorily performed, an invoice is submitted in a form acceptable to the City, and the same is approved by the appropriate City representative. Payment by the City shall be made no later than ten (10) days after said approval. Prior to or along with the first invoice submitted, the Consultant shall return to the City a completed “Request for Taxpayer Identification Number and Certification,” also known as IRS form W-9. The Consultant shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Agreement.
- 4. Independent Contractor.** It is the intention and understanding of the City and the Consultant that the Consultant shall be an independent contractor and that nothing in this Agreement shall be considered to create the relation of employer and employee or principal and agent between the Parties hereto. The City shall be neither liable nor obligated to pay the Consultant sick leave, vacation pay, or any other benefit of employment and the Consultant shall pay all income and other taxes due. The Consultant shall be solely responsible for its acts and for the acts of its agents, employees, sub-consultants, or representatives during the performance of this Agreement. The Consultant shall have the sole judgment of the means, mode, or manner of the actual performance of this Agreement. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing this Agreement.
- 5. Warranty.** The Consultant warrants that it has the requisite training, skill, and experience necessary to provide the Services and is appropriately accredited and licensed by all applicable agencies and governmental entities, as applicable. The Consultant shall be responsible for the professional quality, timely completion, and coordination of all work products prepared or performed as part of the Services under this Agreement. The Consultant shall perform its work in accordance with the requirements of this Agreement and pursuant to the standards of professional care, skill, diligence, and competence as are normally exercised by other members

and/or firms of the profession in good standing working under the same or similar conditions and circumstances and in similar communities as the Services provided by the Consultant under this Agreement. The Consultant shall be responsible for the professional standards, performance, and actions of all persons and firms performing work pursuant to this Agreement on behalf of the Consultant. The City shall also have the right to deduct from payments to the Consultant any costs or damages incurred by the City, or which may be incurred by the City, as a result of the Consultant's failure to comply with the requirements of this Agreement or failure to meet the professional standard of care and skill, or both. Neither the City's review, approval, acceptance of, and/or payment for any Services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

6. Ownership and Use of Documents. Any and all original records, reports, designs, files, documents, drawings, specifications, data, or information, regardless of form or format or if finished or unfinished, and all other materials prepared or produced by the Consultant in connection with the Services under this Agreement (the "Materials") shall be the property of the City whether the project or purpose for which they were created is executed or not. At the termination or expiration of this Agreement, and at the written request of the City, any and all such Materials or information remaining in the possession of the Consultant shall be delivered to the City in their original format, or any other available format as requested by the City, within five (5) business days. No confidential information obtained or created by the Consultant shall be disclosed to any person or party other than the City without the City's prior written consent.

7. Record Keeping and Reporting. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs associated with performance of the Services required under this Agreement and other such records as may be deemed necessary by the City to ensure the performance of this Agreement for a period of six (6) years from completion of all services. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by law during the performance of this Agreement.

8. Indemnification. The Consultant shall indemnify, defend, and hold harmless the City, its officers, agents, and employees, from and against any and all claims for damages, losses, or liability, including attorney's fees, arising from the negligent act, omission, or failure of the Consultant, its officers, agents, and employees, in performing the Services under this Agreement. Notwithstanding anything to the contrary herein, the maximum liability of Consultant to City pursuant to this Section 8 shall be equal to the maximum consideration payable to Consultant under this Agreement. WITH RESPECT TO THE PERFORMANCE OF THIS AGREEMENT AND AS TO CLAIMS AGAINST THE CITY, ITS OFFICERS, AGENTS, AND EMPLOYEES, THE CONSULTANT EXPRESSLY WAIVES ITS IMMUNITY UNDER TITLE 51 OF THE REVISED CODE OF WASHINGTON, THE INDUSTRIAL INSURANCE ACT, FOR INJURIES TO ITS EMPLOYEES, AND AGREES THAT THE OBLIGATION TO INDEMNIFY, DEFEND, AND HOLD HARMLESS PROVIDED FOR IN THIS PARAGRAPH EXTENDS TO ANY CLAIM BROUGHT BY OR ON BEHALF OF ANY EMPLOYEE OF THE CONSULTANT. THIS WAIVER IS MUTUALLY NEGOTIATED BY THE PARTIES. This paragraph shall not apply to any damage resulting from the sole negligence of the City, its agents, and employees. To the extent any of the damages referenced by this paragraph were caused by or resulted from the concurrent negligence of the City, its agents, or employees, the Consultant's obligation to indemnify, defend, and hold harmless the City is valid and enforceable only to the extent of the negligence of the Consultant, its officers, agents, and employees. The provisions of this section shall survive the expiration or termination of this Agreement.

9. Insurance. The Consultant shall at a minimum procure and maintain for the duration of this Agreement the following insurance against claims which may arise from or in connection with the performance of the Services hereunder by the Consultant, its agents, representatives, or employees and in such forms and with such carriers who have a rating satisfactory to the City [*required insurance coverage under this Agreement is indicated with a checkmark – if not required, indicate with "NA"*]:

- 9.1. **Commercial General Liability.** Commercial general liability insurance covering liability arising from premises, operations, independent contractors, personal injury, and advertising injury and written on ISO occurrence form CG 00 01 with combined single limits of liability not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate for bodily injury, including personal injury or death, products liability, and property damage.

9.2. **X Automobile Liability.** Automobile liability insurance covering all owned, non-owned, hired, and leased vehicles and written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage with combined single limits of liability not less than \$1,000,000 per accident for bodily injury, including personal injury or death and property damage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

9.3. Additional Insurance Terms and Requirements.

9.3.1. The City shall be named as additional insured on all above required insurance policies, with the exception of professional liability and workers' compensation coverage(s) if the Consultant participates in a state-run workers' comp program.

9.3.2. Required insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

9.3.3. All required insurance policies shall contain a clause of endorsement providing that they may not be terminated or materially amended during the Term of this Agreement, except after thirty (30) days prior written notice to the City. If the Consultant's insurance policies are "claims made," the Consultant shall be required to maintain tail coverage for a minimum period of three (3) years from the date of this Agreement is actually terminated or upon project completion and acceptance by the City.

9.3.4. The Consultant shall provide original certificates of insurance and a copy of the amendatory endorsement, concurrent with the execution of this Agreement, evidencing such above required coverage and, at the City's request, furnish the City with copies of all insurance policies and with evidence of payment of premiums or fees of such policies. The Consultant's maintenance of insurance as required above shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity. The Consultant's failure to maintain such insurance policies as required above shall be grounds for the City's immediate termination of this Agreement. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

10. Termination. This Agreement may be terminated by either party without cause at any time upon written notice to the other. Upon termination, all finished or unfinished Materials prepared by the Consultant pursuant to this Agreement shall be submitted to the City pursuant to Section 6 herein. The Consultant shall be entitled to payment for all Services satisfactorily performed and reimbursable expenses incurred to the date of termination.

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

12. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the Services contemplated by this Agreement without the prior written consent of the City.

13. Entire Agreement /Amendments. This Agreement contains the entire Agreement between the Parties and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the Parties. This Agreement may not be modified or amended except by writing signed by all Parties hereto.

14. No Waiver. Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of

the City's right to declare another breach or default.

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

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

17. Governing Law / Venue / Attorneys' Fees. This Agreement shall be interpreted in accordance with the laws of the State of Washington. The venue for any cause of action arising out of this Agreement shall be King County, Washington. The prevailing party in any such action shall be entitled to its costs and attorneys' fees.

18. Independent Counsel. The Consultant acknowledges that the drafter of this Agreement is the City's legal representative to whom the Consultant does not look to for any legal counseling or legal advice with regard to this transaction. The Consultant further acknowledges that it has been advised to consult with independent legal counsel and has had an opportunity to do so. By signing this Agreement, the Consultant acknowledges that it has consulted with independent legal counsel of its choice or has knowingly waived the right to do so. There shall be no presumption of draftsmanship in favor of or implied against any party hereto.

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

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

CITY OF COVINGTON

CONSULTANT

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

By: _____
Title: _____
Address: _____
Email: _____

ATTEST/AUTHENTICATED:

Sharon Scott, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

By: _____

EXHIBIT A

SCOPE OF SERVICES

COVINGTON COMPREHENSIVE PLAN UPDATE

PROJECT APPROACH

The City of Covington (the City) has requested a scope of services addressing its Comprehensive Plan Update. Stalzer and Associates (prime) and BERK Consulting (subconsultant) will work with subject matter experts on transportation, environmental science, and infrastructure serving as either subcontractors to the prime and/or as oncall consultants on City contract. References to “our” and “we” mean the Consultant team collectively as led by the prime.

Our approach and work plan are structured to address the shortcomings in the current Preliminary Draft Comprehensive Plan and to work collaboratively with City staff to achieve a complete, compliant, readable, action-oriented, and useful Comprehensive Plan. Our approach includes the following phases and review process:

PHASES

Phase 1 Situation Assessment and Plan Basics (April-June)

- Establish the sequence and schedule for delivery of Elements
- Confirm and develop cross-cutting framework policies or guiding principles
- Establish a revised document format template
- Complete the Existing Conditions Report with data and trends
- Update the Washington State Department of Commerce Checklist
- Prepare a legislative review and public engagement process suited to the Draft Comprehensive Plan process,

Number of Meetings: 2

Budget: \$15,845

Phase 2 Completion of a Draft Comprehensive Plan (May- September)

- Develop elements collaboratively with staff and service providers
- Share early drafts with the public

Number of Meetings: 5-6 (3-4 with staff, 1 public meeting, 1 Planning Commission meetings) Note: Appropriate team members will participate as necessary.

Budget: \$74,500

Phase 3 SEPA (July-September)

- Review City-prepared SEPA checklist or EIS Addendum and associated notices

12

Number of Meetings: None

Budget: \$1,950

Phase 4 Adoption of the updated Comprehensive Plan (October-December)

- Prepare a public hearing draft plan for Planning Commission and City Council action.
- Assist staff with revisions for final plan adoption

Number of Meetings: None

Budget: \$2,200

Budget Summary

Total for All Phases: \$94,495 excluding Task 2-9 Shoreline Master Program Integration
Allowance for Project Expenses: \$900

Total Project Budget: \$95,395

REVIEW PROCESS

1. As we complete preliminary drafts of revised individual elements, they will be submitted to City staff for review and comment. Only completed preliminary drafts of entire elements and related appendices, if any, will be submitted. The sequence and schedule for delivery of preliminary draft elements will be decided with staff at a meeting in Phase I.
2. City staff will respond with one consolidated set of review comments and revisions.
3. We will contact City staff via email or telephone with questions or concerns about the City staff's comments and/or revisions. If necessary, we will schedule a conference call to discuss issues.
4. Based on the review comments and any subsequent discussions, we will revise the preliminary draft element and deliver a completed draft element. Barring technical corrections, this will be the draft element presented to the Planning Commission (see below).
5. When an appropriate number of draft elements has been completed, we will discuss them with the Planning Commission at a workshop meeting. The sequence and schedule for the discussion of the draft elements will be decided with City staff at the meeting in Phase I.
6. As draft elements are completed, it is anticipated that City staff will hold one or more community meetings. The budget assumes that we will assist in the preparation of materials and participate in two such meetings. Staff will prepare a summary of each community meeting including any proposed revisions to draft elements resulting from the community meeting. The sequence and schedule for the meetings will be decided with staff at the meeting in Phase I.
7. At the conclusion of all community meetings and Planning Commission workshops, we will produce a review draft of the entire Comprehensive Plan for discussion at a final Planning Commission workshop.
8. City staff will prepare one consolidated set of final review comments and revisions. If necessary, we will hold one meeting with City staff to discuss the final review comments and revisions.
9. We will revise the preliminary draft Plan and deliver a completed draft Plan. Barring technical corrections, this will be the draft Comprehensive Plan for City Council review.

Our phases, tasks, and workflow are illustrated on the following page. For each major task we anticipate developing technical work, collaborating at staff workshops, and supporting public engagement at meetings and online. Our workflow and tasks reflect two key philosophies:

- **Take an Integrated Collaborative Approach:** We are a multi-disciplinary team with an approach that recognizes the interrelationships among land use and growth, community and economic development, service delivery, and fiscal and environmental sustainability. We have woven collaborative team meetings and public engagement into each step of the process to best shape the Comprehensive Plan.
- **Incorporate Strategic Planning Best Practices:** Combining our collective team's community planning and strategic planning practice, we will succinctly and graphically articulate community assets and challenges, the "big ideas" the community wants to accomplish, and goals and policies reflecting priorities and fiscal conditions.

