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

Tuesday, May 12, 2015 | **City Council Chambers**
7:00 p.m. | **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 (Lindskov)

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)

NEW BUSINESS

1. Discuss & Consider Parks & Recreation Priorities Advisory Committee (PRePAC) Charter (Thomas)
2. Discuss Health Insurance Benefits for Councilmembers (Lanza/Beaufrere)
3. Discuss and Consider Sister City Relationship with Tatsuno, Japan (Bolli)
4. 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

- To Discuss Potential Litigation Pursuant to RCW 42.30.110(1)(i)

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: May 12, 2015

SUBJECT: APPROVAL OF MINUTES: APRIL 28, 2015 CITY COUNCIL SPECIAL JOINT STUDY SESSION WITH HUMAN SERVICES COMMISSION MINUTES AND APRIL 28, 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 April 28, 2015 City Council Special Joint Study Session with Human Services Commission Minutes and April 28, 2015 City Council Regular Meeting Minutes.

City of Covington
City Council Special Joint Study Session with Human Services Commission Minutes
Tuesday, April 28, 2015

The Special Joint Study Session with the Human Services Commission was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, April 28, 2015, at 6:05 p.m., with Mayor Harto presiding.

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

HUMAN SERVICES COMMISSIONERS PRESENT:
Leslie Hamada, Fran McGregor, and Lesley Schlesinger.

HUMAN SERVICES COMMISSIONERS ABSENT:
Joyce Bowing, Nia Dhillon, Brian Lord, and Adam Wheeler.

STAFF PRESENT:
Regan Bolli, City Manager; Noreen Beaufrere, Personnel Manager; Richard Hart, Community Development Director; Victoria Throm, Personnel & Human Services Analyst; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Margaret Harto called the special joint study session to order.

APPROVAL OF AGENDA:
Council Action: Councilmember Lanza moved and Councilmember Mhoon seconded to approve the agenda. Vote: 7-0. Motion carried.

ITEMS FOR DISCUSSION:
1. Review Commission Recommended Revisions to the Human Services Master Plan Assessments and Goals.

Personnel & Human Services Analyst Victoria Throm gave the staff report on this item.

The Council offered suggestions for the revisions to the Master Plan.

PUBLIC COMMENT:
Mayor Harto called for public comments.

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

The Mayor invited the Commission to join them at the Listening Session at Kentlake High School on May 6.

ADJOURNMENT:
There being no further business, the meeting was adjourned at 6:55 p.m.

Prepared by:

_____
Joan Michaud
Senior Deputy City Clerk

Submitted by:

_____
Sharon Scott
City Clerk

City of Covington
Regular City Council Meeting Minutes
Tuesday, April 28, 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, April 28, 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; Noreen Beaufrere, Personnel Manager; 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; Shellie Bates, Programs Supervisor; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Harto opened the meeting with the Pledge of Allegiance.

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

PUBLIC COMMUNICATION:
- Aquatics Supervisor Rachel Bahl accepted the May 2015 National Aquatics Month proclamation.
- Parks & Recreation Commission Chair Laura Morrissey accepted the April 24, 2015 Arbor Day proclamation.

PUBLIC COMMENT:
Mayor Harto called for public comments.

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

APPROVE CONSENT AGENDA:
C-1. Minutes: March 24, 2015 City Council Regular Meeting Minutes.

C-2. Vouchers: 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.

C-3. Accept Aquatic Center Roofing Project.

C-4. Approve Consultant Contract for 2015 Comprehensive Plan Update.

C-5. Approve Amendment to Extend Contract for Park Maintenance.

C-6. Ratify City Manager Signature on Landscaping Maintenance Contract.

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

REPORTS OF COMMISSIONS:
Human Services Commission – Chair Fran McGregor reported on the April 9 meeting.

Parks & Recreation Commission – Chair Laura Morrissey reported on the April 15 meeting.

Arts Commission – Vice Chair Ed White reported on the April 9 meeting.

Planning Commission – Community Development Director Richard Hart reported on the April 2 meeting. The April 16 meeting was canceled.

Economic Development Council – Co-Chair Jeff Wagner reported on the March 26 and April 23 meetings.

NEW BUSINESS:
1. Discuss Mandatory Garbage Collection.

Public Works Director Don Vondran gave the staff report on this item.

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

Council Action: There was Council consensus to select 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.

2. Update on Jenkins Creek Park Pedestrian and ADA Improvements Project Design.

Public Works Director Don Vondran introduced this item, and City Engineer Bob Lindskov gave the staff report and PowerPoint presentation.

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

Council Action: There was Council consensus to direct staff to move forward with the project design as presented.

3. Adopt Resolution Supporting Transportation Investment Package.

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

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

Council Action: Councilmember Cimaomo moved and Councilmember Smith seconded, to pass Resolution No. 15-03 in strong support of the Washington State Legislature passing a comprehensive transportation investment package during the 2015 legislative session. Vote: 7-0. Motion carried.

4. Consider Policy for Use of City Seal and Logo.

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

Councilmembers provided comments, discussed, and asked questions, and Mr. Bolli provided responses.

Council Action: Councilmember Scott moved and Councilmember Mhoon seconded to approve the policy for use of the city's seal and logo as provided in the agenda packet.

Council Action: Mayor Pro Tem Wagner moved and Councilmember Scott seconded to amend the motion to revise Policy Item 2.4 to remove the words "behind the city council dais." Vote: 6-1 (Voting yes; Cimaomo, Harto, Mhoon, Scott, Smith, and Wagner; voting no: Lanza). Motion carried.

Council Action: Mayor Pro Tem Wagner moved and Councilmember Scott seconded to approve the policy for use of the city's seal and logo, as provided in the agenda packet, as amended. Vote: 6-1 (Voting yes: Cimaomo, Harto, Mhoon, Scott, Smith, and Wagner; voting no: Lanza). Motion carried.

COUNCIL/STAFF COMMENTS:
Councilmembers and staff discussed Future Agenda Topics and made comments.

Council Action: There was Council consensus to cancel the June 23 regular council meeting and hold a special meeting on June 30 due to a lack of quorum as Councilmember

Cimaomo had planned to be out of town, and Mayor Harto, Mayor Pro Tem Wagner, Councilmember Mhoon, and City Manager Regan Bolli had planned to attend the Association of Washington Cities conference in Wenatchee.

PUBLIC COMMENTS:
Mayor Harto called for public comments.

Leroy Stevenson, 26838 166th Place SE, Covington, spoke against mandatory garbage collection. Mr. Stevenson also spoke regarding the planned design of the pedestrian bridge at Jenkins Creek Park, commenting that weathered steel did not hold up in another city in the past.

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

Council Action: There was Council consensus to appoint Mayor Harto as voting delegate to Puget Sound Regional Council General Assembly.

ADJOURNMENT:
There being no further business, the meeting was adjourned at 8:55 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: May 12, 2015

SUBJECT: APPROVAL OF VOUCHERS

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #32471-32525, including ACH Payments, in the Amount of $209,301.50, Dated May 1, 2015; and Paylocity Payroll Checks #1003700379-1003700394 inclusive, Plus Employee Direct Deposits, in the Amount of $170,017.41, Dated May 8, 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 #32471-32525, including ACH Payments, in the Amount of $209,301.50, Dated May 1, 2015; and Paylocity Payroll Checks #1003700379-1003700394 inclusive, Plus Employee Direct Deposits, in the Amount of $170,017.41, Dated May 8, 2015.

May 1, 2015

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check #32471 through Check #32525, including ACH payments

In the Amount of $209,301.50

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: 4/30/2015 4:12 PM

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
ACH	0418	Olympic Environmental Resource	05/01/2015	
	20154	Spring recycling event implementation		5,652.93
		Total for this ACH Check for Vendor 0418:		5,652.93
ACH	0546	Victoria Throm	05/01/2015	
	0546-5	Reimbursement, Human services meeting, refres		11.00
		Total for this ACH Check for Vendor 0546:		11.00
ACH	0706	Covington Retail Associates	05/01/2015	
	4513	1st floor, operating expenses, April		-356.11
	4514	2nd floor, operating expenses, April		-78.07
	4531	2nd floor, operating expenses, Jan - March		-234.22
	4531	1st floor, operating expenses, Jan - March		-1,068.32
	4551	1st floor, building lease, May		26,359.92
	4551	1st floor, operating expenses, May		10,401.29
	4552	2nd floor, operating expenses, May		1,406.68
	4552	2nd floor, building lease, May		3,362.83
	CAM REC 2014COV	1st floor; operating expenses, 2014 reconciliatio		378.01
	CAM REC 2014COV	2nd floor; operating expenses, 2014 reconciliatio		-476.79
		Total for this ACH Check for Vendor 0706:		39,695.22
ACH	0780	DAWN	05/01/2015	
	0780-1-1Qtr	Human services; joint funding, 1st Quarter 2015		6,312.50
	0780-1-1Qtr	Human services, 1st Quarter 2015		500.00
	0780-1Qtr	Human services; 1st Quarter 2015		1,500.00
	0780-1Qtr	Human services; joint funding, 1st Quarter 2015		16,750.00
		Total for this ACH Check for Vendor 0780:		25,062.50
ACH	1271	Rob Hendrickson	05/01/2015	
	1271-5	Hendrickson; WPTA conference, mileage/per die		177.28
		Total for this ACH Check for Vendor 1271:		177.28
ACH	1408	Washington Workwear Stores Inc.	05/01/2015	
	11482	City vests		301.90
	11482	Mhoon; jacket, hat		86.88
	11482	Wagner; shirt, hat		73.85
	11482	Smith; jacket		62.45
	11482	Cimaomo; jacket, shirt, hat		122.18
	11482	Harto; jacket, shirt, hat		114.57
	11482	Slate; jacket		39.64
	11482	Scott; jacket, shirt		97.74
	1896	Parrish; work shirt		32.13
	1901	Allen; work pants		17.59
	1901	Allen; work pants		17.59
	1901	Allen; work pants		8.79

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1904	Ear plugs		17.37
	1904	Ear plugs		17.37
	1904	Ear plugs		8.69
			Total for this ACH Check for Vendor 1408:	1,018.74
ACH	1705	Alpine Products, Inc.	05/01/2015	
	TM-147734	Road signs		226.39
			Total for this ACH Check for Vendor 1705:	226.39
ACH	1736	Salina Lyons	05/01/2015	
	1736-5	Lyons; APA conference, bus		17.60
	1736-5	Lyons; APA conference, per diem		51.12
	1736-5	Lyons; APA conference, per diem		12.78
	1736-5	Lyons; APA conference, bus		4.40
			Total for this ACH Check for Vendor 1736:	85.90
ACH	1767	Brian Bykonen	05/01/2015	
	1767-5	Bykonen; APA conference, per diem		31.95
	1767-5	Bykonen; APA conference, sound transit		10.00
	1767-5	Bykonen; APA conference, sound transit		10.00
	1767-5	Bykonen; APA conference, per diem		31.95
			Total for this ACH Check for Vendor 1767:	83.90
ACH	2151	Shawn Buck	05/01/2015	
	2151-5	Buck; APA conference, sound transit		24.00
	2151-5	Buck; APA conference, per diem		63.90
			Total for this ACH Check for Vendor 2151:	87.90
ACH	2555	NuCO2 LLC	05/01/2015	
	45071247	Aquatics; CO2 for pH control		270.27
	45098514	Aquatics; CO2 lease		74.92
	467124	Aquatics; CO2 lease property tax fee		53.29
			Total for this ACH Check for Vendor 2555:	398.48
ACH	2621	Jaquelyn Martinsons	05/01/2015	
	2621-5	Reimbursement; Daddy Daughter Dance, supplie		241.50
			Total for this ACH Check for Vendor 2621:	241.50
ACH	2654	Canber Corps	05/01/2015	
	33429	CCP; maintenance services, March		3,730.39
			Total for this ACH Check for Vendor 2654:	3,730.39
32471	2940	Accord Contractors, LLC	05/01/2015	
	413152791	Aquatics; shower tree replacement/floor repair		13,750.00
			Total for Check Number 32471:	13,750.00
32472	2941	AlienVault, Inc.	05/01/2015	
	11-21000655	PermitTrax credit card PCI, license		2,988.00
			Total for Check Number 32472:	2,988.00
32473	0955	American Red Cross	05/01/2015	
	10361303	Water Safety Instructor courses		175.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 32473:	175.00
32474	2033	Aquatic Specialty Services	05/01/2015	
	8483	Aquatics; pool chemicals		1,150.85
			Total for Check Number 32474:	1,150.85
32475	2223	ARC Imaging Resources	05/01/2015	
	801783	Plotter/scanner mobile file cart		306.74
			Total for Check Number 32475:	306.74
32476	0077	Association of WA Cities	05/01/2015	
	36208	Harto; AWC annual conference, registration		375.00
			Total for Check Number 32476:	375.00
32477	2631	Auburn Youth Resources	05/01/2015	
	2631-1Qtr	Human services; 1st Quarter 2015		1,250.00
			Total for Check Number 32477:	1,250.00
32478	0019	AWC Employee Benefits Trust	05/01/2015	
	100 315L 052015 0	Medical Insurance Premiums, May		442.89
	100 315L 052015 0	Medical Insurance Premiums, May		5,982.83
	100 315L 052015 0	Medical Insurance Premiums, May		2,479.93
	100 315L 052015 0	Medical Insurance Premiums, May		2,196.79
	100 315L 052015 0	Medical Insurance Premiums, May		1,646.07
	100 315L 052015 0	Medical Insurance Premiums, May		1,899.25
	100 315L 052015 0	Medical Insurance Premiums, May		10,749.79
	100 315L 052015 0	Medical Insurance Premiums, May		809.72
	100 315L 052015 0	Medical Insurance Premiums, May		6,713.40
	100 315L 052015 0	Medical Insurance Premiums, May		1,774.21
	100 315L 052015 0	Medical Insurance Premiums, May		6,941.83
	100 315L 052015 0	Medical Insurance Premiums, May		2,268.34
	100 315L 052015 0	Medical Insurance Premiums, May		1,125.00
	100 315L 052015 0	Medical Insurance Premiums, May		8,983.53
			Total for Check Number 32478:	54,013.58
32479	2856	Baden Sports Inc.	05/01/2015	
	PSI424896	Baseballs		114.90
			Total for Check Number 32479:	114.90
32480	2368	Best Parking Lot Cleaning Inc.	05/01/2015	
	136202	Street cleaning, January		3,735.84
			Total for Check Number 32480:	3,735.84
32481	2086	Best Way Concrete	05/01/2015	
	6614	Concrete		271.50
			Total for Check Number 32481:	271.50
32482	0026	C&B Awards	05/01/2015	
	1633	Commissioner Dhillon; desk plate/name badge		17.38
			Total for Check Number 32482:	17.38
32483	1997	Capital One Commercial	05/01/2015	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	006542	Aquatics; storage totes		78.12
			Total for Check Number 32483:	78.12
32484	2270	CenturyLink	05/01/2015	
	6317966698B-5	City hall; telephone, 4/13-5/13/15		97.11
			Total for Check Number 32484:	97.11
32485	2942	City of Burien	05/01/2015	
	19069	Human services; Child Care Resources		3,545.00
			Total for Check Number 32485:	3,545.00
32486	1699	Communities in Schools of Kent	05/01/2015	
	1699-1Qtr	Human services; 1st Quarter 2015		1,250.00
			Total for Check Number 32486:	1,250.00
32487	0184	Cordi & Bejarano	05/01/2015	
	209	Public defender services; March		3,160.00
			Total for Check Number 32487:	3,160.00
32488	0537	Covington Water District	05/01/2015	
	104587-5	Skate park; water, 3/21-4/17/15		30.65
	105731-5	SR 516; water, 3/21-4/17/15		58.60
	132670-5	CCP; water, 3/21-4/17/15		105.10
			Total for Check Number 32488:	194.35
32489	1983	De Lage Landen Financial Srvcs	05/01/2015	
	45352122	Aquatics; copiers lease, 4/1-4/30/15		104.41
			Total for Check Number 32489:	104.41
32490	0361	Employment Security Department	05/01/2015	
	601802997-1Qtr	Unemployment compensation; 1st Quarter 2015		1,446.87
			Total for Check Number 32490:	1,446.87
32491	2851	Environmental Science Associates	05/01/2015	
	113579	CCP; wetland mitigation site monitoring		1,076.25
			Total for Check Number 32491:	1,076.25
32492	1996	Facility Maintenance Contractors	05/01/2015	
	01465 150415	Maint shop; janitorial service		113.60
	01465 150415	Maint shop; janitorial service		56.80
	01465 150415	Maint shop; janitorial service		113.60
			Total for Check Number 32492:	284.00
32493	2788	Fir Run Nursery	05/01/2015	
	2788-5	Arbor day; tree seedlings		102.06
			Total for Check Number 32493:	102.06
32494	1875	FirstChoice	05/01/2015	
	112262	Coffee service		114.63
			Total for Check Number 32494:	114.63

