



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

[www.covingtonwa.gov](http://www.covingtonwa.gov)

**Tuesday, October 14, 2014  
7:00 p.m.**

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

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**CALL CITY COUNCIL REGULAR MEETING TO ORDER**

**ROLL CALL/PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PUBLIC COMMUNICATION**

- Safe Schools Week Proclamation – Week of October 19-25, 2014
- Make a Difference Day Proclamation – October 25, 2014
- National Community Planning Month Proclamation – October 2014
- Soos Creek Water & Sewer Presentation on Wax Road Project (Ron Speer, General Manager, Soos Creek Water & Sewer and Greg Hill, Stantec)

**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: August 12, 2014 Regular Meeting (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Approve Amendment to Agreement for Design Services for SR516 Project (Vondran)
- C-4. Approve Interlocal Agreement for Urban Restoration Services (Feser)

**NEW BUSINESS**

- 1. Consider Appointment to the Covington Economic Development Council (Council)
- 2. Interim City Manager Presents 2015 Budget Message (Hendrickson)

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

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

**EXECUTIVE SESSION – If Needed**

**ADJOURN**

**Consent Agenda Item C-1**

Covington City Council Meeting

Date: October 14, 2014

SUBJECT: APPROVAL OF MINUTES: AUGUST 12, 2014 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 August 12, 2014 City Council Regular Meeting Minutes.**

**City of Covington  
Regular City Council Meeting Minutes  
Tuesday, August 12, 2014**

(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 271<sup>st</sup> Street, Suite 100, Covington, Washington, Tuesday, August 14, 2014, at 7:02 p.m., with Mayor Margaret Harto presiding.

**COUNCILMEMBERS PRESENT:**

Margaret Harto, Joe Cimaomo, Mark Lanza (arrived @ 7:05 p.m.), Marlla Mhoon, Jim Scott, Wayne Snoey, and Jeff Wagner.

**Council Action: Councilmember Mhoon moved and Councilmember Scott seconded to excuse Councilmember Lanza. Vote: 6-0. Motion carried.**

**STAFF PRESENT:**

Rob Hendrickson, Interim City Manager; Don Vondran, Public Works Director; Noreen Beaufriere, Personnel Manager; Kevin Klason, Covington Police Chief; Karla Slate, Communications & Marketing Manager; Scott Thomas, Parks & Recreation Director; Sara Springer, City Attorney; Bob Lindskov, City Engineer; Salina Lyons, Principal Planner; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Harto opened the meeting with the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

**Council Action: Councilmember Mhoon moved and Councilmember Snoey seconded to approve the Agenda. Vote: 7-0. Motion carried.**

**PUBLIC COMMUNICATION:**

- Jackie Jamero Berganio, King County Mental Health, Chemical Abuse and Dependency Services Division, accepted the September 2014 National Recovery Month Proclamation.

Mayor Harto introduced Boy Scout Anthony Mastroianni, Troop 517, Foothills District, who was currently working on his communications merit badge.

**PUBLIC COMMENT:**

Mayor Harto called for public comments.

**George Gedevanishvili, 18621 SE 256<sup>th</sup> Street, Covington,** requested a ban on fireworks and requested feedback.

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

**APPROVE CONSENT AGENDA:**

- C-1. Minutes: June 10, 2014 City Council Special Joint Study Session with Parks & Recreation Commission Minutes; June 10, 2014 City Council Regular Meeting Minutes; and June 24, 2014 City Council Special Study Session Minutes.
- C-2. Vouchers: Vouchers #31316-31316, in the Amount of \$300.00, Dated July 15, 2014; Vouchers #31317-31374, including ACH Payments, in the Amount of \$273,240.74, Dated July 22, 2014; Vouchers #31375-31375, in the Amount of \$500.00, Dated July 31, 2014; Vouchers #31376-31376, in the Amount of \$385.70, Dated August 1, 2014; Paylocity Payroll Checks #1002632101-1002632115 Inclusive, Plus Employee Direct Deposits in the Amount of \$173,277.22, Dated July 18, 2014; and Paylocity Payroll Checks #1002682745-1002682759 and Paylocity Checks #1002682810-1002682810 Inclusive, Plus Employee Direct Deposits in the Amount of \$181,170.14, Dated August 1, 2014.
- C-3. Approve King County Interlocal Agreement for SoCo Park Grant Funding.
- C-4. Award Bid for Aquatics Center Roofing Project.

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

**PUBLIC HEARING:**

1. Receive Comments and Consider Ordinance Extending the Moratorium on Medical Marijuana Production and Processing Facilities, Dispensaries, and Collective Gardens for Six Months.

City Attorney Sara Springer gave the staff report for this item.

Mayor Harto called for public comments for the public hearing.

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

ORDINANCE NO. 10-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, TO EXTEND THE MORATORIUM ON THE ESTABLISHMENT, LOCATION, OPERATION, LICENSING, MAINTENANCE, OR CONTINUATION OF MEDICAL MARIJUANA DISPENSARIES, PRODUCTION FACILITIES, PROCESSING FACILITIES, COLLECTIVE GARDENS, AND RELATED BUSINESSES WITHIN THE CITY OF COVINGTON FOR SIX MONTHS; PROVIDING FOR A PUBLIC HEARING ON THE MORATORIUM; ADOPTING FINDINGS OF FACT SUPPORTING THE MORATORIUM ADOPTED BY ORDINANCE NOS. 08-11, 12-12, 01-13, 07-13, AND 05-14; AND PROVIDING FOR SEVERABILITY.

**Council Action: Councilmember Snoey moved and Mayor Pro Tem Wagner seconded to adopt Ordinance No. 10-14 to extend the moratorium on medical marijuana collective gardens, production and processing facilities, dispensaries, and related businesses for an additional six months. Vote: 7-0. Motion carried.**

**NEW BUSINESS:**

2. Coal Train Briefing.

City Engineer Bob Lindskov gave the staff report on this item.

Councilmembers provided comments and asked questions, and Mr. Lindskov and Public Works Director Don Vondran provided responses.

**Council Action: There was Council consensus to direct staff to create a letter for Council review to be sent to a list of appropriate agencies (including federal, state and county) expressing concern regarding the economic and transportation issues and health risks associated with coal trains and requesting the agencies to keep Covington informed in regards to being able to comment on the EIS.**

3. Resolution Approving Development Agreement with Covington Mixed Use.

RESOLUTION NO. 14-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, APPROVING THE CITY MANAGER TO EXECUTE A DEVELOPMENT AGREEMENT WITH GEMSTAR PROPERTIES, LLC FOR THE POLARIS AND AFFINITY AT COVINGTON DEVELOPMENTS, KNOWN AS THE COVINGTON MIXED-USE DEVELOPMENT, CITY FILE NO. LU14-0006/0010.

**Council Action: Councilmember Lanza moved and Mayor Pro Tem Wagner seconded to pass Resolution No. 14-15 authorizing the interim city manager to execute a development agreement with Gemstar Properties, LLC for the Polaris and Affinity at Covington developments, known as the Covington Mixed-Use development, City File No. LU14-0006/0010, in substantial form as provided in the Council meeting agenda packet. Vote: 7-0. Motion carried.**

4. Report on Covington Days.

Communications & Marketing Manager Karla Slate gave a PowerPoint presentation on this item.

Councilmembers provided responses and asked questions, and Ms. Slate and Police Chief Kevin Klason provided responses.

5. Review Proposals for City Manager Recruitment.

Personnel Manager Noreen Beaufriere gave the staff report on this item.

Councilmembers provided comments and asked questions, and Ms. Beaufriere provided responses.

**Council Action: Councilmember Snoey moved and Councilmember Mhoon seconded to select Prothman to provide the professional services required to conduct the search for a city manager. Vote: 7-0. Motion carried.**

6. 2014 Second Quarter Financial Report.

Interim City Manager Rob Hendrickson gave the staff report on this item.

Councilmembers asked questions, and Mr. Hendrickson and Principal Planner Salina Lyons provided responses.

**COUNCIL/STAFF COMMENTS:**

Councilmembers and staff discussed Future Agenda Topics and made comments.

**Council Action: Councilmember Snoey moved and Councilmember Scott seconded to cancel the August 26 council meeting. Vote: 7-0. Motion carried.**

**PUBLIC COMMENTS:**

Mayor Harto called for public comments.

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

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:15 p.m.

Prepared by:

Submitted by:

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Joan Michaud  
Senior Deputy City Clerk

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Sharon Scott  
City Clerk

## Consent Agenda Item C-2

Covington City Council Meeting

Date: October 14, 2014

SUBJECT: APPROVAL OF VOUCHERS

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #31543-31597, including ACH Payments, in the Amount of \$789,758.13, Dated September 16, 2014; Electronic Funds Transfer, in the Amount of \$3,964.45, Dated September 26, 2014; Vouchers #31598-31640, including ACH Payments and Electronic Funds Transfer, in the Amount of \$195,784.12, Dated October 1, 2014; Paylocity Payroll Checks #1002874422-1002874446 and Paylocity Payroll Checks #1002874603-1002874603 Inclusive, Plus Employee Direct Deposits in the Amount of \$162,955.04, Dated September 26, 2014; and Paylocity Payroll Checks #1002921449-10029291465 and Paylocity Payroll Checks #1002921502-1002921502 Inclusive, Plus Employee Direct Deposits in the Amount of \$159,494.50.

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 #31543-31597, including ACH Payments, in the Amount of \$789,758.13, Dated September 16, 2014; Electronic Funds Transfer, in the Amount of \$3,964.45, Dated September 26, 2014; Vouchers #31598-31640, including ACH Payments and Electronic Funds Transfer, in the Amount of \$195,784.12, Dated October 1, 2014; Paylocity Payroll Checks #1002874422-1002874446 and Paylocity Payroll Checks #1002874603-1002874603 Inclusive, Plus Employee Direct Deposits in the Amount of \$162,955.04, Dated September 26, 2014; and Paylocity Payroll Checks #1002921449-10029291465 and Paylocity Payroll Checks #1002921502-1002921502 Inclusive, Plus Employee Direct Deposits in the Amount of \$159,494.50.**

September 16, 2014

City of Covington

City of Covington

City of Covington  
Voucher/Check Register

Check # 31543 through Check # 31597, including ACH payments

In the Amount of \$789,758.13

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  
Interim Deputy Finance Director