	Interactive Community Workshop
	Combined Public Open House in PC/CC Workshop
	Legislative Meetings

	PUBLIC & AGENCY ENGAGEMENT	STAFF WORKSHOPS	TECHNICAL WORK	
Kickoff & Situation Assessment			Establish the sequence and schedule for delivery of Elements Establish a revised document format template Confirm and develop cross-cutting framework policies or guiding principles Update Commerce Checklist Prepare a legislative review and public engagement process for Draft Plan	
			Launch meeting and review of Technical Work: schedule, template, cross-cutting policies, checklist, engagement Prepare preliminary Existing Conditions & Trends Report	
		Service Providers Meeting: CFP	Existing Conditions Report & Trends	Publish Draft Existing Conditions & Trends Report Prepare Elements
			Selected Plan Elements	Compile Draft Plan Prepare Implementation Strategy Prepare SEPA Review internal draft
		Coordinate with Service Providers: CFP		Prepare Elements
		 Open House and Joint Elements Workshop	All Elements	Provide meeting support
			Draft Plan, Implementation Strategy, SEPA Review	
		 Draft Plan, Implementation Strategy, SEPA Review	Draft Plan, Implementation Strategy, SEPA Review	Publish SEPA Review
Adoption of Plan		Planning Commission Review & Deliberation	Prepare hearing draft plan and respond to comments	
		City Council Review & Deliberation	Respond to comments	

WORK PLAN

PHASE 1. SITUATION ASSESSMENT AND PLAN BASICS

Task 1-1: Establish the sequence and schedule for delivery of preliminary draft elements

We will prepare a draft schedule and task sequence for City staff review. Following an initial project launch meeting with City staff we will prepare a revised schedule. We will track the schedule periodically, such as with the preparation of progress reports, and update the schedule as appropriate.

Task 1-1 Budget: \$1,390

Task 1-2: Confirm and develop cross-cutting framework policies or guiding principles

Cross-cutting framework policies are alluded to in the preliminary draft plan but do not present a coherent relationship to individual Elements. We will refine the cross-cutting framework policies and relate them clearly to the community vision and the plan.

Task 1-2 Budget: \$2,503

Task 1-3: Establish a revised document template

The current Preliminary Draft Plan uses a template in InDesign. We will develop two revised Comprehensive Plan document templates for discussion with staff and decision during this phase. Both templates will emphasize consistency in tables and figures as well as highlighting the cross-cutting themes and link to the Vision. We will develop a map list and finalize the template with King County GIS staff and other Consultant team members.

Task 1-3 Budget: \$2,630

Task 1-4: Complete the Commerce Checklist to identify the changes needed to the existing draft for consistency with state, regional, and local laws and plans.

We will update the Department of Commerce Checklist. The Preliminary Draft Plan Assessment (Appendix E) focuses on the Growth Management Act and goals and policies, but less on the Growth Management Act technical requirements, or the Puget Sound Regional Council's (PSRC's) VISION 2040, and Countywide Planning Policies; each Preliminary Draft element will be tested for consistency and areas of new focus. We will also review WSDOT's Highway Program requirements. We will ensure compliance with PSRC Certification requirements related to the Transportation Element.

Task 1-4 Budget: \$2,376

Task 1-5: Complete the Existing Conditions Assessment (Appendix D).

Appendix D in the draft document includes the beginnings of an Existing Conditions and Trends Report. For each Element, we will prepare a brief existing conditions and trends analysis. These individual Existing Conditions and Trends Reports will serve as the Element inventories and analyses and remain in an Appendix or be incorporated by reference, leaving the Elements to be policy and concept focused. This approach has the added benefit of allowing for adoption of an updated appendix without revising the body of the plan. Additional information will be provided to ensure compliance with new Countywide Planning Policies and GMA requirements as well as the Vision and community needs. The budget includes time to revise and compile the inventory but technical analysis is included under the level of effort for each element in Phase 2.

Task 1-5 Budget: \$4,706

Task 1-6: SEPA Strategies

We will recommend non-project SEPA strategies following a review of the original Comprehensive Plan SEPA document and our knowledge of the citywide land capacity and transportation analysis contained in the Hawk Property Planned Action EIS. Based on our review, we anticipate the preparation of an expanded SEPA Checklist for the Comprehensive Plan Update with a Notice of Adoption (of the Hawk Property Planned Action EIS) and Determination of Non-Significance, or with an Addendum. Our

strategy will be based on our understanding of conditions, trends, and key concepts to be pursued in the Comprehensive Plan Update. The strategy may be revisited as we develop the plan.

Task 1-6 Budget: \$977

Task 1-7: Public Participation Strategy

We will build upon the community storefront process and propose a strategy for garnering community input and participation during preparation of the Draft Plan. We will prepare a memo with recommended strategies for review by City Staff and revise it accordingly.

Task 1-7 Budget: \$1,263

Phase 1 Total Budget: \$15,845

PHASE 2. COMPLETION OF THE DRAFT PLAN

This phase includes the work necessary to have a completed draft Comprehensive Plan. The sequence and schedule for each task will be decided with staff during Phase 1.

Task 2-1: Fill in the gaps in the Land Use Element

We will provide missing information and update data to current information, then streamline and clarify the discussion of the foundational growth estimates for 2035 and their relationship to growth targets and land capacity. We will introduce more Covington-centric graphics as a means of portraying the relevance of the data and increase reader interest. Finally, technical data will be consolidated into the Existing Conditions and Trends Report.

Specific subtasks include:

1. Address checklist topics not yet fully addressed in the Element (e.g. lands useful for public purposes, airport compatible uses, reference to Environmental and other elements, document no Resource lands of long-term significance, etc.)
2. Integrate January 2015 Planning Commission and Staff edits: Land Use element policies- pointed out that there was no policy that highlighted or tied back to transportation issues constraining future land development, specifically that we need improvements on SR 516. (It's a good point-We do have policies in the Transportation / CFP & Utilities Element that address this but there should be a policy and discussion of this topic in the LU Element that then cross references the Transportation and CFP elements for more detailed discussion and policy direction.)
3. Integrate the Downtown Element and Town Center Plan into the Land Use Element and augment the discussion of the Town Center Plan's successes and remaining steps with a robust implementation strategy.
4. Integrate the Hawk Property Subarea Plan vision more directly into the Land Use Element, including implementation strategies.
5. Update the capacity for employment and housing based on implementation experience with the Town Center and the recently-adopted Hawk Property Subarea Plan. Existing and future land use data will be updated with current information.
6. Clearly identify 2035 land use / growth assumptions
7. Verify total versus net population and employment figures in element.

8. Clarify 2031 target and 2035 target extension in relation to King County Buildable Lands Report¹, City's own capacity estimates, and City market-based growth estimates per Hawk Property / Northern Gateway Study (citywide market-based analysis used for Hawk Property EIS).² Consider if based on Town Center Plan implementation if the growth estimates require any adjustment (and its effect on Transportation and Capital Facilities).
9. Coordinate with King County GIS staff and update the land use map and acre statistics.
10. Verify and add acre figures in text and add land use designation acres.
11. Relate this Element to the Vision / cross-cutting topics from Introduction.
12. Update the Future Land Use map FLUM (full size).
13. Prepare an annexation policy (none are included in the draft document).
14. Clarify integration of Natural Hazards Mitigation Element.

Task 2-1 Budget: \$4,780

Task 2-2: Fill in the Gaps in the Housing Element

This Element is missing essential information. The housing needs and characteristics inventory contained in the Existing Conditions and Trends Report will be summarized with appropriate graphics to provide background support for issues discussion and policies. The housing needs analysis will be expanded and related to Countywide Planning Policies Housing Policies and State goals and policies. Finally, implementation strategies will be added.

Specific subtasks include:

1. Address local role in meeting regional housing needs for those earning less than 30% of area median income per Countywide Planning Policies. Address local role in meeting needs for above 30%.
2. Reference the Human Services Master Plan and add housing Special Needs documentation (neither included in the draft document).
3. Relate this Element to the Vision.
4. Add cross-cutting goals of Healthy Communities including access to services and food as well as communities designed to promote physical activity.
5. Include the STAR Community Index goals for equity, as appropriate.
6. Integrate January 2015 Planning Commission and staff edits.

Task 2-2 Budget: \$5,909

Task 2-3: Revise Transportation Element to document compliance with regional and State requirements and to evaluate the new multimodal LOS approach

The Transportation Existing Conditions Memo and associated level of service (LOS) PowerPoint could be elaborated upon. Recommendations are there, but connective text is missing, along with key figures and data. The Transportation Existing Conditions Memo from Fehr & Peers is fairly narrow and does not present enough technical support for this Element or the Existing Conditions Report. There is much

¹ 2014 Buildable Lands Report varied from the capacity estimates provided by the City/BERK to County. Not sure why they didn't use the City numbers (most likely because there was no question the City could meet its targets). The County and City overall results are similar – that the City has plenty of capacity.

² City 2031 target is low, as is 2035 target by PSRC. The Hawk Property EIS developed citywide estimates of growth based on market analysis that is between target and capacity. Market levels of growth were allocated by TAZ based on capacity. Specifically identify market-based numbers are the 2035 growth numbers. Capacity is beyond that. We need to define the 2035 numbers upon which transportation and capital facilities, as well as housing and economic development, elements will be based.

information in the Hawk Property EIS that is citywide and can be summarize and reference as needed. Additionally, we understand from City staff that the City's oncall transportation engineers have run some scenarios when the LOS policy was developed. The proposed approach to LOS has merit but many issues need to be addressed and the implications are not developed enough to inform choices. Our efforts assume that the City's oncall transportation engineers will prepare the technical and model work under the direction of the Consultant team. The Consultant team will focus on compliance, consistency, assumptions, policy direction, and implications described below, relying on the oncall consultant's technical analysis.

Specific subtasks include:

1. Document areas of update based on PSRC Certification Checklist.
2. Compile and incorporate, either directly or by reference, the transportation components of all relevant plans that have been developed by the City since the last major Comprehensive Plan update.
3. Affirm land use estimates to be modeled (e.g. Town Center reallocation).
4. Describe the Transportation vision and multimodal LOS approach. Issues to be resolved include:
 - How does corridor LOS for vehicles fit in with the corridor designations of high, medium, low for pedestrians, bicycles, and transit?
 - How would concurrency work?
 - What projects are needed to support the LOS?
 - How does that relate to impact fee basis today?
 - What does it mean for the Hawk Property Planned Action?
 - What is the City's approach to non-priority corridors?
5. Evaluate the new multimodal LOS approach for implications regarding supporting growth, reducing capital costs, prioritizing capital projects, and ramifications to impact fees, development agreements and the Hawk Property Planned Action. Based on the identified ramifications and City direction, we will work with the City to determine what can be effectively accomplished within the present scope, budget and timeline, and which may require a phased approach.
6. Coordinate and utilize DEA staff during this update process to assist in off-setting costs. We will coordinate with DEA to update travel demand model forecasts (e.g. to test any updated land use estimates such as for the Town Center), intersection and corridor operational analyses, and identification of future transportation improvement projects to reflect updates to the future land use map described in Task 5.2. We will review these results and incorporate the updated information into the Transportation Element. This analysis will also be included in the Phase 3 SEPA Review.
7. Describe key issues and challenges.

Task 2-3 Budget: \$17,800 (Consultant team budget only; oncall transportation is separate)

Task 2-4: Update the Parks, Recreation and Open Space Element

The City has a Parks, Recreation, and Open Space Plan and has retained consultants under separate contract to update the Parks Plan and develop a Park Impact Fee Study. Our team will clarify discrepancies in current levels of service in the Comprehensive Plan, Parks Plan and Code as an interim placeholder, and put a summary of the Parks Plan in the Comprehensive Plan. Staff will update Element next year when functional plan is completed (underway).

Specific subtasks include:

1. Clarify level of service (per differences found at time of Hawk Property Subarea Plan).
2. Add placeholder language from current Parks, Recreation, and Open Space Plan.

Task 2-4 Budget: \$938

Task 2-5: Finish the Natural Environment Element

Minimal work has been done on this Element in the draft plan document with the major deficiencies being the absence of a Best Available Science (BAS) review and follow-up consistency review of the

Critical Areas Regulations (CAR). Additionally, the discussion of issues appears to be missing topics and does not relate back to the Commerce Checklist. Given the recent Shoreline Master Program (SMP) work that pulled in and updated the CAR, we believe our efforts can be streamlined. Per the current structure of this Element, the Stormwater Element and applicable information in the City's new Hazard Mitigation Plan (HMP) through the BAS review will be incorporated.

