

Covington: Unmatched quality of life

AGENDA CITY OF COVINGTON CITY COUNCIL REGULAR MEETING

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Tuesday, February 22, 2011
7:00 p.m.

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

CALL CITY COUNCIL REGULAR MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION

- Youth Art Month Proclamation – March 2011 (Lobdell)

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

APPROVE CONSENT AGENDA

- C-1. Approval of Minutes (Scott)
- C-2. Approval of Vouchers. (Hendrickson)

REPORTS OF COMMISSIONS

- Human Services Chair Haris Ahmad: January 13 and February 10 Meetings.
- Arts Chair Gregg Lobdell: October – February Meetings.
- Parks & Recreation Chair David Aldous: February 16 Meeting.
- Planning Chair Sean Smith: February 17 Meeting.
- Economic Development Co-Chair Hugh Kodama: January 27 Meeting.

NEW BUSINESS

1. Consider Acceptance of 168th/165th Place SE Capital Project (CIP 1082) (Vondran/Akramoff)
2. Retirement Plan Administrator Update (Hendrickson)
3. Consider Ordinance Designating Downtown Street Types by Community Development Director When and Where None Exist Within CMC 18.31.060 (Hart)

COUNCIL/STAFF COMMENTS

- Future Agenda Topics

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

EXECUTIVE SESSION: If Needed

ADJOURN

Any person requiring disability accommodation should contact the City of Covington at (253) 638-1110 a minimum of 24 hours in advance. For TDD relay service, please use the state's toll-free relay service (800) 833-6384 and ask the operator to dial (253) 638-1110.

Consent Agenda Item C-1

Covington City Council Meeting

Date: February 22, 2011

SUBJECT: APPROVAL OF MINUTES: FEBRUARY 8, 2011 CITY COUNCIL REGULAR MEETING MINUTES

RECOMMENDED BY: Sharon G. Scott, City Clerk

ATTACHMENT(S): Proposed Minutes

PREPARED BY: Joan Michaud, Deputy City Clerk

EXPLANATION:

ALTERNATIVES:

FISCAL IMPACT:

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

Councilmember _____ moves, Councilmember _____ seconds, to approve the February 8, 2011 City Council Regular Meeting Minutes.

**City of Covington
Regular City Council Meeting Minutes
Tuesday, February 8, 2011**

(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, February 8, 2011, at 7:08 p.m., with Mayor Harto presiding.

COUNCILMEMBERS PRESENT:

Margaret Harto, Mark Lanza, David Lucavish (arrived @ 8:05 p.m.), Marlla Mhoon, Jim Scott, Wayne Snoey, and Jeff Wagner.

Council Action: Councilmember Scott moved and Councilmember Snoey seconded to excuse Councilmember Lucavish who was attending an economic development meeting. Vote: 6-0. Motion carried.

STAFF PRESENT:

Derek Matheson, City Manager; Glenn Akramoff, Public Works Director; Noreen Beaufriere, Personnel Manager; Richard Hart, Acting Community Development Director; Rob Hendrickson, Finance Director; Kevin Klason, Covington Police Chief; Karla Slate, Community Relations Coordinator; Scott Thomas, Parks & Recreation Director; Sara Springer, City Attorney; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Harto introduced the Wolf Den from Cub Scout Pack 506 sponsored by St. John the Baptist Catholic Church along with Den Leaders Debbie and Amanda who led the Pledge of Allegiance.

APPROVAL OF AGENDA:

Council Action: Councilmember Wagner moved and Councilmember Mhoon seconded to approve the Agenda as amended to add an Executive Session. Vote: 6-0. Motion carried.

PUBLIC COMMUNICATION:

Mayor Harto announced the 2010 Commissioner of the Year: Sean Smith. Mayor Harto announced the 2010 Volunteer of the Year: Amy MacLurg.

The Council recessed at 7:21 p.m. for a short celebration for the volunteers and commissioners and reconvened at 7:37 p.m.

PUBLIC COMMENT:

Mayor Harto called for public comments.

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

APPROVE CONSENT AGENDA:

C-1. Approval of Minutes: January 11, 2011 City Council Regular Meeting Minutes; January 25, 2011 City Council Joint Study Session with Planning Commission Minutes; and January 25, 2011 City Council Regular Meeting Minutes.

C-2. Approval of Vouchers: Vouchers #24804-24866, in the Amount of \$339,011.87, Dated January 24, 2011; and Payroll Checks #8525-8533, Inclusive, Plus Employee Direct Deposits in the Amount of \$130,670.85, Dated January 21, 2011.

Council Action: Councilmember Lanza moved and Councilmember Mhoon seconded to approve the Consent Agenda. Vote: 6-0. Motion carried.

NEW BUSINESS:

1. Consider Ordinance to Add Utility Facility Definitions to the Zoning Code.

ORDINANCE NO. 01-11

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON AMENDING SECTION 18.20.1349 AND 18.20.1350 OF THE COVINGTON MUNICIPAL CODE RELATING TO DEFINITIONS BY ADDING A NEW DEFINITION FOR MAJOR UTILITY AND MINOR UTILITY. (AMENDING ORD. NO. 42-02 §2)

Council Action: Councilmember Lanza moved and Councilmember Wagner seconded to adopt Ordinance No. 01-11 adding new definitions to CMC 18.20.1349 and CMC 18.20.1350 regarding major and minor utilities. Vote: 6-0. Motion carried.

2. Discuss and Consider Fleet Management Policy.

Public Works Director Glenn Akramoff gave the staff report on this item. Mr. Akramoff introduced volunteer Dorian Waller who worked on the background information to put this policy together.

Council Action: Councilmember Lanza moved and Councilmember Scott seconded to adopt the City of Covington Fleet Management Policy. Vote: 6-0. Motion carried.

COUNCIL/STAFF COMMENTS:

Councilmembers and staff discussed Future Agenda Topics and made comments.

PUBLIC COMMENTS:

Mayor Harto called for public comments.

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

EXECUTIVE SESSION:

To review the performance of a public employee. (RCW 42.30.110(1)(g)) from 8:06 to 8:16 p.m.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:16 p.m.

Prepared by:

Submitted by:

Joan Michaud
Deputy City Clerk

Sharon Scott
City Clerk

Consent Agenda Item C-2

Covington City Council Meeting

Date: February 22, 2011

SUBJECT: APROVAL OF VOUCHERS.

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #24867-24948, in the Amount of \$216,437.72, Dated February 8, 2011; and Payroll Checks #8534-8542, Inclusive, Plus Employee Direct Deposits in the Amount of \$124,802.37, Dated February 4, 2011.

PREPARED BY: Joan Michaud, 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 #24867-24948, in the Amount of \$216,437.72, Dated February 8, 2011; and Payroll Checks #8534-8542, Inclusive, Plus Employee Direct Deposits in the Amount of \$124,802.37, Dated February 4, 2011.

February 8, 2011

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check # 24867 Through Check # 24948

In the Amount of \$216,437.72

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

Cassandra Parker
Accountant

Mark Lanza
City Councilmember

Wayne Snoey
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved _____

				<u>Check Amount</u>
Check No: 24867	Check Date: 02/08/2011			
Vendor: 2105	Rachel Bahl			
2105-2	Bahl; WRPA conference, mileage	02/08/2011		26.44
			Check Total:	26.44
Check No: 24868	Check Date: 02/08/2011			
Vendor: 1075	Bowen Scarff Ford Sales, Inc.			
300246	272nd/Cov Way; landscaping, Sept-Dec	02/08/2011		1,000.00
			Check Total:	1,000.00
Check No: 24869	Check Date: 02/08/2011			
Vendor: 1676	Bravo Environmental			
528710	Street sweeping; storm event	02/08/2011		2,334.90
528709	Street sweeping; storm event	02/08/2011		325.80
528711	Street sweeping; storm event	02/08/2011		3,529.50
528867	Street sweeping; storm event	02/08/2011		1,791.90
			Check Total:	7,982.10
Check No: 24870	Check Date: 02/08/2011			
Vendor: 0208	City of Kent			
RI 20054	Fire svcs; investigation hours - audit	02/08/2011		1,416.00
			Check Total:	1,416.00
Check No: 24871	Check Date: 02/08/2011			
Vendor: 1699	Communities in Schools of Kent			
1699-4Qtr	Mentoring program; 4th Quarter 2010	02/08/2011		1,125.00
1699-4Qtr	Performance learning; 4th Quarter 2010	02/08/2011		500.00
			Check Total:	1,625.00
Check No: 24872	Check Date: 02/08/2011			
Vendor: 0143	King County Finance			
1600930	Street services; 12/1-12/31/10	02/08/2011		59.69
1600930	Street services; 12/1-12/31/10	02/08/2011		253.66
1600931	Street services; 12/1-12/31/10	02/08/2011		143.23
1600933	Street services; 12/1-12/31/10	02/08/2011		191.83
1601457	Jail costs; 12/1-12/31/10	02/08/2011		15,166.96
1600932	Street services; 12/1-12/31/10	02/08/2011		2,322.33
			Check Total:	18,137.70
Check No: 24873	Check Date: 02/08/2011			
Vendor: 0273	King County Water & Land			
WRIA9-5617	Watershed planning; 3rd trimester 2010	02/08/2011		2,469.34
HYDRL2 201	Hydrilla project ILA; 10/1-12/31/10	02/08/2011		327.46
			Check Total:	2,796.80
Check No: 24874	Check Date: 02/08/2011			
Vendor: 1407	Parametrix, Inc.			
10-33126	Plan review; 11/28/10-1/1/11	02/08/2011		1,312.26
			Check Total:	1,312.26
Check No: 24875	Check Date: 02/08/2011			
Vendor: 0012	Jesse Ackerson			
0012-2011	Utility tax rebate; telephone	02/08/2011		31.47
0012-2011	Utility tax rebate; solid waste	02/08/2011		19.31
0012-2011	Utility tax rebate; gas	02/08/2011		27.73
0012-2011	Utility tax rebate; electricity	02/08/2011		33.83
0012-2011	Utility tax rebate; cellular/pager	02/08/2011		80.56
			Check Total:	192.90
Check No: 24876	Check Date: 02/08/2011			
Vendor: 0088	American Planning Association			
085256-101	Hart; APA/AICP membership, 4/11-3/12	02/08/2011		576.00
			Check Total:	576.00
Check No: 24877	Check Date: 02/08/2011			
Vendor: 2033	Aquatic Specialty Services			
17326	Aquatics; pool chemicals	02/08/2011		1,433.33
17327	Aquatics; calibration service, January	02/08/2011		124.90
			Check Total:	1,558.23