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

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

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

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

# Accounts Payable

## Checks by Date - Detail by Check Date

User: scles  
 Printed: 9/18/2014 1:45 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0139	West Coast Awards & Athletics	09/16/2014	
	52711	Soccer team shirts		76.05
	52752	Coaches team shirts, use tax		-4.37
	52752	Coaches team shirts		55.17
	52752	Soccer team shirts		99.45
Total for this ACH Check for Vendor 0139:				226.30
ACH	0651	Lindsay Hagen	09/16/2014	
	0651-9	Hagen; Merchant processing training, mileage		30.69
Total for this ACH Check for Vendor 0651:				30.69
ACH	1408	Washington Workwear Stores Inc.	09/16/2014	
	1620	Fealy; work pants		15.63
	1620	Fealy; work pants		15.64
	1620	Fealy; work pants		7.82
Total for this ACH Check for Vendor 1408:				39.09
ACH	1688	Mountain Mist	09/16/2014	
	054257-9	Maint shop; bottled water, August		45.99
	054257-9	Maint shop; bottled water, August		23.00
	054257-9	City hall; bottled water, August		126.78
	054257-9	Maint shop; bottled water, August		45.99
	054257-9	Aquatics; bottled water, August		66.76
Total for this ACH Check for Vendor 1688:				308.52
ACH	1705	Alpine Products, Inc.	09/16/2014	
	TM-143405	Road signs		75.56
	TM-143440	CCP; athletic field paint		463.84
Total for this ACH Check for Vendor 1705:				539.40
ACH	1901	Modern Building Systems, Inc.	09/16/2014	
	0061933	Maint shop; building lease, 10/1-11/1/14		284.54
	0061933	Maint shop; building lease, 10/1-11/1/14		569.06
	0061933	Maint shop; building lease, 10/1-11/1/14		569.06
Total for this ACH Check for Vendor 1901:				1,422.66
ACH	2654	Canber Corps	09/16/2014	
	32917	CCP; maintenance services, August		3,898.72
Total for this ACH Check for Vendor 2654:				3,898.72
31543	2625	ACCIS	09/16/2014	
	1588654-7294171	Morrissey; ACCIS fall conference, registration		250.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31543:	250.00
31544	2803 5555	Ace Event Services, Inc. Covington Days; security guards	09/16/2014	1,050.00
			Total for Check Number 31544:	1,050.00
31545	0206 616986	AFLAC Insurance premiums, September	09/16/2014	666.04
			Total for Check Number 31545:	666.04
31546	2839 13331701	Aggreko LLC Covington Days; generator rental, 7/18-7/20/14	09/16/2014	7,200.17
			Total for Check Number 31546:	7,200.17
31547	1534 1565635-7308842 1565635-7308842 1565635-7308842 1565635-7308842 1565635-7308842 1565635-7308842 1565635-7308842	APWA - WA State Chapter Wesley; APWA fall conference, registration Vondran; APWA fall conference, registration Allen; APWA fall conference, registration Allen; APWA fall conference, registration Vondran; APWA fall conference, registration Junkin; APWA fall conference, registration Junkin; APWA fall conference, registration	09/16/2014	425.00 212.50 212.50 212.50 212.50 212.50 212.50
			Total for Check Number 31547:	1,700.00
31548	2223 789785 990072	ARC Imaging Resources Plotter/scanner mobile file cart Plotter/scanner; usage, 7/9-8/9/14	09/16/2014	303.92 62.11
			Total for Check Number 31548:	366.03
31549	2646 0914RNT112 0914RNT112	Balloon Specialties Helium; DOT tracking report Helium; DOT tracking report	09/16/2014	12.41 12.41
			Total for Check Number 31549:	24.82
31550	2801 7697-08-14	Berk Consulting, Inc. Infrastructure study; 8/1-8/31/14	09/16/2014	14,977.50
			Total for Check Number 31550:	14,977.50
31551	2368 133347 133388	Best Parking Lot Cleaning Inc. MV; street cleaning, August Street cleaning, August	09/16/2014	1,320.58 3,724.98
			Total for Check Number 31551:	5,045.56
31552	1997 143075985211 143075985211 143075985211 143075985211	Capital One Commercial City hall; paper products, tea, creamer, cleaning ; Maint shop paper products Maint shop paper products Maint shop paper products	09/16/2014	258.83 37.82 37.82 18.91
			Total for Check Number 31552:	353.38
31553	1080 4801322678	CCH Incorporated Governmental GAAP guide	09/16/2014	342.06

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31553:	342.06
31554	2366 1313259781	CenturyLink Business Services Aquatics; internet/loop, August	09/16/2014	360.00
			Total for Check Number 31554:	360.00
31555	0366 0366-9	City of Covington SWM utility tax; August	09/16/2014	227.33
			Total for Check Number 31555:	227.33
31556	0226 237785 623765	Clowns Unlimited, Inc. Covington Days; amusement park rentals Covington Days; dunk tank rental	09/16/2014	10,884.44 407.25
			Total for Check Number 31556:	11,291.69
31557	2785 62436968 62436968 62436968 62436968 62436968 62436968	CompuCom Networking license upgrades Salazar; Networking license upgrades Conway; Networking license upgrades Leung; Networking license upgrades Leung; Networking license upgrades Intern; Networking license upgrades Intern; Networking license upgrades	09/16/2014	1,586.83 78.59 78.59 39.29 39.30 39.30 39.29
			Total for Check Number 31557:	1,901.19
31558	2809 2809-9 2809-9-1 2809-9-2	Sean Conway Reimbursement; CCP, goal locks and cables Reimbursement; football equipment Reimbursement; soccer jamboree totes, tape, ties	09/16/2014	70.89 14.65 35.13
			Total for Check Number 31558:	120.67
31559	2487 2487-9	Costco Wholesale Corporation Traffic mitigation fee; Payment 11	09/16/2014	84,225.59
			Total for Check Number 31559:	84,225.59
31560	2840 140723-08	CS Photography City council, management team photos	09/16/2014	230.00
			Total for Check Number 31560:	230.00
31561	1213 073496	Everson's Econo-Vac, Inc. Storm system cleaning, 8/6-8/29/14	09/16/2014	8,653.45
			Total for Check Number 31561:	8,653.45
31562	2821 2821-9	Dominic Finazzo Finazzo; mileage reimbursement, August	09/16/2014	14.67
			Total for Check Number 31562:	14.67
31563	2045 20936	Goodbye Graffiti Seattle Everclean program, September	09/16/2014	431.14
			Total for Check Number 31563:	431.14
31564	2553	Gordon Thomas Honeywell Governmental	09/16/2014	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Aug14 1123	Governmental Affairs services; August		1,705.00
			Total for Check Number 31564:	1,705.00
31565	0867	Home Depot Credit Services	09/16/2014	
	1014275	CCP; gravel pad supplies		62.74
	1014281	CCP; gravel pad supplies		14.85
	1181528	CCP; sod cutter rental, 8/26		80.04
	2013471	Maint shop; work light, hole saw		58.62
	2013471	Maint shop; work light, hole saw		29.31
	2013471	Maint shop; milk crate, quick links		8.34
	2013471	Maint shop; work light, hole saw		58.61
	2013471	Maint shop; milk crate, quick links		16.69
	2013471	Maint shop; milk crate, quick links		16.69
	2479347	Aquatics party room; storage cabinet		118.37
	3010863	Kidsfest; copper, ground clamp		10.33
	3062565	Maint shop; sanding disc		1.08
	3062565	Maint shop; sanding disc		2.16
	3062565	Maint shop; sanding disc		2.16
	3972668	Aquatics party room; microwave, refrigerator		724.36
	40262	Paint, brushes		133.51
	5010333	Maint shop; light bulbs		12.95
	5010333	Maint shop; light bulbs		6.48
	5010333	Electrical supplies		13.00
	5010333	Maint shop; light bulbs		12.95
	6060289	Summer concerts; electrical cords		160.17
	6160772	Refund; concrete		-15.25
	7012197	Plywood for stage		62.73
	7140001	Concrete pavers, blocks, cement, concrete		83.20
	9061365	Maint shop; work light		34.74
	9061365	Maint shop; work light		34.74
	9061365	Maint shop; work light		17.37
			Total for Check Number 31565:	1,760.94
31566	1722	Honey Bucket	09/16/2014	
	1-966099R	Reissue CCP; portable toilet service, 7/13-8/12/1		258.00
			Total for Check Number 31566:	258.00
31567	1342	Integra Telecom	09/16/2014	
	12336468	Maint shop; telephone, 9/8-10/7/14		177.11
	12336468	Maint shop; telephone, 9/8-10/7/14		177.10
	12336468	Maint shop; telephone, 9/8-10/7/14		88.55
	12336468	Aquatics; telephone, 9/8-10/7/14		90.20
	12336468	City hall; telephone, 9/8-10/7/14		1,223.72
			Total for Check Number 31567:	1,756.68
31568	1803	Iron Mountain	09/16/2014	
	KSE0396	Document storage; 9/1-9/30/14		153.92
			Total for Check Number 31568:	153.92
31569	1701	Johnsons Home & Garden	09/16/2014	
	388134	Maint shop; auger bit		2.13
	388134	Maint shop; tape measure, socket adapters		6.62
	388134	Maint shop; tape measure, socket adapters		13.24
	388134	Maint shop; tape measure, socket adapters		13.24
	388134	Nuts, bolts, screws		55.69
	388134	Maint shop; auger bit		4.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	388134	Maint shop; auger bit		4.25
			Total for Check Number 31569:	99.42
31570	0385 1400000895	Kent School #415 Basketball camp; gym usage	09/16/2014	30.00
			Total for Check Number 31570:	30.00
31571	0143 33290 47691-47692 47737-47738 47915-47915 47915-47915	King County Finance Disposal fees; 8/26/14 Covington Days; parade traffic control Street services; July CIP 1028; overlay, July CIP 1028; overlay, August	09/16/2014	26.77 3,282.08 1,052.74 293,612.64 1,153.01
			Total for Check Number 31571:	299,127.24
31572	0641 14-716 14-716	King County Sheriff's Office Police services; August Sheriffs office; lease, August	09/16/2014	281,035.09 -1,879.17
			Total for Check Number 31572:	279,155.92
31573	2795 2795-9 2795-9	Tatyana Kiselyov Kiselyov; American Red Cross course, per diem Kiselyov; American Red Cross course, mileage	09/16/2014	63.90 43.01
			Total for Check Number 31573:	106.91
31574	2691 063352	Leader Manufacturing, Inc. Pipeline trail; bollards	09/16/2014	1,958.06
			Total for Check Number 31574:	1,958.06
31575	2813 2813-9 2813-9	Rachael Leung Leung; mileage reimbursement, August Leung; mileage reimbursement, August	09/16/2014	6.27 6.27
			Total for Check Number 31575:	12.54
31576	2632 11416353-1 11416353-1 8842709-1 8842709-1	lynda.com, Inc. lynda.com; 2014 training lynda.com; 2014 training, use tax lynda.com; 2013 training lynda.com; 2013 training, use tax	09/16/2014	150.50 -150.50 150.50 -150.50
31577	1431 1431-9	Valerie Lyon Higher education meeting; refreshments	09/16/2014	32.97
			Total for Check Number 31577:	32.97
31578	1878 6948	MacLeod Reckord CCP; Phs 2, engineering, 8/1-8/31/14	09/16/2014	325.19
			Total for Check Number 31578:	325.19
31579	2367 130451	Magnum Print Solutions Toner	09/16/2014	40.13
			Total for Check Number 31579:	40.13
31580	1487	NAPA Auto Parts	09/16/2014	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	723659	Fuse		7.59
	723726	Maint shop; shop towels, gear oil, glass cleaner		10.22
	723726	Maint shop; shop towels, gear oil, glass cleaner		20.45
	723726	Maint shop; shop towels, gear oil, glass cleaner		20.45
	724036	Adapter for trucks		28.39
	724447	Maint shop; trailer wire		17.46
	724447	Maint shop; trailer wire		17.46
	724447	Maint shop; trailer wire		8.73
			Total for Check Number 31580:	130.75
31581	0305	Net Venture	09/16/2014	
	761073	Basic business hosting; 8/27-11/26/14		89.70
			Total for Check Number 31581:	89.70
31582	0004	Office Depot	09/16/2014	
	1704352192	Aquatics; POS receipt tape, voicemail logs		32.92
	705921850001	Office supplies		167.44
	705921981001	Heavy duty stapler		28.07
	709484574001	Police; shredder		288.52
	709485202001	Police; shredder lubricant		3.23
	710076234001	Paper		253.31
	726251140001	Feser; foot rest		17.02
	726251140001	Aquatics; coin envelopes		27.14
	726251140001	Office supplies		269.39
	726251393001	Post-its		21.71
	727386737001	Feser; wall calendar		31.48
	727387468001	Office supplies		112.19
			Total for Check Number 31582:	1,252.42
31583	1249	Orca Pacific Inc.	09/16/2014	
	11606	Aquatics; pool chemicals		338.83
			Total for Check Number 31583:	338.83
31584	1432	Pacific Topsoils, Inc.	09/16/2014	
	9304	CCP; disposal fees		80.50
	9306	CCP; disposal fees		128.80
	9355	CCP; disposal fees		103.50
	9357	CCP; disposal fees		103.50
			Total for Check Number 31584:	416.30
31585	0980	The Prothman Company	09/16/2014	
	2014-4505	City manager search; 1st of 3 installments		6,500.00
			Total for Check Number 31585:	6,500.00
31586	0161	Puget Sound Energy	09/16/2014	
	200003986730-9	Streets; electricity, 8/2-9/3/14		69.85
	200003987282-9	Streets; electricity, 8/5-9/4/14		53.99
	200003987464-9	Streets; electricity, 8/5-9/4/14		10.84
	200004045635-9	Streets; electricity, 8/2-9/3/14		71.81
	200004045866-9	Streets; electricity, 8/5-9/4/14		57.63
	200005568858-9	Streets; electricity, 7/31-8/31/14		76.15
	200013103656-9	CCP; electricity, 7/31-8/31/14		40.34
	200013951476-9	Streets; electricity, 7/31-8/31/14		78.01
	200014568881-9	Maint shop; electricity, 7/31-8/31/14		78.40
	200014568881-9	Maint shop; electricity, 7/31-8/31/14		39.21