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32495	2078	Girard Resources & Recycling, LLC	05/01/2015	
	26692	Crushed rock		98.83
	26692	Concrete tipping		20.00
	26819	Lawn mix		15.75
			Total for Check Number 32495:	134.58
32496	1733	The Good Earth Works, Inc.	05/01/2015	
	132439	Maint shop; trimmer		148.55
	132439	Maint shop; trimmer line, blades		25.48
	132439	Maint shop; trimmer line, blades		12.74
	132439	Maint shop; trimmer		148.55
	132439	Maint shop; trimmer		74.27
	132439	Maint shop; trimmer line, blades		25.48
	132440	Maint shop; trimmer line		9.48
	132440	Maint shop; trimmer line		18.96
	132440	Maint shop; trimmer line		18.96
			Total for Check Number 32496:	482.47
32497	2936	Great Northwest Martial Arts Academy	05/01/2015	
	2936-5	Instructor payment; Martial Arts, Winter 2015		72.00
	2936-5	Instructor payment; Martial Arts, Spring 2015		76.45
			Total for Check Number 32497:	148.45
32498	2168	H.D. Fowler Company, Inc.	05/01/2015	
	I3891505	Stormwater grates		817.98
			Total for Check Number 32498:	817.98
32499	1770	Richard Hart	05/01/2015	
	1770-5	Hart; APA conference, sound transit		3.60
	1770-5	Hart; APA conference, sound transit		8.40
	1770-5	Hart; APA conference, lunch		6.25
	1770-5	Hart; APA conference, lunch		14.57
			Total for Check Number 32499:	32.82
32500	1722	Honey Bucket	05/01/2015	
	2-1182270	Mattson; portable toilet rental, 4/8-5/5/15		127.50
	2-1182271	Cedar Heights; portable toilet rental, 4/8-5/5/15		117.50
	2-1182272	Crestwood Elem; portable toilet rental, 4/8-5/5/1		117.50
	2-1182273	Jenkins Creek Elem; portable toilet rental, 4/8-5/		117.50
	2-1183159	CCP; portable toilet service, 4/10-5/7/15		255.00
			Total for Check Number 32500:	735.00
32501	1342	Integra Telecom	05/01/2015	
	12894788	City hall; telephone, 4/8-5/7/15		1,211.57
	12894788	Maint shop; telephone, 4/8-5/7/15		177.10
	12894788	Maint shop; telephone, 4/8-5/7/15		177.10
	12894788	Aquatics; telephone, 4/8-5/7/15		90.23
	12894788	Maint shop; telephone, 4/8-5/7/15		88.56
			Total for Check Number 32501:	1,744.56
32502	2932	LogicNow, Inc.	05/01/2015	
	INVHDME3006608	Email spam filters; 3/1/15-2/28/16		1,472.04
			Total for Check Number 32502:	1,472.04

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32503	2367	Magnum Print Solutions	05/01/2015	
	139253	Toner		148.67
			Total for Check Number 32503:	148.67
32504	0252	Microflex	05/01/2015	
	00021727	2014 software maintenance sales tax		103.20
			Total for Check Number 32504:	103.20
32505	1928	Mayson Morrissey	05/01/2015	
	1928-5	Morrissey; ACCIS conference, per diem		67.10
			Total for Check Number 32505:	67.10
32506	2650	Ann Mueller	05/01/2015	
	2650-5	Mueller; APA conference, transit		20.00
	2650-5	Mueller; APA conference, per diem		63.90
			Total for Check Number 32506:	83.90
32507	0708	NRPA	05/01/2015	
	149330	NRPA membership dues		120.00
	149330	NRPA membership dues		120.00
	149330	NRPA membership dues		120.00
	149330	NRPA membership dues		120.00
	149330	NRPA membership dues		120.00
			Total for Check Number 32507:	600.00
32508	0004	Office Depot	05/01/2015	
	1778497199	Office supplies		73.34
	1778498069	Office supplies		37.17
	765019361001	Office supplies		318.24
	765022573001	Pens		3.81
	765179294001	Clipboards		117.20
	765179711001	Carabiner keychain		27.14
			Total for Check Number 32508:	576.90
32509	1249	Orca Pacific Inc.	05/01/2015	
	14553	Aquatics; pool chemicals		386.23
			Total for Check Number 32509:	386.23
32510	2923	Prime	05/01/2015	
	116427	City hall; lighting		260.12
			Total for Check Number 32510:	260.12
32511	2939	Stephanie Provost	05/01/2015	
	08019094	Refund; community room deposit, 5/17		250.00
	08019094	Refund; community room rental, 5/17		192.00
	08019094	Administrative fee; room rental		-10.00
			Total for Check Number 32511:	432.00
32512	2048	PRSA	05/01/2015	
	2048-5	Slate; PRSA membership dues, 7/1/15-6/30/16		367.00
			Total for Check Number 32512:	367.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
32513	0161	Puget Sound Energy	05/01/2015	
	300000001788-5	Streets; electricity, 3/4-4/1/15		75.45
	300000001788-5	Streets; electricity, 3/4-4/1/15		8,459.14
			Total for Check Number 32513:	8,534.59
32514	2680	Safeguard Business Systems	05/01/2015	
	029933963	Covington Days; sunscreen pen giveaways		288.55
	029936802	City event; sign printing		228.10
			Total for Check Number 32514:	516.65
32515	2474	SCORE	05/01/2015	
	11	Jail costs; March		17,945.00
			Total for Check Number 32515:	17,945.00
32516	1232	Seattle Marine & Fishing	05/01/2015	
	1186548	Aquatics; life jackets		513.80
			Total for Check Number 32516:	513.80
32517	2207	db Secure Shred, LLC	05/01/2015	
	1527042315	Secure document destruction, 4/23		44.78
			Total for Check Number 32517:	44.78
32518	1905	Sharp Electronics Corporation	05/01/2015	
	C827718-701	Workroom; copier usage, 2/18-3/31/15		1,923.35
	C827774-701	Aquatics; copiers usage, 1/26-4/06/15		167.21
	C828484-701	Reception; copier usage, 3/15-4/15/15		15.75
	C828485-701	Police; copier usage, 3/17-4/20/15		29.53
			Total for Check Number 32518:	2,135.84
32519	0281	Standard Insurance Company	05/01/2015	
	635551-5	Life Insurance Premiums, May		88.06
	635551-5	Life Insurance Premiums, May		583.51
	635551-5	Life Insurance Premiums, May		281.35
	635551-5	Life Insurance Premiums, May		175.21
	635551-5	Life Insurance Premiums, May		512.24
	635551-5	Life Insurance Premiums, May		600.95
	635551-5	Life Insurance Premiums, May		7.91
	635551-5	Life Insurance Premiums, May		97.19
	635551-5	Life Insurance Premiums, May		311.51
	635551-5	Life Insurance Premiums, May		181.55
	635551-5	Life Insurance Premiums, May		361.80
	635551-5	Life Insurance Premiums, May		44.13
	635551-5	Life Insurance Premiums, May		114.32
	635551-5	Life Insurance Premiums, May		192.20
	635551-5	Life Insurance Premiums, May		95.97
			Total for Check Number 32519:	3,647.90
32520	0217	State Auditor's Office	05/01/2015	
	L107986	Audit fees; March		132.75
			Total for Check Number 32520:	132.75
32521	2103	US Bancorp Equip Finance Inc.	05/01/2015	
	276718236	Workroom; copier lease		639.10
	277084554	Reception; copier lease		93.40

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	277115655	Police; copier lease		93.40
			Total for Check Number 32521:	825.90
32522	0357	Valley Communications	05/01/2015	
	0015798	800 MHz access fee; April		75.00
			Total for Check Number 32522:	75.00
32523	0925	Jeff Wagner	05/01/2015	
	0925-5	Wagner; GMPC meeting, mileage		32.26
			Total for Check Number 32523:	32.26
32524	1421	Ward's Power Equipment	05/01/2015	
	53462	Edger blade		1.28
	53462	Edger blade		1.28
	53462	Edger blade		0.64
			Total for Check Number 32524:	3.20
32525	2652	Wells Fargo Financial Leasing	05/01/2015	
	5002109622	Plotter/scanner; lease, 5/10-6/9/15		227.09
			Total for Check Number 32525:	227.09
			Total for 5/1/2015:	209,301.50
			Report Total (68 checks):	209,301.50

May 8, 2015

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 05/08/15 consisting of:

PAYLOCITY CHECK # 1003700379 through PAYLOCITY CHECK # 1003700394 inclusive, plus employee direct deposits

IN THE AMOUNT OF $170,017.41

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

Cassandra Parker Senior Accountant	Mark Lanza City Councilmember
Jeff Wagner City Councilmember	Marlla Mhoon City Councilmember

Council Meeting Date Approved: _____

05/08/2015 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
109627	Regular	5/8/2015	503	Bolli, Regan H	4,584.54
109628	Regular	5/8/2015	246	Kirshenbaum, Kathleen	535.68
109629	Regular	5/8/2015	243	Lyon, Valerie	1,485.70
109630	Regular	5/8/2015	234	Mhoon, Darren S	1,469.26
109631	Regular	5/8/2015	162	Michaud, Joan M	2,187.70
109632	Regular	5/8/2015	123	Scott, Sharon G	2,541.67
109633	Regular	5/8/2015	313	Slate, Karla J	2,497.82
109634	Regular	5/8/2015	275	Hart, Richard	3,470.82
109635	Regular	5/8/2015	368	Mueller, Ann M	1,392.33
109636	Regular	5/8/2015	180	Cles, Staci M	1,871.11
109637	Regular	5/8/2015	146	Hagen, Lindsay K	1,617.74
109638	Regular	5/8/2015	235	Hendrickson, Robert	3,813.07
109639	Regular	5/8/2015	105	Parker, Cassandra	2,610.88
109640	Regular	5/8/2015	454	Salazar-Delatorre, Viviana J	267.53
109641	Regular	5/8/2015	374	Allen, Joshua C	1,945.43
109642	Regular	5/8/2015	482	Cruz, Garrett M	784.69
109643	Regular	5/8/2015	353	Dalton, Jesse J	1,828.77
109644	Regular	5/8/2015	373	Fealy, William J	1,767.83
109645	Regular	5/8/2015	301	Gaudette, John J	2,019.67
109646	Regular	5/8/2015	511	Goranson, Gage W	877.23
109647	Regular	5/8/2015	186	Junkin, Ross D	2,858.07
109648	Regular	5/8/2015	457	Smith, Nathan H	973.45
109649	Regular	5/8/2015	268	Bykonen, Brian D	2,198.52
109650	Regular	5/8/2015	279	Christenson, Gregg R	2,785.04
109651	Regular	5/8/2015	270	Lyons, Salina K	2,315.36
109652	Regular	5/8/2015	269	Meyers, Robert L	3,443.91
109653	Regular	5/8/2015	284	Ogren, Nelson W	2,811.62
109654	Regular	5/8/2015	266	Thompson, Kelly	2,187.60
109655	Regular	5/8/2015	307	Morrissey, Mayson	2,967.96
109656	Regular	5/8/2015	199	Bahl, Rachel A	2,106.35
109657	Regular	5/8/2015	451	Conway, Sean	1,556.70
109658	Regular	5/8/2015	428	Feser, Angela M	2,280.80
109659	Regular	5/8/2015	448	Finazzo, Dominic V	1,554.71
109660	Regular	5/8/2015	305	Kiselyov, Tatyana	1,556.70
109661	Regular	5/8/2015	453	Leung, Rachael M	1,260.57
109662	Regular	5/8/2015	397	Martinsons, Jaquelyn	634.15
109663	Regular	5/8/2015	195	Patterson, Clifford	2,484.06
109664	Regular	5/8/2015	306	Thomas, Scott R	3,647.06
109665	Regular	5/8/2015	106	Bates, Shellie L	2,113.67
109666	Regular	5/8/2015	349	Buck, Shawn M	1,578.38
109667	Regular	5/8/2015	273	French, Fred	194.46
109668	Regular	5/8/2015	436	Lindskov, Robert T	3,033.51
109669	Regular	5/8/2015	257	Parrish, Benjamin A	2,012.17
109670	Regular	5/8/2015	173	Vondran, Donald M	3,796.55
109671	Regular	5/8/2015	252	Wesley, Daniel A	2,224.67
109672	Regular	5/8/2015	388	Andrews, Kaitlyn E	318.48
109673	Regular	5/8/2015	434	Bailey, Brooke	152.65
109674	Regular	5/8/2015	481	Binder, Jordan M	193.32
109675	Regular	5/8/2015	393	Blakely, Coleman P.	164.88
109676	Regular	5/8/2015	379	Carrillo, Anthony G	305.10
109677	Regular	5/8/2015	258	Cox, Melissa	175.31
109678	Regular	5/8/2015	508	Halbert, Olivia M	11.37