				<u>Check Amount</u>
Check No:	24878	Check Date:	02/08/2011	
Vendor:	2223	ARC Imaging Resources		
940852	Plotter/Scanner maint; 1/21-2/21/11	02/08/2011		91.90
940852	Plotter/Scanner maint; 1/21-2/21/11	02/08/2011		45.95
940852	Plotter/Scanner maint; 1/21-2/21/11	02/08/2011		91.90
Check Total:				229.75
Check No:	24879	Check Date:	02/08/2011	
Vendor:	0499	Bank of America		
8290-2	Lyons; ULI meeting	02/08/2011		44.00
6540-2	WA State and US flags; use tax	02/08/2011		-32.89
8290-2	Lyons; ULI meeting	02/08/2011		11.00
4935-2	Public works retreat; lunch	02/08/2011		74.95
0446-2	Aquatics; repair parts	02/08/2011		37.71
6540-2	Chamber; table sponsorship	02/08/2011		200.00
6540-2	WA State and US flags	02/08/2011		415.34
4935-2	Public works retreat; lunch	02/08/2011		74.95
2959-2	Stock photography purchase	02/08/2011		375.00
2959-2	#2900; instrument panel repair	02/08/2011		488.64
6540-2	Harto; AWC CLAC registration	02/08/2011		135.00
6540-2	Wagner; AWC CLAC registration	02/08/2011		135.00
3692-2	Hart; APA conference registration	02/08/2011		755.00
3692-2	Hendrickson; GFOA conf. registration	02/08/2011		370.00
3544-2	Matheson; lunch meetings	02/08/2011		79.84
6540-2	Matheson; AWC CLAC registration	02/08/2011		135.00
8290-2	Shipping pool vacuum to repair center	02/08/2011		191.36
6540-2	Public records act, deskbook	02/08/2011		92.85
6540-2	Matheson; WCMA membership dues	02/08/2011		153.00
Check Total:				3,735.75
Check No:	24880	Check Date:	02/08/2011	
Vendor:	1075	Bowen Scarff Ford Sales, Inc.		
300247	272nd/Cov Way; landscaping, Jan-Feb 2011	02/08/2011		500.00
Check Total:				500.00
Check No:	24881	Check Date:	02/08/2011	
Vendor:	1676	Bravo Environmental		
529467	Vactoring service	02/08/2011		707.26
Check Total:				707.26
Check No:	24882	Check Date:	02/08/2011	
Vendor:	1868	The Brickman Group Ltd, LLC		
480642	Parks; landscaping, February	02/08/2011		1,331.44
480642	Streets; landscaping, February	02/08/2011		3,677.20
Check Total:				5,008.64
Check No:	24883	Check Date:	02/08/2011	
Vendor:	0026	C&B Awards		
23667	Public works; 2011 recognition plaques	02/08/2011		53.35
23693	Public works; employee of year nameplate	02/08/2011		4.61
23667	Public works; 2011 recognition plaques	02/08/2011		53.35
23713	Volunteer/Commission of year, plaques	02/08/2011		111.53
23693	Public works; employee of year nameplate	02/08/2011		4.62
Check Total:				227.46
Check No:	24884	Check Date:	02/08/2011	
Vendor:	2136	Carbonic Systems, Inc.		
05013620	Aquatics; carbomizer rental	02/08/2011		59.73
Check Total:				59.73
Check No:	24885	Check Date:	02/08/2011	
Vendor:	0395	City of Buckley		
0395-2	Jail costs; January	02/08/2011		2,622.00
Check Total:				2,622.00
Check No:	24886	Check Date:	02/08/2011	
Vendor:	0366	City of Covington		
BLI10-001	Aquatics; annual fire inspection	02/08/2011		262.00
Check Total:				262.00

				<u>Check Amount</u>
Check No: 24887	Check Date: 02/08/2011			
Vendor: 0208	City of Kent			
RI 20038	Fire inspection notices, activity sheets	02/08/2011		240.81
				Check Total:
				240.81
Check No: 24888	Check Date: 02/08/2011			
Vendor: 1091	Complete Office Solutions			
670725-0	Office supplies	02/08/2011		13.60
				Check Total:
				13.60
Check No: 24889	Check Date: 02/08/2011			
Vendor: 0184	Cordi & Bejarano			
133	Public defender; 12/23/10-1/2/11	02/08/2011		2,320.00
				Check Total:
				2,320.00
Check No: 24890	Check Date: 02/08/2011			
Vendor: 1952	Covington Copy It...Mail It			
1189	Overnight postage; council summit packet	02/08/2011		25.96
				Check Total:
				25.96
Check No: 24891	Check Date: 02/08/2011			
Vendor: 1409	Delta Communications Systems			
916122	Aquatics; long distance, February	02/08/2011		51.26
				Check Total:
				51.26
Check No: 24892	Check Date: 02/08/2011			
Vendor: 0456	Department of Ecology			
2011-WAR04	Stormwater permit; 1/1-6/30/11	02/08/2011		3,550.81
				Check Total:
				3,550.81
Check No: 24893	Check Date: 02/08/2011			
Vendor: 0699	Department of Licensing			
23201 0038	Vondran; engineer license, 2year renewal	02/08/2011		45.60
23201 0038	Vondran; engineer license, 2year renewal	02/08/2011		30.40
				Check Total:
				76.00
Check No: 24894	Check Date: 02/08/2011			
Vendor: 1640	Drivers License Guide Company			
588580	2011 ID checking guides	02/08/2011		46.59
588580	2011 ID checking guides, use tax	02/08/2011		-3.69
				Check Total:
				42.90
Check No: 24895	Check Date: 02/08/2011			
Vendor: 1996	Facility Maintenance Contracto			
SALES00002	Maint shop; janitorial service, January	02/08/2011		49.80
SALES00002	Maint shop; janitorial service, January	02/08/2011		99.60
SALES00002	Maint shop; janitorial service, January	02/08/2011		99.60
				Check Total:
				249.00
Check No: 24896	Check Date: 02/08/2011			
Vendor: 2045	Goodbye Graffiti Seattle			
13432	Everclean program, February	02/08/2011		376.84
				Check Total:
				376.84
Check No: 24897	Check Date: 02/08/2011			
Vendor: 1271	Rob Hendrickson			
11-07	Hendrickson; 2011 flexible spending	02/08/2011		133.40
				Check Total:
				133.40
Check No: 24898	Check Date: 02/08/2011			
Vendor: 0867	Home Depot Credit Services			
9055294	Maint shop; supplies	02/08/2011		6.97
1015093	Tamper bar; shovel	02/08/2011		50.98
8052263	Maint shop; supplies	02/08/2011		24.53
6070883	Maint shop; propane tank	02/08/2011		7.74
9562681	Aquatics; pegboard screws	02/08/2011		19.99
8052263	Maint shop; supplies	02/08/2011		49.06
1012008	Aquatics; jigsaw, circular saw	02/08/2011		269.33
8052263	Maint shop; supplies	02/08/2011		49.06
9055294	Maint shop; supplies	02/08/2011		12.39
8075426	City hall; lights	02/08/2011		32.51
4052914	Aquatics; coupling, adhesive	02/08/2011		22.11

			<u>Check Amount</u>
4052998	Aquatics; coupling	02/08/2011	0.41
7053959	Skate park; hydrant cover paint	02/08/2011	10.14
5070901	Aquatics; mice traps	02/08/2011	13.00
6070883	Maint shop; propane tank	02/08/2011	3.87
5047293	Aquatics; shelf unit	02/08/2011	83.59
1012008	Aquatics; pegboard, pegboard supplies	02/08/2011	157.00
5047293	Aquatics; air tools, crowbars, knives	02/08/2011	80.74
6070883	Maint shop; propane tank	02/08/2011	7.74
9055294	Maint shop; supplies	02/08/2011	12.39
Check Total:			913.55
Check No: 24899	Check Date: 02/08/2011		
Vendor: 1997	HSBC Business Solutions		
1178915612	HP Laser Jet Printer	02/08/2011	488.69
Check Total:			488.69
Check No: 24900	Check Date: 02/08/2011		
Vendor: 1032	iddings inc.		
11756	Quarry spalls	02/08/2011	10.84
11731	Quarry spalls	02/08/2011	14.63
11785	Lawn mix	02/08/2011	12.98
Check Total:			38.45
Check No: 24901	Check Date: 02/08/2011		
Vendor: 0218	IIMC		
24259	Scott; IIMC annual membership	02/08/2011	135.00
24260	Michaud; IIMC membership fee	02/08/2011	75.00
Check Total:			210.00
Check No: 24902	Check Date: 02/08/2011		
Vendor: 1803	Iron Mountain		
DBJ7447	Document storage to 2/28/11	02/08/2011	131.00
Check Total:			131.00
Check No: 24903	Check Date: 02/08/2011		
Vendor: 1701	Johnsons Home & Garden		
353401	Maint shop; supplies	02/08/2011	5.93
1058998	Rental; spreader, 1/19	02/08/2011	17.38
1059002	Rental credit; spreader	02/08/2011	-4.34
1059003	Maint shop; spreader	02/08/2011	21.72
1059003	Maint shop; spreader	02/08/2011	43.44
1059003	Maint shop; spreader	02/08/2011	43.44
353401	Maint shop; air tank	02/08/2011	13.03
353401	Maint shop; air tank	02/08/2011	26.06
353401	Maint shop; air tank	02/08/2011	26.06
353401	Maint shop; supplies	02/08/2011	2.96
353401	Maint shop; supplies	02/08/2011	5.92
Check Total:			201.60
Check No: 24904	Check Date: 02/08/2011		
Vendor: 0158	KC Municipal Clerks' Assoc		
0158-2	2011 King County Clerks, annual dues	02/08/2011	40.00
Check Total:			40.00
Check No: 24905	Check Date: 02/08/2011		
Vendor: 0143	King County Finance		
1601356	Dispatch service; 2/1/11-1/31/12	02/08/2011	1,800.00
1601356	Dispatch service; 2/1/11-1/31/12	02/08/2011	1,800.00
Check Total:			3,600.00
Check No: 24906	Check Date: 02/08/2011		
Vendor: 0204	King County Pet Licensing		
0204-2	Pet License remittance; January	02/08/2011	90.00
Check Total:			90.00
Check No: 24907	Check Date: 02/08/2011		
Vendor: 1405	Lakeside Industries		
12029621MB	Asphalt	02/08/2011	59.74
12029621MB	Asphalt	02/08/2011	150.83
12029610MB	EZ street asphalt	02/08/2011	46.98