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	200014568881-9	Maint shop; electricity, 7/31-8/31/14		78.40
	200022909309-9	Streets; electricity, 8/2-9/3/14		84.31
	200022909689-9	Skate park; electricity, 8/5-9/4/14		12.02
	300000001770-9	City tree; electricity, 8/2-9/3/14		10.84
	300000001770-9	Streets; electricity, 8/2-9/3/14		10.84
	300000001788-9	Streets; electricity, 8/1-9/2/14		8,247.34
	300000001788-9	Streets; electricity, 8/1-9/2/14		58.10
	300000001804-9	Streets; electricity, 7/31-8/31/14		88.43
	300000007744-9	Aquatics; electricity, 7/31-8/31/14		2,054.70
	300000007744-9	Aquatics; natural gas, 7/31-8/31/14		1,682.23
	300000007934-9	City hall; natural gas, 8/2-9/3/14		35.47
	300000007934-9	City hall; electricity, 8/2-9/3/14		1,962.93
	300000011266-9	SR 516; electricity, 8/2-9/3/14		162.23
	300000011266-9	Crystal view; electricity, 8/2-9/3/14		10.84
			Total for Check Number 31586:	15,074.91
31587	2474 911	SCORE Jail costs; August	09/16/2014	21,240.00
			Total for Check Number 31587:	21,240.00
31588	2207 1527091114	db Secure Shred, LLC Secure document destruction, 9/11/14	09/16/2014	22.39
			Total for Check Number 31588:	22.39
31589	1903 664116 664116 664116	Sound Publishing, Inc. CIP 1057; bid notices Reporter advertisement page Weekly bulletins; 8/1, 8/15, 8/22, 8/29	09/16/2014	610.22 197.25 994.35
			Total for Check Number 31589:	1,801.82
31590	1158 97569A	Sprint Rothhammer Intl, Inc. Aquatic resale items; swim caps, goggles	09/16/2014	517.02
			Total for Check Number 31590:	517.02
31591	0217 L104771	State Auditor's Office Audit fees; August	09/16/2014	7,539.33
			Total for Check Number 31591:	7,539.33
31592	1523 1523-9 1523-9	Kelly Thompson Thompson; PermitTrax conference, mileage Thompson; PermitTrax conference, mileage	09/16/2014	14.04 79.59
			Total for Check Number 31592:	93.63
31593	0376 114-2248974 114-2266217 114-2266218 114-2266219 114-2266220 114-2266221 114-2266222	United Rentals NW, Inc. Kids Fest; portable toilet rental, 8/15-8/18/14 Cedar Heights; portable toilet rental, 8/26-9/22/14 Mattson; portable toilet rental, 8/26-9/22/14 Crestwood; portable toilet rental, 8/26-9/22/14 Jenkins Creek; portable toilet rental, 8/26-9/22/14 Cedar Valley; portable toilet rental, 8/26-9/22/14 Covington Elementary; portable toilet rental, 8/2	09/16/2014	285.64 215.90 215.90 127.95 127.95 127.95 127.95
			Total for Check Number 31593:	1,229.24
31594	2103	US Bancorp Equip Finance Inc.	09/16/2014	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	261100374	Copier lease		86.88
	261100374	Copier lease		130.32
Total for Check Number 31594:				217.20
31595	1105 I15001158	Washington State Patrol Back ground checks	09/16/2014	540.00
Total for Check Number 31595:				540.00
31596	0355 53	WRPA Feser; 2014 Business Institute, registration	09/16/2014	110.00
Total for Check Number 31596:				110.00
31597	0629 0629-1 0629-2 0629-3	WSEMA Bates; WSEMA membership, 10/1/14-9/30/15 Vondran; WSEMA membership, 10/1/14-9/30/15 Slate; WSEMA membership, 10/1/14-9/30/15	09/16/2014	75.00 75.00 75.00
Total for Check Number 31597:				225.00
Total for 9/16/2014:				789,758.13
Report Total (62 checks):				789,758.13

September 26, 2014

City of Covington

City of Covington

City of Covington  
Voucher/Check Register

Electronic funds transfer

In the Amount of \$3,964.45

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  
Interim Deputy Finance Director

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

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

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

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

# Accounts Payable

## Checks by Date - Detail by Check Date

User: scles  
 Printed: 9/19/2014 9:22 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1	1917	US Bank National Association	09/02/2014	
	18207-9	Credit card fees for August transactions, recorded		117.40
	18207-9	Credit card fees for August transactions, recorded		26.55
	18207-9	Credit card fees for August transactions, recorded		3.13
	18207-9	Credit card fees for August transactions, recorded		23.80
Total for Check Number 1:				170.88
Total for 9/2/2014:				170.88
2	2783	WA State Dept of Revenue	09/26/2014	
	08-2014	B&O tax for August 2014.		612.05
	08-2014	B&O tax for August 2014.		86.97
	08-2014	B&O tax for August 2014.		56.83
	08-2014	Sales tax for August 2014.		1,149.62
	08-2014	Sales tax for August 2014.		-16.79
	08-2014	Sales tax for August 2014.		1,587.97
	08-2014	Use tax for August 2014.		220.79
	08-2014	Use tax for August 2014.		8.77
	08-2014	Use tax for August 2014.		78.59
	08-2014	Use tax for August 2014.		8.77
Total for Check Number 2:				3,793.57
Total for 9/26/2014:				3,793.57
Report Total (2 checks):				3,964.45

October 1, 2014

City of Covington

City of Covington

City of Covington  
Voucher/Check Register

Check # 31598 through Check # 31640, including ACH payments and electronic funds transfer

In the Amount of \$195,784.12

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

\_\_\_\_\_  
Cassandra Parker  
Interim Deputy Finance Director

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

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

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

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

# Accounts Payable

## Checks by Date - Detail by Check Date

User: scles  
 Printed: 10/2/2014 1:08 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0706	Covington Retail Associates	10/01/2014	
	4390	1st floor; operating expenses, October		10,757.40
	4390	1st floor; building lease, October		25,717.00
	4391	2nd floor; building lease, October		3,280.83
	4391	2nd floor; operating expenses, October		1,484.75
Total for this ACH Check for Vendor 0706:				41,239.98
ACH	1271	Rob Hendrickson	10/01/2014	
	1271-10	Hendrickson; WFOA conference, mileage		109.32
Total for this ACH Check for Vendor 1271:				109.32
ACH	1408	Washington Workwear Stores Inc.	10/01/2014	
	11147	Bates; work shirt		15.48
	11147	Bates; work shirt		15.47
	1598	Wesley; work shirts		64.05
	1637	Ogren; work vest		43.97
	1647	Seasonal; raingear		8.68
	1647	Gaudette; work jacket		13.03
	1647	Gaudette; work jacket		6.51
	1647	Seasonal; raingear		4.35
	1647	Gaudette; work jacket		13.03
	1647	Seasonal; raingear		8.68
	1649	Junkin; work pants		19.54
	1649	Junkin; work pants		9.78
	1649	Junkin; work pants		19.54
Total for this ACH Check for Vendor 1408:				242.11
ACH	1767	Brian Bykonen	10/01/2014	
	1767-10	Bykonen; WACE conference, per diem		23.00
Total for this ACH Check for Vendor 1767:				23.00
ACH	1921	Mastermark	10/01/2014	
	0662671	Signature stamp		19.17
Total for this ACH Check for Vendor 1921:				19.17
ACH	2044	Karla Slate	10/01/2014	
	2044-10	Slate; 3CMA conference, per diem		145.19
Total for this ACH Check for Vendor 2044:				145.19
ACH	2105	Rachel Bahl	10/01/2014	
	2105-10	Bahl; mileage reimbursement, August		49.56
Total for this ACH Check for Vendor 2105:				49.56
ACH	2151	Shawn Buck	10/01/2014	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2151-10	Buck; NOVOTX conference, per diem		92.40
Total for this ACH Check for Vendor 2151:				92.40
ACH	2500 50833005	Tetra Tech, Inc. CIP 1127; engineering, 7/26-8/22/14	10/01/2014	8,837.12
Total for this ACH Check for Vendor 2500:				8,837.12
ACH	2555 42969479 43004968	NuCO2 LLC Aquatics; CO2 for pH control Aquatics; CO2 lease	10/01/2014	124.89 66.90
Total for this ACH Check for Vendor 2555:				191.79
4	1917 09-2014 09-2014 09-2014	US Bank National Association Credit card fees for September transactions, reco Credit card fees for September transactions, reco Credit card fees for September transactions, reco	10/01/2014	79.93 23.42 26.93
Total for Check Number 4:				130.28
31598	2843 8017629	47th District Republicans Covington Days; refund on booth electricity	10/01/2014	50.00
Total for Check Number 31598:				50.00
31599	2033 7198 7198 7199 7376 7376	Aquatic Specialty Services Aquatics; clean/calibration service, August Aquatics; pool chemicals Aquatics; pool vacuum repair Aquatics; pool chemicals Aquatics; clean/calibration service, September	10/01/2014	179.19 593.02 322.00 762.38 179.19
Total for Check Number 31599:				2,035.78
31600	0019 100315L1021040 100315L1021040 100315L1021040 100315L1021040 100315L1021040 100315L1021040 100315L1021040 100315L1021040 100315L1021040 100315L1021040 100315L1021040 100315L1021040 100315L1021040 100315L1021040 100315L1021040 100315L1021040	AWC Employee Benefits Trust Medical Insurance Premiums, October Medical Insurance Premiums, October	10/01/2014	422.56 1,084.95 7,253.85 5,611.53 1,816.87 2,093.71 2,149.70 6,615.72 1,684.38 3,492.48 770.20 1,565.08 6,295.26 10,829.25
Total for Check Number 31600:				51,685.54
31601	2368 134130	Best Parking Lot Cleaning Inc. CIP 1057; water truck for dust control	10/01/2014	266.07
Total for Check Number 31601:				266.07
31602	2270 6317966698B-10	CenturyLink City hall; telephone, 9/13-10/13/14	10/01/2014	96.72

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31602:	96.72
31603	2715 2715-10	Joseph Cimaomo, Jr. Cimaomo; RLSJC meeting, mileage/parking	10/01/2014	50.52
			Total for Check Number 31603:	50.52
31604	1779 1779-10	Conway Pedersen Economics, Inc. Puget Sound Economic Forecaster; 1 year subscri	10/01/2014	428.97
			Total for Check Number 31604:	428.97
31605	0537 104587-10 105731-10 107666-10 108188-10 115324-10 122505-10 122505-10 122505-10 132669-10 132670-10	Covington Water District Crystal view; water, 8/16-9/19/14 SR 516; water, 8/16-9/19/14 CCP; water, 7/19-9/19/14 Skate park; water, 7/19-9/19/14 Aquatics; water, 7/19-9/19/14 Maint shop; water, 7/19-9/19/14 Maint shop; water, 7/19-9/19/14 Maint shop; water, 7/19-9/19/14 CCP; water, 7/19-9/19/14 CCP; water, 8/16-9/19/14	10/01/2014	214.80 54.50 40.00 56.95 2,049.15 60.86 30.43 60.86 62.55 2,843.65
			Total for Check Number 31605:	5,473.75
31606	2615 750	David A. Clark Architects, PLLC Aquatic Center; architectural services, 7/1-9/22/1	10/01/2014	2,182.90
			Total for Check Number 31606:	2,182.90
31607	1981 08-5967	Design Air, Ltd. Aquatics; HVAC repairs, 8/6/13 & 8/13/13	10/01/2014	1,669.24
			Total for Check Number 31607:	1,669.24
31608	1213 073637	Everson's Econo-Vac, Inc. Storm system cleaning, 9/2-9/19/14	10/01/2014	16,324.60
			Total for Check Number 31608:	16,324.60
31609	1875 638099	FirstChoice Coffee service	10/01/2014	246.63
			Total for Check Number 31609:	246.63
31610	0127 0151604	GFOA Parker; GFOA membership renewal, 11/1/14-10/	10/01/2014	190.00
			Total for Check Number 31610:	190.00
31611	0302 13577.00-11 13599.00-11 14528.00-3	Gray & Osborne CIP 1057; engineering, 8/17-9/13/14 Timberlane/Jenkins Pk SW LID, 8/17-9/13/14 CIP 1014; engineering, 8/17-9/13/14	10/01/2014	1,215.16 3,948.60 4,903.15
			Total for Check Number 31611:	10,066.91
31612	1799 S15742	Griffis Heating, Inc. City hall; server room repair	10/01/2014	166.16