109679	Regular	5/8/2015	409	Hanger, Austin R.	163.03
109680	Regular	5/8/2015	417	Hendricks, Cole M	45.48
109681	Regular	5/8/2015	425	Knox, John Q	390.85
109682	Regular	5/8/2015	426	Knox, Patrick L	437.08
109683	Regular	5/8/2015	410	Lanz, Avalon A.	864.88
109684	Regular	5/8/2015	201	Loeppky, Janna	390.69
109685	Regular	5/8/2015	479	Mazick, Hailie	141.65
109686	Regular	5/8/2015	483	Medel, Erick	656.78
109687	Regular	5/8/2015	340	Middleton, Jordan	120.45
109688	Regular	5/8/2015	439	Newman, Ashley M	397.69
109689	Regular	5/8/2015	312	Perko, Roxanne H	560.50
109690	Regular	5/8/2015	445	Portin, Andrew	108.92
109691	Regular	5/8/2015	319	Praggastis, Alexander	310.09
109692	Regular	5/8/2015	484	Roth, Alexander E	210.98
109693	Regular	5/8/2015	493	Sears, Andrew J	208.06
109694	Regular	5/8/2015	492	Spencer, Ethan R	238.76
109695	Regular	5/8/2015	392	Wardrip, Spencer A	541.56
109696	Regular	5/8/2015	467	Lam, Brandon A	92.51
109697	Regular	5/8/2015	468	Lam, Matthew T	55.36
109698	Regular	5/8/2015	495	Tashiro-Townley, Joshua C	42.68
109699	Regular	5/8/2015	500	White, Preston A	61.65
109700	Regular	5/8/2015	116	Beaufrere, Noreen	2,841.79
109701	Regular	5/8/2015	137	Throm, Victoria J	1,945.46
1003700379	Regular	5/8/2015	364	Newell, Nancy J	60.95
1003700380	Regular	5/8/2015	510	Thibeault, James J	955.31
1003700381	Regular	5/8/2015	274	Goldfoos, Rhyan	242.45
1003700382	Regular	5/8/2015	505	Gormley, Hannah E	22.75
1003700383	Regular	5/8/2015	430	Hanson, Sean C	374.39
1003700384	Regular	5/8/2015	399	Jensen, Emily A	383.95
1003700385	Regular	5/8/2015	400	Quintos, Edward Louie D	173.24
1003700386	Regular	5/8/2015	506	Thompson, William Z	68.23
1003700387	Regular	5/8/2015	489	Wold, Jared K	94.53
1003700388	Regular	5/8/2015	480	Woods, Dylan J	351.22
1003700389	Regular	5/8/2015	395	Wunschel, Ethan G.	364.52
1003700390	Regular	5/8/2015	470	Cekarmis, Dusan	67.99
1003700391	Regular	5/8/2015	472	Davidson, Tucker P	68.40
1003700392	Regular	5/8/2015	499	Goodman, Ryan A	203.03
1003700393	Regular	5/8/2015	475	Holly, Nicholas A	33.20
Totals for Payroll Checks		**90 Items**			**109,757.68**

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
109702	AGENCY	5/8/2015	401SS	ICMA Retirement Trust	17,421.81
109703	AGENCY	5/8/2015	457Ex	Vantagepoint Transfer Agent-	348.63
109704	AGENCY	5/8/2015	CICOV	City of Covington	2,802.53
109705	AGENCY	5/8/2015	Emp	City of Covington Employee	87.00
109706	AGENCY	5/8/2015	IC401	ICMA Retirement Trust	15,176.86
109707	AGENCY	5/8/2015	IC457	ICMA Retirement Trust	2,101.83
109708	AGENCY	5/8/2015	ROTH	ICMA Retirement Trust	150.00
109709	AGENCY	5/8/2015	VEBA	HRA VEBA Trust Contributions	1,711.75
1003700394	AGENCY	5/8/2015	JG1	WASH CHILD SUPPORT	110.41
Totals for Third Party Checks		**9 Items**			**39,910.82**

Tax Liabilities	20,128.60
Paylocity Fees	220.31
Grand Total	**$ 170,017.41**

Agenda Item 1

Covington City Council
Date: May 12, 2015

SUBJECT: PARKS AND RECREATION PRIORITIES ADVISORY COMMITTEE (PRePAC) UPDATED CHARTER

RECOMMENDED BY: Regan Bolli, City Manager
Scott Thomas, Parks and Recreation Director

ATTACHMENT(S):
1. Proposed Updated PRePAC Charter

PREPARED BY: Scott Thomas, Parks and Recreation Director

EXPLANATION:
It has been a long standing priority of the City Council to provide quality recreation and park services to the community. In order to progress towards this goal, at the 2015 Strategic Planning Summit, Council provided direction to staff to create the Parks and Recreation Priorities Advisory Committee (PRePAC). The purpose of this agenda item is to review, adopt and/or modify an updated PRePAC charter.

In 2013 Council envisioned a citizen-based effort to recommend strategies for creating the stable, sustainable funding stream needed to develop and operate recreation and parks in Covington – similar to the Budget Priorities Advisory Committee (BPAC). The City Council and Parks and Recreation Commission had a joint meeting in which they discussed the purpose of the PRePAC. Over the course of three meetings, the Parks and Recreation Commission discussed the purpose of the committee and developed a charter for Council's consideration. The Council adopted the charter on September 24, 2013. Due to staffing constraints the PRePAC was not formed at that time. As the previous charter had a sunset date of December 31, 2014 it is necessary to update the charter.

With the direction from Council, staff has reviewed and updated the 2013 charter for review and approval.

ALTERNATIVES:
1. Modify the charter before adopting it
2. Request staff to revise the charter

FISCAL IMPACT:
The estimated cost in staff time and materials, plus including the possibility to conduct a brief citizen survey ranges from approximately $4,500 to $15,835. The low end of the range includes the cost of staff time, meeting materials such as three ring binders, and incidentals such as snacks for public meetings. These are routine costs that would be covered by the existing city budget. The costs could increase if PRePAC activities include special advertising needs, renting a van for

a park tour, and/or conducting a brief citizen survey. These latter are extraordinary costs that are not already included in the city budget.

CITY COUNCIL ACTION: ____Ordinance ___Resolution __X__Motion ___Other

> **Council member _____ moves, Council member _____ seconds, to adopt a charter in substantial form as that attached hereto to form the Parks and Recreation Advisory Committee (PRePAC).**

REVIEWED BY: City Manager, Finance Director, City Attorney

ATTACHMENT 1

Parks and Recreation Priorities Advisory Committee Charter

Purpose

- The overarching questions for this ~~group is~~committee are:
  - ~~H~~how should Covington's ~~build a~~ parks and recreation system grow to~~that~~ meet~~s~~ the community's adopted goals?~~needs and wants.~~
  - How should we pay for it?
- In answering these questions, t~~T~~he committee will:
  - ~~would be tasked to e~~Envision a funding model ~~that would get us to~~designed to achieve our adopted parks and recreation goals.
  - Educate and engage the community regarding parks, trails and facilities development and maintenance.
- The committee will p~~P~~rovide a report that includes:
  - The city's ~~vision~~ adopted goals for parks and recreation services and ~~city~~ facilities, as provided in the Parks, Recreation and Open Space (PROS) Plan.
    - Recreation programming
    - Parks
    - Trails
    - Community Recreation Center
    - Aquatic Center
    - ~~City Hall~~
    - ~~Maintenance Facility~~
    - ~~Recreation programming~~New ideas and considerations
  - City financial needs for parks and recreation—both operating and capital
    - Recommendations regarding the fee structure

        - The community's priorities ~~– both operating and capital –~~within existing revenue
        - The community's priorities for new revenue
            - The community's willingness to support new revenue
            - The community's preferred sources of new revenue
    - Recommendations
        - Recommended action plan for obtaining needed revenue – both operating and capital
        - Include election date(s), if applicable

Structure

- Approximately 15 members willing to participate for about 12 months
    - A balanced representation of civic leaders, local business owners, city residents, and especially city registered voters.
    - May include city advisory commission members but must not include City Council members or City staff
    - Make an effort to include one youth representative from each local high school; students should live and/or work in the city
    - No alternates, all members participate equally
- Staff will seek nominations from City Council members, city advisory commission members, city staff, chamber of commerce, service clubs, and the community at-large
- Staff will propose members that represent a wide variety of people and viewpoints
- Council will consider staff's recommendations and appoint the committee
- The committee chair will be selected by the Council
- The committee will designate a different member as vice chair at the third regular meeting so that members can get acquainted with each other

- Vacancies may be filled in like manner
- The city's Parks and Recreation Director will serve as liaison between the committee and staff
- The city Communications and Marketing Manager will assist as applicable
- Other city staff will assist as applicable
- City Council members and city staff will not attempt to influence committee recommendations
- The committee will sunset upon issuance of a final report and no later than ~~December 31, 2014~~July 29, 2016. Council may extend the due date for final report and the sunset date for the committee~~, but no later than March 31, 2015~~.

Duties

- Meet no less than once per month
- Abide by the Open Public Meetings Act and Public Records Act
- Make decisions by consensus
  - Make decision by majority vote only when consensus is not possible
- Keep the community informed
  - Use common language, not government jargon
  - Consider the website, newspaper, newsletter, Facebook, etc.
- Use limited staff time efficiently i.e. focus on activities with a high return on investment
- Submit decisions cards for the ~~2015~~ 2017 budget process as applicable (no later than July ~~2014~~2016). If a ballot issue is recommended the timeframe may be earlier depending on the election date chosen.
- Give a verbal report to Council each month during Commission Reports as applicable

- Prepare a draft report for review and comment by the Parks and Recreation Commission and the general public
- Submit a final report to Council
    - Include minority reports as applicable

SUBJECT: DISCUSS HEALTH INSURANCE BENEFITS FOR COUNCILMEMBERS

RECOMMENDED BY: Regan Bolli, City Manager

ATTACHMENT(S):
1. Councilmember Health Benefits Survey, Revised 12-2014 and 4-2015

PREPARED BY: Noreen Beaufrere, Personnel Manager

EXPLANATION:

Executive Summary

The city council recently requested information regarding the potential for councilmembers to acquire health insurance benefits through the city. The answer is that councilmembers may, indeed, receive health insurance benefits through the city and in a variety of ways. Any participation in health benefits, if approved by the council, may take effect for newly-elected officials upon assuming their position, immediately upon approval of the related resolution for incumbent officials (but allowing for approximately 6 weeks to get all necessary documentation in order), and only during an open enrollment period for re-elected officials if they turned participation down upon the initial offering. As a side note, councilmembers currently receive $5,000 as a life insurance benefit.

If participation in health insurance benefits is agreed upon, the council may choose to receive any amount of city-paid premium coverage for councilmembers and, if they also choose, councilmembers' dependents. The amount(s) do not need to be equivalent to the proportion of city-paid benefit applicable to regular benefitted employees. Additionally, if participation in a medical plan is chosen, at least 50% (4 out of 7) councilmembers must participate.

Alternatively, if they prefer, council may choose to receive a contribution to a VEBA Health Reimbursement Account (HRA), either as the only option or as a choice between participation in either a medical plan or VEBA plan. If the latter is chosen, at least 4 out of 7 councilmembers, again, must choose to participate in a city medical plan, while the remaining number may elect to receive a contribution to a HRA VEBA or opt out of both. The various considerations are explained in greater detail, below, as well as results provided from a survey of 42 Washington cities (40 of which responded) in this regard.

Information to be Considered if Selecting Medical Insurance Benefits

A. Overview of the Association of Washington Cities Employee Benefit Trust:

The Association of Washington Cities (AWC) Employee Benefit Trust (EBT) became self-insured effective January 1, 2014. One of the overriding factors in the decision to become self-insured was the potential for cost savings to members. Self-insurance allows AWC to eliminate several taxes mandatory for fully insured plans, including a 2% state tax and a 2% – 3% new (2014) federal insurer tax. While the AWC EBTs retention and stop loss fees

were extremely competitive as a fully insured plan, these fees were also lowered with the aid of a competitive self-insurance marketplace. Along with all these cost savings, AWC is able to focus what is now their own trend line, which has been lower than carriers' trends for many years. The AWC EBT also provides excellent customer service, advocacy, and wellness programs. It is, therefore, highly beneficial for a small city such as Covington to belong to the AWC EBT.

B. Elected Official Benefit Participation Criteria:

AWCs Board of Trustees elected officials participation policy was created to avoid the possibility of adverse selection. The following items are participation rules and underwriting requirements which pertain specifically to elected officials:

1.) **Elected officials may participate in the health plans** currently being offered by their city (medical, dental, vision, life and LTD).
2.) For a city to offer medical coverage, **50% of all elected officials must be enrolled on a Trust-sponsored plan.** For example, if a city has a mayor and seven council members, at least four individuals must enroll in the medical program. There is no contribution requirement, **the city can choose to pay 0-100% of premium**. With regard to all other benefit programs, the established participation levels and contribution requirements will be applicable.
3.) **All carriers' specific underwriting requirements must be followed** once the 50% participation level on the medical program is satisfied. These include dependent enrollment, participation requirements and premium contribution guidelines.
4.) **Elected officials who do not enroll in the medical plan when initially offered may do so only during the open enrollment period. [***Note that the annual open enrollment period for the City of Covington runs from November 1st through December 31st.***]**
5.) As is applicable to all participants, **75% participation of elected officials is required on the dental and vision** (75% of the premium must be paid by the employer for dental and vision.)
6.) Elected officials are eligible for COBRA continuation coverage rights.
7.) **Should participation by the elected officials group drop below the minimum enrollment levels for elected officials during the year, coverage for all officials will be terminated the first of the month following non-compliance (this is not considered a COBRA qualifying event). An exception will be made to this policy termination rule should the elected official terminate his/her elected position mid-term. The city/town will be required to come into compliance the first of the month following the newly-appointed or newly-elected official's placement in office.**
8.) Newly elected officials will be allowed to join the plan(s) when they assume their position as mayor or council member. Re-elected officials initially offered the plan but didn't participate may consequently only enroll during the open enrollment period.

C. Medical Insurance Benefits Currently Provided to Regular Benefitted Employees:

The city currently provides medical benefits in the following percentages to its regular benefitted employees. Those percentages are depicted in the below matrix along with the 2015 medical premium costs for the employee and first dependent for the Regence Healthfirst Plan so council may see what the resulting dollar value is. The city also offers

Group Health Cooperative insurance, but the Regence Healthfirst plan has been selected by the vast majority. *(Please note that while the city formerly considered only 40 hours per week as full-time employment, Health Care Reform guidelines now dictate that 30 hours per week and above qualify as full-time employment for purposes of receiving medical benefits.)*

EMPLOYEE HEALTH BENEFITS AS A POINT OF REFERENCE					
Avg Wkly Hrs Worked	**% of City-paid Premium**	**Equivalent Regence $ Amount For 2015**	**% of Emp-Paid Premium**	**Equivalent Regence $ Amount For 2015**	**City Amt / EE Amt of $1,749.58 Total Premiums For Emp, Spouse & 1 Dep**
	Emp-Deps*	**Emp / Spouse+1 Dep**	**Emp-Dep**	**Emp / Spouse+1 Dep**	
30-40	100% - 81.0%	$698.91 / $851.04	0% - 19.0%	$0 / $199.63	$1549.95 / $199.63
20-29	100% - 40.5%	$698.91 / $425.52	0% - 59.5%	$0 / $625.15	$1124.43 / $625.15
0-19	Employees working less than 20 hours on average per week are not provided benefits by the city.				

* While the city-paid percentage is the same for the spouse and dependents, insurance premium costs for Regence Healthfirst all differ for the spouse, 1st dependent and 2nd dependent. The dollar values above represent what Regence Healthfirst insurance premiums cost for the employee only, as well as a spouse and one dependent, to arrive at a total premium for a family of three. Individual Regence Healthfirst premium costs for the spouse and dependents are: Spouse = $704.20; 1st Dependent = $346.47; 2nd Dependent = $287.09; with no additional charge for the third or more dependents.

D. Survey of Nearby Washington Cities:

City Manager Regan Bolli provided Personnel Manager Noreen Beaufrere with a survey of councilmember health benefits from December 2014 that he obtained from a Washington City/County Management Association member. She further expanded upon that survey to ensure inclusion of all of Covington's seven "comparable" and six "alternate" cities called out for purposes of survey comparisons in the city's Compensation Program Procedure. This way, council will have a snapshot of the region as well as its "official" comparable cities. That survey is provided as Attachment 1 hereto.