				<u>Check Amount</u>
Check No: 24908				Check Total:
Check Date: 02/08/2011				257.55
Vendor: 1622				
Law Offices of Thomas R Hargan				
11-CV01	Prosecution services through 1/31/11	02/08/2011		4,338.02
Check Total:				4,338.02
Check No: 24909				
Check Date: 02/08/2011				
Vendor: 1131				
Lincoln Equipment, Inc.				
SI154899	Aquatics; pool vacuum repairs	02/08/2011		973.21
Check Total:				973.21
Check No: 24910				
Check Date: 02/08/2011				
Vendor: 1989				
Richard N. Little Consulting, LLC				
1989-2	Government relations; January	02/08/2011		4,000.00
Check Total:				4,000.00
Check No: 24911				
Check Date: 02/08/2011				
Vendor: 2029				
John & Lisa Merritt				
2029-2011	Utility tax rebate; electricity	02/08/2011		34.00
2029-2011	Utility tax rebate; gas	02/08/2011		30.62
2029-2011	Utility tax rebate; telephone	02/08/2011		12.53
2029-2011	Utility tax rebate; cable	02/08/2011		11.78
2029-2011	Utility tax rebate; solid waste	02/08/2011		19.40
Check Total:				108.33
Check No: 24912				
Check Date: 02/08/2011				
Vendor: 1901				
Modern Building Systems, Inc.				
0040999	Maint shop; building lease, 3/1-4/1/11	02/08/2011		569.07
0040999	Maint shop; building lease, 3/1-4/1/11	02/08/2011		569.06
0040999	Maint shop; building lease, 3/1-4/1/11	02/08/2011		284.53
Check Total:				1,422.66
Check No: 24913				
Check Date: 02/08/2011				
Vendor: 1928				
Mayson Morrissey				
1-61	Morrissey; 2010 flexible spending	02/08/2011		254.97
Check Total:				254.97
Check No: 24914				
Check Date: 02/08/2011				
Vendor: 0135				
MRSC				
AG10543	MRSC Rosters	02/08/2011		100.00
Check Total:				100.00
Check No: 24915				
Check Date: 02/08/2011				
Vendor: 1327				
Ethan Newton				
1327-2	Newton; mileage reimbursement, January	02/08/2011		71.76
Check Total:				71.76
Check No: 24916				
Check Date: 02/08/2011				
Vendor: 2013				
Manfred Nitzsche				
2013-2011	Utility tax rebate; electricity	02/08/2011		36.84
2013-2011	Utility tax rebate; telephone	02/08/2011		11.39
2013-2011	Utility tax rebate; cable	02/08/2011		10.83
2013-2011	Utility tax rebate; solid waste	02/08/2011		11.68
2013-2011	Utility tax rebate; gas	02/08/2011		40.32
Check Total:				111.06
Check No: 24917				
Check Date: 02/08/2011				
Vendor: 0004				
Office Depot				
5498787920	Public works; Easel pad, paper	02/08/2011		24.26
5498787920	Public works; Easel pad, paper	02/08/2011		24.27
5498787920	Presentation binder supplies	02/08/2011		18.47
5498787920	Office supplies	02/08/2011		186.65
5498787920	Parrish; eng scale, cd holder, mousepad	02/08/2011		43.55
Check Total:				297.20
Check No: 24918				
Check Date: 02/08/2011				
Vendor: 0418				
Olympic Environmental Resource				
20111	Spring recycling program implementation	02/08/2011		840.00
Check Total:				840.00

				<u>Check Amount</u>
Check No: 24919	Check Date: 02/08/2011			
Vendor: 1004	PaperDirect, Inc.			
W177185701	Certificate jackets; use tax	02/08/2011		-9.54
W177185701	Certificate jackets	02/08/2011		120.44
Check Total:				110.90
Check No: 24920	Check Date: 02/08/2011			
Vendor: 0056	Cassandra Parker			
11-09	Parker; 2011 flexible spending	02/08/2011		63.03
Check Total:				63.03
Check No: 24921	Check Date: 02/08/2011			
Vendor: 2133	Public Fleet Managers Associat			
213	Gaudette; 2011 PFMA annual dues	02/08/2011		40.00
213	Gaudette; 2011 PFMA annual dues	02/08/2011		40.00
213	Gaudette; 2011 PFMA annual dues	02/08/2011		20.00
Check Total:				100.00
Check No: 24922	Check Date: 02/08/2011			
Vendor: 0161	Puget Sound Energy			
7042899661	Streets; electricity, 1/5-2/2/11	02/08/2011		122.24
7042894027	City tree; electricity, 1/5-2/2/11	02/08/2011		9.92
7042894027	Streets; electricity, 1/5-2/2/11	02/08/2011		9.92
7042898077	Streets; electricity, 1/5-2/2/11	02/08/2011		82.53
7042890538	Streets; electricity, 1/6-2/2/11	02/08/2011		80.28
4077636381	Streets; electricity, 1/5-2/2/11	02/08/2011		86.62
4513241002	SR 516; electricity, 1/5-2/2/11	02/08/2011		186.68
4513241002	Crystal view; electricity, 12/31-1/31/11	02/08/2011		9.92
0047532379	Streets; electricity, 12/31-1/31/11	02/08/2011		122.57
8732768927	Maint shop; electricity, 12/31-1/31/11	02/08/2011		93.60
8732768927	Maint shop; electricity, 12/31-1/31/11	02/08/2011		46.80
5282721009	Aquatics; electricity, 12/31-1/31/11	02/08/2011		2,315.95
5282721009	Aquatics; natural gas, 12/31-1/31/11	02/08/2011		4,471.26
1777131457	Streets; electricity, 12/31-1/31/11	02/08/2011		109.12
8732768927	Maint shop; electricity, 12/31-1/31/11	02/08/2011		93.61
Check Total:				7,841.02
Check No: 24923	Check Date: 02/08/2011			
Vendor: 1823	Puget Sound Energy-Intolight			
1823-2	CIP 1039; street light installations	02/08/2011		117,671.09
Check Total:				117,671.09
Check No: 24924	Check Date: 02/08/2011			
Vendor: 0006	Qwest			
6381431686	Maint shop; telephone, 1/25-2/25/11	02/08/2011		72.49
4137665359	Aquatics; telephone, 1/26-2/26/11	02/08/2011		273.26
6381431686	Maint shop; telephone, 1/25-2/25/11	02/08/2011		72.49
6381431686	Maint shop; telephone, 1/25-2/25/11	02/08/2011		36.25
Check Total:				454.49
Check No: 24925	Check Date: 02/08/2011			
Vendor: 0745	Rainier Industries, Ltd			
0154836	City of Covington flag	02/08/2011		825.48
Check Total:				825.48
Check No: 24926	Check Date: 02/08/2011			
Vendor: 1905	Sharp Electronics Corporation			
C708698-70	Copier; usage, 12/17/10-1/20/11	02/08/2011		18.06
Check Total:				18.06
Check No: 24927	Check Date: 02/08/2011			
Vendor: 0993	Soos Creek Water & Sewer Dist.			
0700-92790	Maint shop; sewer, 12/1/10-1/31/11	02/08/2011		37.96
0700-92790	Maint shop; sewer, 12/1/10-1/31/11	02/08/2011		18.98
0700-92790	Maint shop; sewer, 12/1/10-1/31/11	02/08/2011		37.96
0700-90680	Aquatics; sewer, 12/1/10-1/31/11	02/08/2011		873.85
Check Total:				968.75
Check No: 24928	Check Date: 02/08/2011			
Vendor: 1903	Sound Publishing, Inc.			
351149	Weekly bulletins; 1/14, 1/28	02/08/2011		533.73

			<u>Check Amount</u>
351149	Monthly full page ad	02/08/2011	2,800.00
Check No: 24929			Check Total:
Check Date: 02/08/2011			3,333.73
Vendor: 0736	Sound Security, Inc.		
0526961-IN	Security monitoring; February	02/08/2011	707.50
Check No: 24930			Check Total:
Check Date: 02/08/2011			707.50
Vendor: 0281	Standard Insurance Company		
0063555100	Life Insurance Premiums, February	02/08/2011	253.22
0063555100	Life Insurance Premiums, February	02/08/2011	111.59
0063555100	Life Insurance Premiums, February	02/08/2011	93.43
0063555100	Life Insurance Premiums, February	02/08/2011	29.25
0063555100	Life Insurance Premiums, February	02/08/2011	122.25
0063555100	Life Insurance Premiums, February	02/08/2011	111.24
0063555100	Life Insurance Premiums, February	02/08/2011	32.18
0063555100	Life Insurance Premiums, February	02/08/2011	42.92
0063555100	Life Insurance Premiums, February	02/08/2011	35.03
0063555100	Life Insurance Premiums, February	02/08/2011	11.25
0063555100	Life Insurance Premiums, February	02/08/2011	85.84
0063555100	Life Insurance Premiums, February	02/08/2011	69.45
0063555100	Life Insurance Premiums, February	02/08/2011	22.50
0063555100	Life Insurance Premiums, February	02/08/2011	169.33
0063555100	Life Insurance Premiums, February	02/08/2011	130.22
0063555100	Life Insurance Premiums, February	02/08/2011	44.55
0063555100	Life Insurance Premiums, February	02/08/2011	266.21
0063555100	Life Insurance Premiums, February	02/08/2011	199.34
0063555100	Life Insurance Premiums, February	02/08/2011	70.20
0063555100	Life Insurance Premiums, February	02/08/2011	7.91
0063555100	Life Insurance Premiums, February	02/08/2011	41.63
0063555100	Life Insurance Premiums, February	02/08/2011	125.06
0063555100	Life Insurance Premiums, February	02/08/2011	158.80
0063555100	Life Insurance Premiums, February	02/08/2011	25.09
0063555100	Life Insurance Premiums, February	02/08/2011	25.75
0063555100	Life Insurance Premiums, February	02/08/2011	18.35
0063555100	Life Insurance Premiums, February	02/08/2011	6.75
0063555100	Life Insurance Premiums, February	02/08/2011	66.12
0063555100	Life Insurance Premiums, February	02/08/2011	46.66
0063555100	Life Insurance Premiums, February	02/08/2011	66.38
0063555100	Life Insurance Premiums, February	02/08/2011	191.22
0063555100	Life Insurance Premiums, February	02/08/2011	42.92
0063555100	Life Insurance Premiums, February	02/08/2011	95.18
0063555100	Life Insurance Premiums, February	02/08/2011	8.44
0063555100	Life Insurance Premiums, February	02/08/2011	28.66
0063555100	Life Insurance Premiums, February	02/08/2011	32.19
0063555100	Life Insurance Premiums, February	02/08/2011	11.25
Check No: 24931			Check Total:
Check Date: 02/08/2011			2,898.36
Vendor: 0070	State Treasurer		
0070-2	State building permits; July - Dec 2010	02/08/2011	292.50
Check No: 24932			Check Total:
Check Date: 02/08/2011			292.50
Vendor: 0062	Suburban Cities Association		
1842	Harto, Snoey, Mhoon; SCA meeting, 1/19	02/08/2011	129.00
Check No: 24933			Check Total:
Check Date: 02/08/2011			129.00
Vendor: 1976	Sunshine Family Parts, LLC		
523284	Maint shop; oil, equipment parts	02/08/2011	14.48
523284	Maint shop; oil, equipment parts	02/08/2011	14.48
522650	Fleet vehicle supplies	02/08/2011	233.70
523284	Maint shop; oil, equipment parts	02/08/2011	7.24
Check No: 24933			Check Total:
Check Date: 02/08/2011			269.90