Specific subtasks include:

1. Background information review & field assessment. Obtain and review pertinent existing maps, information, inventories, reports, etc. from the City and other resources, including Critical Areas Maps and SMP Inventories, Northern Gateway Study, Hawk Property Planned Action EIS, Natural Hazards Mitigation Plan, Tribal studies, and Third Party critical area reviews. Based on available information and identification of priority areas for investigation, conduct a one-day reconnaissance.
2. Best Available Science review. Prepare a synthesis of BAS, utilizing scientific literature, existing reports (including documents produced during the City's recent Shoreline Master Program update), and gray literature, following the hierarchy of approved BAS listed in WAC 365-195. The following critical areas will be covered by this analysis:
 - a. Wetlands;
 - b. Critical Aquifer Recharge Areas;
 - c. Fish and Wildlife Habitat Conservation Areas, including streams and lakes;
 - d. Frequently Flooded Areas; and
 - e. Geologically Hazardous Areas.
3. Draft and Final BAS report. Prepare a draft report of findings, summarizing the BAS by topic area. No recommendations regarding the existing critical areas regulations will be made at this time. We will finalize our report following one round of review by the City.
4. Gap Analysis. Review the Natural Environment Policies to evaluate where existing policies are inconsistent with BAS or where additional policies need to be added.

Task 2-5 Budget: \$18,000

Task 2-6: Finish the Capital Facilities and Utilities Element

As is the case with the Natural Environment Element, minimal substantive work has been done on this Element in the draft plan:

- The background discussion does not clearly identify City role versus other agency providers' roles
- The inventory information is poorly documented: What are sources? Were provider plans reviewed for coverage, population/growth, and horizon year?
- The analysis of current conditions appears incomplete. The lists of capital projects address 6-year but not 20-year plans (20-year can be more broad than 6-year but still needs to appear).
- An analysis of demand and LOS is missing. Can LOS be met? Are there gaps? How do future planned capital projects relate to growth and LOS? Fold in the portions of the Hawk Property EIS analysis that are citywide in nature. Consider incorporation by reference of provider plans.

Specific subtasks include:

1. Complete the inventory and evaluation of City and non-City utility provider plans in the Existing Conditions Report and fold it into the Element text in a streamlined and organized manner. Provider plans to be reviewed include City, King County Metro, and Special District (e.g. Covington Water District, Soos Creek Water and Sewer District) functional plans for water, wastewater, solid waste, and power and telecommunications.
2. Review the growth assumptions of these other plans in relation to the City's growth assumptions. We will ensure internal consistency with other plan elements including land use capacity, housing

supply, areas of potential economic growth and development, as well as park and transportation improvements.

3. Project future service and facility needs at the 6-year and 20-year horizons based on current levels of service and provide an analysis of any deficiencies. We will identify proposed locations and capacities of expanded or new facilities. We will identify how to coordinate facility timing and expenditures by identifying approximately when capital facilities, utilities and transportation improvements should be in place to allow growth and development.
4. Interview in person or by phone each service provider to review any technical or policy questions gleaned from the review of current plans and any direction on new policies and planned capital facilities.
5. Confirm the provider plans' base year and verify Preliminary Draft inventory information for each service category, as well as expected demand for service based on the new planning horizon year. This information will be included in the Existing Conditions and Trends Report that can be referenced in the Element. To the extent feasible the analysis will be based on readily available technical reports prepared by the service providers. Discussions of conditions will be kept brief in the element text to meet the City's desires for a concise reader friendly document.
6. Review city prepared transportation fund projections and assess and project current funding sources for other City service areas based on the City budget, special district provider plans, and impact fees providing recommendations where needed.
7. Work with the service providers to identify polices programs, or improvements to ameliorate deficiencies, current and future. Update and refine Element policies and implementation strategies accordingly
8. Integrate cross-cutting climate change and sustainability principles such as energy and water conservation.
9. Prepare and integrate maps and graphics to support the Element.

Task 2-6 Budget: \$16,800

Task 2-7: Finish the Economic Development Element

The draft of this Element essentially just needs completion. We will further summarize / elicit key economic trends and describe City priorities, strategies, and successes in Economic Development in Town Center, Hawk Property, and alignment of City, business community, and citizens.

Specific subtasks include:

1. Review recent inventory and analysis information developed by ECONorthwest and ED Hovee on behalf of the City and update the Existing Conditions Report as appropriate, with summary trend and key ideas included in the Element.
2. Integrate ED Hovee and ECONorthwest analysis into Existing Conditions Report and Element. Address City staff comments on ECONorthwest memo in the documents to which it is integrated (e.g. sources, figure numbering, etc.) Note: ECONorthwest had several track changes to the draft element from December 2014; have these been integrated into the January 2015 element? Some items such as implementation have not been included.
3. Evaluate Preliminary Draft Economic Development Element Goals and Policies and ensure appropriate integration of the Town Center and the Hawk Property Subarea Plans. We will emphasize recent City actions and next steps in implementation.
4. Tie element to Vision / cross-cutting topics from Introduction.
5. Verify population and employment figures in relation to Land Use Element.
6. Address implementation strategies – what are remaining priorities drawn from prior subarea plans and action plans?
7. Integrate January 2015 Planning Commission and Staff edits: Asked if it would be appropriate to add some policy that supported the city lobbying or trying to influence some of the utility providers to make

changes in their practices and rate schedules. (in regards to the high fees and requirements of Soos Creek that some commissioners had heard were deterrents in development in the city).

Task 2-7 Budget: \$2,487

Task 2-8: Sustainability Principle Integration

We will review preliminary draft Land Use, Natural Environment, and Capital Facilities and Utilities policies, programs, strategies and capital improvements. We will also review how the Preliminary Plan integrates City's 2010 Stormwater Plan and National Pollutant Discharge Elimination System (NPDES) Program into these elements. We will review how cross-cutting sustainability principles such as low impact development, green infrastructure, and a healthy environment have been integrated.

Task 2-8 Budget: \$3,046

Task 2-9: Shoreline Master Program Integration

The City Staff will provide content and integrate it into the template for the Comprehensive Plan. City staff anticipates an abbreviated chapter with goals and incorporating by reference the Shoreline Master Program into the Comprehensive Plan.

Task 2-9 Budget Estimate: \$605 Based on availability of funds from savings in other tasks

Task 2-10: Introduction

Upon completion of all draft Elements we will revise the introduction to the Comprehensive Plan focusing on the City's vision, mission, and citywide goals, the public participation process, and the organization of the plan as well as documenting the City's assets and challenges and key themes as directed by the Planning Commission and staff. A brief overview of GMA goals and other regional planning concepts that have guided the plan will be provided.

Task 2-10 Budget: \$1,867

Task 2-11: Implementation Strategy

We will create an implementation strategy (including objectives and action steps) that can be part of or separate from the Comprehensive Plan Elements, such as a tool that identifies policy or regulatory commitments, funding and capital facility strategies, timeframes, and responsibilities.

Task 2-11 Budget: \$2,873

Phase 2 Total Budget: \$74,500 excluding Task 2-9: Shoreline Master Program Integration

PHASE 3. SEPA REVIEW

We review the City-staff prepared internal review draft of either a SEPA checklist or EIS Addendum as determined in cooperation with City staff consistent with the strategies in Phase 1. We will review City-staff prepared notices for publication. The City staff will distribute the notices and SEPA document.

Phase 3 Budget: \$1,950

PHASE 4. ADOPTION PROCESS

We will assist the City in responding to comments and preparing the final plan for adoption.

Phase 4 Budget: \$2,200

Budget Summary

Total All Phases: \$94,495 excluding Task 2-9 Shoreline Master Program Integration

Allowance for Project Expenses: \$900

Total Project Budget: \$95,395

Quality Assurance

Stalzer and Associates supported by BERK will prepare or peer review of all elements to ensure a coordinated Comprehensive Plan. Each element will reflect the template established in Phase 1.

Document Transmittal Assumptions and Communication Protocols

1. All documents will be transmitted in MS Word 2010 format. Once finalized, the Elements will be integrated into an InDesign Template per Phase 1.
2. All proposed revisions and comments will be transmitted as MS Word Track Changes, memoranda, and/or hand-written comments on the document transmitted digitally.
3. We will transmit all documents via email from Bill and/or Lisa, as appropriate, to Ann Mueller with cc to Richard, Salina, Bill and/or Lisa.
4. All documents from City staff will be transmitted via email from Ann Mueller to Bill and Lisa with cc to Richard and Salina.

Exhibit B

**STALZER AND ASSOCIATES
2015 SCHEDULE
of
STANDARD FEES
and
REIMBURSABLE EXPENSES**

Standard Fees: Compensation to Stalzer and Associates and subconsultants for all services provided will be billed on the following schedule:

	<u>Hourly Rate</u>
Bill Stalzer	\$175

Reimbursable Internal Expenses:

Internal office expenses will be billed at the following rates:

Photocopying \$0.10/page

Reimbursable Outside Services:

Outside services including, but not limited to, subconsultant services, word processing, printing, photocopying, delivery, graphic materials, and similar project-related expenses will be billed at actual cost plus ten per cent.

Reimbursable Travel:

Vehicle mileage will be billed at the mileage rate established by the Washington Office of Financial Management in effect when the mileage is incurred.

Consent Agenda Item C-5

Covington City Council Meeting

Date: April 28, 2015

SUBJECT: AUTHORIZE THE CITY MANAGER TO EXECUTE AMENDMENT #2 TO THE AGREEMENT FOR SERVICES WITH CANBER CORPS FOR MAINTENANCE AT COVINGTON COMMUNITY PARK.

RECOMMENDED BY: Don Vondran, Public Works Director

ATTACHMENT(S):

1. Amendment #2 to Agreement for Services with Canber Corps

PREPARED BY: Ross Junkin, Maintenance Supervisor

EXPLANATION:

On April 9, 2013 the City Council awarded the Covington Community Park (CCP) Maintenance Agreement to the lowest, most qualified bidder, Canber Corps, to provide maintenance services for the landscaping and grounds at Covington Community Park as outlined in the agreement. In 2014, we extended that agreement with Canber Corps for an additional year. That extension ends April 30, 2015.

During the second year of the contract with Canber Corps, we have noticed a significant decrease in the level of service that was being provided. Some of the issues included fertilizing problems and overwatering that resulted in fungus in the athletic field, use of the wrong paint for striping the field that killed the grass and not securing the gate at park closings. This required our maintenance staff to take on more responsibility such as striping, watering and closely monitoring fertilization. Although these items were reduced from the contract with Canber, city maintenance staff has had to spend more and more time coordinating and maintaining aspects of the CCP maintenance. This caused us to reevaluate the contract and send out a new request for bids.

On April 16th, we received two bids for the CCP maintenance. The two bids were as follows:

Brickman Group	\$130,923.82 – includes \$32,850 for daily opening/closing of gate
Westgro Corp.	\$123,238.20 – includes \$31,755 for daily opening/closing of gate

Since these bids are significantly higher than the original contract with Canber (\$58,139.01) we are evaluating options and will present those options at a future Council meeting. In the meantime, we need to continue with the maintenance at CCP and recommend a two month extension with Canber Corps in order to allow staff time to prepare a recommendation. Staff will bring a new blue sheet to council for approval prior to the end of June.

ALTERNATIVES:

Not to extend the agreement and request that staff bring back a contract to award to lowest, most qualified bidder.

FISCAL IMPACT:

The amendment for two months includes the monthly maintenance as well as the annual field renovation for a total amount not to exceed \$20,000. These funds are included in the 2015 Parks Maintenance budget.

CITY COUNCIL ACTION: _____Ordinance _____Resolutions X Motion _____Other

Councilmember _____ moves, Councilmember _____ seconds, to authorize the City Manager to execute Amendment #2 to the Agreement for Services with Canber Corps, in substantial format as Attachment 1 hereto, for maintenance at Covington Community Park.

REVIEWED BY: City Manager, City Attorney, Finance Director

**CITY OF COVINGTON
AGREEMENT FOR SERVICES**

Amendment #2

Between the City of Covington and Canber Corps

That portion of Contract No. 1179-13 between the City of Covington and Canber Corps is amended as follows:

1. Term of Agreement. Section 3 of the Agreement shall be amended to extend the term of the Agreement until June 30, 2015.
2. Compensation. Section 4.1 of the Agreement shall be amended to increase the amount not to exceed to \$228,000.

All other provisions of the contract shall remain in full force and effect.