A total of 42 Washington cities were surveyed, including Covington's "comparable" and "alternate" cities. Two (2) of the "comparable" cities did not respond. Of the remaining 40 cities, 14 (or 35%) provide some type of health benefit—either through full or partial payment of medical insurance premiums for the councilmember or councilmember and dependents, or through a contribution into a VEBA account or 457 Deferred Compensation account. While 2 of the 7 "comparable" cities did not respond to this survey, the 5 that did respond did not offer any health insurance benefits. Of the 6 "alternate" cities, only one—Federal Way—provided a $475-per-month deposit into a VEBA account. There is a wide diversity in the amount of that benefit, with, perhaps, the one repeat being that premiums are paid the same as for regular employees. Where offered, the range of the cost for the monthly benefit goes from a low of $300 per month to as high as $2,346 per month

Considering the part-time status of all Covington's councilmembers, keeping their benefit on par with that of employees would indicate either a medical premium package of 100% toward employee and 50% city-paid dependent premiums, or a pre-determined amount deposited in the HRA VEBA. More information on a potential HRA VEBA is contained in Item F, below.

E. Participation in Dental and Vision Plans:

As with medical plans, the council may also choose to participate in dental and vision plans. The plans that the city offers are Washington Dental Service Plan F (with the Orthodontia Plan III rider) and the Vision Service $25 Deductible Plan (VSP). While the city additionally offers Willamette Dental, only the premium cost for Washington Dental Service is depicted below because the Willamette Plan is not popular and also because premium costs are very close. As noted in B.5, above, 75% participation of elected officials is required on the dental and vision coverage. Below are the 2015 monthly premiums for each plan, currently paid for in full by the city:

Washington Dental Service	Vision Service Plan
$ 56.02 = EE	$ 9.05 = EE
$106.68 = EE + 1 dep	$18.10 = EE + 1 dep
$183.99 = EE + 2 or more dep	$27.15 = EE + 2 or more deps

F. Choosing a HRA VEBA Contribution in Lieu of Participation in Health Plans:

If the council wishes to pursue something other than participation in the city's medical plans as a health benefit, they may choose a HRA VEBA instead of a city-paid contribution toward a medical premium for all councilmembers; or, if at least 4 councilmembers wish to participate in a city-sponsored health plan and any remaining councilmembers would rather participate in a VEBA rather than a city-sponsored medical plan, they may do so. Covington's HRA VEBA Consultant Brian Riehs advised that if a HRA VEBA contribution is chosen in lieu of the medical premium benefit, 50% to 75% of the cost of the medical premium is commonly chosen as the amount to be deposited into the HRA VEBA.

As a last consideration for a councilmember HRA VEBA, if a councilmember were eligible to be covered in the city's health insurance plan, but waived coverage and attested they were covered on another qualified group medical plan, their HRA VEBA contributions would go to the Standard HRA, which means they could access the funds while they are active council members at the city, as well as after they separate. If they did *not* have other qualified group medical coverage, their HRA VEBA contributions would go to a "post separation" HRA, which means they would not have access to those funds until after separating (i.e., they were no longer serving on the council).

As a side note, the city deposits the 2% medical premium reduction granted by AWC into each benefitted employee's HRA VEBA account if and when the city successfully wins the annual WellCity Award (because winning the award with the related discount is due to the wellness program participation efforts of the employees). Additionally, employees vote annually to deposit an employee-paid amount into the HRA VEBA account. However, since the WellCity award is granted, in large part, based on employee participation in the

city's wellness program, these considerations need not be extended to councilmembers who do not have the opportunity to actively support the city's wellness program.

Summary

If the council so chooses, councilmembers may participate in the city's health benefit—either through participation in one of the city's offered health plans or through participation in a HRA VEBA account. The follow covers the conditions that must be satisfied for all the different options:

The representative monthly combined premium for the councilmember, only, for medical, dental and vision plans if paid by the city at 100% would be $763.98.

If the city offers the councilmembers ONLY health insurance:

- Council would need to determine what the city-paid levels would be.
- At least 4 of 7 councilmembers must participate, and the rest may opt out, if they choose, but may **not** instead request additional compensation in lieu of the insurance benefit.

If the city offers the councilmembers the choice of health insurance OR a deposit into an HRA VEBA:

- Council would need to determine what the city-paid levels would be for both the medical premiums and the HRA VEBA deposit.
- Any councilmembers remaining after at least 4 participate in the city's health insurance plan may opt to have monthly deposits put into a HRA VEBA in lieu of medical premium benefits.
- If a councilmember who opts out of city-provided health insurance and chooses the HRA VEBA deposits can attest that they have other qualified group medical coverage, they can receive Standard HRA VEBA contributions, meaning they could begin accessing the funds in their account while still serving as a councilmember.
- If a councilmember who opts out of city-provided health insurance chooses the HRA VEBA but does not have other qualified group medical coverage, they would receive a Post-separation HRA VEBA, meaning they could not access funds from their account until after separating from the city.
- A councilmember may opt out of both, but may **not** request additional compensation in lieu of either the medical plan or HRA VEBA deposit.

If the city offers the councilmembers only a deposit into an HRA VEBA, but no medical plan benefits:

- Council would need to determine what the city-paid deposit would be.
- The HRA VEBA contributions would go into a "post separation plan" whether or not the participating councilmember had qualifying group medical coverage outside of the city. This means that they would **not** be able to access funds from their account until after separating from the city.
- A councilmember could chose to opt out of an HRA VEBA deposit, but may **not** instead request additional compensation in lieu of an HRA VEBA deposit.

The representative monthly combined premium for the councilmember, a spouse and one dependent for medical, dental and vision plans if the city paid 100% of the premium cost for the councilmember and 40.5% for the spouse and dependent (which it would ordinarily be what is city-paid for a part-time employee working 20-29 hours on average per week.) would be $1,124.43. With a city-paid dependent premium cost of 40.5%, a third dependent would cost an additional $116.27. There is no additional charge for more than a three dependents (spouse plus two or more dependents).

ALTERNATIVES:

1. The City Council may choose not to participate in health benefits at this time.

FISCAL IMPACT:
If the City Council chooses to participate in health benefits, the ultimate cost is dependent not only on the benefit(s) the council chooses, but also the level of benefit acquired by each council member.

CITY COUNCIL ACTION: ____Ordinance ____Resolution ____Motion _X_Other

This item is for discussion purposes only. Staff seeks direction from the council on whether or not to proceed with a resolution adopting some form of health benefit(s) for councilmembers.

REVIEWED BY: City Manager, City Attorney, Finance Director

ATTACHMENT 1

Councilmember Health Benefits Survey, 12-2014 and Updated 4-2015

City/Town	Are health benefits offered to council members?	Benefit Cost
Auburn	No	
Bonney Lake *	No	
Bothell	No	
Burien	Yes-provide $600/mo. to VEBA account	$600 /mo.
Covington	No	
Des Moines **	No	
DuPont	No	
Edgewood	No	
Enumclaw **	No	
Everett	Yes-Mayor & Council 90% of medical premium, 100% dental & vision, life insurance	Mayor $1,727/mo.
	Mayor ($33.38, Council $11.35 mo)	Council 1,705/mo.
Federal Way **	Yes-provide $475/mo. to VEBA account	$475/mo.
Fife **	No	
Fircrest	No	
Gig Harbor	No	
Issaquah *	No	
Kenmore **	No	
Kent	Yes-but dependent premiums not paid by employer	$611/mo.
Kirkland	Yes-but not dependent premiums. Life, AD&D, paid by City. Medical opt out $300.	$300-$763/mo.
Lacey	No	
Longview	No-offered, but AWC minimum City Council participation not met.	
Maple Valley *	No	
Mercer Island	No	
Mill Creek *	*NO RESPONSE*	
Milton	No	
Mt Lake Terrace *	No	
Olympia	No	
Orting	No	
Puyallup	Yes-premiums are paid the same as for regular employees (100% City paid).	$2,346/mo.
Redmond	Yes-paid same as part time employees. 50% cost share for premiums, includes dep.	$1,099/mo.
Renton	Yes-but not dependent premiums. Medical, dental and vision coverage provided.	$582/mo.
SeaTac	No-prior to 2014 paid for VEBA. Now 457 contribution instead.	457 - $1,538/mo.
Shelton	Yes-premiums are paid the same as for regular employees.	
Shoreline	Yes-currently all opt out and receive 457 contributions instead.	457 - $876 mo
Steilacoom	No	
Sumner	No	
Tacoma	Yes-premiums are paid the same as for regular employees.	$1,293/mo.
Tukwila	Yes-but not dependents. Group Health $706.27 mo Self funded plan $509.94 mo	$510 to $706/mo.
Tumwater **	No	
University Place *	No	
Vancouver	Yes-medical and dental insurance. May opt out, but no incentive. Life ins.	$953/mo.
Woodinville *	*NO RESPONSE*	
Yelm	No	

***** Indicates "comparable" city to Covington, as called out in the city's Compensation Program Procedure.
****** Indicates "alternative" comparable city to Covington, also as called out in the city's Compensation Program Procedure.

Agenda Item 3

Covington City Council
Date: May 12, 2015

SUBJECT: APPROVE INITIATING A SISTER CITY RELATIONSHIP WITH TATSUNO, JAPAN

RECOMMENDED BY: Regan Bolli, City Manager

ATTACHMENT(S):
1. None

PREPARED BY: Regan Bolli, City Manager

EXPLANATION:
Tatsuno, Japan desires to create a sister city relationship with Covington. Officials from Tatsuno would like to come and visit Covington this June and they have invited officials from Covington to Tatsuno and they will pay for the trip. Following these visits they would like to establish an exchange program where youth from Tatsuno will visit Covington for two weeks and then youth from Covington would visit Tatsuno. Although Tatsuno would like to form the sister city relationship soon, the exchange program would not need to begin until we have the system in place to facilitate the program. This could be a year or more. Officials from Tatsuno would like to come to the Seattle area June 28 – July 1. They will most likely be in Covington on June 30 to tour the city and attend our council meeting that evening.

ALTERNATIVES:
1. Return the issue to city staff for further study and analysis.

FISCAL IMPACT:
In the early stages of establishing a sister city relationship the fiscal impact will be staff time. Future fiscal impact could include supporting the cost of the student exchange, cultural activities and/or trade activities, as determined by the City Council.

CITY COUNCIL ACTION: ____Ordinance ___Resolution __X__Motion ____Other

Council member _____ moves, Council member _____ seconds, to direct staff to initiate forming a sister city relationship with Tatsuno, Japan. Details of the sister city relationship will be reviewed and approved by the City Council in the future.

REVIEWED BY: City Manager

Agenda Item 4

Covington City Council Meeting
Date: May 12, 2015

SUBJECT: 2015 FIRST QUARTER FINANCIAL REPORTS

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S):

1. 2015 First Quarter Report
2. Quarterly Performance Reports by Fund
3. Major Revenue Comparison
4. Current Investment Listing

PREPARED BY:
Rob Hendrickson, Finance Director

EXPLANATION:
It is the policy of the City and a requirement of state law (RCW 35A.34.240) to provide financial reports to the governing body on a quarterly basis.

ALTERNATIVES:
N/A

FISCAL IMPACT:
None.

CITY COUNCIL ACTION: _____Ordinance _____Resolution _____Motion ___X___Other

ASK QUESTIONS OF STAFF

REVIEWED BY: City Manager

March 31, 2015

ATTACHMENT 1

Economic & Revenue Summary

~WA State Economic & Revenue Forecast Council

- U.S. labor market activity slowed, with 126,000 net new jobs added in March.
- The major consumer confidence measures gave a mixed reading for the economy in March.
- Growth in U.S. manufacturing activity slowed for a fifth consecutive month.
- Nationally, home sales improved in February while residential construction slowed.
- Washington's February job growth was disappointing.
- Washington personal income growth was strong in 2014.
- Seattle inflation exceeded the national average.
- Housing in Washington got off to a strong start in 2015.
- Washington car and truck sales increased 1.3% in March 2015 following a 1.6% increase in February.

2015 1st Quarter

First quarter revenues show promise for a good year. Sales tax has jumped out to a strong start—highest in city history. The trend bodes well if the economy holds. REET collections are above forecast with the sale of commercial property. Utility tax collections are below forecast but this could be a timing issue. Development Services is a bright star for this quarter achieving almost 50% of revenue collections in the first quarter. On the other hand without General Fund support, Street and Parks would be deficit spending as operating expenditures outpace revenues.

- Rob Hendrickson, Finance Director

Inside this issue:

Property Tax	2	Cash and Investments	6
Real Estate Excise Tax	2	Capital Investment Program	7
Retail Sales and Use Tax	3		
Utility Tax	3		
General Fund	4		
Public Works	5		
Development Services	5		
Parks and Recreation	5		

CITY OF COVINGTON

2015 1st Quarter

Property Tax

2013	2014	2015
$ 71,220	$ 164,571	$ 82,354

Property tax is collected by King County and distributed on a daily basis to all taxing agencies within the county. Since taxes are due on April 30 and October 30 each year, the major distributions are realized in early May and November.

Through the 1st quarter the City received $82,354 or 3.3% of budget. This is below 2014 first quarter results but could be attributed to timing of collections.

Property tax is the most stable source of revenue the City has. It is one leg of the "three legged" stool which the General Fund relies on for revenue. The other two legs are sales tax and utility tax.

Property taxes are unrestricted. This means there are no restrictions on what the revenue can be used to pay for within the City. Currently property taxes are allocated 100% to the General Fund.

This 2014 levy for 2015 collection is $2,479,823 and the levy rate is $1.31/$1,000 assessed value. The cap for property tax collections is $2.10/$1,000 assessed value.

The City's assessed valuation is $1.88 billion—an increase of $271.2 million or 16.77% over the previous year.

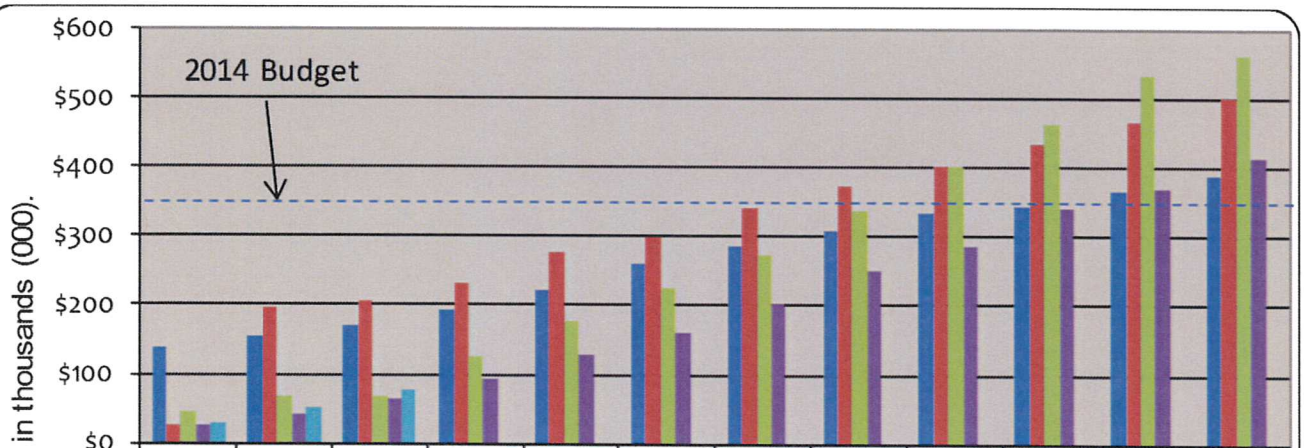
Real Estate Excise Tax (REET)

REET is a restricted revenue dedicated to paying debt service on the 2007 transportation bonds which paid for 168th Place SE/165th Place SE and loans from the Public Works Trust Fund. This tax is levied by the City on all sales of real estate at the rate of one-half percent (two quarter percents).