				<u>Check Amount</u>
Check No: 24934	Check Date: 02/08/2011			
Vendor: 2103	US Bank Office Equip Finance			
169842465	Copier lease, 2/3-3/2/11	02/08/2011		150.82
169842465	Copier lease, 2/3-3/2/11	02/08/2011		100.54
Check Total:				251.36
Check No: 24935	Check Date: 02/08/2011			
Vendor: 0357	Valley Communications			
11828	800 MHz access fee; January	02/08/2011		75.00
Check Total:				75.00
Check No: 24936	Check Date: 02/08/2011			
Vendor: 0046	Verizon Wireless			
0943566869	Maint shop; on call phone, 1/21-2/20/11	02/08/2011		11.97
0943566869	Maint shop; on call phone, 1/21-2/20/11	02/08/2011		11.97
0943566869	Maint shop; on call phone, 1/21-2/20/11	02/08/2011		5.99
Check Total:				29.93
Check No: 24937	Check Date: 02/08/2011			
Vendor: 0819	Don Vondran			
11-08	Vondran; 2011 flexible spending	02/08/2011		161.13
Check Total:				161.13
Check No: 24938	Check Date: 02/08/2011			
Vendor: 0119	WABO			
22546	2009 Code books	02/08/2011		620.95
Check Total:				620.95
Check No: 24939	Check Date: 02/08/2011			
Vendor: 1105	Washington State Patrol			
I11006054	3 - background checks	02/08/2011		30.00
Check Total:				30.00
Check No: 24940	Check Date: 02/08/2011			
Vendor: 1408	Washington Workwear Stores Inc			
207	Vondran; hard hat	02/08/2011		12.89
206	Boot dryer	02/08/2011		39.09
207	Vondran; hard hat	02/08/2011		8.60
Check Total:				60.58
Check No: 24941	Check Date: 02/08/2011			
Vendor: 0348	Wescom Communications			
20446	Radar calibration; #FHO 5375	02/08/2011		87.60
20447	Radar calibration; #FHO 5376	02/08/2011		87.60
20445	Radar calibration; #FHO 5528	02/08/2011		87.60
Check Total:				262.80
Check No: 24942	Check Date: 02/08/2011			
Vendor: 0527	WHPacific, Inc.			
36260-13	CIP 1039; engineering, 12/12/10-1/9/11	02/08/2011		1,702.55
Check Total:				1,702.55
Check No: 24943	Check Date: 02/08/2011			
Vendor: 2224	WRC - Washington Roll Call			
489	2011 "Whos What" publication	02/08/2011		24.95
Check Total:				24.95
Check No: 24944	Check Date: 02/08/2011			
Vendor: 0113	WSAPT			
0113-2	WSAPT; 2011 membership dues	02/08/2011		35.00
Check Total:				35.00
Check No: 24945	Check Date: 02/08/2011			
Vendor: 0995	Xerox Corporation			
599822992	Color copier; lease, January	02/08/2011		425.71
599824514	B & W copier; lease, January	02/08/2011		518.30
Check Total:				944.01
Check No: 24946	Check Date: 02/08/2011			
Vendor: 0781	YWCA of Seattle & King County			
0781-2	Employee fund donation	02/08/2011		860.00
Check Total:				860.00

				<u>Check Amount</u>
Check No: 24947	Check Date: 02/08/2011			
Vendor: 1894	Diana Ziolkowski			
1894-2	Facility monitoring; 1/21, 2/4, 2/7	02/08/2011		141.00
			Check Total:	141.00
Check No: 24948	Check Date: 02/08/2011			
Vendor: 0699	Department of Licensing			
0699-2	Dalton; drivers abstract	02/08/2011		10.00
			Check Total:	10.00
			Date Totals:	216,437.72
			Report Total:	0.00 216,437.72

February 4, 2011

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 02/04/11 consisting of:

COVINGTON CHECK # 8534 through CHECK # 8542

ADP CHECK # 51620297 through ADP CHECK # 51620306 inclusive, plus employee direct deposits

IN THE AMOUNT OF \$124,802.37

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

Robert M. Hendrickson
Finance Director

Mark Lanza
City Councilmember

Wayne Snoey
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved: _____

02-04-11 Payroll Voucher

<u>Employee</u>	<u>Check/Voucher</u>	<u>Pay Date</u>	<u>Net Pay</u>
Chapter 13 Trustee,	00008534	02/04/2011	1,466.00
City of Covington,	00008535	02/04/2011	2,456.88
Employee Fund,	00008536	02/04/2011	73.00
HRA VEBA Trust Contributions,	00008537	02/04/2011	1,020.00
ICMA Retirement Trust-457,	00008538	02/04/2011	1,648.00
Nationwide,	00008539	02/04/2011	24,098.07
United Way of King County,	00008540	02/04/2011	18.00
VantagePoint Trnsfr Agnt-457,	00008541	02/04/2011	338.40
WA State Support Registry,	00008542	02/04/2011	235.41
Agnish, Ashley	00050001	02/04/2011	122.56
Kirshenbaum, Kathleen M.	00050002	02/04/2011	669.43
Lyon, Valerie J.	00050003	02/04/2011	1,329.65
Matheson, Derek M.	00050004	02/04/2011	4,117.14
Mhoon, Darren	00050005	02/04/2011	1,207.67
Michaud, Joan M	00050006	02/04/2011	1,305.24
Scott, Sharon G	00050007	02/04/2011	2,372.39
Slate, Karla J.	00050008	02/04/2011	2,080.90
Hart, Richard E.	00050009	02/04/2011	2,778.64
Nemens, David S.	00050010	02/04/2011	3,488.75
Quintanar, Louis A.	00050011	02/04/2011	944.55
Cles, Staci M	00050012	02/04/2011	1,565.69
Hagen, Lindsay K.	00050013	02/04/2011	1,314.88
Hendrickson, Robert M.	00050014	02/04/2011	3,133.28
Parker, Cassandra M	00050015	02/04/2011	2,140.63
Gaudette, John J.	00050016	02/04/2011	215.60
Junkin, Ross D.	00050017	02/04/2011	2,462.36
Marchefka, Joe A.	00050018	02/04/2011	1,796.45
Wesley, Daniel A.	00050019	02/04/2011	2,259.63
Christenson, Gregg R.	00050020	02/04/2011	1,789.39
Lyons, Salina K.	00050021	02/04/2011	2,138.82
Meyers, Robert L.	00050022	02/04/2011	2,716.39
Ogren, Nelson W.	00050023	02/04/2011	2,368.74
Thompson, Kelly J.	00050024	02/04/2011	1,886.86
Morrissey, Mayson A.	00050025	02/04/2011	2,377.72
Patterson, Clifford G.	00050026	02/04/2011	2,228.20
Thomas, Scott R.	00050027	02/04/2011	3,037.34
Akramoff, Glenn A.	00050028	02/04/2011	3,060.04
Bates, Shellie L	00050029	02/04/2011	1,793.11
Buck, Shawn M.	00050030	02/04/2011	672.35
Gamlem, Diane L.	00050031	02/04/2011	1,623.62
Parrish, Benjamin A.	00050032	02/04/2011	1,592.69
Vondran, Donald M	00050033	02/04/2011	3,221.07
Bahl, Rachel	00050034	02/04/2011	1,695.12
Carrillo, Cameron G.	00050035	02/04/2011	380.70
Clarke, Thomas	00050036	02/04/2011	185.00
Cox, Melissa L.	00050037	02/04/2011	225.70
Felcyn, Adam P.	00050038	02/04/2011	108.53
Kiselyov, Tatyana	00050039	02/04/2011	236.86
Lusebrink, Christa	00050040	02/04/2011	166.12
MacConaghy, Hailey E.	00050041	02/04/2011	413.64
Mathison, Matthew	00050042	02/04/2011	370.13

02-04-11 Payroll Voucher

Middleton, Jordan M.	00050043	02/04/2011	162.81
Mooney, Lynell M.	00050044	02/04/2011	162.26
Newton, Ethan A.	00050045	02/04/2011	1,913.10
Praggastis, Alexander N.	00050046	02/04/2011	183.07
Reynolds, Taylor S.	00050047	02/04/2011	93.60
Wonio, Reece R.	00050048	02/04/2011	45.53
Beaufriere, Noreen	00050049	02/04/2011	2,551.25
Throm, Victoria J	00050050	02/04/2011	1,803.89
Carkeek, Lena K.	51620297	02/04/2011	523.54
Eastin, Tatiana M.	51620298	02/04/2011	110.86
Farris, Carly	51620299	02/04/2011	364.34
Golan, Samuel C.	51620300	02/04/2011	23.40
Goldfoos, Rhyan E.	51620301	02/04/2011	113.39
Hatch, Jenessa R.	51620302	02/04/2011	152.88
Jensen, Rachel M.	51620303	02/04/2011	24.11
Johansen, Andrea J.	51620304	02/04/2011	410.21
Miller, Thomas N.	51620305	02/04/2011	20.80
Panzer, Erika B	51620306	02/04/2011	234.66
Taxes			14,685.29
ADP Fees			276.04
Grand Total			<u><u>124,802.37</u></u>

SUBJECT: ACCEPTANCE OF 168TH/165TH PLACE SE CAPITAL PROJECT (CIP 1082).