Dated this 28th day of April, 2015.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

CITY OF COVINGTON

By: Regan Bolli
Its: City Manager

Attest:

Approved as to form:

Sharon Scott, City Clerk

Sara Springer, City Attorney

CANBER CORPS

By:
Its:

Consent Agenda Item C-6

Covington City Council Meeting

Date: April 28, 2015

SUBJECT: RATIFY THE CITY MANAGER'S EXECUTION OF THE AGREEMENT WITH BRICKMAN GROUP FOR LANDSCAPE MAINTENANCE.

RECOMMENDED BY: Don Vondran, PE, Public Works Director

ATTACHMENT(S):

1. Landscape Maintenance Agreement

PREPARED BY: Don Vondran, PE, Public Works Director
Shellie Bates, Programs Supervisor/Public Works

EXPLANATION:

Last year we needed to re-bid our landscape services contract for streets and parks since it was expiring. We awarded the contract to the lowest bidder and after a few months of observing the contractor's work, we determined they were not able to meet the specifications of the contract. We terminated the contract and decided, based on the experience of the seasonal help that we had at the time, we could bring the work in-house by backfilling with two (2) additional seasonal maintenance workers. We felt this was the best solution at the time since it would take up to two (2) months to get re-bid, award and get a new contractor mobilized. We continued doing the landscaping work with city crews through the remainder of last year. During the 2015 budget process, we planned to continue with city crews doing the landscape maintenance based on the following:

1. The work could be completed with two (2) nine-month seasonal maintenance workers, one of which had experience in landscaping and expressed interest in returning in 2015.
2. The costs for bringing in-house were close to the amount to continue to contract out.
3. We would be able to start doing the landscape maintenance prior to the "growing" season instead of starting mid-season.

However, as the new year rolled around things were not working out as planned. The seasonal maintenance worker notified us that he was not going to be able to return, he had other work that he was going to be doing. In addition, we had a very warm winter (or early spring) that caused the weeds and shrubs to begin to grow much sooner than typical. And finally, we were having problems getting applicants to actually apply for seasonal work.

In February, we determined that we should request bids for the landscape maintenance services in order to re-evaluate cost versus benefit. We determined that we could still handle the parks maintenance landscaping work and only needed to bid out the street landscape maintenance. This was primarily the medians and planter strips (and roundabouts) of SE 272nd Street, 168th Avenue SE, SE 256th Street, 164th Avenue SE, 180th Avenue SE and SE Wax Road.

On March 25th, we received four (4) bids (see below) for the landscape maintenance. The lowest most qualified bid was from Brickman Group in the amount of \$64,808. Brickman had provided these services for us in the past (contract had expired in 2013) and had done a good job. The contractor indicated they would be ready to mobilize on April 13th.

The Public Works Department sent out an invitation to bid to all landscape maintenance contractors listed on the Municipal Research and Services Center (MRSC) Roster. The email was sent out to 101 contractors. Twenty one (21) contractors requested the bid specifications packet and we received bids from four (4) companies as shown below.

Company Name	Bid Proposal Total Annual Amount
At Work!	\$90,391.67
The Brickman Group, LTD, LLC	\$64,808.14
Total Landscape Corporation	\$144,438.00
Westgro Corp.	\$85,398.72

The low bidder will maintain the landscaping in Covington as outlined in the attached agreement. The continuous level of landscape maintenance will provide a well maintained aesthetic downtown area and arterials.

This agreement calls for renewal each year, for a term of up to three years, provided the contractor meets performance standards and both parties agree to the renewal.

Given the pressing need for the new contractor to begin landscape maintenance work as soon as possible, the City Manager executed the attached contract with Brickman Group on April 6, 2015, and we are now asking for the council’s ratification of that contract, effective the date of the City Manager’s execution.

ALTERNATIVES:

Not ratify the contract and re-advertise to project later.

FISCAL IMPACT:

The 2015 budget includes an approved decision card in the amount of \$74,580 for two nine-month seasonal maintenance workers. However, the split for the costs were 75% Streets and 25% Parks Maintenance. This equated to \$55,935 from the Street fund and \$18,645 in the Parks Fund. Brickman Group’s bid of \$64,808 (contract set for “not to exceed” \$65,000 – see attached agreement) is all counted towards the Street fund. As mentioned above, the remaining maintenance staff (four (4) full-time and four (4) seasonals – not hiring the additional nine-month seasonals) will include the parks landscape maintenance (not including CCP maintenance – separate contract) in their 2015 work plan. Therefore we will be exceeding the budget in the Street fund but we will be under budget in the Parks fund. In addition, the bid is set up to be a monthly maintenance cost of \$5,400 per month. Since the contract did not start until April 13, 2015, the actual yearly cost to the Street fund in 2015 is approximately \$45,900 (\$5,400 per month @ 8.5 months). Therefore, we will not be exceeding the budget in 2015 and we will just need to make an adjustment in 2016 to account for a full year.

CITY COUNCIL ACTION: _____Ordinance _____Resolutions X Motion _____Other

Councilmember _____ moves, Councilmember _____ seconds, to ratify the City Manager’s execution of the Agreement with Brickman Group for landscape maintenance.

REVIEWED BY: City Manager, City Attorney, Finance Director

CITY OF COVINGTON
AGREEMENT FOR SERVICES

Between: City of Covington and Brickman Group
 Project: Landscape Maintenance
 Commencing: April 13, 2015
 Terminating: April 12, 2016
 Amount: Not to exceed \$65,000.00

THIS AGREEMENT FOR SERVICES is entered into this 6th day of April, 2015, by and between the City of Covington ("City"), a Washington municipal corporation, and Brickman Group ("Contractor"), a limited liability company.

RECITALS:

- A. The City seeks the temporary services of a skilled independent contractor capable of working without direct supervision to perform landscape maintenance services on behalf of the citizens of Covington; and
- B. The Contractor has the requisite skill and experience necessary to provide said services; and
- C. The City has selected the Contractor to perform said services; and
- D. The purpose of this Agreement is to establish the terms and conditions under which the Contractor will perform said services.

NOW, THEREFORE, in consideration of the mutual promises and agreements set forth herein, the City and the Contractor do hereby agree as follows:

1. Engagement. The City, acting pursuant to its vested authority, does hereby engage the Contractor and the Contractor does hereby agree to perform on behalf of the City the services more particularly described herein.
2. Scope of Services. Upon written authorization from the City to proceed, the Contractor shall perform the services described on Exhibit "A," attached hereto and incorporated herein by this reference ("Services"), in a manner consistent with the accepted practices for similar services, performed to the City's satisfaction, within the time period prescribed by the City and pursuant to the direction of the City Manager or his or her designee. In performing the Services, the Contractor shall comply with all federal, state and local laws and regulations, including, without limitation, all City codes, ordinances, resolutions, standards and policies, as now existing or hereafter adopted or amended, that may be applicable to its performance. To the extent required by law, the Contractor and all subcontractors shall pay no less than the prevailing wage rate to employees performing work under this contract and shall submit a "Statement of Intent to Pay Prevailing Wages" and an "Affidavit of Wages Paid" in compliance with RCW 39.12.

3. Term of Agreement. This Agreement shall be in full force and effect for a period commencing upon execution and ending upon the completion of the Services, but in any event no later than April 12, 2016 ("Term"), unless earlier terminated under the provisions of this Agreement. Time is of the essence in each and every term of this Agreement.

3.1. This contract may be extended up to two (2) times for an additional one (1) calendar year per extension upon the mutual written consent of the parties. If the term is extended, the unit price of the contract will be adjusted each year using the Seattle-Tacoma Consumer Price Index – Urban (CPI-W) rate starting with December of 2015 as the initial benchmark and the rate in December in subsequent years to be applied in April of the next year.

4. Compensation and Method of Payment.

4.1 Compensation. In consideration of the Contractor performing the Services, the City agrees to pay the Contractor an amount not to exceed \$65,000.

4.2. Method of Payment. Payment by the City for the Services will only be made after the Services have been satisfactorily performed, a voucher or invoice is submitted in a form acceptable to the City, and the same is approved by the appropriate City representative. Payment shall be made no later than ten days after City Council approval of the invoiced amount.

4.3 First Invoice. Prior to or along with the first invoice submitted, the Contractor shall return to the City a completed "Request for Taxpayer Identification Number and Certification", also known as IRS form W-9.

4.4 Contractor Responsible for Taxes. The Contractor shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Agreement.

5. Warranty. The Contractor warrants that it has the requisite training, skill and experience necessary to provide the Services and is appropriately accredited and licensed by all applicable agencies and governmental entities, including but not limited to being registered to do business in the City of Covington by obtaining a City of Covington business license. The Contractor shall be responsible for the professional quality, technical adequacy and accuracy, timely completion and coordination of all plans, designs, drawings, specifications, reports and other services prepared or performed pursuant to this Agreement. The Contractor shall perform its work in accordance with the requirements of this Agreement and pursuant to the standards of professional care, skill, diligence and competence as are normally exercised by other members and/or firms of the profession in good standing working under the same or similar conditions and circumstances and in similar communities as the services provided by the Contractor under this Agreement. The Contractor shall be responsible for the professional standards, performance and actions of all persons and firms performing work pursuant to this Agreement on behalf of Contractor. The City shall also have the right to deduct from payments to the Contractor any costs or damages incurred by the City, or which may be incurred by the City, as a result of the Contractor's

failure to comply with the requirements of the Agreement or failure to meet the professional standard of care and skill, or both. The City's approval of plans, drawings, designs, specifications, reports and other products of the professional services rendered hereunder shall not in any way relieve the Contractor of responsibility for the technical adequacy or accuracy thereof. Neither the City's review, approval, acceptance of, and/or payment for any services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

6. Ownership and Use of Documents. Any and all original and copies of records, reports, designs, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials prepared or produced by the Contractor in connection with the Services shall be the property of the City whether the project for which they were created is executed or not. At the termination or cancellation of this Agreement, any and all such records or information remaining in the possession of the Contractor shall be delivered to the City. No confidential information obtained or created by Contractor shall be disclosed to any person or party other than the City without the City's prior written consent.

7. Independent Contractor. It is the intention and understanding of the City and the Contractor that the Contractor shall be an independent contractor and that the City shall be neither liable nor obligated to pay the Contractor sick leave, vacation pay or any other benefit of employment. The Contractor shall pay all income and other taxes due. Industrial or any other insurance that is purchased for the benefit of the City, regardless of whether such may provide a secondary or incidental benefit to the Contractor, shall not be deemed to convert this Agreement to an employment contract. The Contractor will be solely responsible for its acts and for the acts of its agents, employees, sub Contractors or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relation of employer and employee or principal and agent between the parties hereto. The Contractor shall have the sole judgment of the means, mode or manner of the actual performance of this Agreement. The Contractor, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing this Agreement.

8. Indemnification. To the maximum extent permitted by law, Contractor shall defend, indemnify and hold harmless the City and all of its officials, employees, principals and agents from all claims, demands, suits, actions, and liability of any kind, including injuries to persons or damages to property, which arise out of, are connected with, or are due to any errors, omissions or negligent acts of Contractor, its contractor, and/or employees, agents, volunteers or representatives in performance of this Agreement; provided, however, that if (and only if) the provisions of RCW 4.24.115 apply to the work and services under this Agreement and any such damages and injuries to persons or property are caused by or result from the concurrent negligence of Contractor, its contractor or employees, agents, volunteers or representatives and the City or its employees, agents, or representatives, the indemnification applies only to the extent of the negligence of Contractor, its contractor or employees, volunteers, agents, or representatives. In the event of any such claims, demands, suits, actions, and lawsuits, Contractor shall assume all costs of defense thereof, including administrative and legal fees incurred by the City, and of all resulting judgments that may be obtained

against the City or any of its officers, principals, agents, or employees. If resulting there from, any lien is placed upon property of the City or any of its officers, principals, agents, or employees, Contractor shall at once cause the same to be dissolved and discharged by giving bond or otherwise. Contractor specifically assumes potential liability for actions brought by Contractor's own employees against the City and for that purpose Contractor specifically waives, as respects the City only, any immunity under the Worker's Compensation Act, RCW Title 51; and Contractor recognizes that this waiver was the subject of mutual negotiation and specifically entered into pursuant to the provision of RCW 4.24.115, if applicable. In the event either party incurs attorney's fees, costs or other legal expenses to enforce the provisions of this section against the other party, all such fees, costs and expenses shall be recoverable by the prevailing party.

The provisions of this Section shall survive any expiration or termination of this Agreement.