Through March, collections are at $76,697 or 21.9% of the $350,000 budget. This is $10,777 or 16.34% higher than 2014.

There were no new home sales, 74 existing home sales, and one commercial sale through first quarter.

Generally, existing home sales drive REET, but commercial sales add revenue rapidly and in large amounts.

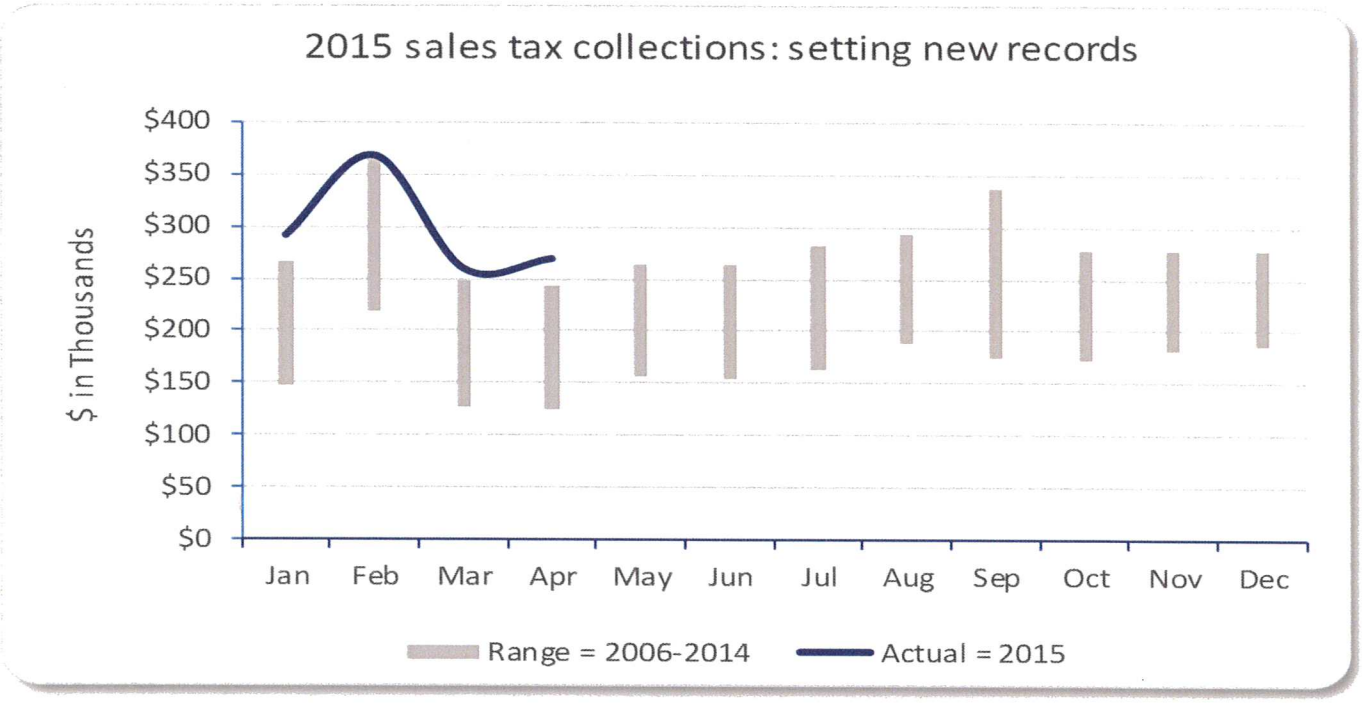


	1	2	3	4	5	6	7	8	9	10	11	12
2011	140	154	171	192	222	260	288	308	334	346	366	390
2012	25	198	208	233	276	300	343	375	402	435	467	503
2013	45	69	69	127	176	227	276	338	402	465	536	562
2014	26	43	66	95	129	160	204	251	286	340	370	414
2015	31	51	77	-	-	-	-	-	-	-	-	-

Retail Sales & Use Tax

Sales and Use Tax is the largest revenue source available to the City. It currently supports the General Fund at 84% and the Parks and Recreation Fund at 16%. The 1st quarter (on a cash basis) is above 2014 levels by $76,932 or 9.1%. Total collections are at $918,284 or 27.1%. The budget for 2014 is $3,391,790.

In year over year comparisons, retail sales increased by 8.9%, construction increased 7.4%, food services were up 6.0%, and all other categories increased 24.7%.



Utility Tax

The City imposes a utility tax on electrical energy, natural gas, brokered natural gas, solid waste, cable television, telephone, and SWM at the rate of 6.0%.

The utility tax supports the general fund including debt service, streets, parks and parks CIP.

The 1st quarter Y/Y is down by $74,473 or 13.9%. However, collections remain on target with the forecast. Total collections are $536,793 or 25.4% of budget.

Solid waste and cable remain fairly even with the prior year but all other categories are down when compared to first quarter 2014.

With assistance from MuniServices, the city will perform a tax audit of PSE to insure compliance with city requirements.

Utility	2014	2015
Electricity	$204,663	$172,394
Natural Gas	137,978	125,818
Solid Waste	38,959	39,248
Cable	77,687	77,577
Telephone	142,920	115,196
SWM	9,059	6,560
Total	**$611,266**	**$536,793**

GENERAL FUND

Revenues for the first quarter are 20.0% of budget or $1.9 million. This is more than 2014 levels by $50,463. Sales tax, on a cash basis, is 9.1% or $76,932 higher than 2014 first quarter while utility tax is 13.9% or $74,473 lower than Y/Y 2014 collections. Property tax collections are lower than 2014. The first half of property taxes are due April 30.

Total expenditures including transfers out through March are $1,321,017. This is an increase in spending of 9.8% or $117,816 over the same period last year. This is in part due to a payout to Costco as part of an agreement.

Overall, 12.6% of the budget has been spent. Note in the chart below that most all departments are below the 25% mark. City council and central services are the exception due to front loaded expenses that will even out during the year.

Law Enforcement costs are below normal since the first payment for January through April will be made in May after the first distribution of property tax revenue.

Beginning fund balance is $4,482,656—an increase of $455,851.

GENERAL FUND DEPARTMENT BUDGET UPDATE

Department	YTD - 2014	% of Budget	YTD - 2015	% of Budget
City Council	$ 220,113	45.7%	$ 219,428	45.2%
Municipal Court	67,194	10.5%	73,988	14.3%
Executive	204,928	21.9%	181,694	19.1%
Finance	132,579	24.4%	126,308	21.4%
Legal	12,944	17.3%	22,731	23.7%
Human Resources	64,205	17.8%	82,207	21.1%
Solid Waste	139	0.0%	230	0.0%
Central Services	245,253	52.6%	167,353	31.9%
Law Enforcement	16,900	0.5%	2,436	0.1%
Community Development	71,745	21.1%	69,248	16.9%
Operating Transfers Out	167,201	11.8%	375,394	12.5%
TOTAL	$ 1,203,201	14.1%	$ 1,321,017	12.6%

PUBLIC WORKS

Public Works consists of Street Operations and Surface Water Management (SWM).

Street Operations is funded by franchise fees received from Comcast and a motor vehicle fuel excise tax—gas tax.

Franchise fees are slightly ahead of 2014 by 2.1% or $1,233 and ahead of forecast by 0.6%.

Total operating revenues are $161,602 and other financing sources are $82,769. At $244,371 this puts total revenue sources at 22.5% for the 1st quarter.

Gas tax came in slightly below-budget. The forecast is generated through Municipal Research Services Corporation (MRSC). The amount received is $89,795 or 24.5% of budget. This is slightly higher than 2014 by $566.

Total expenditures are under budget for the 1st quarter. Total expenditures are at 17.0% or $185,368.

Street operating revenues are below operating expenditures by $19,079. Operating transfers of $82,769 from the general fund offset that deficit.

Ending fund balance for Streets is $514,491 an increase of $46,625.

SWM is primarily funded through drainage fees that are collected by King County. The City received $57,578 or 3.1%. Total revenues are at 3.2% or $70,269.

Total expenditures are at 16.0% or $324,939. There are no transfers out to report.

DEVELOPMENT SERVICES

Revenue is at $595,628 or 47.5% of forecast. This is a 424.5% increase over 2014.

The number of permits for single family residences are at 1 compared to 0 in 2014.

Operational expenditures came in at 21.9% or $240,718.

2015 is expected to have additional development.

Ending fund balance was $1,912,002 an increase of $20,773.

PARKS and RECREATION

Parks is divided into five divisions: aquatics, maintenance, recreation, parks administration and athletics. Revenues are derived from a portion of sales tax (16%), aquatics revenue, recreation, athletics and some miscellaneous revenues such as rentals and interest earnings.

Operating revenue came in ahead of forecast at 27.6% or $377,818 — led by sales tax and aquatics revenue. Sales tax is 27.1% or $146,925, aquatics revenue is $171,348 or 27.4%, athletics revenue is $39,532 or 29.6% and recreation revenue is $9,907 or 16.5%. Aquatics revenues and sales tax exceed 2014 in year over year results.

Year to date attendance is 27,718—slightly ahead of 2014 by 291.

Overall expenditures for the five divisions are 20.0% or $522,306. Expenditures are exceeding operating revenues by $144,488.

Ending fund balance was $214,256 a decrease of $87,222.

Cash & Investments

Total cash and investments total $13,518,912. This exceeds March 2014 by $581,505. The two largest gainers are Development Services followed by the General Fund. CIP is down but that is due to project completions. Four funds saw their cash balances decline in Y/Y comparisons.

The Local Government Investment Pool (LGIP) is currently earning 0.16% (as of March 2015). The City has $10,785,022 invested with the LGIP.

Investments outside the LGIP total $2,410,044 (market value). That is split between US Government Agencies and Municipal Securities.

The weighted yield of the portfolio with the state pool is 0.26% and without the pool is 0.72%. Average days to maturity with the pool is 113.2 days or 0.31 years and without the pool is 616.4 days or 1.7 years.

There were two maturities which were reinvested.

Cash on hand is kept at US Bank and various petty cash funds throughout the City. Investment securities are kept with US Bank Safekeeping.

The chart below reflects the amount of cash and investments allocated to each fund within the City. This is reconciled and updated on a monthly basis.

TOTAL GENERAL LEDGER CASH ACCOUNTS

	INVESTMENTS	CASH	TOTAL
GENERAL FUND	$453,069.85	$3,737,558.13	**$4,190,627.98**
STREET FUND	-	445,458.82	**445,458.82**
CONTINGENCY FUND	-	421,746.39	**421,746.39**
CUMULATIVE RESERVE FUND	1,253,240.75	157,142.44	**1,410,383.19**
REET 1ST 1/4% FUND	-	38,352.48	**38,352.48**
REET 2ND 1/4% FUND	-	38,352.48	**38,352.48**
DEVELOPMENT SERVICES FUND	502,891.59	1,756,291.77	**2,259,183.36**
PARKS and COMMUNITY SERVICES FUND	-	272,891.14	**272,891.14**
LID 99-01 GUARANTY FUND	-	-	**-**
LONG-TERM DEBT SERVICE FUND	-	-	**-**
LID 99.01 FUND	-	0.03	**0.03**
CAPITAL IMPROVEMENT PROGRAM	-	1,852,875.90	**1,852,875.90**
SURFACE WATER MANAGEMENT	200,841.60	1,785,180.54	**1,986,022.14**
UNEMPLOYMENT INSURANCE	-	244,506.59	**244,506.59**
EQUIPMENT REPLACEMENT	-	358,511.53	**358,511.53**
TOTAL ALL FUNDS	**$ 2,410,043.79**	**$ 11,108,868.24**	**$ 13,518,912.03**

Capital Investment Program

Please see the chart below for current CIP activity.

Project #	Project Description	Revenues	Expenditures
1010	Covington Community Park Phase 2	$0	$0
1014	Jenkins Creek Park	541	15,432
1028	Annual Road Overlay	0	0
1029	Annual Traffic Safety	1,018	1,245
1057	SR 516 Safety Widening	220	220
1127	SR 516 Widening at Jenkins Creek	854	5,775

CITY OF COVINGTON
FINANCE DEPARTMENT

16720 SE 271st St
Suite 100
Covington, WA 98042

Phone: 253-480-2400
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Rob Hendrickson - Finance Director
Casey Parker - Senior Accountant
Lindsay Hagen - Accountant I
Staci Cles - Accounting Clerk
Viviana Salazar—Finance Assistant