RECOMMENDED BY: Glenn Akramoff, Public Works Director

ATTACHMENT(S):

1. Final Contract Voucher Certificate
2. Notice of Completion of Public Works Contract
3. CIP 1082 Cost vs Revenue spreadsheet

PREPARED BY: Don Vondran, PE, City Engineer

EXPLANATION:

The Covington City Council awarded the 168th/165th Place SE project to Northwest Cascade Incorporated on February 12, 2008. Significant improvements were constructed during this project, some of which are listed as follows:

- New North/South arterial connecting SR 516 to Covington Way SE.
- Two modern roundabouts (one double lane and one single lane) improving access and circulation to businesses.
- New waterline was installed as part of interlocal agreement with Covington Water District.
- Widening of Covington Way, undergrounding of utilities, improvements at SE Wax Road intersection and new signal at 165th Place SE.
- Improvements on SR 516 with median installation, undergrounding of utilities, and signal upgrade at 168th Place SE.
- Sidewalks and bike lanes were added throughout project.

FISCAL IMPACT:

The project was completed under budget. See Attachment #3 for breakdown of cost versus revenue. The budget did include a 10% contingency in the amount of \$559,000. The majority of the contingency funds were utilized for asphalt pavement on Covington Way to extend the paving and repair failing sections of roadway.

The other reason contingency funds were required were for the signal modifications at the intersection of SR 516 and 168th. When the project was advertised for bids in early 2008 we did not have the final approval from WSDOT regarding the signal modifications at SR 516 and 168th Place SE.

If you recall, the portion of SR 516 between SR 18 and 168th had been a separate CIP project (CIP 1030). It had been advertised for bids years earlier and we received only one bidder and that bid was well over the engineer's estimate. So, it was decided to wait and combine it with the 168th Project and expect to get better bids due to economy of scale. On the eve of going out to advertisement, WSDOT informed us that the standards had changed for the signal (since it

was over three years when it had been reviewed as CIP 1030) and that we would need to have them review prior to getting a permit from them to make the necessary changes to the signal at SR 516 and 168th Place SE. Since the City had an agreement with Costco that the road would be open in the fall of 2008, it was decided to continue with the project since we did not know how long it would take WSDOT to approve the plans. We did not receive the permit from WSDOT until January of 2009. The necessary modifications and changes in the plans resulted in a \$91,000 change order to the contractor.

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

Council member _____ moves, Council member _____ seconds, to accept CIP 1082 as completed and process final closeout paperwork.

REVIEWED BY: City Manager, City Attorney, Finance Director

Final Contract Voucher Certificate

Contractor Northwest Cascade, Inc.			
Street Address P.O. Box 73399			
City Puyallup	State WA	Zip 98373	Date October 19, 2010
Project Number (Owner) 06766			
Job Description (Title) CIP 1030, CIP 1082, and CIP 1084 Improvements			
Date Work Physically Completed October 15, 2010		Final Amount \$6,797,259.65	

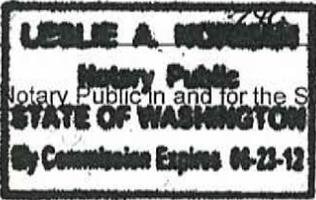
Contractor's Certification

I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Covington (Owner) nor have I rented or purchased any equipment or materials from any employee of the City of Covington (Owner); I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the City of Covington (Owner) for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same; have paid all labor, material, and other costs for this project; and that I hereby release the City of Covington (Owner) from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said estimate.

X *Douglas J. Watt*
Contractor Authorized Signature Required

Type Signature Name
Douglas J. Watt

Subscribed and sworn to before me this *19th* day of *January* 20 *11*
X *Leslie A. Morrison*
Residing at *Tacoma*



day of *January* 20 *11*
State of *Washington*

City of Covington (Owner) Certification

I, certify the attached final estimate to be based upon actual measurements, and to be true and correct.

Approved Date *1/18/11*

X *[Signature]*
Project Engineer

X *[Signature]*
City of Covington (Owner)

This Final Contract Voucher Certification is to be prepared by the Engineer and the original forwarded to the City of Covington (Owner) for acceptance and payment.

Contractors Claims, if any, must be included and the Contractors Certification must be labeled indicating a claim attached.



NOTICE OF COMPLETION OF PUBLIC WORKS CONTRACT

Contractor's UBI Number: 278 049 149

Date: 08-Feb

Name & Address of Public Agency
City of Covington 16720 SE 271st Street, Suite 100 Covington, WA 98042 UBI Number:

Department Use Only
Assigned to:
Date Assigned:

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

Project Name CIP 1030, CIP 1082, and CIP 1084 Improvements	Contract Number 06766	Job Order Contracting <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Description of Work Done/Include Jobsite Address(es) Improvements to the intersection of SR 516 & 168th Pl SE, construction of new roadways of 165th Place SE and 168th Place SE from near Covington Way to SR 516, and improvements to Covington Way SE from near SR 18 to near SE Wax Road.		
Contractor's Name Northwest Cascade, Inc.		Telephone Number 1-800-444-2371
Contractor Address P.O. Box 7399, Puyallup, WA 98373		
If Retainage is Bonded, List Surety's Name (or attach a copy) Safeco Insurance Company of America		
Surety Agent's Address P.O. Box 2940, Tacoma, WA 98401		
Date Contract Awarded 02/12/2008	Date Work Commenced 03/05/2008	Date Work Completed 10/15/2010
		Date Work Accepted 02/22/2011

Contract Amount	\$	6,185,247.00			
Additions (+)	\$	564,523.21		Liquidated Damages \$	
Reductions (-)	\$			Amount Disbursed \$	6,797,259.65
Sub-Total	\$	6,749,770.21		Amount Retained \$	
Amount of Sales Tax Paid at <u>8.600%</u>					
(If various rates apply, please send a breakdown)	\$	47,489.44			
TOTAL	\$	6,797,259.65		TOTAL \$	6,797,259.65

NOTE: These two totals must be equal

Please List all Subcontractors Below:

Subcontractor's Name:	UBI Number:	Affidavit ID (if known)
Gilliardi Logging & Construction Inc.	602 001 357	
Stripe Rite, Inc.	601 048 084	
Lakeside Industries	600 090 607	269569
PR Systems, Inc.	601 303 110	201047
Owl Fencing, Inc.	601 630 103	208852
Totem Electric of Tacoma, Inc.	278 043 550	258189
Puyallup Valley Nursery	601 802 750	
Caliber Concrete Const., Inc.	601 156 625	

CIP 1082 Cost vs Revenues

REVENUE

Comcast	\$	16,665.26	
Qwest	\$	50,777.00	
PSE Gas	\$	16,028.72	
CWD Extra Work	\$	29,691.05	
CWD Shared Schedule A Items	\$	368,150.00	
CWD Schedule B items	\$	600,209.72	
City Funds (Budgeted)	\$	5,587,028.00	
Contingency (Budgeted)	\$	559,000.00	\$ 2,152,057.00
			Is from Costco Mitigation and balance is from Bond Proceeds
Revenue total	\$	7,227,549.75	

EXPENDITURES

Schedule A	\$	5,981,394.80
Change Order #1	\$	25,964.73
Change Order #2	\$	14,490.40
Change Order #3	\$	91,200.00
Change Order #4	\$	84,000.00
Schedule B (CWD)	\$	552,720.28
Schedule B tax (CWD)	\$	47,489.44
(Contract) Expenditure Subtotal	\$	6,797,259.65
Intolight Street lights	\$	200,518.87
City Portion of PSE Undergrounding	\$	123,349.00
Construction Expenditure Total	\$	7,121,127.52

Revenue minus Expenditure \$ 106,422.23 The excess revenue equates to not needing the entire contingency and was used to help fund other areas like Construction Administration and ROW.

Agenda Item 2

Covington City Council Meeting

Date: February 22, 2011

SUBJECT: RETIREMENT PLAN ADMINISTRATOR UPDATE

ATTACHMENT(S):

- 1) RFI Questionnaire

RECOMMENDED BY: Rob Hendrickson, Finance Director

EXPLANATION:

Since 1997 Nationwide has provided the administration for the City's two required retirement plans – Social Security and PERS Replacement. This long term contract expired January 1, 2010.

With the expiration of the Nationwide contract, staff requested to move forward with a competitive process to procure a sole provider for the City's retirement plans. The reasons put forth for pursuing this change are:

- Greater investment flexibility
- Potential liability issues
- Competitive fees
- Quality customer service
- Lower cost investment options
- Tools and resources
- Individualized reporting capabilities

At the October 26, 2010 City Council Meeting, the City Council approved moving ahead with a RFI (request for information) process to retain a new retirement plan administrator.

A RFI form was secured and vetted by both the Finance Director and ClearPoint Financial. The RFI criteria were stringent. The minimum requirements were that companies responding be vendors - firms that do the actual work of receiving the money, investing it, recordkeeping/administration, reporting, and compliance. They also acknowledge the delivery of advice and accept fiduciary liability.

Once the RFI was finalized and approved by the Finance Director, ClearPoint reviewed and invited vendors who matched the minimum requirement to participate in the RFI process. Those vendors included: The Principal, Fidelity, Transamerica, Digital Retirement Systems (DRS), ICMA-RC, and Nationwide, Greatwest, and Mercer. Three vendors responded with a statement of interest – The Principal, Fidelity, and ICMA-RC. The city's current plan administrator, Nationwide, declined to bid. Fidelity pulled out of the process since they could not service the 457 plans per the City's requirements. RFIs were then sent to The Principal and ICMA-RC who both responded by the deadline.

The following schedule was listed in the RFI which the City has the right to adjust it as needed.

RFP released:	December 1, 2010
Statement of interest received	December 6, 2010
Proposals due from vendors:	January 6, 2011
Finalists selected:	Week of Jan 17, 2011
Due diligence completed (Finalist Only):	February 4, 2011
Finals presentations:	Week of February 14, 2011
Vendor selected:	March 2011
Plan implemented (transfer of assets):	May 1, 2011

Other RFI requirements¹ included:

- 1) Ten years experience administering public sector 401(a) retirement plans and 457 deferred compensation plans and must administer \$5 billion dollars in assets in public sector retirement plans.
- 2) On-site service representatives of the vendor site must have at least two years of experience providing on-site services for public sector retirement plans.