9. Insurance. The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the Contractor, its agents, representatives or employees. Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity. The Contractor shall at a minimum obtain and carry the following insurance in such forms and with such carriers who have a rating satisfactory to the City:

9.1 Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington;

9.2 Commercial general liability insurance covering liability arising from premises, operations, independent contractors, personal injury and advertising injury and written on ISO occurrence form CG 00 01 with combined single limits of liability not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate for bodily injury, including personal injury or death, products liability and property damage.

9.3 Automobile liability insurance covering all owned, non-owned, hired and leased vehicles and written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage with combined single limits of liability not less than \$1,000,000 per accident for bodily injury, including personal injury or death and property damage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

9.4 Professional liability insurance covering any negligent professional acts, errors or omissions for which the Contractor is legally responsible and with combined single limits of liability not less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit for damages sustained by reason of or in the course of operation under this Agreement.

The City shall be named as additional insured on all such insurance policies, with the exception of professional liability and workers' compensation coverage(s) if the Contractor participates in a state-run workers' comp program. The Contractor shall provide original certificates of insurance and a copy of the amendatory endorsement, concurrent with the execution of this Agreement, evidencing such coverage and, at City's request, furnish the City with copies of all insurance policies and with evidence of payment of premiums or fees of such policies. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. All insurance policies shall contain a clause of endorsement providing that they may not be terminated or materially amended during the Term of this Agreement, except after thirty (30) days prior written notice to the City. If the Contractor's insurance policies are "claims made," the Contractor shall be required to maintain tail coverage for a minimum period of three (3) years from the date this Agreement is actually terminated or upon project completion and acceptance by the City. The Contractor's failure to maintain such insurance policies shall be grounds for the City's immediate termination of this Agreement.

The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

10. Books and Records. The Contractor agrees to maintain books, records, and documents which sufficiently and properly reflect all direct and indirect costs related to the performance of the Services and maintain such accounting procedures and practices as may be deemed necessary by the City to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject, at all reasonable times, to inspection, review or audit by the City, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

11. Termination.

11.1 Prior to the expiration of the Term, this Agreement may be terminated immediately, with or without cause, by the City. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Contractor pursuant to this Agreement shall be submitted to the City within five days of the date of termination.

11.2 In the event this Agreement is terminated or suspended, the Contractor shall be entitled to payment for all services satisfactorily performed and reimbursable expenses incurred to the date of termination.

11.3 This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation, default, or nonperformance of any provision of this Agreement. The remedies provided in this paragraph shall be in addition to any other remedy the City may have at law or in equity.

12. Discrimination. In all Contractor services, programs or activities, and all Contractor hiring and employment made possible by or resulting from this Agreement, there shall be no discrimination by the Contractor or by the Contractor's employees, agents, subcontractors or representatives against any person because of sex, age

(except minimum age and retirement provisions), race, color, creed, national origin, marital status or the presence of any disability, including sensory, mental or physical handicaps, unless based upon a bona fide occupational qualification in relationship to hiring and employment. This requirement shall apply, but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor shall not violate any of the terms of Chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, the Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973 or any other applicable federal, state or local law or regulation regarding non-discrimination. Any material violation of this provision shall be grounds for termination of this Agreement by the City and, in the case of the Contractor's breach, may result in ineligibility for further City agreements.

13. Assignment and Subcontract. The Contractor shall not assign or transfer any interest in this Agreement or subcontract any portion of the services contemplated hereunder without the prior written consent of the City.

14. Conflict of Interest. The Contractor represents to the City that it has no conflict of interest in performing any of the services described herein. It is recognized that the Contractor may or will be performing services during the Term for other parties; provided, however that such performance of other services shall not conflict with or interfere with the Contractor's ability to perform the Services. In the event that the Contractor is asked to perform services for a project with which it may have a conflict, the Contractor shall immediately disclose such potential conflict to the City. The Contractor agrees to resolve any actual conflicts of interest in favor of the City.

15. Confidentiality. All information regarding the City obtained by the Contractor and designated by the City as confidential in the performance of this Agreement shall be considered confidential. Breach of confidentiality by the Contractor shall be grounds for immediate termination of this Agreement.

16. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Contractor and shall not be obligated to make payments for services or amounts incurred after the end of the City's current fiscal period. This Agreement shall terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of this provision are effectuated.

17. Entire Agreement. This Agreement, including the exhibits attached hereto, constitutes the entire agreement between the parties with respect to the subject matter of this Agreement. There are no promises, terms, conditions or obligations other than those contained herein, and this Agreement shall supersede all previous communications, negotiations, representations or agreements, either verbal or written, between the parties hereto concerning the subject matter of this Agreement.

18. Amendment. This Agreement may not be modified or amended except by writing signed by all parties hereto.

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

20. Successors. Subject to the provisions of paragraph 13 above, this Agreement shall inure to the benefit of and be binding upon the parties, their respective heirs, executors, administrators, personal representatives, successors and assigns.

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

22. Notices. All notices, payments and other communications hereunder shall be in writing and shall be deemed to have been duly given if personally delivered or mailed, by first class or certified mail, with postage prepaid,

22.1 if to the Contractor, to:

Brickman Group
3412 East Valley Road
Renton, WA 98055

or to such other person or place as the Contractor shall furnish to the City in writing; and

22.2 if to the City, to:

City of Covington
16720 SE 271st Street, Suite100
Covington, WA 98042

or to such other person or place as the City shall furnish to the Contractor in writing.

Notices and payments shall be deemed given upon personal delivery or, if mailed, upon the earlier of actual receipt or three (3) business days after the date of mailing.

23. Governing Law. This Agreement shall be interpreted in accordance with the laws of the State of Washington.

24. Venue. The venue for any cause of action arising out of this Agreement shall be King County, Washington.

25. Attorney's Fees. In the event of any default under this Agreement, the substantially defaulting party agrees to pay the substantially non-defaulting party's reasonable expenses which the latter incurs by reason thereof, including but not limited to reasonable attorney's fees, whether with respect to the investigation of such default

or the determination of the application or the pursuit of remedies with respect thereto, or in legal proceedings, or otherwise. The term "legal proceedings" as used in this paragraph shall include all litigation, arbitration, administrative, bankruptcy and judicial proceedings, including appeals therefrom.

26. Headings. The headings in this Agreement are intended solely for convenience of reference and shall be given no effect in the interpretation of this Agreement.

27. Survival of Representations. The representations and warranties of the City and the Contractor contained hereto shall survive indefinitely.

28. Independent Counsel. The Contractor acknowledges that the drafter of this Agreement is the City's legal representative to whom the Contractor does not look to for any legal counseling or legal advice with regard to this transaction. The Contractor further acknowledges that it has been advised to consult with independent legal counsel and has had an opportunity to do so. By signing this Agreement, the Contractor acknowledges that it has consulted with independent legal counsel of its choice or has knowingly waived the right to do so. There shall be no presumption of draftsmanship in favor of or implied against any party hereto.

29. Authority. Each individual executing this Agreement on behalf of the City and the Contractor represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of the Contractor or the City.

[Signatures included on next page. This space left intentionally blank.]

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City of Covington
Small Public Works Roster
2015 Landscape Maintenance

SCOPE OF SERVICES

1. GENERAL REQUIREMENTS

The 2015 Landscape Maintenance Scope of Services is a part of the contract for landscape maintenance services. Compliance with the requirements set forth in this specification is mandatory for the maintenance contractor. If part of this specification is declared invalid for any reason, said invalidation shall apply only to the specific part declared invalid. It shall not nullify any of the requirements of any other part. In the event of questions over applicability of any requirement, the requirement shall be assumed to apply, unless the owner provides a written clarification stating that it does not. All modifications to this specification must be in writing.

2. SCOPE OF WORK

The scope of work contained herein establishes a standard of landscape care for the City. The scope is specifically intended to produce an attractive, healthy and cost effective landscape.

The Contractor shall provide to the City regular maintenance services as outlined in these specifications and the Monthly Checklists for work completed in the City.

The Contractor shall examine the landscape, including irrigation, on a weekly basis, looking for problems or potential problems with the landscape.

The Contractor shall provide at his/her own risk all labor, materials, tools, equipment, insurance, transportation, hauling, dumping, and all other items needed to provide the services outlined in this specification.

The Contractor shall make minor replacements and repairs to the landscape facilities as part of the required weekly maintenance work. Major items needing replacement or repair shall be reported to the City Public Works Department within one week of occurrence. A minor item would be something that takes less than 15 minutes to repair by skilled workmen, using minimal replacement parts. Some specific guidelines for determining if an item is minor or major are given in the section pertaining to each item. The Contractor shall be available to perform additional work related to the landscape maintenance as may be authorized in writing by the owner. Such work shall be non-minor items relating to landscape care, which are not a part of the normal maintenance work as outlined in this specification.

Any facilities or property damaged or destroyed as a result of the landscape maintenance contractor's operations at the site shall be repaired or replaced at the landscape maintenance contractor's expense.

3. SITES

All the sites listed below are identified on the attached map (EXHIBIT B).

Street (Right-of-Way) Sites:

1. SE 256th Street and 164th Avenue SE
2. SE 272nd Street from 160th Avenue SE to Jenkins Creek Bridge
3. 168th Place SE from SE 272nd Street to Covington Way SE, including Covington Way SE from SE 272nd Street to 166th Avenue SE
4. SE 270th Place from 169th Place SE to 174th Place SE
5. 174th Place SE from SE 272nd Street to SE 270th Place
6. SE 270th Place from Wal-Mart to SE Wax Road
7. SE Wax Road/180th Avenue SE from SE 272nd Street to Highway 18, including SE 262nd Place ½ block
8. SE corner of SE 272nd Street and Covington Way – grass area in front of the Airstream dealership

4. CARE OF PLANTED AREAS

Trees

Trees shall be maintained in a healthy, vigorous growing condition, free from disease and large concentrations of pests.

Prune trees to remove dead, diseased, broken, dangerous, or crossing branches as required below. Pruning of this type is a minor, non-reimbursable, cost to be included as part of the regular maintenance.

Prune trees only in appropriate months as determined by an arborist. Prune in accordance with accepted standards for proper pruning.

Discard all tree trimmings off-site using a legal method.

Any tree found to be dead or missing shall be reported to the City Public Works Department.

Once a year, prune all trees to encourage a high-branching structure. Exception to the above: trees planted for screening purposes. A vertical clearance of 114 inches is required above all parking spaces. A vertical clearance of 80 inches is required above all walkways.

The cutting blades on pruning shears, clippers, blades, saws, etc. shall be sterilized after pruning each tree to minimize the possibility of spreading disease. When pruning trees known or suspected to be diseased, cutting blades shall be sterilized after each cut. Sterilize blades by dipping them in a solution of 1 part bleach and 9 parts water or heavily spray them with a disinfectant spray, such as Lysol. After dipping or spraying, wait 20 seconds before using again.

Shrubs and Vines

Shrubs and vines shall be kept in a healthy, vigorous condition, free from disease and large concentrations of pests.

Shrubs shall be pruned as needed to remove branches that are dead, broken, extending beyond the face of curbs or sidewalks, or are climbing building walls (unless they are intended to climb the wall, such as climbing vines). Formal hedges and topiary shall be regularly pruned to maintain a uniform height and width. All other shrubs shall be pruned to maintain safety, visibility, and plant health, and allow the plant to develop into the natural shapes expected of the plant variety. Do not shear shrubs into topiary (shapes) unless specifically instructed to do so in writing by the Public Works Department.

Allow shrubs three (3) months to rejuvenate following a hard frost prior to pruning or replacing.

Any shrub found to be dead or missing shall be reported to the Public Works Department.

The cutting blades on pruning shears, clippers, blades, saws, etc. shall be sterilized between every three shrubs to minimize the possibility of spreading disease. When pruning shrubs known or suspected to be diseased, the cutting blades shall be sterilized after each cut. Sterilize blades by dipping them in a solution of 1 part bleach and 9 parts water or heavily spray them with a disinfectant spray, such as Lysol. After dipping or spraying, wait 20 seconds before using again.

Groundcover

Groundcover shall be maintained in a healthy, vigorous growing condition.

Groundcover shall be trimmed back from sidewalks, curbs, and paved areas on a monthly basis. Do not create vertical edges when pruning groundcover. Cut the edges at a forty five degree angle to create a natural appearance and healthier plants.

Fertilizer

Foliar applied fertilizer shall be water soluble and non-burning. Formulation shall be 15-30-15 or similar. Apply at manufacturer's recommended concentration for plant type. Saturate the entire foliage of each plant with foliar spray until it runs off.