City of Covington
Quarterly Performance Report - General Fund
as of 3/31/2015

ATTACHMENT 2

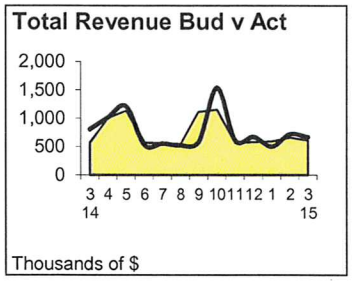


Chart 1

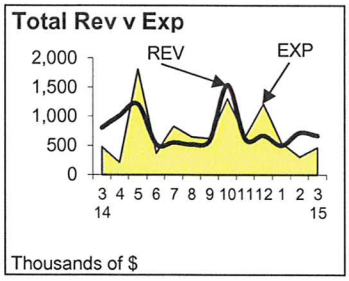


Chart 2

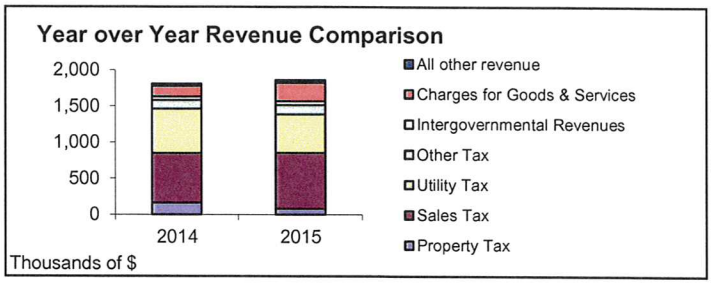


Chart 3

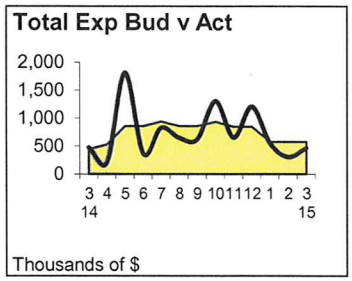


Chart 4

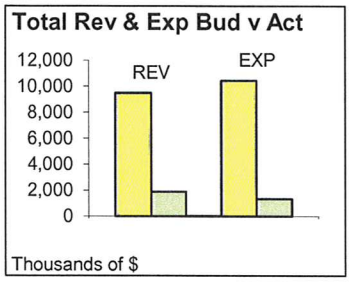


Chart 5

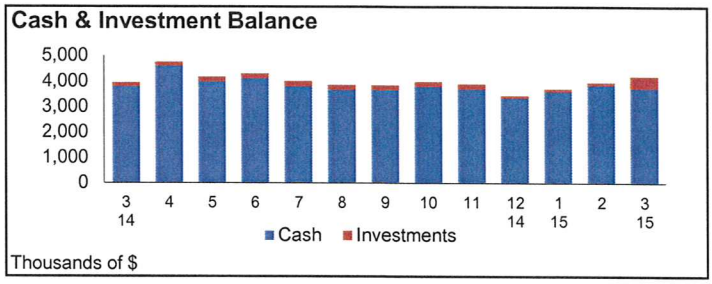
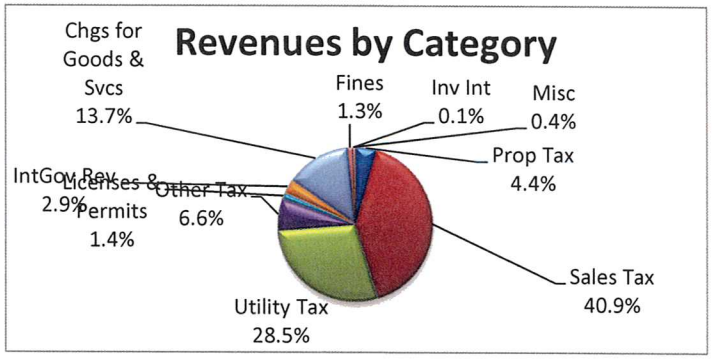
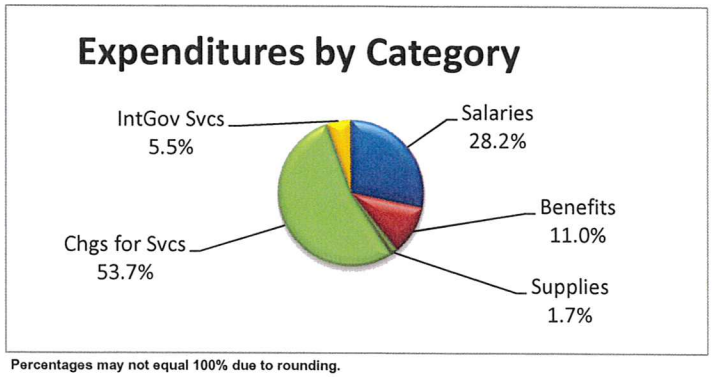


Chart 6

Rev & Exp - YTD	2015 Budget	2015 Actual	$ Rem	% Coll YTD	2014 Actual
Property Tax	$ 2,500.5	$ 82.4	$ 2,418.1	3.3%	$ 164.6
Sales Tax	2,849.1	771.4	2,077.7	27.1%	686.0
Utility Tax	2,116.8	536.8	1,580.0	25.4%	611.3
Other Tax	452.0	125.1	326.9	27.7%	118.6
Licenses & Permits	75.0	25.5	49.5	34.0%	25.0
Intergovernmental Rev	291.5	54.6	236.9	18.7%	53.6
Charges for Goods & Svcs	1,008.0	257.5	750.6	25.5%	145.3
Fines & Penalties	94.7	24.2	70.5	25.6%	23.6
Investment Interest	12.0	1.6	10.4	13.0%	0.4
Miscellaneous	44.4	7.0	37.3	15.8%	7.2
Total Operating Revenues	9,444.0	1,885.9	7,558.1	20.0%	1,835.4
Other Financing Sources	35.2	-	35.2	0.0%	-
Total Sources	**$ 9,479.2**	**$ 1,885.9**	**$ 7,593.2**	**19.9%**	**$ 1,835.4**
Salaries & Wages	$ 1,444.3	$ 303.2	$ 1,141.0	21.0%	$ 306.0
Benefits	525.9	117.9	408.0	22.4%	145.3
Supplies	68.5	18.4	50.1	26.8%	19.5
Charges for Services	1,872.1	577.3	1,294.8	30.8%	606.4
Intergovernmental Svcs	4,027.6	58.7	3,968.9	1.5%	65.4
Capital	5.1	-	5.1	0.0%	14.7
Total Operating Expenses	7,943.4	1,075.5	6,867.9	13.5%	1,157.3
Other Financing Uses	2,501.5	245.5	2,256.0	9.8%	45.9
Total Uses	**$ 10,444.9**	**$ 1,321.0**	**$ 9,123.9**	**12.6%**	**$ 1,203.2**

Chart 7





Percentages may not equal 100% due to rounding.

Chart 8 & 9

Legend			
Cur Year	Budget	Actual	Data in Thousands of $

City of Covington
Quarterly Performance Report - Street Operations
as of 3/31/2015

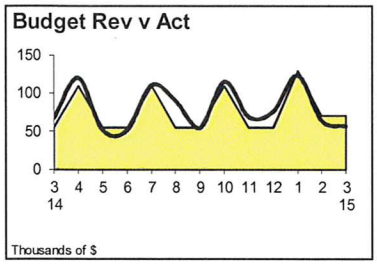
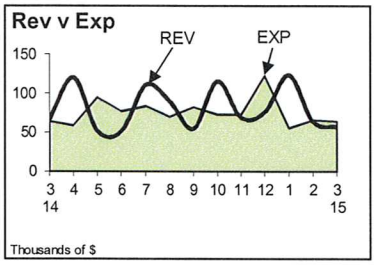


Chart 1



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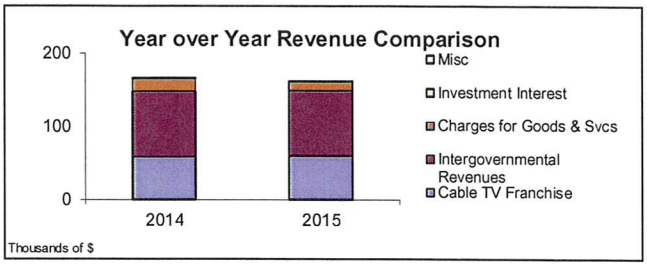


Chart 3

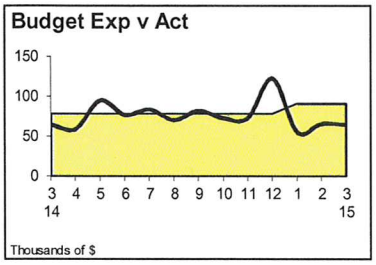
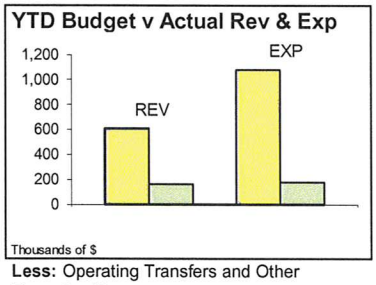


Chart 4



Less: Operating Transfers and Other Financing Uses

Chart 5

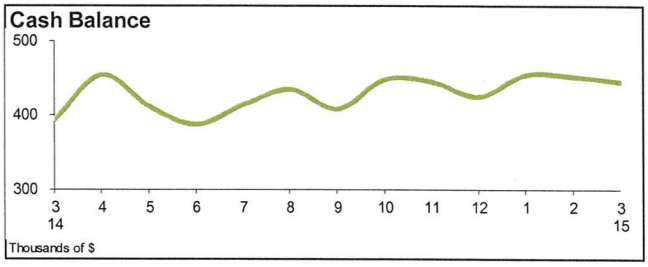
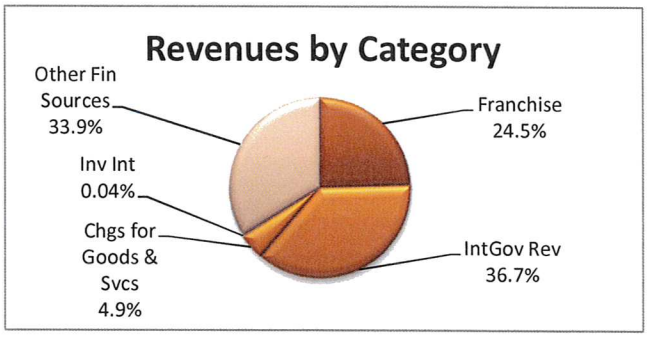
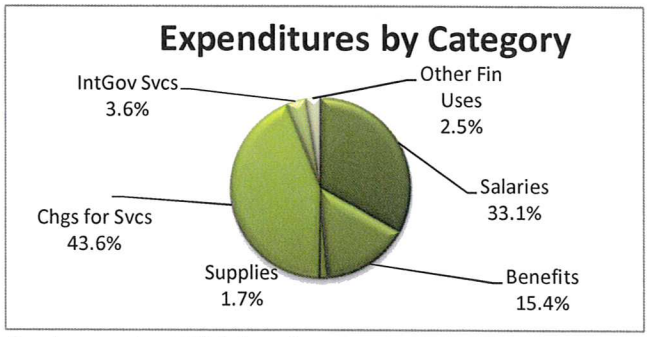


Chart 6

Rev & Exp - YTD	2015 Budget	2015 Actual	$ Rem	% Cull	2014 Actual
Cable TV Franchise	$ 233.5	$ 59.9	$ 173.6	25.6%	$ 58.6
Intergovernmental Revenues	367.3	89.8	277.5	24.5%	89.2
Charges for Goods & Svcs	6.0	11.9	(5.9)	197.7%	17.7
Investment Interest	0.4	0.1	0.3	23.4%	0.1
Miscellaneous	-	-	-	0.0%	0.0
Total Operating Revenues	607.2	161.6	445.5	26.6%	165.7
Operating Transfer In	476.6	82.8	393.9	17.4%	61.6
Total Sources	**$ 1,083.8**	**$ 244.4**	**$ 839.4**	**22.5%**	**$ 227.2**
Salaries & Wages	$ 353.7	$ 61.4	$ 292.3	17.4%	$ 61.1
Benefits	135.1	28.6	106.4	21.2%	32.8
Supplies	65.9	3.1	62.8	4.7%	7.9
Charges for Services	437.6	80.8	356.8	18.5%	49.1
Intergovernmental	98.0	6.7	91.3	6.9%	10.9
Capital	-	-	-	0.0%	-
Total Operating Expenses	1,090.3	180.7	909.6	16.6%	161.8
Other Financing Uses	-	4.7	(4.7)	0.0%	-
Total Uses	**$ 1,090.3**	**$ 185.4**	**$ 904.9**	**17.0%**	**$ 161.8**

Chart 7





Percentages may not equal 100% due to rounding.

Chart 8 & 9

Legend			
Cur Year	Budget	Actual	Data in Thousands of $

City of Covington
Quarterly Performance Report - Development Services
as of 3/31/2015

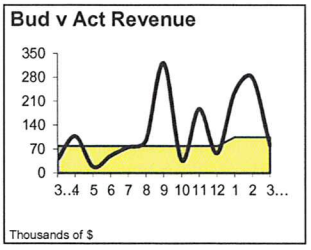
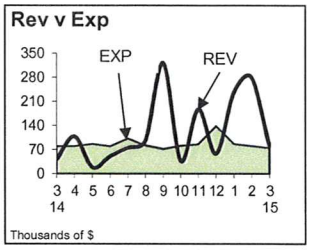


Chart 1



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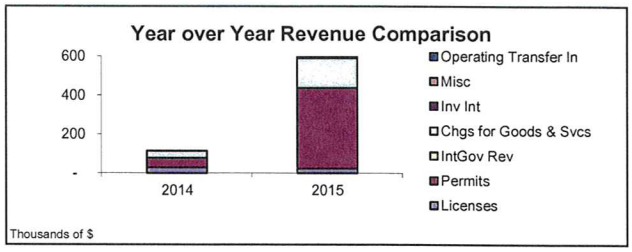

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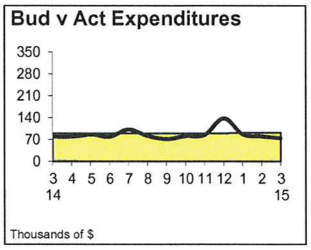

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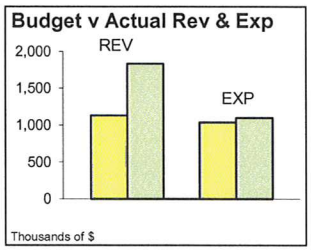


Chart 5

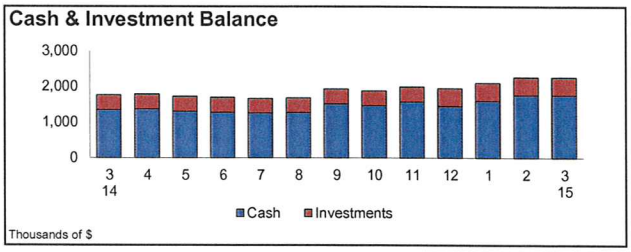


Chart 6

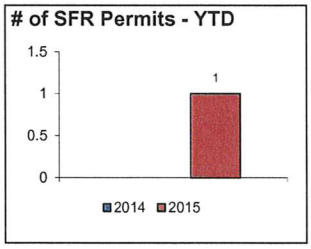


Chart 7

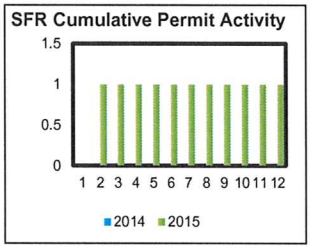


Chart 8

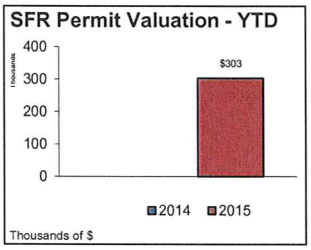
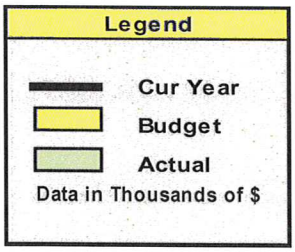


Chart 9



Rev & Exp - YTD	2015 Budget	2015 Actual	$ Rem	% Coll YTD	2014 Actual
Licenses	$ 80.3	$ 23.7	56.6	29.5%	$ 28.1
Permits	936.9	412.7	524.2	44.0%	49.0
Intergovernmental Svcs	4.6	-	4.6	0.0%	0.1
Charges for Services	229.3	154.0	75.4	67.1%	35.5
Interest Income	4.0	5.3	(1.3)	132.0%	0.6
Miscellaneous	-	-	-	0.0%	-
Total Operating Revenues	1,255.2	595.6	659.5	47.5%	113.4
Operating Transfer In	-	-	-	0.0%	-
Total Sources	$ 1,255.2	$ 595.6	$ 659.5	47.5%	$ 113.4
Salaries & Wages	$ 494.4	113.2	381.2	22.9%	71.2
Benefits	174.1	40.8	133.3	23.4%	32.7
Supplies	9.7	0.9	8.8	9.5%	0.6
Charges for Services	361.8	85.8	276.0	23.7%	60.3
Intergovernmental	59.6	-	59.6	0.0%	-
Total Operating Expenses	1,099.5	240.7	858.8	21.9%	164.8
Other Financing Uses	-	-	-	0.0%	-
Total Uses	$ 1,099.5	$ 240.7	$ 858.8	21.9%	$ 164.8

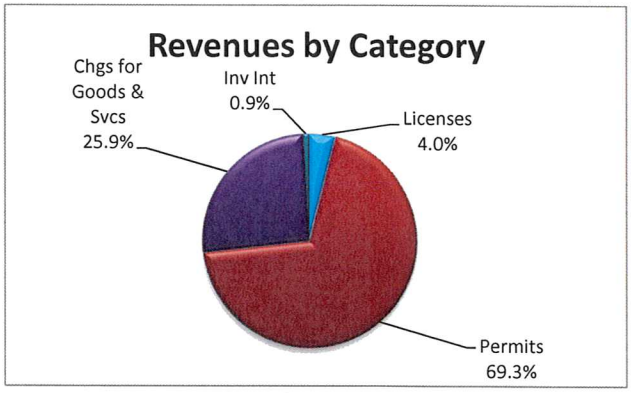
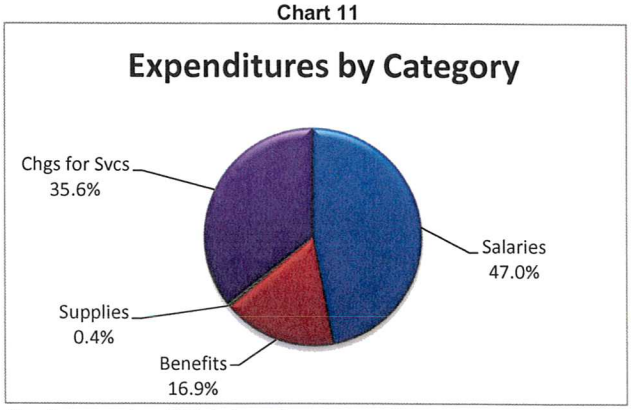


Chart 11



Percentages may not equal 100% due to rounding.