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31612:	166.16
31613	1658 27642478-001	Hertz Equipment Rental Corp. Rental; brush chipper, 9/15-9/19/14	10/01/2014	955.68
			Total for Check Number 31613:	955.68
31614	1722 2-1017710 2-1024166	Honey Bucket Skate park; portable toilet, 9/5-10/4/14 CCP; portable toilet service, 9/13-10/12/14	10/01/2014	204.75 258.00
			Total for Check Number 31614:	462.75
31615	0143 3000990	King County Finance Jail costs; 8/1-8/31/14	10/01/2014	283.76
			Total for Check Number 31615:	283.76
31616	0204 0204-10	King County Pet Licensing Pet license remittance; September	10/01/2014	815.00
			Total for Check Number 31616:	815.00
31617	0641 14-734	King County Sheriff's Office Covington Days Parade; police overtime	10/01/2014	3,819.59
			Total for Check Number 31617:	3,819.59
31618	2795 2795-10	Tatyana Kiselyov Kiselyov; mileage reimbursement, August	10/01/2014	12.54
			Total for Check Number 31618:	12.54
31619	1768 ENRRN003	McGraw Hill Construction Engineering New-Record; 1 year subscription	10/01/2014	69.00
			Total for Check Number 31619:	69.00
31620	0252 00022016	Microflex Tax audit program	10/01/2014	29.17
			Total for Check Number 31620:	29.17
31621	2550 73099	Motorplex Pro-Tow #3390; repairs/maintenance	10/01/2014	1,923.18
			Total for Check Number 31621:	1,923.18
31622	0004 1714209077 728451710001 729163681001 729164002001 729164003001 729164003001	Office Depot Laminating pouch Office supplies Surge protector Conway; desk organizer Office supplies Conway; portfolios	10/01/2014	22.58 294.16 33.10 10.02 7.67 46.98
			Total for Check Number 31622:	414.51
31623	0818 42895639	Pacific Office Automation Copier lease, 9/15-10/14/14	10/01/2014	122.47

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31623:	122.47
31624	1407 14-81279	Parametrix, Inc. Plan review services; 8/3-8/30/14	10/01/2014	270.64
			Total for Check Number 31624:	270.64
31625	2499 6697	Partner Construction Products Rental; crack sealer, week	10/01/2014	1,791.90
			Total for Check Number 31625:	1,791.90
31626	0164 2004515-SP14	Pitney Bowes Postage meter lease; 6/30-9/30/14	10/01/2014	716.76
			Total for Check Number 31626:	716.76
31627	2841 13248	PMI Truck Bodies, Inc. #3468; canopy	10/01/2014	3,208.04
			Total for Check Number 31627:	3,208.04
31628	2842 2842-10	Rain City Catering State of the City; dinner catering	10/01/2014	872.87
			Total for Check Number 31628:	872.87
31629	2680 701546	Safeguard Business Systems Emergency Management Fair; first aid giveaway	10/01/2014	648.56
			Total for Check Number 31629:	648.56
31630	1905 C812483-701 C812556-701 C813143-701 C813171-701 C813171-701	Sharp Electronics Corporation Police copier; usage, 8/15-9/12/14 Workroom copier; usage, 8/1-9/15/14 Reception copier; usage, 8/27-9/22/14 Copier; usage, 8/27-9/23/14 Copier; usage, 8/27-9/23/14	10/01/2014	14.58 1,640.22 11.32 46.20 30.80
			Total for Check Number 31630:	1,743.12
31631	0281 006355510001-10	Standard Insurance Company Life Insurance Premiums, October Life Insurance Premiums, October	10/01/2014	43.27 113.00 95.06 190.33 86.63 316.11 164.89 498.17 307.44 596.37 179.88 95.02 7.91 576.67 260.86
			Total for Check Number 31631:	3,531.61
31632	2816	Studio Cascade, Inc.	10/01/2014	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1960	Comprehensive Plan update services through 8/1		27,298.00
			Total for Check Number 31632:	27,298.00
31633	0777 178684	Suburban Propane Gardner property; propane tank lease	10/01/2014	97.74
			Total for Check Number 31633:	97.74
31634	1775 15245317	Tacoma Screw Products, Inc. Jenkins Creek; hex bolts, washers, full nuts, rod	10/01/2014	1,482.64
			Total for Check Number 31634:	1,482.64
31635	2103 262042799 262289416 262307846	US Bancorp Equip Finance Inc. Workroom copier; lease Police copier; lease Reception copier; lease	10/01/2014	639.10 93.40 93.40
			Total for Check Number 31635:	825.90
31636	1411 601802997 601802997 601802997 601802997 601802997 601802997 601802997 601802997 601802997 601802997 601802997 601802997 601802997 601802997 601802997 601802997 601802997 601802997	WA State Dept of Revenue-UCP Remit Ck#5006 unclaimed property to State Remit Ck#27529 unclaimed property to State Remit Ck#27001 unclaimed property to State Remit Ck#27006 unclaimed property to State Remit Ck#27017 unclaimed property to State Remit Ck#27029 unclaimed property to State Remit Ck#27047 unclaimed property to State Remit Ck#27364 unclaimed property to State Remit Ck#27366 unclaimed property to State Remit Ck#27368 unclaimed property to State Remit Ck#27369 unclaimed property to State Remit Ck#27370 unclaimed property to State Remit Ck#27371 unclaimed property to State Remit Ck#27372 unclaimed property to State Remit Ck#27374 unclaimed property to State Remit Ck#27378 unclaimed property to State	10/01/2014	87.56 42.49 13.10 7.25 12.00 17.50 7.25 30.00 15.00 7.50 13.60 13.60 15.00 15.00 32.90 3.75
			Total for Check Number 31636:	333.50
31637	1421 51687 51687 51687	Ward's Power Equipment Maint shop; fuel line Maint shop; fuel line Maint shop; fuel line	10/01/2014	2.56 2.57 1.28
			Total for Check Number 31637:	6.41
31638	2652 5001514236	Wells Fargo Financial Leasing Plotter/scanner lease, 10/10-11/9/14	10/01/2014	227.09
			Total for Check Number 31638:	227.09
31639	2230 8476159 8476159 8476159 8476159 8476159 8476159	Wilbur-Ellis Company Maint shop; pesticide injection gun Maint shop; pesticide injection gun Maint shop; pesticide injection gun Maint shop; pesticides, respirators, cartridges Maint shop; pesticides, respirators, cartridges Maint shop; pesticides, respirators, cartridges	10/01/2014	132.71 265.43 265.43 237.76 118.89 237.76

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31639:	1,257.98
31640	0355	WRPA	10/01/2014	
	65	Patterson; 2014 Business Institute, registration		110.00
	66	Finazzo; 2014 Business Institute, registration		110.00
	67	Kiselyov; 2014 Business Institute, registration		110.00
	68	Leung; 2014 Business Institute, registration		55.00
	68	Leung; 2014 Business Institute, registration		55.00
	69	Martinsons; 2014 Business Institute, registration		110.00
			Total for Check Number 31640:	550.00
			Total for 10/1/2014:	195,784.12
			Report Total (54 checks):	195,784.12

September 26, 2014

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 09/26/14 consisting of:

PAYLOCITY CHECK # 1002874422 through PAYLOCITY CHECK # 1002874446 and PAYLOCITY CHECK # 1002874603 through PAYLOCITY CHECK # 1002874603 inclusive, plus employee direct deposits

IN THE AMOUNT OF \$162,955.04

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  
Interim Deputy Finance Director

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

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

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

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

**09/26/14 Payroll Voucher**

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
108202	Regular	9/26/2014	235	Hendrickson, Robert	4,069.14
108203	Regular	9/26/2014	246	Kirshenbaum, Kathleen	569.00
108204	Regular	9/26/2014	243	Lyon, Valerie	1,452.27
108205	Regular	9/26/2014	234	Mhooon, Darren S	1,437.31
108206	Regular	9/26/2014	162	Michaud, Joan M	2,140.00
108207	Regular	9/26/2014	123	Scott, Sharon G	2,488.19
108208	Regular	9/26/2014	313	Slate, Karla J	2,352.46
108209	Regular	9/26/2014	444	Ziolkowski, Diana	36.01
108210	Regular	9/26/2014	275	Hart, Richard	3,494.55
108211	Regular	9/26/2014	368	Mueller, Ann M	1,179.23
108212	Regular	9/26/2014	180	Cles, Staci M	1,780.71
108213	Regular	9/26/2014	146	Hagen, Lindsay K	1,536.56
108214	Regular	9/26/2014	105	Parker, Cassandra	2,861.57
108215	Regular	9/26/2014	454	Salazar-Delatorre, Viviana J	186.58
108216	Regular	9/26/2014	433	Cimaomo, Joseph T	390.11
108217	Regular	9/26/2014	323	Harto, Margaret	457.75
108218	Regular	9/26/2014	324	Lanza, Mark	382.11
108219	Regular	9/26/2014	326	Mhooon, Marlla	392.11
108220	Regular	9/26/2014	327	Scott, James A	413.57
108221	Regular	9/26/2014	329	Wagner, Jeffrey	415.57
108222	Regular	9/26/2014	374	Allen, Joshua C	1,903.05
108223	Regular	9/26/2014	353	Dalton, Jesse J	1,808.31
108224	Regular	9/26/2014	373	Fealy, William J	1,809.31
108225	Regular	9/26/2014	301	Gaudette, John J	2,336.29
108226	Regular	9/26/2014	186	Junkin, Ross D	2,799.60
108227	Regular	9/26/2014	443	Matthews, Paul E	970.46
108228	Regular	9/26/2014	440	Rosales, Rafael	967.50
108229	Regular	9/26/2014	457	Smith, Nathan H	959.27
108230	Regular	9/26/2014	268	Bykonen, Brian D	2,100.69
108231	Regular	9/26/2014	279	Christenson, Gregg R	2,727.24
108232	Regular	9/26/2014	270	Lyons, Salina K	2,323.13
108233	Regular	9/26/2014	269	Meyers, Robert L	3,285.62
108234	Regular	9/26/2014	284	Ogren, Nelson W	2,751.58
108235	Regular	9/26/2014	266	Thompson, Kelly	2,107.91
108236	Regular	9/26/2014	307	Morrissey, Mayson	2,778.58
108237	Regular	9/26/2014	199	Bahl, Rachel A	2,010.82
108238	Regular	9/26/2014	292	Carkeek, Lena	407.44
108239	Regular	9/26/2014	451	Conway, Sean	1,523.86
108240	Regular	9/26/2014	428	Feser, Angela M	2,174.46
108241	Regular	9/26/2014	448	Finazzo, Dominic V	1,485.88
108242	Regular	9/26/2014	305	Kiselyov, Tatyana	1,506.95
108243	Regular	9/26/2014	453	Leung, Rachael M	1,232.19
108244	Regular	9/26/2014	397	Martinsons, Jaquelyn	206.06
108245	Regular	9/26/2014	195	Patterson, Clifford	2,430.73
108246	Regular	9/26/2014	306	Thomas, Scott R	3,602.31
108247	Regular	9/26/2014	106	Bates, Shellie L	1,903.02
108248	Regular	9/26/2014	349	Buck, Shawn M	1,680.76
108249	Regular	9/26/2014	273	French, Fred	240.68
108250	Regular	9/26/2014	436	Lindskov, Robert T	2,885.16
108251	Regular	9/26/2014	257	Parrish, Benjamin A	1,926.60