Granular fertilizer shall be 16-16-16 formulation or similar, applied at recommended rate for plant type at a 90-day interval. Water the area immediately after applying to move the fertilizer into the soil and wash the fertilizer off of plant surfaces.

When applying granular fertilizers to drip-irrigated areas, the fertilizer must be washed in by hand or rainfall before turning on the drip system. Running the drip system immediately after application will push the fertilizer away from the emitters, resulting in a high concentration of fertilizer at the edge of the wetted zone. This highly-concentrated fertilizer can kill or damage plants. It is recommended that granular fertilizers be applied to drip-irrigated areas only in early spring, just prior to a moderate rainfall.

Itemized receipts for fertilizer (or for services of a fertilizer application company) must be submitted to the City Public Works Department as proof of application. The Contractor shall submit the receipts together with the next regular billing. Failure to submit receipts may result in payment delays or partial payment. Receipts must show the name and phone number of the seller and the date of sale. Receipts must also be itemized, showing the total quantity and description of each item. Prices and unrelated purchases may be blacked out.

Weed Control

Contractor shall inspect all maintained landscape areas covered in this contract for weed infestations and shall take timely measures to treat (Moss will be considered a weed). The preferred method is hand removal, but appropriate herbicide may be used with prior approval from the City.

All precautions shall be taken in the handling and application of all sprays. One application with follow up applications as required to attain a kill of 90% of weeds shall be required.

Weeds in planted areas, sidewalks, curbs, gutters, or pavement shall be removed or killed as the weeds emerge. Weeds shall be removed if they are larger than 2 inches in height or diameter. Dispose of weeds off-site. Pre and post-emergent herbicides may be used at the Contractor's option and expense. The cost of all weed control work shall be included in the contract price for landscape maintenance.

Mulch and/or Rock Layer

NOTE: See the specific site locations in the Site Summary section for information about installation of wood chip mulch that will be placed by the Contractor as part of this contract.

Existing mulch and/or rock layer shall be cared for as needed to create and maintain an even and uniform appearance over the visible soil surface of each planter area. Mulch shall be raked each time they are maintained. Any mulch or decorative rock found outside planter areas shall be returned to the planter on a weekly basis.

Mulch and/or decorative rock shall be uniform in color and appearance, and free of leaves, sticks, or trash.

Lawns

Lawns shall be kept in a healthy, vigorous condition, free of disease and pests, except as noted below.

Weeds shall be controlled in lawn areas as noted above under the weed control section.

All turf areas shall be inspected and policed for litter and debris prior to each mowing, and disposed of in a legal manner.

All turf is to be mowed weekly beginning in March, through the end of the growing season.

Mowing height for lawn areas shall be no less than 1 ½", not to exceed 2 ½": between mowing operations. The turf shall be cut at a uniform height. Scalping and uneven cutting will not be acceptable. Mower blades shall be maintained in a good condition (sharp) for an even cut. Any excess clippings shall be dispersed and/or collected to prevent damage to existing lawn areas or if it causes an unsightly appearance or build up of thatch. If the grass area is overly wet, special

care shall be taken to not leave ruts. Any ruts made by the contractor shall be repaired at the Contractor's expense.

Edging

All sidewalks, curb lines, concrete slabs, bed edges and the immediate high visual areas shall be mechanically edged as needed to maintain a neat, clean appearance, approximately twice per month. However, the low visual perimeters such as road shoulders, outlying tree circles, bed edges, etc., may be chemically contained, but at no time will there be more than ½ inch of visual dead growth along the contained areas.

Trimming or Weed Eating

Trimming shall be performed around all road signs, guard posts, trees, shrubs, utility poles and other obstacles paying special care to not damage trees and shrubs. The grass to be trimmed shall not be trimmed to less than the desired height of cut determined by the mowing operation.

Turf Fertilization

Applications of fertilizers shall be carried out to maintain proper nutrient levels throughout the year.

Turf shall be fertilized with a well-balanced slow-release fertilizer a minimum of two times per year, applying 8 lbs. of nitrogen per 1,000 sq. ft. to maintain a consistent, lush green appearance.

Streetscape Maintenance

All grounds will be policed once per week to remove weeds, litter and debris.

All planter and median beds, tree cut outs, sidewalk cracks, etc., are to be sprayed once per month to control unwanted grasses and broadleaf weeds. Pre-emergent may be used. Chemical practices shall not be a substitute for hand-weeding where the latter is required for complete removal.

All planter and median beds are to have at least two applications of pre-emergent herbicide per year. Pre-emergent herbicides shall be of the non-leaching type, with minimal soil contaminating levels.

All planter and median beds will be raked through once per quarter to remove debris and garbage in order to promote an attractive appearance.

Fertilizing of all shrubs shall be done once per year with a well-balanced slow release type of fertilizer.

Provide remedial attention and repair to shrubs and trees as appropriate by season or in response to incidental damage.

Prune shrubbery to maintain proper size in relationship to adjacent plantings and intended function at least twice per year. This includes all medians called out in this contract. Traffic control for this operation will be necessary and will be incidental to the contract.

Prune trees as required removing weak branching patterns, dead, damaged and diseased portions of the plant and maintaining balance of head growth development. Remove/trim lower limbs when obstructing vehicular or pedestrian clearances.

Remove lower branches of conifer trees when in conflict with growth of plantings beneath.

Prune groundcover plantings to restrain perimeter growth to within planting bed areas where adjacent to walks and curbs. This shall be done by the 3rd week of June as the City will paint certain curbs within the city starting at the end of June.

Leaf Removal

Removal of leaves from all lawns, planter beds, medians, and walkways will be completed to maintain a clean appearance. Leaves shall be removed from the site and not blown onto private property or streets.

5. CLEAN UP AND LITTER REMOVAL

Sweep or blow-off all hard surfaces, walks, curbs, and gutters weekly.

Do not sweep or blow trash, leaves, clippings, or landscape debris into planters, streets, or onto adjacent property. Collect all debris swept or blown from landscape areas and remove from the site.

Do not use blowers prior to 7:00 AM or after 8:00 PM.

All litter, debris, leaves etc. shall be removed from hard surfaces and planted areas each week and disposed of off-site in a legal manner.

In addition to removing all litter from hard surfaces and planted areas, the Contractor shall remove and dispose of any large miscellaneous debris or trash in parking areas. "Large miscellaneous debris" shall mean items the size of a small beverage cup or larger. Sweeping of the parking lots is not included in the landscape maintenance. All litter shall be removed from hard surfaces and planted areas regardless of the size of the litter.

6. CHEMICALS, HERBICIDES, PESTICIDES

All chemicals shall be used in accordance with the manufacturer's recommended handling methods. All chemicals shall be handled in accordance with all applicable regulations. Registered chemicals shall be used only on the advice of a qualified, licensed if required, pest control advisor. Copies of applicators' licenses shall be provided to the City.

Pesticides shall not be applied within one hour of the start of operating hours for the site. In the event that it is not possible to complete the application by one hour prior to business hours, applications shall be made at times when public presence is minimal. Areas to be treated may need to be blocked off and warning signs posted. Any treated area shall be marked as required by regulations.

The Contractor shall take precautions to keep persons away from pesticide and herbicide-treated areas until the applied material is fully dry and the treated area is safe for entry. Follow the recommendations of the pesticide manufacturer and all applicable governmental and industry regulations.

7. REPORTS

The Contractor shall provide the City Public Works Department with a phone number where a message can be left for the Contractor 24 hours a day. An answering machine connected to the Contractor's normal phone line is an acceptable method of meeting this requirement. The Contractor shall check for messages left at this phone number every 24 hours or less.

The Contractor shall provide the City Public Works Department with the name and phone number of the contractor's representative for these sites. The Contractor's representative shall be a person employed by the Contractor who is familiar with, and regularly updated on, all the contractor's activities at the site. The Contractor's representative shall personally perform regular reviews of the contractor's work at the site.

The Supervisor's Inspection Report (Exhibit C) will be completed by the contractor's supervisor or crew leader. It describes site condition, appearance, issues and concerns. Each task must be evaluated and descriptive comments provided. These forms shall accompany the Contractor's invoice for payment. Payment will not be made until these forms have been delivered to the City and the City deems them acceptable.

8. TRAFFIC CONTROL

The Contractor is solely responsible for all necessary traffic control. This includes proper signage per MUTCD. Contractor employees shall wear approved safety vests at all times while working in

the city (see OSHA for requirements). When closing a lane or rerouting traffic is necessary in order to perform contract work, the Contractor shall notify the City a minimum of one (1) week prior to work commencing. The City will approve the traffic control plan prior to any traffic control being installed.

All costs for traffic control shall be incidental to this contract and will be the responsibility of the contractor. A Right-of-Way permit may be required (to be obtained from the City at the Contractor's expense).

9. ADDITIONAL REQUIREMENTS

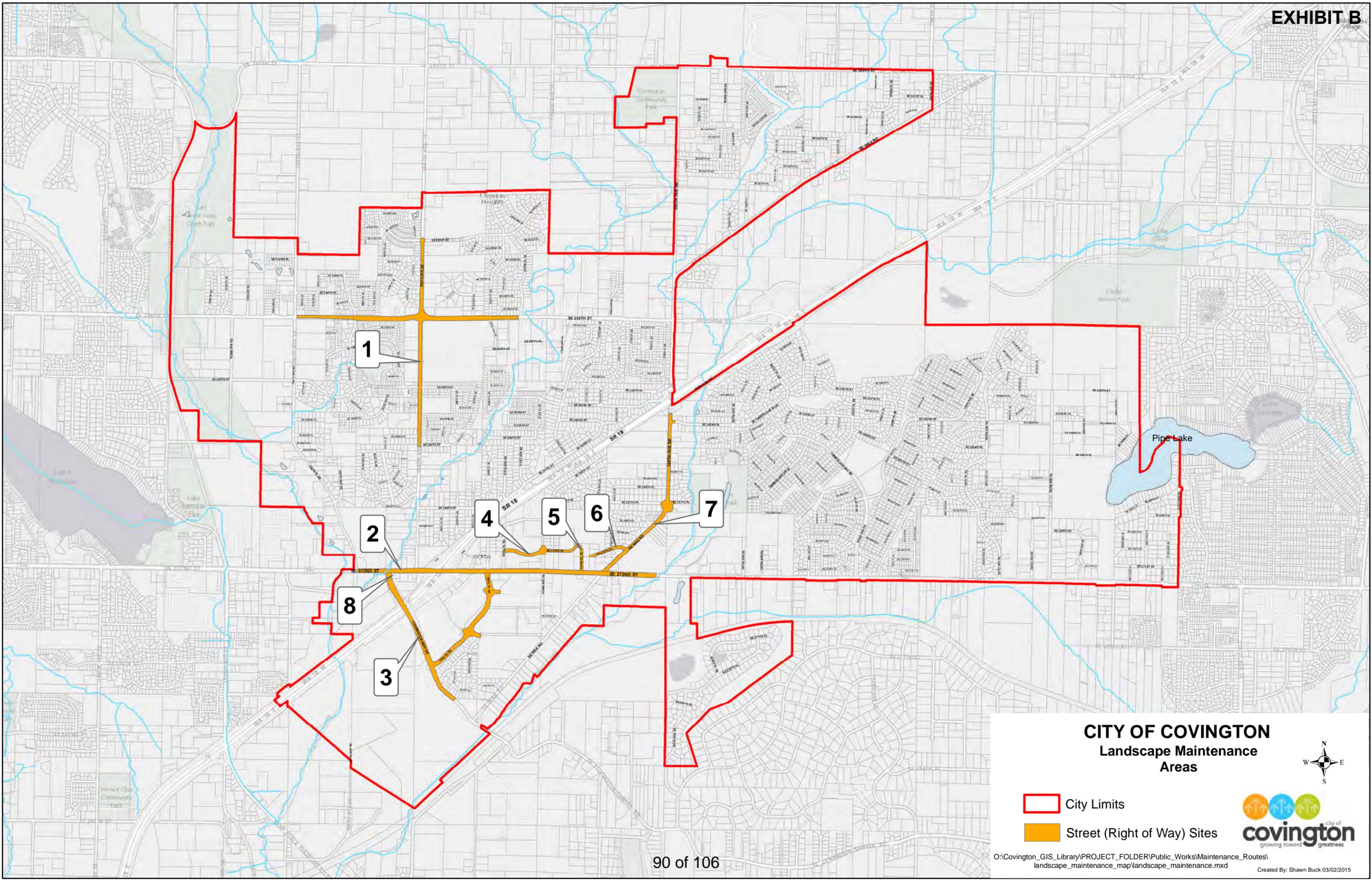
1. No subcontractors shall be permitted to perform any of the work as outlined in the Scope of Services, except for traffic control.
2. Contractor will provide all necessary labor, material, and equipment to perform the work described herein.
3. Contractor will provide monthly verification of proper disposal of spoils.
4. Contractor will provide a monthly checklist to the City Maintenance Supervisor via email indicating completed work.
5. The City shall be invoiced within 30 days of completion of work. An itemized list of all landscape areas by site shall be included with the invoice.
6. A Contractor representative shall meet onsite with the City Maintenance Supervisor once per month. This meeting will generally consist of a tour of the sites and discussion of upcoming work/schedules.