City of Covington
Quarterly Performance Report - Parks and Recreation Services
as of 3/31/2015

SUMMARY CHARTS

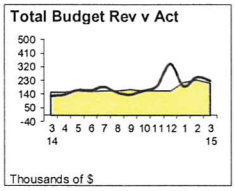
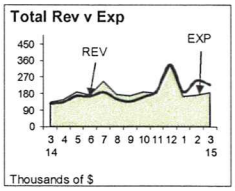


Chart 1



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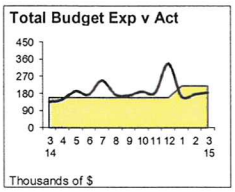

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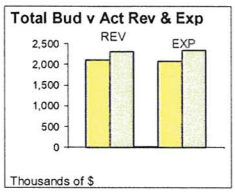

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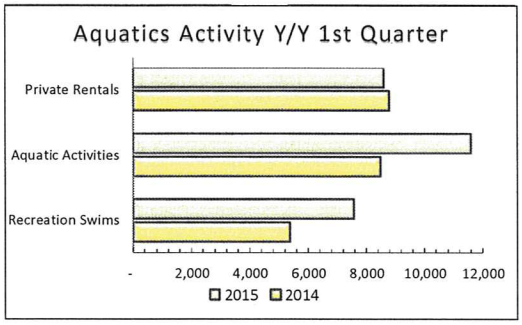


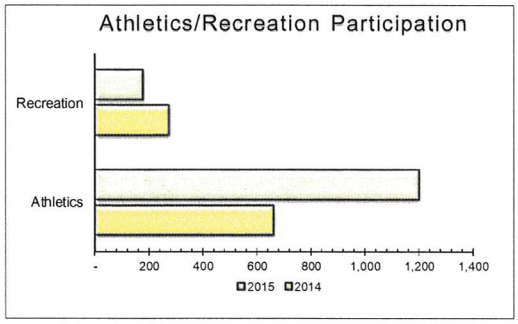
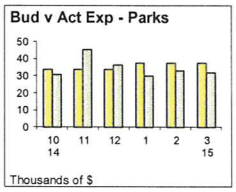
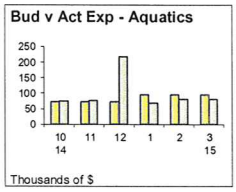


Chart 8

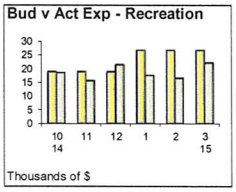
DEPARTMENTS



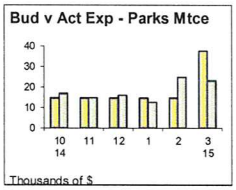
Exp - YTD	2015 Budget	2015 Actual	$ Rem	% Coll YTD	2014 Actual
Salaries & Wages	$ 218.4	$ 47.8	$ 170.7	21.9%	$ 42.8
Benefits	63.2	14.3	48.8	22.7%	10.7
Supplies	1.5	0.5	0.9	35.2%	0.1
Charges for Services	163.6	32.0	131.6	19.5%	29.4
Intergovernmental Svcs	1.0	-	1.0	0.0%	-
Total Operating Expenses	447.6	94.6	353.0	21.1%	82.9
Other Financing Uses	-	-	-	0.0%	-
Total Uses	$ 447.6	$ 94.6	$ 353.0	21.1%	$ 82.9



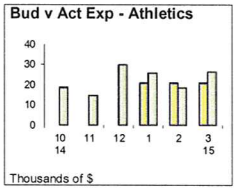
Exp - YTD	2015 Budget	2015 Actual	$ Rem	% Coll YTD	2014 Actual
Salaries & Wages	$ 502.7	$ 105.5	$ 397.3	21.0%	$ 88.4
Benefits	139.2	30.9	108.2	22.2%	26.4
Supplies	66.3	5.0	61.3	7.6%	3.7
Charges for Services	400.2	90.4	309.8	22.6%	59.2
Intergovernmental Svcs	-	-	-	0.0%	-
Capital Outlay	-	-	-	0.0%	13.3
Total Operating Expenses	1,108.4	231.9	876.5	20.9%	191.0
Other Financing Uses	27.5	-	27.5	0.0%	-
Total Uses	$ 1,135.9	$ 231.9	$ 904.0	20.4%	$ 191.0



Exp - YTD	2015 Budget	2015 Actual	$ Rem	% Coll YTD	2014 Actual
Salaries & Wages	$ 117.9	$ 23.8	$ 94.1	20.2%	$ 20.6
Benefits	34.6	7.3	27.4	20.9%	7.2
Supplies	9.4	0.8	8.6	8.6%	0.3
Charges for Services	149.1	24.5	125	16.5%	11.7
Intergovernmental Svcs	11.0	-	11.0	0.0%	-
Total Operating Expenses	322.0	56.4	265.6	17.5%	39.8
Other Financing Uses	-	-	-	0.0%	-
Total Uses	$ 322.0	$ 56.4	$ 265.6	17.5%	$ 39.8



Exp - YTD	2015 Budget	2015 Actual	$ Rem	% Coll YTD	2014 Actual
Salaries & Wages	$ 96.5	$ 24.1	$ 72.3	25.0%	$ 20.8
Benefits	38.9	9.6	29.3	24.7%	10.6
Supplies	22.8	2.8	20.0	12.5%	2.1
Charges for Services	292.6	32.2	260.4	11.0%	20.0
Capital Outlay	-	-	-	0.0%	-
Total Operating Expenses	450.8	68.8	382.0	15.3%	53.5
Other Financing Uses	-	-	-	0.0%	-
Total Uses	$ 450.8	$ 68.8	$ 382.0	15.3%	$ 53.5



Exp - YTD	2015 Budget	2015 Actual	$ Rem	% Coll YTD	2014 Actual
Salaries & Wages	$ 115.6	$ 24.3	$ 91.2	21.1%	$ -
Benefits	36.5	8.6	27.9	23.5%	-
Supplies	43.0	14.6	28.4	33.9%	-
Charges for Services	55.6	23.2	32.4	41.7%	-
Intergovernmental Svcs	-				
Capital Outlay	-	-	-	0.0%	-
Total Uses	$ 250.66	$ 70.64	180.0	28.2%	$ -

Rev & Exp - YTD	2015 Budget	2015 Actual	$ Rem	% Coll YTD	2014 Actual
Taxes	$ 542.7	$ 146.9	$ 395.8	27.1%	$ 134.6
Grants/Intergovernmental Rev	-	2.0	(2.0)	0.0%	-
Aquatics Revenue	626.4	171.3	455.1	27.4%	122.9
Athletics Revenue	133.5	39.5	94.0	29.6%	-
Recreation Revenue	60.1	9.9	50.2	16.5%	6.2
Investment Interest	0.2	0.0	0.2	17.8%	0.0
Charges for Goods & Services	-	-	-	0.0%	-
Miscellaneous	3.6	8.1	(4.5)	225.5%	9.7
Total Operating Revenues	1,366.5	377.8	988.7	27.6%	273.4
Other Financing Sources	1,274.3	292.6	981.7	23.0%	105.6
Total Sources	$ 2,640.9	$ 670.4	$ 1,970.4	25.4%	$ 379.1
Salaries & Wages	$ 1,051.1	$ 225.5	$ 825.6	21.5%	$ 172.5
Benefits	312.4	70.7	241.7	22.6%	54.9
Supplies	143.0	23.8	119.2	16.6%	6.2
Intergovernmental Svcs	12.0	-	12.0	0.0%	-
Charges for Services	1,061.1	202.3	858.8	19.1%	120.4
Capital Outlay	-	-	-	0.0%	13.3
Total Operating Expenses	2,579.5	522.3	2,057.2	20.2%	367.2
Other Financing Uses	27.5	-	27.5	0.0%	-
Total Uses	$ 2,607.0	$ 522.3	$ 2,084.7	20.0%	$ 367.2

Chart 10

Chart 9

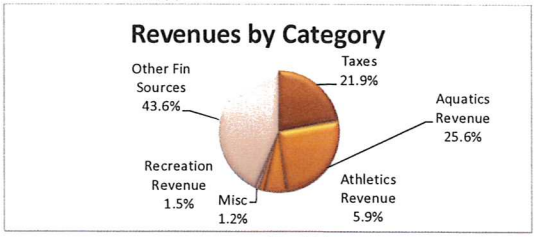
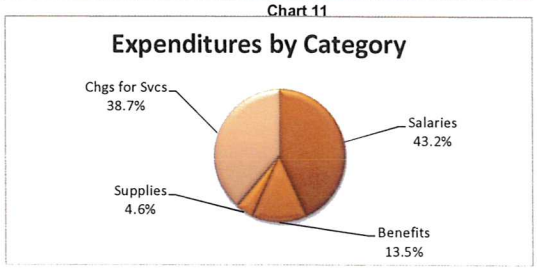


Chart 11



Percentages may not equal 100% due to rounding.

Chart 12

Legend			
Cur Year	Budget	Actual	Data in Thousands of $

City of Covington
Quarterly Performance Report - SWM Operations
as of 3/31/2015

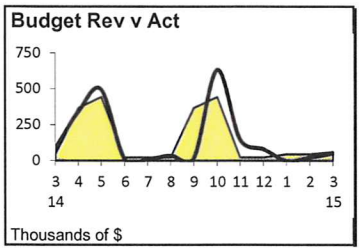


Chart 1

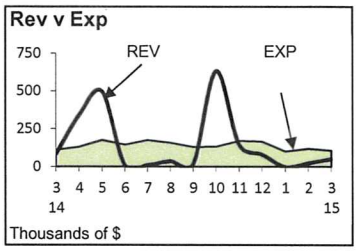


Chart 2

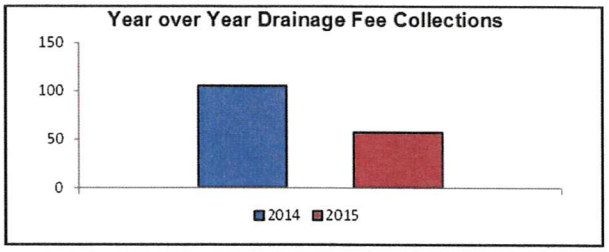


Chart 5

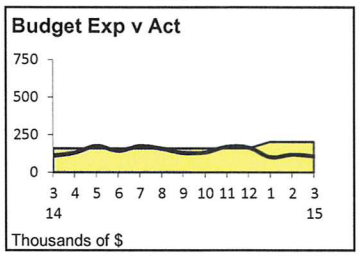


Chart 3

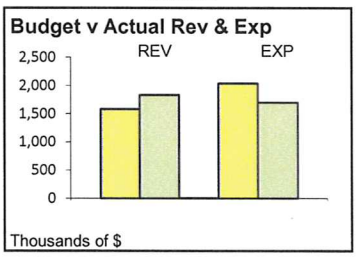


Chart 4

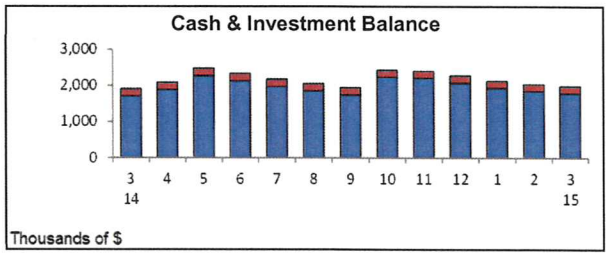


Chart 6

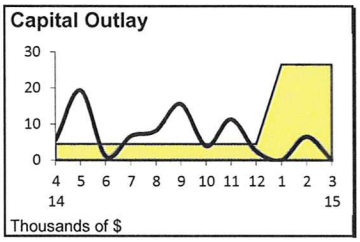
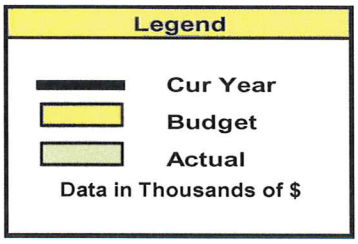


Chart 7



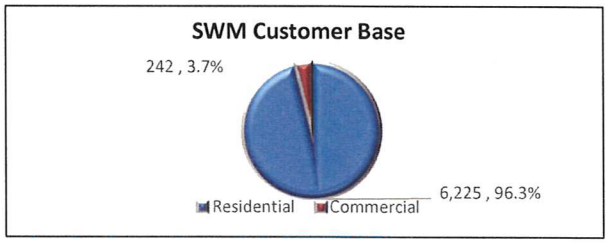
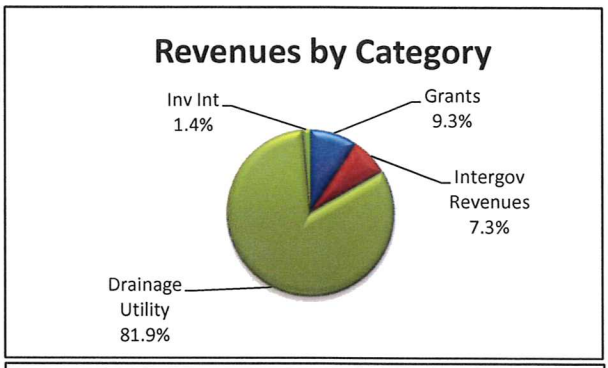
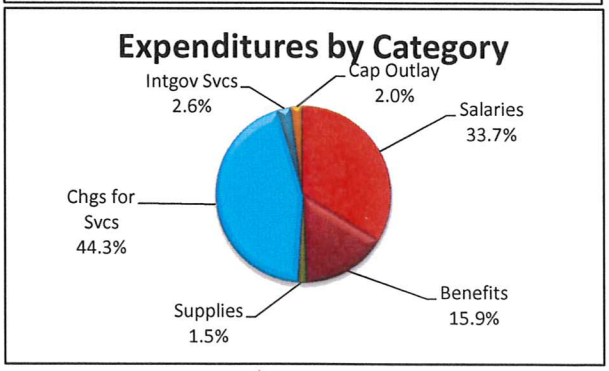


Chart 8

Rev & Exp - YTD	2015 Budget	2015 Actual	$ Rem	% Coll YTD	2014 Actual
Grants	$ 247.2	$ 7	240.7	2.6%	$ -
Intergovernmental Revenues	51.8	5.2	46.6	10.0%	3.0
Drainage Utility	1,866.8	57.6	1,809.3	3.1%	105.3
Investment Interest	5.0	1.0	4.0	19.9%	0.3
Misc	-	-	-	0.0%	(0.3)
King County Flood Control	71.2	-	71.2	0.0%	-
KC Flood Reduction Grant	176.0	-	176.0	0.0%	-
Total Operating Revenues	2,170.8	70.3	2,100.6	3.2%	108.3
Transfers In	-	-	-		-
Total Sources	$ 2,170.8	$ 70.3	$ 2,100.6	3.2%	$ 108.3
Salaries	$ 614.2	$ 109.4	$ 504.8	17.8%	$ 105.8
Benefits	220.9	51.6	169.3	23.3%	58.8
Supplies	56.8	4.9	51.9	8.6%	3.9
Charges for Services	905.4	144.0	761.4	15.9%	137.9
Intergovernmental	52.7	8.6	44.1	16.3%	4.3
Capital Outlay	148.9	6.5	142.4		91.9
Total Operating Expenditures	1,998.9	324.9	1,673.9	16.3%	402.7
Other Financing Uses	-	-	-	0.0%	-
SWM Debt Service P & I	32.8	-	32.8	0.0%	-
Total Uses	$ 2,031.7	$ 324.9	$ 1,706.8	16.0%	$ 402.7

Chart 9





Percentages may not equal 100% due to rounding.