108252 Regular	9/26/2014	173 Vondran, Donald M	3,719.61
108253 Regular	9/26/2014	252 Wesley, Daniel A	2,175.39
108254 Regular	9/26/2014	388 Andrews, Kaitlyn E	257.18
108255 Regular	9/26/2014	393 Blakely, Coleman P.	139.82
108256 Regular	9/26/2014	379 Carrillo, Anthony G	343.59
108257 Regular	9/26/2014	258 Cox, Melissa	655.06
108258 Regular	9/26/2014	385 Cranstoun, Alexander M	12.13
108259 Regular	9/26/2014	409 Hanger, Austin R.	33.37
108260 Regular	9/26/2014	460 Hatch, Christopher	222.45
108261 Regular	9/26/2014	417 Hendricks, Cole M	188.51
108262 Regular	9/26/2014	425 Knox, John Q	209.26
108263 Regular	9/26/2014	426 Knox, Patrick L	158.53
108264 Regular	9/26/2014	201 Loeppky, Janna	658.01
108265 Regular	9/26/2014	438 Mashika, Myroslav	321.97
108266 Regular	9/26/2014	340 Middleton, Jordan	73.42
108267 Regular	9/26/2014	439 Newman, Ashley M	572.88
108268 Regular	9/26/2014	445 Portin, Andrew	153.86
108269 Regular	9/26/2014	319 Praggastis, Alexander	104.02
108270 Regular	9/26/2014	429 Sizemore, Christine A	371.87
108271 Regular	9/26/2014	390 Tomalik, Stefan A	116.41
108272 Regular	9/26/2014	392 Wardrip, Spencer A	61.70
108273 Regular	9/26/2014	392 Wardrip, Spencer A	411.63
108274 Regular	9/26/2014	432 Wilton, Sara J	86.72
108275 Regular	9/26/2014	464 Gill, Armann S	74.25
108276 Regular	9/26/2014	467 Lam, Brandon A	159.01
108277 Regular	9/26/2014	466 Morasch, David G	94.53
108278 Regular	9/26/2014	116 Beaufriere, Noreen	2,780.90
108279 Regular	9/26/2014	137 Throm, Victoria J	1,901.86
1002874422 Regular	9/26/2014	364 Newell, Nancy J	108.05
1002874423 Regular	9/26/2014	328 Snoey, Wayne	187.61
1002874424 Regular	9/26/2014	458 Burns, Mark E	513.36
1002874425 Regular	9/26/2014	459 Ensign, Tanner J	725.80
1002874426 Regular	9/26/2014	456 Pfefferkorn, Sharesa	44.32
1002874427 Regular	9/26/2014	378 Bell, Colin Q	820.73
1002874428 Regular	9/26/2014	437 George, James C	55.61
1002874429 Regular	9/26/2014	430 Hanson, Sean C	395.12
1002874430 Regular	9/26/2014	399 Jensen, Emily A	286.05
1002874431 Regular	9/26/2014	387 Praggastis, Elena C	410.97
1002874432 Regular	9/26/2014	400 Quintos, Edward Louie D	115.48
1002874433 Regular	9/26/2014	415 Rinck, Tyler P	33.37
1002874434 Regular	9/26/2014	395 Wunschel, Ethan G.	288.77
1002874435 Regular	9/26/2014	476 Andrew-Ellis, Sarah M	66.91
1002874436 Regular	9/26/2014	470 Cekarmis, Dusan	99.73
1002874437 Regular	9/26/2014	472 Davidson, Tucker P	247.12
1002874438 Regular	9/26/2014	465 Demecilio, Bryce D	78.75
1002874439 Regular	9/26/2014	477 Ellis, Geoffrey A	64.56
1002874440 Regular	9/26/2014	475 Holly, Nicholas A	87.88
1002874441 Regular	9/26/2014	473 Hutsell, Tyler E	78.89
1002874442 Regular	9/26/2014	469 Laukala, Brayden J	100.38
1002874443 Regular	9/26/2014	461 Miller, Austin	59.06
1002874444 Regular	9/26/2014	462 Rogers, Trask	111.70
1002874445 Regular	9/26/2014	474 Shank, Elijah J	106.73
1002874446 Regular	9/26/2014	471 Shank, Maia M	186.31
<b>Totals for Payroll Checks</b>	<b>103 Items</b>		<b>106,211.46</b>

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
108280	AGENCY	9/26/2014	401SS	ICMA Retirement Trust	16,756.36
108281	AGENCY	9/26/2014	CICOV	City of Covington	2,748.93
108282	AGENCY	9/26/2014		Emp City of Covington Employee	108.00
108283	AGENCY	9/26/2014	IC401	ICMA Retirement Trust	13,951.81
108284	AGENCY	9/26/2014	IC457	ICMA Retirement Trust	2,017.34
108285	AGENCY	9/26/2014	ROTH	ICMA Retirement Trust	150.00
108286	AGENCY	9/26/2014	VEBA	HRA VEBA Trust	1,681.00
1002874603	AGENCY	9/26/2014	JG1	WASH CHILD SUPPORT	110.41
<b>Totals for Third Party</b>		<b>8 Items</b>			<b>37,523.85</b>
				Tax Liabilities	18,787.09
				Paylocity Fees	432.64
				<b>Grand Total</b>	<b><u>\$ 162,955.04</u></b>

October 10, 2014

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 10/10/14 consisting of:

PAYLOCITY CHECK # 1002921449 through PAYLOCITY CHECK # 1002921465 and  
PAYLOCITY CHECK # 1002921502 through PAYLOCITY CHECK # 1002921502 inclusive,  
plus employee direct deposits

IN THE AMOUNT OF \$159,494.50

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 COUNCIL APPROVAL REPORT.

\_\_\_\_\_  
Cassandra Parker  
Interim Deputy Finance Director

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

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

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

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

10/10/14 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
108292	Regular	10/10/2014	478	Bykonen, Cynthia M	5.54
108293	Regular	10/10/2014	235	Hendrickson, Robert	4,069.14
108294	Regular	10/10/2014	246	Kirshenbaum, Kathleen	830.34
108295	Regular	10/10/2014	243	Lyon, Valerie	1,452.28
108296	Regular	10/10/2014	234	Mhoon, Darren S	1,437.30
108297	Regular	10/10/2014	162	Michaud, Joan M	2,140.00
108298	Regular	10/10/2014	123	Scott, Sharon G	2,488.19
108299	Regular	10/10/2014	313	Slate, Karla J	2,352.47
108300	Regular	10/10/2014	444	Ziolkowski, Diana	22.16
108301	Regular	10/10/2014	275	Hart, Richard	3,494.55
108302	Regular	10/10/2014	368	Mueller, Ann M	1,239.22
108303	Regular	10/10/2014	180	Cles, Staci M	1,780.71
108304	Regular	10/10/2014	146	Hagen, Lindsay K	1,536.56
108305	Regular	10/10/2014	105	Parker, Cassandra	2,861.57
108306	Regular	10/10/2014	454	Salazar-Delatorre, Viviana J	282.58
108307	Regular	10/10/2014	374	Allen, Joshua C	1,723.70
108308	Regular	10/10/2014	353	Dalton, Jesse J	2,100.23
108309	Regular	10/10/2014	373	Fealy, William J	1,951.59
108310	Regular	10/10/2014	301	Gaudette, John J	2,708.19
108311	Regular	10/10/2014	186	Junkin, Ross D	2,794.00
108312	Regular	10/10/2014	443	Matthews, Paul E	912.73
108313	Regular	10/10/2014	440	Rosales, Rafael	839.01
108314	Regular	10/10/2014	457	Smith, Nathan H	448.49
108315	Regular	10/10/2014	268	Bykonen, Brian D	2,100.68
108316	Regular	10/10/2014	279	Christenson, Gregg R	2,727.24
108317	Regular	10/10/2014	270	Lyons, Salina K	2,323.13
108318	Regular	10/10/2014	269	Meyers, Robert L	3,285.62
108319	Regular	10/10/2014	284	Ogren, Nelson W	2,739.96
108320	Regular	10/10/2014	266	Thompson, Kelly	2,107.91
108321	Regular	10/10/2014	307	Morrissey, Mayson	2,778.58
108322	Regular	10/10/2014	199	Bahl, Rachel A	2,010.82
108323	Regular	10/10/2014	292	Carkeek, Lena	34.57
108324	Regular	10/10/2014	451	Conway, Sean	1,523.86
108325	Regular	10/10/2014	428	Feser, Angela M	2,174.46
108326	Regular	10/10/2014	448	Finazzo, Dominic V	1,485.88
108327	Regular	10/10/2014	305	Kiselyov, Tatyana	1,523.86
108328	Regular	10/10/2014	453	Leung, Rachael M	1,232.19
108329	Regular	10/10/2014	397	Martinsons, Jaquelyn	204.79
108330	Regular	10/10/2014	195	Patterson, Clifford	2,430.73
108331	Regular	10/10/2014	306	Thomas, Scott R	3,602.31
108332	Regular	10/10/2014	106	Bates, Shellie L	1,897.93
108333	Regular	10/10/2014	349	Buck, Shawn M	1,680.76
108334	Regular	10/10/2014	273	French, Fred	240.68
108335	Regular	10/10/2014	436	Lindskov, Robert T	2,885.16
108336	Regular	10/10/2014	257	Parrish, Benjamin A	1,926.60
108337	Regular	10/10/2014	173	Vondran, Donald M	3,719.61
108338	Regular	10/10/2014	252	Wesley, Daniel A	2,164.80
108339	Regular	10/10/2014	388	Andrews, Kaitlyn E	192.62
108340	Regular	10/10/2014	434	Bailey, Brooke	20.99
108341	Regular	10/10/2014	393	Blakely, Coleman P.	193.83
108342	Regular	10/10/2014	379	Carrillo, Anthony G	363.57
108343	Regular	10/10/2014	258	Cox, Melissa	528.64
108344	Regular	10/10/2014	385	Cranstoun, Alexander M	114.62
108345	Regular	10/10/2014	409	Hanger, Austin R.	44.49
108346	Regular	10/10/2014	460	Hatch, Christopher	177.96

108347 Regular	10/10/2014	417 Hendricks, Cole M	128.56
108348 Regular	10/10/2014	425 Knox, John Q	152.69
108349 Regular	10/10/2014	426 Knox, Patrick L	133.56
108350 Regular	10/10/2014	201 Loeppky, Janna	208.96
108351 Regular	10/10/2014	438 Mashika, Myroslav	103.22
108352 Regular	10/10/2014	423 McCarthy, Joseph	1,143.88
108353 Regular	10/10/2014	340 Middleton, Jordan	187.30
108354 Regular	10/10/2014	439 Newman, Ashley M	552.96
108355 Regular	10/10/2014	445 Portin, Andrew	61.35
108356 Regular	10/10/2014	319 Praggastis, Alexander	83.03
108357 Regular	10/10/2014	387 Praggastis, Elena C	327.82
108358 Regular	10/10/2014	429 Sizemore, Christine A	445.30
108359 Regular	10/10/2014	392 Wardrip, Spencer A	396.63
108360 Regular	10/10/2014	432 Wilton, Sara J	110.31
108361 Regular	10/10/2014	477 Ellis, Geoffrey A	96.83
108362 Regular	10/10/2014	464 Gill, Armann S	64.97
108363 Regular	10/10/2014	467 Lam, Brandon A	123.63
108364 Regular	10/10/2014	468 Lam, Matthew T	44.30
108365 Regular	10/10/2014	466 Morasch, David G	76.47
108366 Regular	10/10/2014	116 Beaufrere, Noreen	2,780.90
108367 Regular	10/10/2014	137 Throm, Victoria J	1,901.90
1002921449 Regular	10/10/2014	364 Newell, Nancy J	66.50
1002921450 Regular	10/10/2014	458 Burns, Mark E	884.56
1002921451 Regular	10/10/2014	459 Ensign, Tanner J	860.32
1002921452 Regular	10/10/2014	378 Bell, Colin Q	897.08
1002921453 Regular	10/10/2014	430 Hanson, Sean C	311.24
1002921454 Regular	10/10/2014	400 Quintos, Edward Louie D	115.48
1002921455 Regular	10/10/2014	395 Wunschel, Ethan G.	210.11
1002921456 Regular	10/10/2014	476 Andrew-Ellis, Sarah M	66.91
1002921457 Regular	10/10/2014	470 Cekarmis, Dusan	60.95
1002921458 Regular	10/10/2014	472 Davidson, Tucker P	86.02
1002921459 Regular	10/10/2014	465 Demecilio, Bryce D	119.21
1002921460 Regular	10/10/2014	475 Holly, Nicholas A	173.34
1002921461 Regular	10/10/2014	473 Hutsell, Tyler E	92.81
1002921462 Regular	10/10/2014	461 Miller, Austin	39.38
1002921463 Regular	10/10/2014	462 Rogers, Trask	85.94
1002921464 Regular	10/10/2014	474 Shank, Elijah J	139.21
1002921465 Regular	10/10/2014	471 Shank, Maia M	145.30
<b>Totals for Payroll Checks</b>	<b>93 Items</b>		<b>103,388.33</b>

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
108368	AGENCY	10/10/2014	401SS	ICMA Retirement Trust	16,390.58
108369	AGENCY	10/10/2014	CICOV	City of Covington	2,748.93
108370	AGENCY	10/10/2014		Emp City of Covington Employee	88.00
108371	AGENCY	10/10/2014	IC401	ICMA Retirement Trust	14,046.07
108372	AGENCY	10/10/2014	IC457	ICMA Retirement Trust	1,792.34
108373	AGENCY	10/10/2014	ROTH	ICMA Retirement Trust	150.00
108374	AGENCY	10/10/2014	VEBA	HRA VEBA Trust Contributions	1,681.00
1002921502	AGENCY	10/10/2014	JG1	WASH CHILD SUPPORT	110.41
<b>Totals for Third Party Checks</b>	<b>8 Items</b>				<b>37,007.33</b>

Tax Liabilities	18,875.15
Paylocity Fees	223.69

Grand Total	<b>\$ 159,494.50</b>
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**SUBJECT:** AUTHORIZE THE INTERIM CITY MANAGER TO EXECUTE SUPPLEMENT NUMBER 2 WITH TETRA TECH FOR THE SR 516: JENKINS CREEK TO 185<sup>TH</sup> PROJECT.