Once the RFIs were received, staff reviewed them on a point grading system. Both companies had well thought out responses to the RFI. They were detailed in their answers and provided solid supporting documentation.

However, based on staff evaluation, ICMA-RC provided the most concise and specific information, lower expenses, and best fit the required criteria.

The following table provides an overview of the respondent's 401 and 457² plan's demographics of assets under management:

	401			457			RFI	
	Plans	Participants	Assets	Plans	Participants	Assets	Requirement	
1972 ICMA-RC	2,300	315,300	\$12.7 billion	4,900	500,800	\$20.7 billion	>\$5 billion	Yes
1963 The Principal	631	61,942	\$2.3 billion	176	15,927	\$831 million	>\$5 billion	No

¹ A copy of the RFI questions is attached.

² ICMA-RC currently provides administration for City employees choosing to invest in 457 plans.

Here are some major points for each respondent:

ICMA-RC	The Principal
Deals exclusively with public sector retirement funds.	Works with both public and private retirement funds.
Solid internet presence.	Solid internet presence.
Employs salaried employees.	Employs salaried employees.
Low expense fees.	High expense fees.
In business for over 37 years.	Did not meet RFI requirement of at least \$5 billion in assets under management.

Given the criteria and answers to the RFI, staff will recommend that ICMA-RC be awarded the contract as City’s new retirement plan administrator at the March 8, 2011 council meeting.

The timeline for this transition is between 90 to 120 days once the contract has been awarded.

ALTERNATIVES:

- 1) Stay with the current plan administrator.

FISCAL IMPACT: The following table reflects the annual charges from each respondent and what Nationwide currently charges based on an asset base of \$4,200,000.

	ICMA-RC	The Principal	Nationwide
Administrative Fee	0.29% or \$12,180	0.88% or \$36,960	0.92% or \$38,640

There are other asset-based charges for participants using managed accounts.

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

FOR DISCUSSION ONLY – NO ACTION REQUIRED

**City of Covington
Retirement Plan Request for Proposal
November 22, 2010**

The City of Covington invites proposals from qualified firms to provide administration, recordkeeping, education, enrollment, and investment management services for its retirement plans.

A. Background

Nationwide and ICMA currently provide deferred compensation plan administration, recordkeeping, investment, enrollment and education services. We plan to employ a single vendor to serve both our 401(a) and our 457 plans for our retirement programs. The contract will be for a term of five years with the option to renew for an additional term at the City of Covington discretion. At the time of renewal, services and fees may be renegotiated.

the City of Covington has 100 employees, and key plan data as of September 30, 2010 was as follows:

Assets	\$4.2M
Active Participants	78
Total Accounts	113
Annual Contributions/Rollins	\$700,000
Annual Distributions/Rollouts	\$34,000

B. Procurement Schedule and Instructions

RFI evaluations will be made in two phases. In the first phase, responses to a core questionnaire will be evaluated to select finalists. In the second phase, responses to our due diligence questionnaire will be evaluated. Should a finalist selected fail the evaluation of the due diligence response, an additional vendor may be invited to deliver a finals presentation.

We plan to adhere to the following schedule in implementing this bid process:

RFP released:	<u>December 10th, 2010</u>
Statement of interest received	<u>December 17th, 2010</u>
Deadline for receiving vendor questions:	<u>December 22nd, 2010</u>
Response to vendor questions:	<u>December 24th, 2010</u>
Proposals due from vendors:	<u>January 17th, 2011</u>
Finalists selected:	<u>February, 2011</u>
Finals presentations:	<u>March, 2011</u>
Plan implemented (transfer of assets):	<u>May 1st, 2011</u>

We reserve the right to forgo finals presentations and select a vendor based solely on RFI responses. We also reserve the right to change this schedule in any way.

Statement of Interest & Questions

Send a statement of interest and questions in writing by e-mail to ClearPoint Financial (Skeibler@clearpoint401k.com 206-905-8150) by December 17, 2010 All vendors sending questions or an expression of interest will receive responses to all questions by e-mail by December 17, 2010 and any other addenda that may be released. Only addenda released or questions answered through this process will be binding.

Proposal Submission

An original and two (2) copies of the proposal must be submitted by 5 p.m. on January 17, 2011 at:

City of Covington
Attn: Finance
16720 SE 271st St
Covington, WA 98042

One copy of the text of the proposal must also be submitted on CD.

Any proposal not received at the above address by the prescribed time and date will be returned unopened to the proposer and will be considered non-responsive. Late proposals will not be accepted. Faxed proposals will not be accepted. Proposals must be submitted specifically as outlined and each request for information must be answered thoroughly and accurately.

Other Considerations

All responses, inquiries, and correspondence relating to or in reference to this RFP and all materials, charts, schedules, exhibits, and other documentation produced by proposers will become property of the City of Covington and will be available for public inspection upon execution of contract with the selected vendor. This RFP and the winning vendor's response will be incorporated into the contract by reference.

Issuance of this RFP and receipt of proposals does not commit the City of Covington to award a contract, and the City of Covington reserves the right to reject any and all proposals. The contract will be awarded to the qualified provider whose proposal is most advantageous to the City of Covington, based on a point evaluation system developed by the City of Covington. All providers are hereby notified that the execution of a contract pursuant to this RFP is dependent on the negotiation of an acceptable contract with the successful bidder. If such a contract cannot be negotiated within a reasonable period, the City of Covington will enter into negotiations with the next most highly rated bidder. This RFP and all written material received from the successful vendor will be considered contractual obligations unless they conflict with the signed contract.

The acceptance of the proposal will be a notice in writing by a duly authorized representative of the City of Covington. No other act of the City of Covington shall constitute the acceptance of a proposal.

C. Minimum Requirements

Proposing firms must meet the following requirements:

- Responses to core RFP questions must be limited to 50 pages. Due diligence responses must be limited to 40 pages.
- The firm must have at least 10 years experience administering public sector 401(a) retirement plans and 457 deferred compensation plans and must administer a minimum of \$5 billion dollars in assets in public sector retirement plans.
- On-site service representatives of the vendor site must have at least two years of experience providing on-site services for public sector retirement plans.
- Representatives will be absolutely forbidden to sell ancillary products (such as life insurance) to participants without the express written consent of the City of Covington. Participant data is the sole property of the City of Covington and may not be used in any way to market other products or be sold to other organizations without the express written consent of the City of Covington. These provisions will be included in the contract with the vendor for the plans.
- A wide spectrum of investment options must be available to participants, including a stable value fund that does not restrict participant withdrawals or transfers (with the exception of transfers to “competing” fixed income funds) and the asset classes requested in the investment section of the questionnaire. Insurance company General Accounts may not be offered to the plans.
- There may be no termination, withdrawal or transfer charges or restrictions (including market value adjustments) throughout the term of the contract. The only exceptions are a) stable value fund restrictions against direct fund transfers into competing fixed income funds, b) charges for early withdrawal from fixed maturity or other structured investment products (such as CDs) which have a clearly defined investment period that if shortened would jeopardize the strategy and benefits to longer-term investors, and c) redemption fees for short-term trading.
- The vendor must accept full responsibility for processing errors it makes and they must be reported within a reasonable period of time. In the event a participant incurs a loss or a lost opportunity due to such an error, the vendor shall adjust the participant’s account to the same level as if the processing error had not occurred.
- The vendor must comply with all components of this RFP. Unless otherwise noted in your cover letter, it is assumed that by submitting a response to this RFP, your response conforms to all specifications in every way. After finalist selection, the proposal of additional terms may not be considered.

Any proposal not meeting these specifications will not be considered.

D. Core Questionnaire

I. Organization

- A. Provide the name of the proposing organization and its address, telephone and fax number. Provide the same for your organization's contact for this proposal.
- B. Describe how you will meet the RFP minimum requirements.
- C. What has been the scope and length of your experience with public sector retirement plans? What portion of your company's total business is devoted to public sector retirement plans in terms of assets under management, number of plans, and number of participants?
- D. How many public sector defined contribution and deferred compensation plans do you currently administer? What are the assets and number of participants in these public sector retirement plans?
- E. Provide an organization chart for the team that will serve our plan. Provide brief biographies of each individual who will serve our plan. Include licenses and applicable certifications held by these individuals.

II. Participant Services

- A. On-Site Service – Transition. Describe the participant enrollment and conversion program you will conduct between the time you are selected to serve the plan and the time assets are transferred to your program:
 - 1. Provide a schedule for initial enrollment and conversion.
 - 2. Will participants' accounts be "mapped" (automatically transferred) to investments in your program or will you require them to instruct you on how to transfer their investments?
 - 3. Discuss how you will communicate plan changes to employees and to participants who we no longer employ.
 - 4. Quantify your on-site personnel commitment, including the number of group meetings you will conduct during the transition. Will participants have the opportunity to receive individual consultations?
- B. On-Site Service – On-Going. Describe the ongoing enrollment and educational program that will be performed by your on-site service representatives:

1. Describe the individual consultations your representatives will provide on-site. Describe the software your representatives use to work with participants during consultations.
2. Describe the on-site group education you will provide on an on-going basis. What specific subjects are covered in your program?
3. Briefly describe how you encourage new employees to join the plan and how you assist participants nearing retirement.
4. How is your approach to educating public sector employees different from your service for private sector plans? Is the representative proposed for our plan solely dedicated to serving public sector employees, or does this individual also serve private sector plans?
5. How much time will representatives dedicate on-site to serve our plan? Define how many educational seminars and individual consultations will be provided annually.
6. Are your representatives salaried employees? On average, what percent of their total compensation is salary and what percent is bonus/commission? Is their compensation affected in any way by participant investment or disbursement decisions? Do your representatives receive any additional compensation for the sale of annuities or life insurance to participants?
7. What financial planning services are available through a Certified Financial Planner or other similarly trained personnel? How are these individuals compensated?
8. Provide samples of all 401(a) and 457 employee enrollment and communications materials.