Charts 10 & 11

CITY OF COVINGTON
MAJOR REVENUE REVIEW
2013 - Current

ATTACHMENT 3

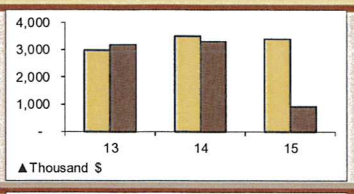
	Source/Data	Budget vs Actual	Revenue by Month (shown on a cash basis)	High/Low

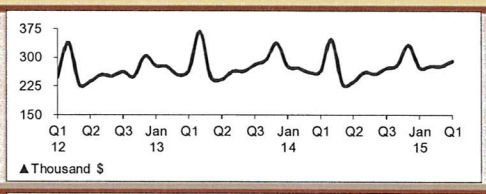
GENERAL FUND

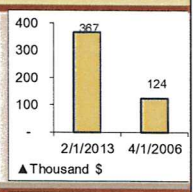
Sales Tax

	1Q-14	1Q-15	% Diff
Qtr - Qtr Revenues	841,352	918,284	9.1%

	Budget	Actual	% Collected
2015 Annual Revenues	$ 3,391,790	918,284	27.1%
2014 Annual Revenues	$ 3,507,000	3,307,265	94.3%
2013 Annual Revenues	$ 2,988,000	$ 3,179,326	106.4%



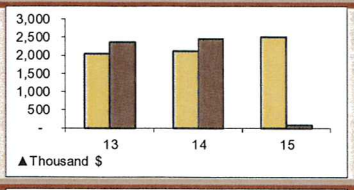


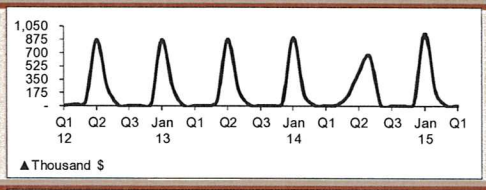


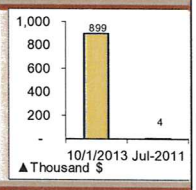
Property Tax

	1Q-14	1Q-15	% Diff
Qtr - Qtr Revenues	$ 164,571	$ 82,354	-50.0%

	Budget	Actual	% Collected
2015 Annual Revenues	$ 2,500,470	$ 82,354	3.3%
2014 Annual Revenues	$ 2,427,134	$ 2,458,371	101.3%
2013 Annual Revenues	$ 2,340,000	$ 2,363,948	101.0%



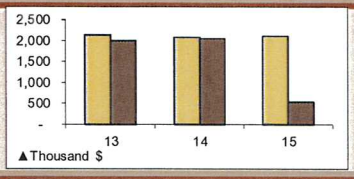


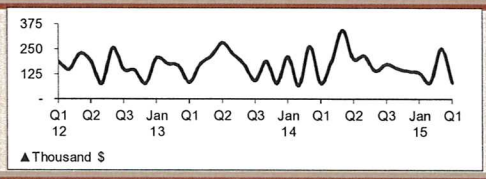


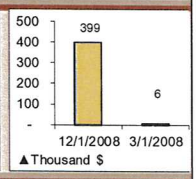
Utility Tax

	1Q-14	1Q-15	% Diff
Qtr - Qtr Revenues	$ 611,265	$ 536,793	-12.2%

	Budget	Actual	% Collected
2015 Annual Revenues	$ 2,116,790	$ 536,793	25.4%
2014 Annual Revenues	$ 2,080,100	$ 2,052,234	98.7%
2013 Annual Revenues	$ 2,140,140	$ 2,004,827	93.7%





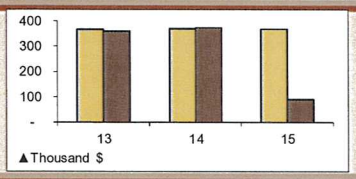


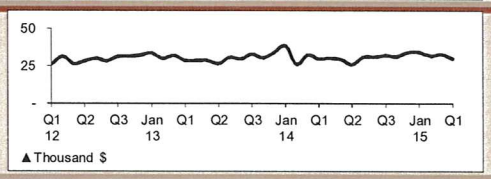
STREET FUND

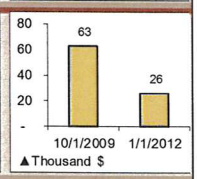
Fuel Tax

	1Q-14	1Q-15	% Diff
Qtr - Qtr Revenues	$ 89,229	$ 89,795	0.6%

	Budget	Actual	% Collected
2015 Annual Revenues	$ 367,250	$ 89,795	24.5%
2014 Annual Revenues	$ 369,240	$ 373,351	101.1%
2013 Annual Revenues	$ 366,566	$ 360,567	98.4%



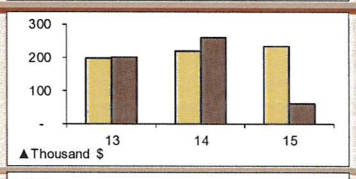


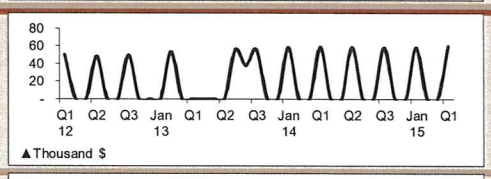


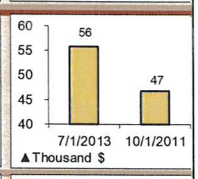
Comcast Franchise Fees

	1Q-14	1Q-15	% Diff
Qtr - Qtr Revenues	$ 58,618	$ 59,851	2.1%

	Budget	Actual	% Collected
2015 Annual Revenues	$ 233,500	$ 59,851	25.6%
2014 Annual Revenues	$ 220,000	$ 259,889	118.1%
2013 Annual Revenues	$ 199,000	$ 200,952	101.0%





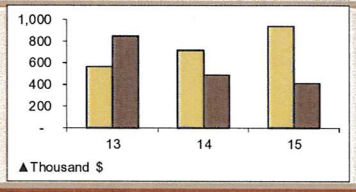


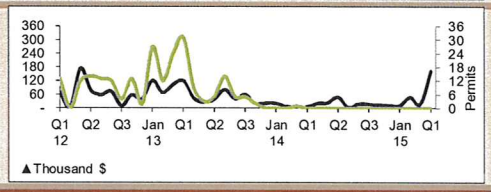
DEV SVCS FUND

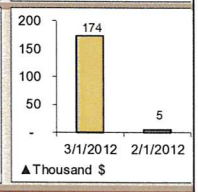
Development Services Permitting Revenue/Activity

	1Q-14	1Q-15	% Diff
Qtr - Qtr Revenues	$ 48,982	$ 412,704	742.6%

	Budget	Actual	% Collected
2015 Annual Revenues	$ 936,930	$ 412,704	44.0%
2014 Annual Revenues	$ 713,823	$ 487,938	68.4%
2013 Annual Revenues	$ 566,835	$ 845,807	149.2%





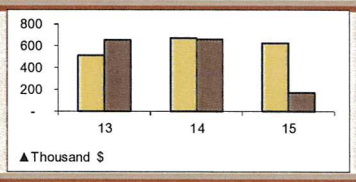


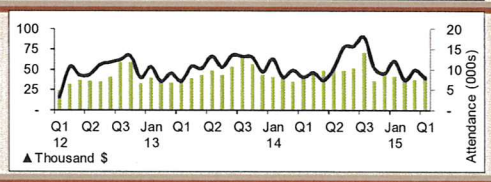
PARKS FUND

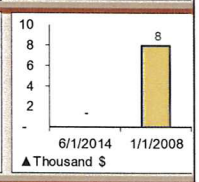
Aquatics Revenue/Attendance *

	1Q-14	1Q-15	% Diff
Qtr - Qtr Revenues	$ 122,906	$ 171,348	39.4%

	Budget	Actual	% Collected
2015 Annual Revenues	$ 626,420	$ 171,348	27.4%
2014 Annual Revenues	$ 673,081	$ 663,902	98.6%
2013 Annual Revenues	$ 512,820	$ 656,651	128.0%





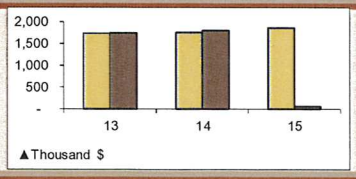


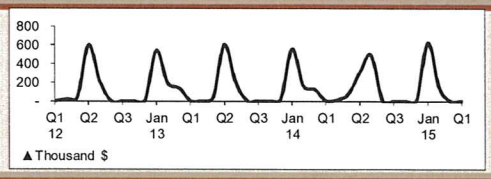
SWM FUND

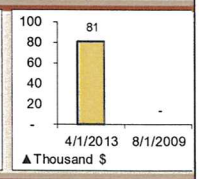
SWM Fees

	1Q-14	1Q-15	% Diff
Qtr - Qtr Revenues	$ 105,334	$ 57,578	-45.3%

	Budget	Actual	% Collected
2015 Annual Revenues	$ 1,866,830	$ 57,578	3.1%
2014 Annual Revenues	$ 1,754,862	$ 1,807,521	103.0%
2013 Annual Revenues	$ 1,733,000	$ 1,751,467	101.1%





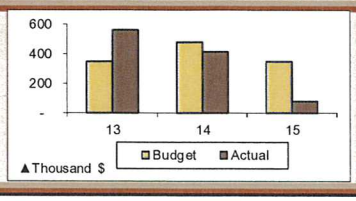


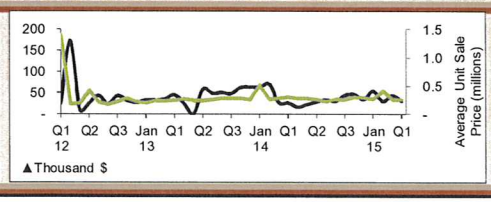
REET FUND

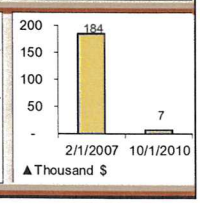
Real Estate Excise Tax (REET)/Avg Sales Price/Unit

	1Q-14	1Q-15	% Diff
Qtr - Qtr Revenues	$ 65,920	$ 76,697	16.3%

	Budget	Actual	% Collected
2015 Annual Revenues	$ 350,000	$ 76,697	21.9%
2014 Annual Revenues	$ 480,000	$ 414,489	86.4%
2013 Annual Revenues	$ 350,000	$ 562,456	160.7%







City of Covington
Investment Listing
for the period ending March 31, 2015

ATTACHMENT 4

Institution	Par/Shares	Maturity Date	Current Date	DTM	YTM	Current Principal Balance	Current Market Value
US Bank - Cash	$ 232,138.92	overnight					$ 232,138.92
Forfeiture Account	91,706.55	overnight					91,706.55
Local Government Investment Pool	10,785,022.77	overnight			0.00		10,785,022.77
US Government Agencies							
FMAC	$ 1,000,000.00	2/22/17	3/31/2015	695	0.64	$ 1,006,873.00	$ 1,004,208.00
FMAC	200,000.00	2/22/17	3/31/2015	695	0.80	200,427.00	200,841.60
Federal Farm Credit Bank	250,000.00	5/1/17	3/31/2015	763	0.82	249,239.25	249,032.75
FICO Strip	517,000.00	11/30/17	3/31/2015	976	1.16	499,672.75	502,891.59
Federal Natl Mortgage Assn	350,000.00	1/30/18	3/31/2015	1037	0.30	349,408.15	349,079.85
subtotal	2,317,000.00					2,305,620.15	2,306,053.79
Municipal Securities							
Central Puget Sound WA	100,000.00	2/1/2016	3/31/2015	308	0.45	107,783.00	103,990.00
subtotal	100,000.00					107,783.00	103,990.00
	2,417,000.00					2,413,403.15	2,410,043.79
	$ 13,525,868.24					$ 2,413,403.15	$ 13,518,912.03

DISCUSSION OF FUTURE AGENDA TOPICS:

7:00 p.m. Tuesday, May 26, 2015 Regular Meeting

(Draft Agenda Attached)

Draft
as of 05/06/15

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

Tuesday, May 26, 2015 — **City Council Chambers**
7:00 p.m. — **16720 SE 271st Street, Suite 100, Covington**

CALL CITY COUNCIL REGULAR MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION - NONE

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

APPROVE CONSENT AGENDA

C-1. Minutes: May 6, 2015 Special Meeting, May 12, 2015 Joint Study Session with CEDC & Chamber Board, and May 12, 2015 Regular Meeting Minutes (Scott)
C-2. Vouchers (Hendrickson)
C-3. Appoint Voting Delegate for Association of Washington Cities Annual business Meeting (Council)

REPORTS OF COMMISSIONS

- Human Services Chair Fran McGregor: May 14 meeting
- Parks & Recreation Chair Laura Morrissey: May 20 meeting
- Arts Chair Lesli Cohan: May 14 meeting
- Planning Chair Bill Judd: May 7 and May 21 meetings
- **Future Meetings:** Economic Development Council: Next meeting May 28

PUBLIC HEARING

1. To Receive Testimony on Proposed 2016-2021 Transportation Improvement Program (Vondran)

NEW BUSINESS

2. Consider Appointments to Arts Commission (Council)

COUNCIL/STAFF COMMENTS - Future Agenda Topics

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

EXECUTIVE SESSION – if needed

ADJOURN

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