**RECOMMENDED BY:** Rob Hendrickson, Interim City Manager

**ATTACHMENT(S):**

1. Supplemental Agreement Number 2
2. Local Agency Agreement Supplement Number 2

**PREPARED BY:** Don Vondran, Public Works Director

**EXPLANATION:**

On March 27, 2012, Council authorized entering into an agreement for design services with Tetra Tech for the SR 516: Jenkins Creek to 185<sup>th</sup> Project. In January of 2013, a supplement was approved in the amount \$25,914 for additional geotechnical work that needed to be conducted at night due to traffic control issues on SR 516 at Jenkins Creek. Supplement Number 2 is primarily associated with the additional survey and environmental analysis associated with identifying a suitable wetland mitigation site for the project. In addition, there have been costs incurred associated with incorporating a future trail crossing into the bridge design at Jenkins Creek. The full scope of work is included as Exhibit A of Attachment 1.

There are two forms that need to be executed as part of the proposed supplement. The first is the supplemental agreement with Tetra Tech (Attachment 1) to conduct the work and the second is with WSDOT (Attachment 2) that identifies how the supplement is funded since the project has federal funding.

**FISCAL IMPACT:**

The supplement is in the amount of \$135,815.57 for the additional work. The additional cost will be covered by traffic impact fees that have been collected with a current balance of \$1.46 million. A portion of that traffic impact fee balance (approximately \$400,000) is budgeted to help cover the Right of Way (ROW) phase of the project. The ROW phase has an additional \$800,000 legislative appropriation to fully fund that phase.

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

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_ seconds, to authorize the Interim City Manager to execute Supplemental Agreement Number 2 with Tetra Tech in the amount of \$135,815.57 and Local Agency Agreement Supplement Number 2 with WSDOT for the SR 516: Jenkins Creek to 185<sup>th</sup> Project.**

**REVIEWED BY:** Interim City Manager, City Attorney, Deputy Finance Director



<b>Supplemental Agreement Number #2</b>		Organization and Address Tetra Tech 400 112th Avenue NE Suite 400 Bellevue, WA 98004 Phone: (425) 635-1000	
Original Agreement Number 1101-12		Phone: (425) 635-1000	
Project Number STP-0516(022)		Execution Date	Completion Date 12/31/2015
Project Title SR 516: Jenkins Creek to 185th Place SE		New Maximum Amount Payable <b>\$ 1,447,958.47</b>	
Description of Work To design and prepare construction documents (Plans, Specifications and Engineer's Estimate) for the widening of SR 516 from the vicinity of Jenkins Creek to 185th Place SE.			

The Local Agency of City of Covington  
 desires to supplement the agreement entered into with Tetra Tech  
 and executed on \_\_\_\_\_ and identified as Agreement No. 1101-12

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

See Exhibit A for additional scope.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: No change

III

Section V, PAYMENT, shall be amended as follows:

The additional scope adds \$135,815.57 to the contract.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

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

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

\_\_\_\_\_  
 Consultant Signature

\_\_\_\_\_  
 Approving Authority Signature

\_\_\_\_\_  
 Date

## **Exhibit A Scope of Work**

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During the term of this AGREEMENT, Tetra Tech (CONSULTANT) shall perform professional services for the City of Covington (CITY) in connection with the following project:

**CIP Project #1127  
SE 272<sup>nd</sup> Street (SR 516) between Jenkins Creek and 185<sup>th</sup> Place SE  
Supplement #2**

### **PROJECT DESCRIPTION**

The purpose of the SE 272<sup>nd</sup> Street (SR 516) between Jenkins Creek and 185<sup>th</sup> Place SE project, is to design and prepare construction documents (Plans, Specifications and Engineer's Estimate) for the widening of SE 272<sup>nd</sup> Street from a two-lane roadway to a five-lane roadway from approximately 600 feet west of Jenkins Creek to 185<sup>th</sup> Place SE, with a taper to match existing east of 185<sup>th</sup> Place SE. Project includes the crossing of Jenkins Creek, signal modification at 185<sup>th</sup> Place SE, curb and gutter, 8' sidewalks, access control features, landscaping and provisions for u-turns.

This supplement will provide scope to cover additional efforts to complete the environmental and design process. Support during construction would be provided under a separate contract. The time frame of this work is anticipated to run from August 2014 through February 2015.

- Revised schedule:
  - February 2015 – Complete design
  - 2014/2015 – Obtain additional funding
  - 2014 – 2015 – Complete right of way acquisitions
  - 2016 – Complete construction

### **ASSUMPTIONS**

The following are assumptions for this scope of work:

- 1) Right of way appraisals, negotiation and acquisition will be conducted by others under separate contract with the CITY.
- 2) Rights of Entry to gain access to properties as required for field survey and other work will be obtained by the CITY.
- 3) The CITY shall provide all Title Reports required for Work Element 6.12

### **DESIGN STANDARDS, GUIDELINES AND REFERENCES**

The following design standards, guidelines and references are to be followed during the development of the project:

- City of Covington Design and Construction Standards

- City of Covington Design and Construction Standards (July 2009) Supplemental Standard Specifications
- WSDOE 2005 Stormwater Management Manual for Western Washington (Stormwater Manual)
- Puget Sound Partners LID Technical Guidance Manual for Puget Sound
- WSDOT Design Manual
- WSDOT Local Agency Guidelines (LAG)
- WSDOT Environmental Procedures Manual (EPM)
- WSDOT Standard Specifications for Road, Bridge and Municipal Construction
- WSDOT Standard Plans
- WSDOT Hydraulics Manual
- WSDOT Bridge Geotechnical Design Manual
- WSDOT Bridge Design Manual (BDM)
- AASHTO LRFD Bridge Design Specifications 5<sup>th</sup> Edition, 2010
- AASHTO Guide for Design of Pavement Structures
- Utility standards per utility

The CONSULTANT shall prepare all drawings using APWA/ Tetra Tech standards. AutoCAD 2011 and Civil 3D will be used for roadway design. Project schedules shall be prepared using Microsoft Project, spreadsheets in Microsoft Excel, and text documents in Microsoft Word.

All contract plans will be completed at a 20:1 scale (for full-sized plans) except the pavement marking, illumination and signing plans, which will be stacked 2 per plan set at 40:1 scale. Channelization plans for approval will be prepared as described herein. Full-size plan sheets will be provided at 22"x34", and half-size at 11"x17".

### **Supplement #2 will cover the following project changes:**

- 1) **Additional Project Management Time** – Task 1 will be supplemented to accommodate the additional scope and project schedule extension required to complete the design, NEPA approval and right of way acquisition, including budget, scope, schedule and sub consultant Management.
- 2) **Utility Coordination** – Task 5 will be supplemented to finish coordination of Utilities with Focus on City of Kent Water and Covington Water District. Team will work with City to define the scope of the PSE underground joint facility including location and integration of small diameter utilities through the voided slab of the bridge.
- 3) **Supplemental survey and legal descriptions for wetland mitigation site** – Task 6 will be supplemented to provide additional survey for wetland mitigation site and legal descriptions for habitat easement.
- 4) **Additional ROW plans for 10 additional parcels including TCE's TDE's slope and wall easements** – Task 6.12 will be supplemented to capture additional Right of Way plan development to accommodate additional right of way up to ten (10) parcels along the roadway corridor.

- 5) **Supplemental Cultural Resources Investigation** – Task 7 will be supplemented to provide additional study of the proposed “Cedar Creek” mitigation site, plus review of the current APE for the project
- 6) **Incorporating future trail crossing location into permit documentation.** – Task 7 will be supplemented to capture additional environmental analysis, necessary to accommodate a future trail connection crossing under SE 272nd parallel to Jenkins Creek.
- 7) **Finalize WSDOT Design Approvals: for Bridge/Walls** – Task 11 will be supplemented to finalize approvals for bridge/wall reviews and approvals through WSDOT.
- 8) **Finalize WSDOT Design Approvals: for Channelization** – Task 12.3 will be supplemented to finalize approvals for bridge and channelization reviews and approvals through WSDOT. This task will focus just on the channelization improvement limits previously identified in the scope.
- 9) **Incorporating future trail location into Design (walls and bridge) Roadway**– Task 13 will be supplemented to capture additional analysis and design, necessary to accommodate a future trail connection crossing under SE 272nd parallel to Jenkins Creek. Wall locations, bridge spans and stream alignments were adjusted in the project footprint.
- 10) **Incorporating future trail location into Stream design.** – Task 13 will be supplemented to provide additional analysis and design, necessary to accommodate a future trail connection crossing under SR-516 parallel to Jenkins Creek. Stream alignments were adjusted in the project footprint to eliminate future impact to future trail incorporation at the SE 272nd Jenkins creek crossing.

## **WORK ELEMENT 1. PROJECT MANAGEMENT - Supplemental**

The CONSULTANT shall manage the additional project work elements to control costs, maintain schedule, and provide quality products appropriate to the goals and completion of the project. Subtasks include the following:

### **Work Element 1.2 Consultant Team Management**

It is the responsibility of the CONSULTANT to manage the consultant team. All Sub consultants shall report directly to the CONSULTANT for project direction and management. The CONSULTANT shall:

- a) Establish and maintain agreements with sub consultants, administering contractual agreements, and ensuring all contractual requirements are met.
- b) Provide direction, coordination and oversight to the project CONSULTANT team.
- c) Verify that the information generated on the project is being documented and retained in project files.

### **Work Element 1.4 Monthly Progress Reports and Invoices**

The CONSULTANT shall prepare and submit a monthly progress, invoice and earned value analysis report.

#### **Deliverable(s):**

- Monthly Progress Reports
- Monthly Earned Value Reports
- Monthly Invoices

### **Work Element 1.5 Project Schedule**

The CONSULTANT shall maintain and update the project schedule as created in Work Element 1.1. The CONSULTANT shall monitor, modify, and update the project schedule on a monthly basis or as needed to determine potential impacts of proposed changes.

#### **Deliverable(s):**

- Project Schedule Updates as required

### **Work Element 1.6 Project Coordination**

The CONSULTANT shall provide project coordination as detailed in the sub-work elements below.

#### **Work Element 1.6.1 Team Coordination**

The CONSULTANT shall coordinate as required with sub consultant team members, internal team members, and the CITY as needed to discuss project status, elements of the work plan, and to discuss progress of the design and resolve project issues.

#### **Work Element 1.6.2 Monthly Progress Meetings**

Monthly Project Management Team (PMT) meetings will be held, with additional meetings as required. The PMT will be staffed with representatives from the CITY, the

CONSULTANT, and sub consultants as required. The location of the meetings will be in Covington. A total of six additional (6) PMT meetings are assumed for this scope of work.

Work Element 1.6.3 Stakeholder Coordination

The CONSULTANT shall coordinate as required with stakeholders such as Jenkins Creek Elementary staff, transit providers, emergency vehicle operators, and City Council.

Deliverable(s):

- Meeting agendas, minutes and action items

**Work Element 1.7 End of Week Communications**

The CONSULTANT shall prepare end-of-week communications identifying the work completed that week as well as issues that need to be addressed to keep the project on schedule. The end-of-week communications shall be provided via email to all team members.

Deliverable(s):

- Emailed weekly end-of-week communications

## **WORK ELEMENT 5. UTILITY COORDINATION**

The CONSULTANT shall coordinate with the utilities stakeholders as necessary to understand utility as-built conditions, understand utility provider upgrade needs, develop separate design contracts with utility providers as required, and to avoid conflicts with existing and future utilities. Tasks include the following:

### **Work Element 5.4 Coordinating Utility Design with City of Kent**

The CONSULTANT shall coordinate with the City of Kent to determine the extent of proposed water main improvements and to address potential impacts to its two existing water transmission mains. Water line preliminary and final design improvements, reports and permits, if required, will be completed under a separate scope and budget with the CITY.

### **Work Element 5.7 Update Utility Coordination Log**

The CONSULTANT will develop and maintain a utility conflict and communication log. This log will include the utility type, owner and contact information, a description of the impacted utility facilities, the impact on the utility and the mitigation measures to be taken by the project. The log will contain a record of all conversations, action tracking and decisions made with regard to financial responsibility for the relocation or replacement of utilities.