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Site Summary

Street (Right of Way) Sites:

1. **SE 256th Street and 164th Avenue SE**
This site includes all planter strips, medians, and roundabout on SE 256th Street from 156th Avenue SE to 170th Place SE. It also includes mowing once per month and/or spraying behind the sidewalks (2 feet maximum): at the SE 256th Street roundabout, on the south side of SE 256th Street between 160th Avenue SE and 164th Avenue SE, and on both sides of 168th Avenue SE south of SE 256th Street. This site will also include installation of wood chip mulch for all medians on SE 256th Street and 164th Avenue SE. A minimum 3" of wood chip mulch shall be installed once per year (installed in the spring).
2. **SE 272nd Street from 160th Avenue SE to Jenkins Creek Bridge**
This site includes all planter strips and medians as well as mowing behind sidewalk at 160th Avenue SE on both sides (This site contains the main entrances to the downtown core of the City. A high level of service is expected). It also includes the ground cover/shrubs between the curb and sidewalk in front of the library (just east of 164th Avenue SE). The work in this section includes all of the tree cut-outs in various locations throughout the site. Additionally, all medians on SE 272nd Street shall receive a minimum 3" of wood chip mulch once per year (installed in the spring). This site does not include the mowing on the north side from of SE 272nd Street between 172nd Avenue SE and 169th Place SE (privately maintained). An irrigation system for the medians of SE 272nd Street is present at 172nd Avenue SE, but is not operational nor will it be. It does include all side medians along SE 272nd Street.
3. **168th Place SE from SE 272nd Street to Covington Way SE, Including Covington Way SE from SE 272nd to 166th Avenue SE**
This site includes all planter strips, medians and roundabouts. The Fred Meyer roundabout maintenance stops at the cross walks at each shopping center entrance. The Costco roundabout includes the east leg but not the west leg of the roundabout. It also includes the top of the wall adjacent to the east neighborhood. It also includes mowing once per month, weeding, and/or spraying behind the sidewalk (2 feet maximum) at the roundabouts where needed, the west side of 168th Place SE/165th Avenue SE adjacent to retention ponds. This site also includes Covington Way SE from SE 272nd Street to 166th Avenue SE (approximately 2 blocks to the east of 165th Avenue SE).
4. **SE 270th Place from 169th Place SE to 174th Place SE**
This site includes the median at Kohl's and the barricade on the north leg of the roundabout. It does not include the mowing from 169th Place SE to 172nd Avenue SE but does include the beds from 172nd Avenue SE to 174th Place SE on both sides. This site will also include installation of wood chip mulch for all medians on SE 270th Place (including roundabout). A minimum 3" of wood chip mulch shall be installed once per year (installed in the spring).
5. **174th Place SE from SE 272nd Street to SE 270th Place**
All beds included.
6. **SE 270th Place from Wal-Mart to SE Wax Road**
All beds and mowing included on both side and operational irrigation system is on site.
7. **SE Wax Road/180th Avenue SE from SE 272nd Street to Highway 18**
This site includes all planter strips, medians, and roundabout. It includes half of the block on SE 262nd Street (east leg). It also includes mowing once per month and/or spraying behind the sidewalk (2 feet maximum) at roundabout, both sides of SE Wax Road from SE 270th Place to roundabout.
8. **SE Corner of SE 272nd Street and Covington Way SE**
Mow the grass area in front of the Airstream dealership at the corner (City property). This is non city irrigated and typically goes dormant in summer. It includes weekly mowing during the growing season and as needed during the off season.



CITY OF COVINGTON
 Landscape Maintenance
 Areas

- City Limits
- Street (Right of Way) Sites



SUBJECT: DISCUSS MANDATORY GARBAGE COLLECTION.

RECOMMENDED BY: Regan Bolli, City Manager

ATTACHMENT(S):

1. Comparison for Mandatory Solid Waste Services Spreadsheet

PREPARED BY: Don Vondran, PE, Public Works Director
Shellie Bates, Programs Supervisor

EXPLANATION:

On January 31, 2015, at the council's Annual Strategic Planning Summit, the council discussed mandatory garbage, recycling, and yard waste collection in Covington and requested that staff research the impacts and provide a follow-up presentation.

A. Rates Comparison

Since the council made that request, public works staff has been working with the finance department and Republic Services, the city's solid waste contractor, to determine how the adoption of an ordinance making garbage, recycling, and yard waste services mandatory will affect the respective rates for each (as compared with the current rates for each). To note: Republic Services includes recycling service with garbage service, therefore if garbage service is made mandatory, recycling service will be automatically included with the garbage service. Yard/food waste service is separate from the garbage and recycling service.

The attached spreadsheet shows rates for current services, rates for mandatory services, and the additional revenue that would be generated from additional citizens subscribing to garbage and yard waste services if made mandatory, as well as estimated revenue from an increase in the utility tax collected. (Attachment 1)

B. Other Cities with Mandatory Collection

Numerous cities have adopted mandatory solid waste collection, including Auburn, Kent, Renton, Lynnwood, Puyallup, and Shelton. The City of Kent went to mandatory garbage and yard waste services several years ago. After making their garbage collection mandatory, they noticed a decrease in code enforcement cases regarding garbage, including dumping in areas around the city such as storm ponds and green belts. This was an added benefit in terms of compliance with their National Pollutant Discharge and Elimination System (NPDES) permit. Based on their experience, if the council decides to move to mandatory garbage collection, Kent staff suggested developing a six-month education plan to help current and non-subscribers to better understand the reason for and benefits of mandatory collection. They also recommended having code enforcement staff involved from the beginning.

C. Next Steps

City staff is requesting that the council select one of the options provided below to direct next steps regarding the possible adoption of mandatory solid waste services:

Option 1: Direct staff to prepare for council consideration a draft ordinance making residential garbage, recycling, and yard waste services mandatory within the city limits.

Option 2: Direct staff to prepare for council consideration a draft ordinance making residential garbage and recycling service mandatory, but leaving yard waste service as optional.

Option 3: Direct staff to no longer pursue any options for mandatory solid waste services and allow the city's current solid waste services and regulations to remain unchanged.

ALTERNATIVES:

NA

FISCAL IMPACT:

The estimated annual revenue increase in utility tax from mandatory garbage and yard waste would be about \$35,000, based on the current utility tax rate of 6%.

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

**STAFF SEEKS COUNCIL CONSENSUS TO SELECT
ONE OPTION AS PRESENTED ABOVE.**

REVIEWED BY: City Manager; City Attorney, Finance Director

**City of Covington
Comparison for Mandatory Garbage or Garbage and Yard Waste Services**

Description	Service Level	Existing Service Fee	Current Residents Paying for Service	Current Yearly Total	Mandatory Rate Reduction	Mandatory Service Fee	Covington Households	Total Fees with Mandatory Collection	Increased Fees with Mandatory Collection	Estimated Revenue increase with current Utility Tax (6%)	Estimated Revenue increase with Utility Tax (12%)*
Weekly Residential Curbside (includes embedded EOW recycling)	32-gallon cart	\$ 17.66	4,960	\$ 1,051,123.20	\$ 0.12	\$ 17.54	6,368	\$ 1,340,336.64	\$ 289,213.44	\$ 17,352.81	\$ 190,998.61
Yard/Food Waste Service (EOW)	96-gallon cart	\$ 7.70	2,998	\$ 277,015.20	\$ 0.13	\$ 7.57	6,368	\$ 578,469.12	\$ 301,453.92	\$ 18,087.24	\$ 36,174.47
				\$ 1,328,138.40				\$ 1,918,805.76		\$ 35,440.04	\$ 227,173.08

* The revenue increase is the amount above what was received in 2014 (\$156,293) plus the 12% increase in the new customers

\$ 156,293.00 2014 Solid Waste Utility Tax Received
 \$ 79,688.30 Estimated portion of Solid Waste Utility Tax from residential customers using current yearly total (above)

SUBJECT: PRESENTATION UPDATE FOR THE JENKINS CREEK PARK PEDESTRIAN AND ADA IMPROVEMENTS PROJECT DESIGN

RECOMMENDED BY: Regan Bolli, City Manager

ATTACHMENT(S):

1. None

PREPARED BY: Robert Lindskov, City Engineer

EXPLANATION:

As part of the 2014 King County Community Development Block Grant program the City of Covington was allocated federal funding in the amount of \$418,000 for Pedestrian and ADA path improvements within Jenkins Creek Park.

The path will restore and enhance the existing trail system within Jenkins Creek Park, re-open the pedestrian connections to Jenkins Creek Elementary School, the Home Depot commercial area, and the downtown area.

The primary goals of the project are to remove architectural barriers, allow access for seniors, disabled individuals, and students, while widening and paving approximately 1,225 feet of existing path in Jenkins Creek Park. The project includes construction of a new bridge over Jenkins Creek, constructed to allow maintenance vehicles access to the park at the west entrance. It includes a widened and paved path, replacing the existing temporary (previously rotten) pedestrian foot bridge, and a SWM project addressing storm water runoff into Spring Pond.

The Public Works group has been in coordination with our Parks group, we have met with the Parks Commission on multiple occasions and we provided a public forum on January 21, 2015 to address neighborhood concerns.

Staff will present a few of the elements in the current 90% design. The hope is that the current design addresses the Council's vision and that we may proceed with advertising for construction.

FISCAL IMPACT:

Presentation only

CITY COUNCIL ACTION:

PROVIDE DIRECTION TO STAFF.

REVIEWED BY: City Manager, City Attorney, Finance Director

SUBJECT: CONSIDER RESOLUTION IN STRONG SUPPORT OF THE STATE
LEGISLATURE’S 2015 TRANSPORTATION INVESTMENT PACKAGE

RECOMMENDED BY: Regan Bolli, City Manager

ATTACHMENT(S):

1. Proposed Resolution in Strong Support of the Washington State Legislature’s 2015 Transportation Investment Package
2. AWC “City Legislative Priorities” document

PREPARED BY: Regan Bolli, City Manager

EXPLANATION:

The Washington State Legislature is currently considering a 16-year, \$15 billion package of transportation infrastructure investments. The package includes a direct gas-tax distribution to local governments and the opportunity to secure funding for a connection from 204th Ave SE to Highway 18 and widening of SR 516 from Jenkins Creek to 185th Avenue SE.

The City Council’s 2015 Legislative Agenda states:

***Transportation Investment Package:** Strongly support adoption of a transportation investment package that funds SR 516, distributes gas tax revenue to cities and counties, and authorizes King County to impose a 1.5% motor vehicle excise tax (MVET) for roads and transit.*

State Route 516 funding is not possible without the state legislature passing a robust transportation investment package, and the current package being considered is consistent with the council’s legislative agenda. Therefore, staff and the city’s lobbyist recommend that the council join other cities and pass a resolution in strong support of the state legislature’s 2015 Transportation Investment Package.

ALTERNATIVES: Do not pass the resolution.

FISCAL IMPACT: Staff time.

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

Council member _____ moves, Council member _____ seconds, to pass a resolution, in substantial form as that attached hereto, in strong support of the Washington State Legislature passing a comprehensive transportation investment package during the 2015 legislative session.

REVIEWED BY: City Attorney; Finance Director.