C. Internet. Address the following with regard to your web-based services:

1. Describe the educational features offered to public employees on your web site. Does it offer functionality for determining a) how much to save each year toward retirement, and b) asset allocations? Does it have the flexibility to make these determinations based on overall household assets?
2. Describe investment advice available to participants. What firm provides this service?
3. Describe the transactions that can be implemented by employees on-line.
4. Can employees enroll and change the amount of contributions over the Internet? How is this activity reported to the plan sponsor?
5. Provide the URL for your web site and a test account for us to view all participant functions. The test account should be made available to us through the date in which our final selection decision is scheduled.

6. In the past calendar year, how many hours was your web site down? How much of this down time was planned?
7. What percent of retirement plan participants have established PINs for your web site?

D. Call Center. Describe your call center:

1. What transactions and information are accessible through call center representatives and through your voice response system? Is it a dedicated line to public sector retirement plan service personnel, or do they cover all other aspects of your business?
2. Describe the licenses held, special training received and other qualifications of call center personnel. Are your call center representatives dedicated solely to serving public sector employees?
3. Describe how participants transfer from the voice response system to the call center. When are they notified they can transfer to a representative?
4. What hours are call center representatives available?
5. Complete the following chart for the primary call center for our plan for each quarter of last year:

Item	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Call abandon rate				
Average length of call				
Average response time				
Unscheduled down time				

6. Describe how you ensure and measure the quality of your call center.
7. How do you manage peak volume when you have large number of calls?
8. Describe the ability, if any, to track the types of customer inquiries and develop new materials/training/routines for resolving inquiries (e.g., if tax code changes cause new inquiries).

E. Statements. Address the following with regard to participant statements:

1. Do you provide aggregate account information for participants if you administer multiple plans?
2. Does your statement provide a) asset allocation graphics and b) a personal rate of return? Provide a sample quarterly statement.

3. Can a customized message be printed on statements for participants in our plan? If so, how long can the statement message be?
 4. How many days after quarter-end are statements mailed? What percent of statements mailed over the past four quarters met this target?
 5. Are your statements made available on-line? What is the turnaround time? Do participants have the option to discontinue paper statements and receive copies only on-line?
- F. Performance. Address the following questions related to the impact of your participant services.
1. Describe surveys you conduct to measure participant satisfaction.
 2. How do you measure the success of your educational programs?
 3. How has your educational program affected participant decisions? In the aggregate, how are assets allocated between the equity, fixed income/stable value and balanced/lifestyle/lifecycle funds you administer? What percent of participants making withdrawals opt for periodic payments, lump sum payments and annuities?

III. Plan Sponsor Services

- A. Describe how you interact with plan sponsors on a daily basis and how you minimize the plan sponsor's workload through automation.
- B. Describe the services you offer to help maintain compliance with current and proposed regulations as they relate to public sector retirement plans.
- C. What information do you provide plan sponsors to assist with their investment and plan due diligence? Provide a sample employer statement and plan review we would receive. What access do you provide for ad-hoc reports?
- D. Who will serve as our contact for daily questions and issues related to the administration of our plan?
- E. Describe on-line services available to plan sponsors. Provide the URL for your web site and a test account for us to view all plan sponsor functions. The test account should be made available to us through the date on which our final selection decision is scheduled.

IV. Investment Offering

- A. Briefly describe your overall investment offering. What are your criteria for selecting and retaining an investment management firms? How do you determine available investment options for Plans?

V. Fees and Expenses

- A. Complete the attached spreadsheet regarding your fees. All fees – including but not limited to plan asset based fees, participant fees, fund expenses, ancillary service fees and any other fees/expenses – must be fully disclosed either on the Vendor Fee Comparison Spreadsheet or in response to this section V.A. if such fees cannot be fully described in the spreadsheet. You will not be permitted to assess fees or expenses of any kind for services you have proposed that are not clearly disclosed in this written response.
- B. Describe the disclosed fund expense ratio for your stable value or equivalent fund. If there are no disclosed expenses for this fund, describe why.

E. Due Diligence Questionnaire

I. Introduction

- A. Describe the ownership structure of your organization and any subsidiaries it may have. Identify parent company or affiliations of the proposer and identify any affiliated business enterprises.
- B. What is the primary business of the parent company and/or affiliates? If the proposer is an insurance company or an issuer of debt, provide Moody's, Standard & Poor's, and A.M. Best ratings and the most recent reports.
- C. Describe the unique services and features you offer to public sector retirement plans.
- D. Describe any regulatory censure or litigation involving the business of your firm with relation to its deferred compensation or defined contribution services in the past ten years.
- E. Describe your staff recruitment programs. What was the level of turnover for staff dedicated to public sector retirement plans in the last calendar year?
- F. Describe training provided for your (a) customer service staff, (b) investment staff, and (c) other staff.
- G. Describe insurance coverage you carry for services you deliver to public sector retirement plans.
- H. Provide five references of public sector retirement plan clients. Include a contact name, title, phone number and e-mail address.

II. Plan Administration

- A. How quickly are contributions invested in participant accounts? Do you require a minimum contribution for employees? How do you receive contribution data and money? What assistance will you provide us in accommodating this format? How do you monitor and enforce contribution limits?
- B. Describe how fund transfers are executed. What is your deadline for receiving instructions to implement fund transfers at the close of business?
- C. Describe in detail the annuity and non-annuity disbursement options available to plan participants. What flexibility do you give participants in specifying the sequence in which investment options will be depleted? Are participants not making contributions treated differently in any way?
- D. How long does it take to mail a check to the participant once a withdrawal is authorized? How long does it take to mail a check to another vendor once a participant provides an instruction to make the transfer? What authorization do you require to make such a payment? Identify all participant-level or plan-level transfer or withdrawal restrictions.
- E. How do you report disbursements to the IRS and state tax authorities? Describe the tax statements you provide to participants on plan disbursements.
- F. Describe how you handle minimum required distributions.
- G. Describe how you evaluate and process QDROs and hardship/emergency withdrawal requests.
- H. Describe your loan service and how participants and the plan sponsor would implement a loan. Describe the following features of your loan system:
 - 1. Does your system calculate the amount available for loan and the loan repayment amount as well as generate a loan amortization schedule and promissory note?
 - 2. Can you allocate principal and interest on loan repayments to individual funds?
 - 3. Can you provide loan information to participants on your toll-free line?
 - 4. What loan information and transaction functions are available on-line?
 - 5. What type of reports do you provide with respect to loan administration?
 - 6. How do you handle delinquent and/or defaulted loans?
 - 7. Can you handle multiple loans?
- I. What confirmations do you mail to participants? What confirmations are made available to participants on-line? How quickly are confirmations sent to participants?

- J. Describe how you adhere to the policies of investment funds administered with regard to market timing.
- K. Describe the quality control procedures you have in place. What types of reconciliation and editing do you perform? How do you resolve data discrepancies with respect to transaction processing?
- L. Describe your process for resolving issues that occur. What are your standards for the timing of resolving issues and how do you meet that target? What are your escalation procedures for issues that are not resolved within a standard period of time?
- M. Describe the procedures manual that you provide to plan sponsors. Is it available on-line?
- N. Provide samples of forms used for withdrawals, contributions, and plan-to-plan transfers.
- O. How do you curtail excessive trading by individuals that may impact other participants?

III. Record Keeping

- A. Describe the record keeping hardware and software used by your organization. Was the software purchased or developed in-house?
- B. Describe your back-ups and disaster recovery plan. How often is the plan tested?
- C. Describe procedures and safeguards used to provide systems security. Discuss your Internet and call center security. Describe how confidentiality of data is ensured.
- D. What is the capacity utilization rate of your record keeping system's hardware and voice response unit? How do you ensure adequate capacity as demands on your system grow?
- E. Do you record keep assets at NAV or on a unitized basis? How do you record keep assets in the stable value fund?
- F. Describe internal and external audits of your record keeping system and administrative functions. Do you receive a SAS-70? If so, provide a copy.
- G. Confirm that you will provide total access to plan data during business hours to our auditor as required.
- H. In the event of an error in your control, how do you make participants and the plan whole?
- I. Describe performance guarantees you will make for the plan, with specific penalties for non-compliance.

IV. Transition

- A. Provide your administrative and record keeping transition plan with timelines.
- B. What are the plan sponsor's responsibilities during the transition?
- C. Describe how you communicate progress of the transition with the plan sponsor.
- D. What on-site employer operational support will you provide during the transition? Who will provide this service? Discuss the training program you will provide as part of the conversion.
- E. Describe how you handle accounts in distribution.
- F. Describe how you convert assets in a self-directed brokerage. Can you implement an in-kind transfer of assets within brokerage accounts?
- G. Do you provide a sample plan document? Has the plan document received a ruling from the IRS?
- H. Describe the blackout period and what participants can and cannot do during this period. What is the typical blackout period for provider-to-provider conversions you have completed in the past year?
- I. How do you ensure continuity is maintained from the transition to the ongoing service for our plan?

Agenda Item 3

Covington City Council Meeting

Date: February 22, 2011

SUBJECT: ORDINANCE REGARDING DESIGNATION OF DOWNTOWN STREET TYPES BY THE COMMUNITY DEVELOPMENT DIRECTOR WHEN AND WHERE NONE EXIST WITHIN CMC 18.31.060

RECOMMENDED BY: Richard Hart, Acting Community Development Director

ATTACHMENTS:

1. Downtown Design Standards: Street Types and Special Standards Map
2. Ordinance Adopting New Language for Designation of Downtown Street Types by the Community Development Director When and Where None Exit.

PREPARED BY: Richard Hart, Acting Community Development Director

EXPLANATION:

In the current downtown zoning, development and design regulations major future street types are identified and designated on a design standards map as one of four (4) street types. (See Attachment 1) The street type designated is based upon the type, intensity and pedestrian-orientation of future development envisioned to accomplish the goals and objectives of the Covington Downtown Plan and the Downtown Element of the Comprehensive Plan. Many of the downtown development regulations are tied to the specific street type. The SEPA process may require or the developers may elect to build certain street segments designated on the map; therefore the City needs the ability to designate such segments when and where they do not exist.

It is likely that many future development projects will occur where no street type has been designated on the Design Standards: Street Types Map. The City needs an efficient method and process to designate those street types without going through a time consuming and costly Comprehensive Plan or Development Regulation amendment process. If any applicant disagrees with the designation of the Community Development Director, there is an appeal process, pursuant to a Type 2 land use decision outlined in the City Code. In addition it should be pointed out that this code amendment does not add the missing segment for the proposed 171st Ave SE roadway through the Ashton property which is the subject of a proposed Comp Plan Amendment currently being evaluated by the Planning Commission and to be discussed by the Council as part of the 2011 Annual Comp Plan Amendment docket in April and then later this year. That issue is a separate topic for discussion and action.