#### **Deliverable(s) for Work Element 5:**

- Meeting notices, actions and minutes
- Utility communication logs and data sheets

## **WORK ELEMENT 6. SURVEYING AND MAPPING –**

The CONSULTANT shall provide supplemental professional survey services suitable for use through 100% design. The scope of work includes the following specific items and assumptions:

### **Work Element 6.1 Survey Project Management and QA/QC**

This project will have a Principal Surveyor, licensed to practice surveying in the State of Washington, assigned to provide overall Survey Project Management, communication and coordination, task delegation, QA/QC, and associated survey supervision for Tasks included within this scope of work.

### **Work Element 6.10 Mitigation Site**

The CONSULTANT shall provide supplemental 1" = 20', 1 foot contour interval design mapping of an as yet undetermined offsite wetland mitigation site. For budgeting purposes this site is estimated to be up to 3 acres in area.

### **Work Element 6.11 Trees (Mitigation Site)**

The CONSULTANT shall provide the location and size of significant trees; defined as evergreen trees greater than 6 inches in diameter measured 4 feet above grade, or desirable deciduous trees (as defined by the CITY tree ordinance) greater than 4 inches in diameter measured 4 feet above grade, which are located within 50-feet each side of the ROW centerline.

### **Work Element 6.12 Right-of-Way Plans and Acquisition Documents (Ten additional Parcels)**

The CONSULTANT shall provide Right of Way Plans, Legal Descriptions and Exhibits for Right of Way takes and Construction Easements. Right-of-way drawings will show adjoining properties, names, parcel numbers, take area, and remainder. Existing parcel boundaries will be based upon Title Reports with Legal Descriptions and support documents provided by the CITY. The CONSULTANT shall prepare up to two (2) iterations, per parcel, of Legal descriptions and 8-1/2 x 11 exhibit maps showing the proposed right-of-way takes and/or easements required for an estimated 10 additional parcels for a total of 30. Legal descriptions and area of remainder shall be included.

### **Deliverable(s) for Work Element 6:**

- Provide the base map (Mitigation Site) in one continuous AutoCAD file covering the project mapping limits. Mapping will be compiled using APWA/ Tetra Tech standard layers, line types, and symbols.
- Provide right-of-way plan sheets in AutoCAD format covering the project limits at a suitable scale to show the proposed right-of way parcels being acquired and the construction easements necessary for the project. Also, provide electronic copies of the legal descriptions. The right-of-way plans and legal descriptions will be prepared under the direction of a professional land surveyor who will sign and seal record hard copies for recording. This is for up to an additional 10 parcels.

## **WORK ELEMENT 7. ENVIRONMENTAL ANALYSIS AND DOCUMENTATION**

### **Work Element 7.1 Wetland Delineation Report (Updated)**

The CONSULTANT shall update the existing report to include the Cedar Park mitigation site. Wetlands will be identified based on field conditions at the time of the investigation by applying the wetland determination method described in the State Wetlands Delineation Manual (Washington Department of Ecology, 1997). Wetland indicators, such as soil saturation or ponding, are seasonal and are most typically present in Western Washington early in the growing season. Seasonal conditions will be considered when delineating; however, wetland areas that are delineated beyond the growing season may require validation prior to verification by jurisdictional agencies.. All rights to access will be provided by the City in writing prior to the issuance of a notice to proceed with the field delineation.

The CONSULTANT shall categorize wetlands per Washington State Wetland Rating System for Western Washington, Washington State Department of Ecology publication number 04-06-025, required by King County Code (KCC) 21A.24.318 and City of Covington Municipal Code (CMC) 18.65.319.

The CONSULTANT shall prepare Critical Areas Report summarizing the findings from the wetland delineation. The Critical Areas report shall meet the requirements for the CITY, King County (if applicable), Washington Department of Ecology, and the US Corps of Engineer.

#### **Deliverable(s):**

- One (1) electronic copy of the updated Draft Wetland Delineation Report
- Seven (7) bound copies and one (1) unbound, camera-ready, copy of the final Wetland Delineation Report

### **Work Element 7.2 Permit Matrix (Updated)**

The CONSULTANT shall update the current matrix to identify all environmental permits and approvals required for the project and prepare a matrix of those permits/approvals. The matrix will list the permitting/approval authority, submittal requirements, time required to process the permit/approval, and other relevant information. It is expected that the project will require critical areas concurrence, conceptual and final mitigation plan approval, Clean Water Act Section 404/401 permitting, and an ESA Section 7 Biological Evaluation, The CONSULTANT shall consult the appropriate regulatory agencies and jurisdictions to identify the application procedures and requirements. The CONSULTANT shall also consult with other team members to obtain the necessary information for the permit matrix. The permit matrix will be maintained to include submittal date and status of the application.

#### **Deliverable(s):**

- One (1) electronic copy of the Permit Matrix

### **Work Element 7.3 Biological Assessment (Updated)**

The CONSULTANT shall update the Biological Evaluation Assessment (BA). This task assumes that the project can be planned, designed, and constructed to avoid “take” of listed or proposed

species. If “take” cannot be avoided, formal consultation with the agencies may be required which will involve additional work. The BA will be prepared pursuant to the published Corps of Engineers guidelines WSDOT LAG Manual in effect at the time of issuance of a notice to proceed. The Biological Evaluation will include the following information:

1. Consultation Summary;
2. Definition of the Proposed Action and Action Area;
3. Discussion of Environmental Baseline;
4. Project Description;
5. Summary of Wetland Impacts and Mitigation (from CAS);
6. Identification of Best Management Practices and Conservation Measures;
7. Wetland rating using current County and State wetland rating systems (including rating worksheets);
8. Fish Species Evaluations;
9. Wildlife Species Evaluations;
10. Effect Determinations for Listed Species;
11. Essential Fish Habitat Assessment;
12. Appendices including Figures and Photos, Agency Response Letters, Life History of Listed Species, Project.

**Deliverable(s):**

- Five (5) copies Draft BA and one (1) electronic Version
- Seven (7) Final BA for submittal with Corps of Engineers to WSDOT Permit

**Work Element 7.5 WSDOT ECS (Updated)**

The CONSULTANT shall update the a WSDOT Environmental Classification Summary Form for the project to document compliance with NEPA. The ECS will be completed per the guidance and requirements in WSDOT Local Agency Guidelines (LAG) Manual in effect at the time a notice to proceed is received by the project, adjusting for schedule limitations where necessary. The CONSULTANT will complete the ECS information using existing information from SEPA checklist and other information as outlined in this scope of work. At this time, no additional field investigations or data acquisition is anticipated necessary to complete the ECS/NEPA assessment. The CITY will be responsible for processing and publishing the ECS and submitting it to WSDOT. This task includes one pre-submittal meeting with the City and WSDOT environmental staff to confirm the scope of work prior to initiating work on the ECS.

**Deliverable(s):**

- Three Draft ESC Forms for Internal Review by the City and Tetra Tech (electronic submittal)

- Three Final ESC Form for submittal to WSDOT (one camera ready original ESC form for signature by the City and up to 7 copies of attachments for each form)

**Work Element 7.6 Wetland Mitigation Plan (Final Design)**

The CONSULTANT shall prepare a wetland mitigation plan for the site selected by the CITY. The Wetland Mitigation Plan will meet the requirements stated in CITY Code and Corps of Engineers/Department of Ecology mitigation guidelines.

**Deliverable(s):**

- One (1) electronic copy of the Draft Wetland Mitigation Plans
- Seven (7) Final I Wetland Mitigation Plans

**Work Element 7.7 60% update JARPA for Corps of Engineers/ Ecology 404/401)**

The CONSULTANT shall prepare JARPA submittal at 60% design level for submittal to Corps of Engineers, Ecology, the CITY, and King County (if necessary).

**Deliverable(s):**

- One (1) electronic copy of the Draft 60% JARPA

**Work Element 7.8 JARPA for WDFW-HPA**

The CONSULTANT shall prepare JARPA submittal at 90% design level for submittal to Washington Department of Fish and Wildlife

**Deliverable(s):**

- One (1) electronic copy of the Draft 90% JARPA

**Work Element 7.9 Archaeological (update)**

For the Cedar Park Mitigation Site CRC shall conduct a recorded sites files search with DAHP, review relevant correspondence between the client, stakeholders and DAHP, and conduct a review of environmental, archaeological, ethnographic and historical literature appropriate to the project area. CRC shall contact the cultural resources staff of the affected tribes on a technical staff-to-technical staff basis for relevant information of the project area. CRC shall conduct field investigations of the project location for identification of archaeological and historical resources. Investigations may include shovel test probes or other exploratory excavations in areas where sites are suspected or have been identified as potential sites of buried archaeological deposits. CRC will provide documentation and recording of sites within the project area, including preparation of Washington State archaeological and/or historic site(s) forms and NRHP Determination of Eligibility (DOE) forms, as appropriate. CRC shall prepare a technical report describing background research, field methods, results of investigation that includes supporting documentation of archaeological findings, and management recommendations. The reports include maps and photographs, analysis, recommendations of curation of any identified artifacts and other relevant data. As appropriate, the report would evaluate sites for NRHP eligibility and contain recommendations for treatment of any NRHP-eligible property likely to be affected by the project. Draft reports will be submitted for review before the final cultural resources assessment reports are produced. The reports will meet DAHP requirements.

**Deliverable(s):**

- Five (5) copies of the Cultural Resources Assessment Report.

## **WORK ELEMENT 12. 30% Design (WSDOT Approvals)**

### **Work Element 12.3 Channelization Plan for WSDOT NW Region Approval**

The channelization has been reviewed by WSDOT, multiple revisions have occurred and the channelization schedule is anticipated to be finalized in the next iteration. This task will be supplemented to cover the anticipated effort to obtain final WSDOT approval.

#### **Deliverable(s):**

- Channelization Plan (assume 2 updates required for approval and Mylar set for final submittal and archiving by WSDOT)

## **WORK ELEMENT 13. 60% PS&E PREPARATION**

The CONSULTANT shall prepare update the 60% Construction Plans, Specification list, Estimate and 60% Design Narrative documenting design decisions since the 30% design narrative for the CITY's review. The design will be modified to address the addition of future space for the Jenkins Creek Trail under SE 272<sup>nd</sup> street. The CONSULTANT shall address 30% review comments. This scope assumes a five lane, single-span bridge over Jenkins Creek. The plans will be altered to include the space required for a future trail running parallel to Jenkins creek under the bridge. Additional bridge span, retaining walls and space for future connects will be provided in the plans.

### **Work Element 13.1 60% Construction Plans Preparation**

The CONSULTANT shall modify Construction Plans to a 60% completion level. The 60% Plans shall be modified affecting 29 sheets:

#### **Civil (Sheets anticipated to be modified)**

- (1) Index/ Vicinity Map
- (1) Roadway Section
- (2) Staging Plans
- (1) Site Preparation Plans/ TESC Plans
- (6) Roadway Plan and Profile
- (3) Miscellaneous Details
- (10) Bridge Plans
- (2) Driveway Profiles
- (3) Stream Relocation Plan

**CONSULTANT FEE SUMMARY**

**Project: City of Covington**  
**SE 272nd Street (SR 516) between Jenkins Creek and 185th Place SE**  
**Tetra Tech IEI**  
**Fee Estimate**

**Tetra Tech IEI**

DIRECT SALARY COST (DSC):				
Classification	Hours	X	Rate	Cost
1. Project QA/QC Manager	2		57.00	\$114.00
2. Project Manager/Sr. Supervising Engineer	99		65.00	\$6,435.00
3. Project Engineer/Senior Engineer	46		48.00	\$2,208.00
4. Staff Engineer	74		35.00	\$2,590.00
5. CADD / Technical Support	112		35.00	\$3,920.00
6. Project Administrator	16		28.00	\$448.00
7. Struct Project Manager	24		60.00	\$1,440.00
8. Senior Structural Engineer	50		50.00	\$2,500.00
9. Junior Structural Engineer	50		35.00	\$1,750.00
10. Structural CAD	100		30.00	\$3,000.00
11. Structural Administration	16		28.00	\$448.00
12. Survey Manager	18		53.00	\$954.00
13. Computations Technician	52		42.00	\$2,184.00
14. Survey CADD	24		30.00	\$720.00
15. Field Tech 3	24		30.00	\$720.00
16. Field Tech 2	24		25.00	\$600.00
17. Survey Admin	20		24.00	\$480.00
<b>SUBTOTAL - DSC</b>				<b>751</b>
				<b>\$30,511.00</b>
<b>OVERHEAD (OH) COST (Including Salary Additives)</b>				
OH Rate X DSC or 151.00% X \$30,511.00				<b>\$46,071.61</b>
<b>FIXED FEE (FF):</b>				
FF Rate = 30% X ( \$30,511.00 )				<b>\$9,153.30</b>
<b>REIMBURSABLES:</b>				
Mileage ( 250 Miles X 0.555/mile )			\$138.75	
Survey Mileage ( 500 Miles X 0.555/mile )			\$277.50	
Reprographics				
APS (Potholing)				
Courier			<u>\$200.00</u>	
				<b>\$616.25</b>
<b>SUBTOTAL</b>				<b>\$86,352.16</b>
<b>SUBCONSULTANTS</b>				
Landau Associates				\$0.00
ESA Adolfsen				\$46,363.41
Roth Hill				\$0.00
Karen Kiest Landscape Architects				\$0.00
Cultural Resource Consultants, Inc.				\$3,100.00
Entech Northwest				\$0.00
<b>GRAND TOTAL - ESTIMATED FEE</b>				<b>\$135,815.57</b>