RESOLUTION NO. 15-03

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF COVINGTON, KING COUNTY,
WASHINGTON, IN STRONG SUPPORT OF THE
WASHINGTON STATE LEGISLATURE'S 2015
TRANSPORTATION INVESTMENT PACKAGE**

WHEREAS, a healthy transportation system is a critical foundation of our state and local economies and our quality of life, as well as our global position as the nation's most trade-dependent state; and

WHEREAS, Washington state's transportation system is suffering from disrepair, with a backlog of maintenance and preservation needs, and, data shows that without any new investments, more than half the pavement on our state roads and highways will be in poor condition by 2023; and

WHEREAS, failing roads and bridges, congested highway corridors, and bottlenecked interchanges undermine the mobility of vehicles, buses, and freight-carriers to transport people and goods; and

WHEREAS, the Connecting Washington Task Force released a report in early 2012, identifying \$50 billion in unfunded transportation needs and recommending an investment of \$21 billion in state funding during the next 10 years for maintenance, preservation, and strategic investments; and

WHEREAS, investing in maintaining and upgrading our transportation system is a positive step the state legislature can take to catalyze construction jobs, enhance freight mobility for our ports, and create a pathway for retaining and growing new jobs for key industry sectors; and

WHEREAS, through SB 5987, SB 5988, and related bills, the 2015 Washington State Legislature is considering a 16-year, \$15 billion package of transportation infrastructure investments; and

WHEREAS, this package provides critical funding for key highway corridor projects throughout the state, including the opportunity to secure funding for a connection from 204th Ave Southeast to Highway 18 and widening of State Route 516 from Jenkins Creek to 185th Avenue Southeast; and

WHEREAS, the transportation package also provides a direct gas tax distribution that will provide new funding each year for the City of Covington to maintain local roadways and arterials and to leverage existing funding; and

WHEREAS, the package also includes local transportation financing options that cities and counties can submit to their voters for transportation improvements in their communities; and

WHEREAS, the transportation package additionally invests in grant programs that are vital for cities and counties, including the Transportation Investment Board (TIB), the Freight Mobility Strategic Investment Board (FMSIB), “Complete Streets,” Safe Routes to Schools, and Bicycle-Pedestrian Safety; and

WHEREAS, the package also includes direct funding allocations for transit agencies, including King County Metro Transit, that would otherwise have to make drastic cuts in routes that carry people to work sites and serve local communities; and

WHEREAS, the City of Covington strongly encourages the Washington State Legislature to enact a transportation investment package during the 2015 Session to create jobs, relieve congestion, support our businesses, and maintain our quality of life.

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

Section 1. The Covington City Council takes an official position in strong support of a comprehensive state transportation investment package, including direct funding and funding options for local governments.

Section 2. The Covington City Council strongly encourages the Washington State Legislature to approve and enact the current transportation package, comprised of SB 5987, SB 5988, and related bills, during the 2015 legislative session.

PASSED in open and regular session on this 28th day of April, 2015.

MARGARET HARTO, MAYOR

ATTESTED:

Sharon Scott, City Clerk

APPROVED AS TO FORM:

Sara Springer, City Attorney



2015 City Legislative Priorities

ATTACHMENT 2

Washington's 281 cities and towns are where most residents live, work, learn, and play. Cities recognize the serious funding challenges facing the state involving the need to adequately fund quality schools and maintain economically viable communities. Cities face many of these same challenges and pledge to partner with the Legislature and Governor to find ways to adequately fund both state and local priorities.

Shared Revenue

Maintain the revenue sharing partnership between the state and cities and restore local liquor revenue. Sharing of these revenues is the product of a longstanding partnership, and without the promise of this revenue, cities would have sought other local options and authorities.

Support HB 1517 and SB 5896 - restoring local liquor revenue.

Property Tax

Consider replacing the 1% property tax cap with an annual limit that accounts for inflation and population growth. A local option would balance the public's desire for property tax limits with the reality of keeping pace with funding service needs.

Continue to educate legislators about the constraints on revenue sources.

Marijuana

Fund critical criminal justice needs by sharing a portion of the excise tax on recreational marijuana. The state and local governments must partner to respond to the legalization of marijuana, including support for enforcement, prevention, and education efforts. We must also appropriately regulate medical marijuana while maintaining patient access.

Support SB 5417, provides revenue sharing for cities and SB 5052 (proposed sub), reconciles medical/recreational marijuana.

Infrastructure

Restore the state's commitment to public infrastructure investment. To keep Washington moving forward and to keep up with demand and regulatory requirements we need on-going and reliable funding for programs like the Public Works Assistance Account, the Centennial Clean Water Fund and the Model Toxics Control Account.

Support HB 1661 and HB 1992 - restore funding for the Public Works Trust Fund.

Transportation

Adopt a multi-modal transportation package that addresses city needs. Like the state, cities have insufficient funding to maintain and enhance critical transportation infrastructure. We urge passage of a statewide transportation revenue package that includes direct distribution of gas tax revenues to cities at a percentage that reflects the actual amount of travel that occurs on city streets; an array of local transportation revenue options; and increased funding for programs that benefit cities, including the Transportation Improvement Board, Safe Routes to Schools, Bicycle and Pedestrian grants, Complete Streets, transit, and freight mobility.

Support HB 1593 and SB 5813 - local transportation revenue options.

AWC is now following how legislators respond to our 2015 priorities and other city issues and sharing this information with our members.



Dave Williams
Director of Government Relations
davew@awcnet.org
360.753.4137 • 1.800.562.0149

SUBJECT: CONSIDER POLICY FOR USE OF CITY SEAL AND LOGO

RECOMMENDED BY: Karla Slate, Communications and Marketing Manager

ATTACHMENT(S):

1. Proposed Policy for Use of City Seal and Logo

PREPARED BY: Karla Slate, Communications and Marketing Manager

EXPLANATION:

On May 27, 2014, the council passed Ordinance 08-14, which adopted the new city logo and tagline. Upon passage, the ordinance was codified under Chapter 1.20 of the Covington Municipal Code.

Though the city adopted the new city logo, the city currently has no official policy regarding the approved use of the new city logo or the city seal. Accordingly, the council asked staff to propose a policy to direct the intent and appropriate use of the city's seal and logo. The council generally discussed the use of the city's seal and logo at the last regular council meeting, and staff has incorporated the council's feedback in to the attached proposed policy. (Attachment 1)

Generally, the proposed policy states that the city's seal, as the historical and official mark of the city, would be used for official purposes, including documents requiring an official seal or flag, and for mayoral and council use. The seal would also remain behind the council dais. Conversely, the proposed policy clarifies that the city logo, as the mark of the current identity of the city, is to be used on city vehicles, equipment, signage, website, correspondence, as well as used to promote city programs, events, initiatives, and sponsorships, etc. Specific use of the city logo is governed by the city's brand guidelines.

ALTERNATIVES:

Request staff to amend the attached proposed policy.

FISCAL IMPACT:

N/A

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

**Councilmember _____ moves, Councilmember _____
seconds to approve the policy for use of the city's seal and logo, in substantial
form as attached hereto.**

REVIEWED BY: City Manager, City Attorney



City of Covington
16720 SE 271st St. Suite 100
Covington, WA 98042

City Hall – 253.480.2400
www.covingtonwa.gov

ATTACHMENT 1

CITY OF COVINGTON POLICY FOR USE OF CITY SEAL AND LOGO

REFERENCE: Chapter 1.20 Covington Municipal Code (CMC); Ordinance 08-14; Ordinance 40-97.

PURPOSE

To establish policy and procedures regarding the use of the City of Covington seal and logo. The seal and logo are considered symbols of the authority and jurisdiction of the city, as well as create a strong identity and legacy for the city, and, as such, are valuable assets of the city and its citizens. This policy desires to ensure that only appropriate uses are made of the city's seal and logo.

POLICY

1. Generally

1.1. The City of Covington seal and the city logo are the property of the City of Covington, for the purpose of certifying and identifying official business and communications of the city.

1.2. The city seal and logo shall be used for official purposes only, or as authorized by the city manager or his/her designee.

2. City Seal. The city seal is the historical and official mark of the city.

2.1. The city clerk shall be the official custodian of the official seal for the city.

2.2. The city clerk or designee is authorized to use the city seal on any ordinance, resolution, proclamation, commendation, certificate or other instrument approved by the city council or executed by the mayor or other city officers or officials.

2.3. The city clerk or designee is authorized to use the city seal to authenticate official documents in the conduct of official city business.

2.4. The city seal, as the official symbol of the city, will be displayed behind the city council dais in city council chambers.

3. City Logo. The city logo is a recognizable mark that demonstrates the current identity of the city and links the city to the public.

3.1. The city logo and tagline is managed by the City of Covington’s Executive Department. Authorized use of the city logo and tagline is governed by the City of Covington Brand Guidelines document.

3.2. The city logo will be used on city vehicles, equipment, and signage.

3.3. The city logo will be used in general connection with official City of Covington correspondence, including the city website and social media pages, and to identify and promote city services, programs, initiative partnerships, events, and sponsorships in brochures, publications, insignias, postings, pamphlets, etc.

3.4. All non-city use of the city logo requires city authorization.

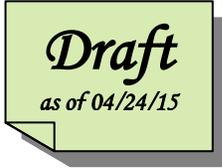
DISCUSSION OF FUTURE AGENDA TOPICS:

**7:30 a.m., Wednesday, May 6, 2015 Special Meeting –
Listening Session with Kentlake High School Students**

**6:00 p.m., Tuesday, May 12, 2015 Special Meeting – Joint
Study Session with Economic Development Council and
Covington Chamber of Commerce Board**

7:00 p.m., Tuesday, May 12, 2015 Regular Meeting

(Draft Agendas Attached)



CITY OF COVINGTON
CITY COUNCIL SPECIAL MEETING AGENDA
Kentlake High School Performing Arts Center
21401 SE Falcon Way, Kent WA 98042
www.covingtonwa.gov

Wednesday, May 6, 2015 – 7:30 a.m.

CALL CITY COUNCIL SPECIAL MEETING TO ORDER

APPROVAL OF AGENDA

ITEM FOR DISCUSSION

1. Listening Session to Receive Student Comments on the Town Center Plan

PUBLIC COMMENT Speakers will state their name, address, and organization. Comments are directed to the City Council, not the audience or staff. Comments are not intended for conversation or debate and are limited to no more than four minutes per speaker. Speakers may request additional time on a future agenda as time allows.*

ADJOURN

Americans with Disabilities Act – Reasonable Accommodations Provided Upon Request a minimum of 24 hours in advance (253-480-2400)

Draft
as of 04/24/15



**CITY OF COVINGTON
SPECIAL MEETING AGENDA
CITY COUNCIL JOINT STUDY SESSION WITH ECONOMIC DEVELOPMENT COUNCIL
& COVINGTON CHAMBER OF COMMERCE BOARD
Council Chambers – 16720 SE 271st Street, Suite 100, Covington
www.covingtonwa.gov**

Tuesday, May 12, 2015 – 6:00 p.m.

GENERAL INFORMATION:

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

CALL CITY COUNCIL JOINT STUDY SESSION TO ORDER

ROLL CALL

APPROVAL OF AGENDA

ITEM(S) FOR DISCUSSION

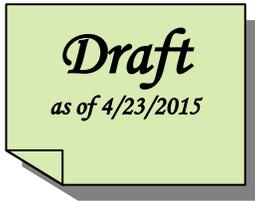
1. Update on Initiatives (_____)
2. Working with City of Maple Valley (_____)
3. Joining the Economic Development Council of Seattle and King County (EDC) (_____)

PUBLIC COMMENT Speakers will state their name, address, and organization. Comments are directed to the City Council, not the audience or staff. Comments are not intended for conversation or debate and are limited to no more than four minutes per speaker. Speakers may request additional time on a future agenda as time allows.*

ADJOURN

Americans with Disabilities Act – Reasonable Accommodations Provided Upon Request a minimum of 24 hours in advance (253-480-2400)

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



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

**Tuesday, May 12, 2015
7:00 p.m.**

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

Note: A Joint Meeting with the Economic Development Council and Covington Chamber of Commerce Board is scheduled from 6:00 to 7:00 p.m.

CALL CITY COUNCIL REGULAR MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION

- **National Public Works Week Proclamation – May 17-23, 2015 (Vondran)**

PUBLIC COMMENT Speakers will state their name, address, and organization. Comments are directed to the City Council, not the audience or staff. Comments are not intended for conversation or debate and are limited to no more than four minutes per speaker. Speakers may request additional time on a future agenda as time allows.*

APPROVE CONSENT AGENDA

- C-1. Minutes: April 28, 2015 Special Joint Study Session with Human Services Commission and April 28, 2015 Regular Meeting (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Appoint Voting Delegate for Puget Sound Regional Council General Assembly Meeting (Bolli)

NEW BUSINESS

- 1. Discuss City Insurance for Councilmembers (Bolli)
- 2. 2015 First Quarter Financial Report (Hendrickson)

COUNCIL/STAFF COMMENTS - Future Agenda Topics

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

EXECUTIVE SESSION – if needed

ADJOURN

Americans with Disabilities Act – Reasonable Accommodations Provided Upon Request a minimum of 24 hours in advance (253-480-2400)