Allowing the Community Development Director to designate street types when necessary on undesignated streets will provide an efficient, timely and quick decision for future applicants for development projects. The decision of the Community Development Director will be based upon the vision, goals and objectives of the Downtown Plan and Downtown element of the Comprehensive Plan, the type of street designation of adjacent and nearby streets, and need for pedestrian orientation on the specific street in question, and upon accepted design and construction standards of the City as referenced in Chapter 14.30 of the CMC.

Having a street type designation for any future street as part of a downtown development project actually determines the specific design standards which will apply to the proposed street frontage and building frontage. Without a designation of a street type there may be costly delays in the planning and design of future projects. Allowing an administrative procedure for determination of street types on undesignated streets will provide superior customer service to applicants and stakeholders for future downtown development projects.

ALTERNATIVES:

1. Request additional information or input from staff or the Planning Commission.

FISCAL IMPACT:

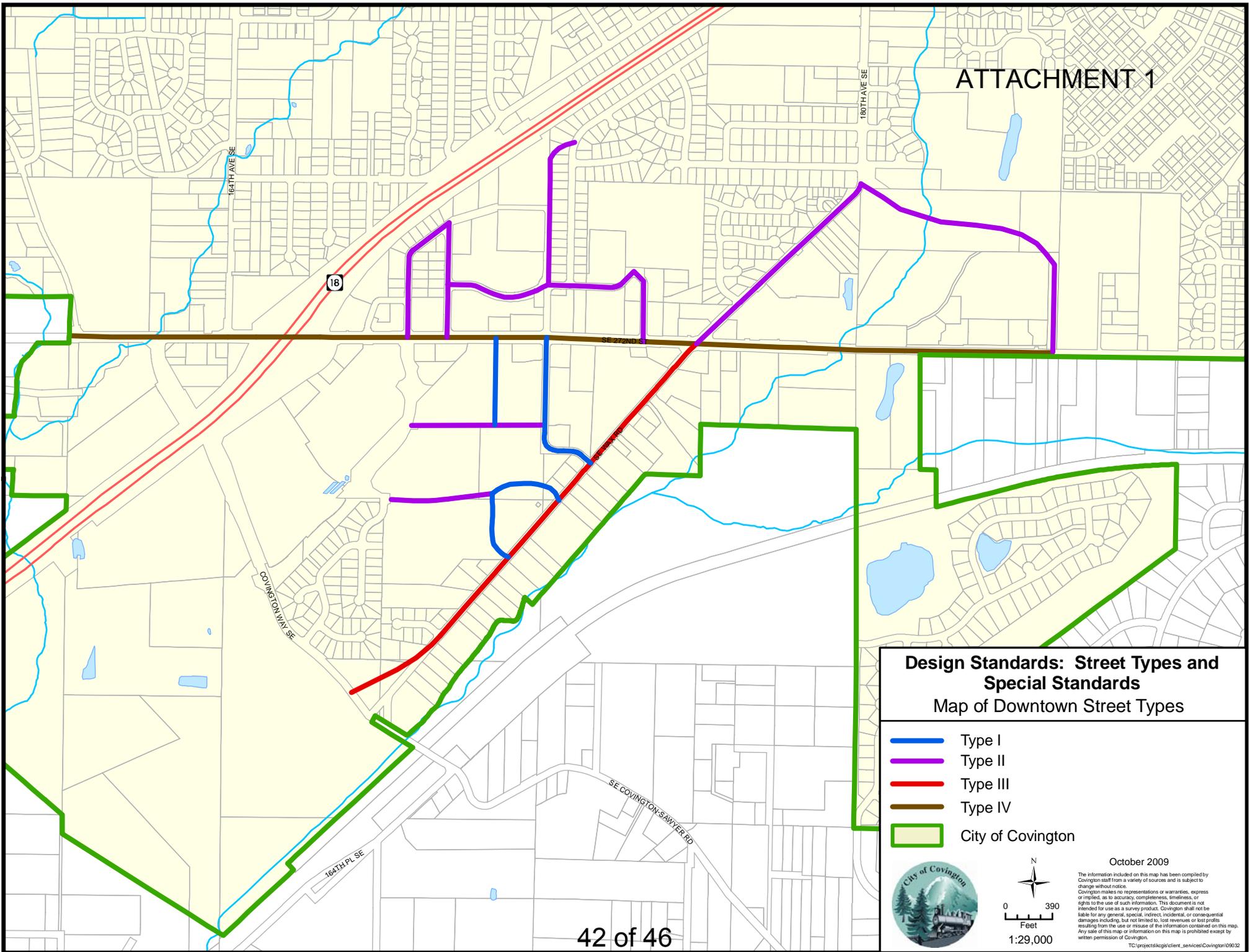
None.

CITY COUNCIL ACTION: X Ordinance Resolution Motion Other

**Council member _____ moves, and Council member _____
seconds to adopt an Ordinance adding new language to CMC 18.31.060
regarding designation of downtown street types by the Community
Development Director when and where none exists.**

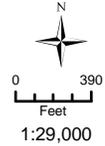
REVIEWED BY: Acting City Manager; City Attorney

ATTACHMENT 1



Design Standards: Street Types and Special Standards Map of Downtown Street Types

-  Type I
-  Type II
-  Type III
-  Type IV
-  City of Covington



October 2009

The information included on this map has been compiled by Covington staff from a variety of sources and is subject to change without notice. Covington makes no representations or warranties, express or implied, as to accuracy, completeness, timeliness, or rights to the use of such information. This document is not intended for use as a survey product. Covington shall not be liable for any general, special, indirect, incidental, or consequential damages including, but not limited to, lost revenues or lost profits resulting from the use or misuse of the information contained on this map. Any sale of this map or information on this map is prohibited except by written permission of Covington.

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ORDINANCE NO. 02-11

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON AMENDING SECTION 18.31.060 OF THE COVINGTON MUNICIPAL CODE RELATING TO DOWNTOWN ZONING DISTRICT STREET TYPES MAP AND THE DESIGNATION OF A PROPOSED DOWNTOWN STREET TYPE BY THE COMMUNITY DEVELOPMENT DIRECTOR WHERE NONE EXISTS (AMENDING ORD. NO. 42-02 §2 AND ORD. NO. 10-10)

WHEREAS, the City Council recently adopted extensive changes to the city's zoning code, Title 18 CMC, in September 2010; and

WHEREAS, the City Council, based upon recommendations from the Planning Commission in September 2010, reviewed and adopted amendments to Title 18 CMC that called for identification of four (4) major street types in the new downtown zoning districts based upon the level and intensity of new development; and

WHEREAS, the designation of street types only applies to a few of the major streets in the downtown; and

WHEREAS, some future streets necessary for development or redevelopment remain undesignated and will need to be designated when new development occurs in the future; and

WHEREAS, the Community Development Director should be able to designate such undesignated streets based upon the City of Covington Design and Construction Standards, adopted by reference in chapter 12.60 of the Covington Municipal code; and

WHEREAS, the Planning Commission, City Council, and the public had an opportunity to review the proposed changes to CMC 18.31.060 for the downtown zoning street types map and need to designate any future undesignated streets; and

WHEREAS, it is in the public interest to provide for designation of future undesignated street types in the downtown by the Community Development Director in Title 18.31.060 CMC;

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

Section 1. Section 18.31.060 of the Covington Municipal Code is hereby amended to add the following item (2) describing the process for designation of undesignated street types in the downtown zones as follows:

18.31.060 Downtown zoning districts street types map

(2) Where a street type is not designated on the downtown zoning districts street type map for a proposed street, the Director shall have the authority to determine the street type designation of the proposed street based on the type designation of adjacent or nearby streets, and upon the purpose and intent of these downtown zoning, development, and design regulations as stated in Section 18.31.010 CMC. An applicant requesting modification to a Director’s determination of a street type designation shall apply for a downtown design departure as stated in Section 14.30.040 CMC pursuant to a Type 2 land use decision.

Section 2. This ordinance shall be in full force and effect five days after proper posting and publication. A summary of this ordinance may be published in lieu of publishing the ordinance in its entirety.

Section 3. If any provision of this ordinance, or ordinance modified by it, is determined to be invalid or unenforceable for any reason, the remaining provisions of this ordinance and ordinances and/or resolutions modified by it shall remain in force and effect.

Passed by the City Council on the 22nd day of February, 2011

Mayor Margaret Harto

PUBLISHED: February 25, 2011

EFFECTIVE: March 2, 2011

ATTESTED:

Sharon Scott
City Clerk

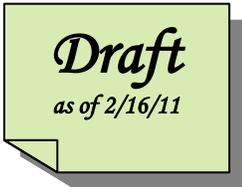
APPROVED AS TO FORM:

Sara Springer
City Attorney

**DISCUSSION OF
FUTURE AGENDA TOPICS:**

**March 8 – City Council Special Meeting for Arts Commission
Interviews and Regular Meeting**

(Draft Agenda Attached)



Covington: Unmatched quality of life
AGENDA
CITY OF COVINGTON
CITY COUNCIL SPECIAL AND REGULAR MEETINGS
www.ci.covington.wa.us



Tuesday, March 8, 2011
7:00 p.m.

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

Council will interview Arts Commission applicants beginning at 6:15 p.m.

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

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION

- Recognition of Finance Staff for CAFR (Council)
- Annual Update from King County Councilmember Reagan Dunn
- Economic Impact of a Covington Hospital – Hugh Kodama, MultiCare

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

APPROVE CONSENT AGENDA

- C-1. Approval of Minutes (Scott)
- C-2. Approval of Vouchers. (Hendrickson)

NEW BUSINESS

1. Consider Appointments to Arts Commission. (Council)
2. Consider Retirement Plan Administrator Change. (Hendrickson)
3. Consider Interlocal Agreement with the City of Black Diamond for Building Plans Examining, Inspection, and Code Enforcement Services (Hart/Meyers)

COUNCIL/STAFF COMMENTS

- Future Agenda Topics

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

EXECUTIVE SESSION

- Review the Performance of a Public Employee (RCW 42.30.1110(1)(g))

ADJOURN

Any person requiring disability accommodation should contact the City of Covington at (253) 638-1110 a minimum of 24 hours in advance. For TDD relay service, please use the state's toll-free relay service (800) 833-6384 and ask the operator to dial (253) 638-1110.