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

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

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

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



**CONSULTANT FEE SUMMARY**

**Project:** City of Covington  
 SE 272nd Street (SR 516) between Jenkins Creek and 185th Place SE  
 ESA  
 Fee Estimate

**ESA**

DIRECT SALARY COST (DSC):				
Classification	Hours	X	Rate	Cost
1. Senior Director III	2		72.79	\$145.58
2. Senior Director II	5.5		67.31	\$370.21
3. Senior Managing Associate	4		46.36	\$185.44
4. Managing Associate II	48		42.62	\$2,045.76
5. Managing Associate I			41.35	\$0.00
6. Technical Associate II	89		42.56	\$3,787.84
7. Technical Associate I			40.16	\$0.00
8. Managing Associate I			38.64	\$0.00
9. Senior Associate II	97		32.69	\$3,170.93
10. Senior Associate I	42		30.60	\$1,285.20
11. Associate III	52		30.63	\$1,592.76
12. Associate II	0		23.00	\$0.00
13. Associate I	0		21.39	\$0.00
14. CAD Tech (Associate I)	12		25.82	\$309.84
15. Senior Administrative	16		25.66	\$410.56
16. Senior Graphics	0		26.44	\$0.00
17. Administrative	0		23.10	\$0.00
18. Clerical	0		20.96	\$0.00
19. GIS	2		31.73	\$63.46
<b>SUBTOTAL - DSC</b>				<b>\$13,367.58</b>
<b>OVERHEAD (OH) COST (Including Salary Additives)</b>				
OH Rate X DSC or 208.95% X \$13,367.58				\$27,931.56
<b>FIXED FEE (FF):</b>				
FF Rate = 30% X (\$13,367.58)				\$4,010.27
<b>REIMBURSABLES:</b>				
Mileage ( 400 Miles X 0.51/mile )	\$204.00			
Survey Mileage ( 0 Miles X 0.51/mile )	\$0.00			
Reprographics	\$750.00			
Courier	\$100.00			
				\$1,054.00
<b>SUBTOTAL</b>				<b>\$46,363.41</b>
<b>SUBCONSULTANTS</b>				

Prepared By: Sharese Graham

**( GRAND TOTAL - ESTIMATED FEE** **\$46,363.41**

Date: July 23, 2014



**CONSULTANT FEE SUMMARY**

**Project:** City of Covington  
 SE 272nd Street (SR 516) between Jenkins Creek and 185th Place SE  
 KKLA  
 Fee Estimate

**Cultural Resource Consultants**

DIRECT SALARY COST (DSC):				
Classification	Hours	X	Rate	Cost
1. Principle Investigator	4		63.88	\$255.52
2. Archaeologist I	26		34.70	\$902.20
3. Field Archaeologist	8		19.00	\$152.00
4. Office Manager	3		31.94	\$95.82
5.	0		0.00	\$0.00
6.	0		0.00	\$0.00
SUBTOTAL - DSC		41		\$1,405.54
OVERHEAD (OH) COST (Including Salary Additives)				
OH Rate X DSC or 095.00% X \$1,405.54				\$1,335.26
FIXED FEE (FF):				
FF Rate = 20% X ( \$1,405.54 )				\$281.11
REIMBURSABLES:				
Mileage ( 121.59 Miles X 0.56/mile )				\$68.09
Reprographics				\$10.00
Courier				\$0.00
SUBTOTAL				\$3,100.00
SUBCONSULTANTS				
<b>GRAND TOTAL - ESTIMATED FEE</b>				<b>\$3,100.00</b>

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

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

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

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

**CONSULTANT FEE SUMMARY**

City of Covington  
 SE 272nd Street (SR 516) between Jenkins Creek and 185th Place SE  
 Cultural Resources Consults

Fee Estimate

MAJOR TASK DESCRIPTION	Rate					HOURS	DSC	OH@	FEE@	TOTAL
	\$ 63.88	\$ 34.70	\$ 19.00	\$ 31.94	\$ 25.00					
	Principle Investigator	Archaeologist	Field Archaeologist	Office Manager		TOTAL	TOTAL	95.00%	20%	
<b>2.0 Data Collection and Review</b> 2.1 Review and Analyze Existing Data	4	26	8	3		41	\$ 1,405.54	\$ 1,335.26	\$ 281.11	\$ 3,021.91
<b>TOTAL</b>	4	26	8	3		41	\$ 1,405.54	\$ 1,335.26	\$ 281.11	\$ 3,021.91

Agency City of Covington		Supplement Number <b>2</b>
Federal Aid Project Number STP-0516 (022)	Agreement Number LA 7691	CFDA No. <b>20.205</b> (Catalog of Federal Domestic Assistance)

The Local Agency requests to supplement the agreement entered into and executed on 4/5/2012  
 All provisions in the basic agreement remain in effect except as modified by this supplement.

The changes to the agreement are as follows:

**Project Description**

Name SR 516: Jenkins Creek to 185th Place SE Length 0.50 Miles

Termini Vicinity of Jenkins Creek to the Vicinity of 185th Place SE

**Description of Work**     No Change

**Reason for Supplement**

Supplemental Survey and additional Cultural Resources Investigation for Wetland Mitigation Site. Finalizing WSDOT design approvals for Bridge and Channelization. Incorporation of future trail crossing at Jenkins Creek into environmental permit analysis as well as bridge and wall designs. Additional Project Management time.

Does this change require additional Right of Way or Easements?     Yes     No

Type of Work	Estimate of Funding				
	(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
<b>PE</b>					
_____ % a. Agency	64,300.00		64,300.00	8,680.00	55,620.00
b. Other Consultant	847,656.00		847,656.00	114,434.00	733,222.00
c. Other Consultant (non-participate)	564,348.00	135,816.00	700,164.00	700,164.00	
Federal Aid Participation Ratio for PE d. State	24,000.00		24,000.00	3,240.00	20,760.00
e. Total PE Cost Estimate (a+b+c+d)	<b>1,500,304.00</b>	<b>135,816.00</b>	<b>1,636,120.00</b>	<b>826,518.00</b>	<b>809,602.00</b>
<b>Right of Way</b>					
_____ % f. Agency					
g. Other					
Federal Aid Participation Ratio for RW h. Other					
i. State					
j. Total R/W Cost Estimate (f+g+h+i)					
<b>Construction</b>					
k. Contract					
l. Other					
_____ % m. Other					
n. Other					
Federal Aid Participation Ratio for CN o. Agency					
p. State					
q. Total CN Cost Estimate (k+l+m+n+o+p)					
r. Total Project Cost Estimate (e+i+q)	<b>1,500,304.00</b>	<b>135,816.00</b>	<b>1,636,120.00</b>	<b>826,518.00</b>	<b>809,602.00</b>

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

**Agency Official**

**Washington State Department of Transportation**

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Director of Highways and Local Programs

Date Executed \_\_\_\_\_

## **Consent Agenda Item C-4**

Covington City Council Meeting

Date: October 14, 2014

**SUBJECT:** APPROVE AN INTERLOCAL AGREEMENT WITH THE STATE OF WASHINGTON DEPARTMENT OF NATURAL RESOURCES FOR URBAN FORESTRY RESTORATION PROGRAM SERVICES

**RECOMMENDED BY:** Scott Thomas, Parks and Recreation Director

**ATTACHMENT(S):**

1. Interagency Agreement No. IAA 15-62

**PREPARED BY:** Angie Feser, Parks Planner

**EXPLANATION:**

The State of Washington Department of Natural Resources provides a service through the Community Forestry Program for urban forestry maintenance and restorations tasks. This interagency agreement between DNR and the city of Covington for Puget SoundCorps (SoundCorps) crew will provide this work under the Urban Forestry Restoration Project during the 2014-2015 project year. SoundCorps is part of the broader Washington Conservation Corps/AmeriCorps program administered by Washington Department of Ecology. SoundCorps crew work is focused on projects that help restore and protect water quality in Puget Sound, a perfect fit for urban forestry maintenance and restoration in the Puget Sound basin.

The crew is scheduled to work with the city of Covington the month of August 2015. The services will mainly consist of providing much needed pruning and maintenance for many of the city's more than 2,000 street trees.

This work also effectively uses the tree health information generated from the recently completed city tree inventory, which was also a DNR grant program. Both of these work programs of the tree inventory and tree-health targeted maintenance are implementing recommendations of the 2013 Urban Forestry Strategic Plan.

**ALTERNATIVES:**

1. Do not enter into the agreement and do not perform the work.
2. Conduct the work using city resources.

**FISCAL IMPACT:**

The city's cost is negligible as it only requires administrative time by the Park Planner to coordinate with DNR and the work crew. The city's benefit is \$20,000 of street tree maintenance that we could not otherwise afford.

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

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_  
seconds, to authorize the city manager to enter into an interagency  
agreement with State of Washington Department of Natural Resources to  
accept services of Puget SoundCorp crew for urban forestry maintenance  
and restoration tasks and to abide by the requirements therein.**

REVIEWED BY: Interim City Manager, City Attorney, Deputy Finance Director, Parks and  
Recreation Director



WASHINGTON STATE DEPARTMENT OF  
**Natural Resources**  
PETER GOLDMARK - Commissioner of Public Lands

## INTERAGENCY AGREEMENT WITH THE CITY OF COVINGTON

### **Agreement No. IAA 15-62**

### **US Forest Service Catalog of Federal Domestic Assistance (CFDA) #10.664**

This Agreement is between the City of Covington, referred to as the City, and the Washington State Department of Natural Resources Urban and Community Forestry Program, referred to as DNR.

DNR is under authority of RCW Chapter 43.30 of Washington State, Department of Natural Resources. DNR and the City enter into this agreement under Chapter 39.34, Interlocal Cooperation Act.

The purpose of this Agreement is to provide a Puget SoundCorps (SoundCorps) crew for urban forestry maintenance and restoration tasks in the City of Covington. SoundCorps is part of the broader Washington Conservation Corps AmeriCorps program administered by Washington Dept. of Ecology. SoundCorps crews work on projects that help restore and protect water quality in Puget Sound.

### **IT IS MUTUALLY AGREED THAT:**

**1.01 Statement of Work.** DNR shall furnish SoundCorps crews and the City shall provide all materials and services, pertinent to performing work set forth in the Attachment A.

**2.01 Period of Performance.** The period of performance of this Agreement shall be from October 1, 2014, to September 30, 2015, unless terminated sooner as provided herein. Both parties agree that DNR will provide the City one (1) calendar month of crew work within the period of performance.

**3.01 Payment.** DNR provides the services of the SoundCorps crew in exchange for the City's matching commitment to the project as described in Attachment B.

**6.01 Rights to Data.** Unless otherwise agreed, data originating from this Agreement shall be 'works for hire' as defined by the U.S. Copyright Act of 1976 and shall be owned by DNR and the City. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions.

Ownership includes the right to use, copyright, patent, register and the ability to transfer these rights.

**7.01 Independent Capacity.** The employees or agents of each party who are engaged in performing this agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

**8.01 Amendments.** This Agreement may be amended by mutual agreement of the parties. Amendments shall be in writing and signed by personnel authorized to bind each of the parties.

**9.01 Termination.** Either party may terminate this Agreement by giving the other party 30 days prior written notice. If this Agreement is terminated, the terminating party shall be liable to pay only for those services provided or costs incurred prior to the termination date according to the terms of this Agreement.

**10.01 Termination for Cause.** If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of the terms and conditions, the aggrieved party will give the other party written notice of the failure or violation. The aggrieved party will give the other party 15 working days to correct the violation or failure. If the failure or violation is not corrected within 15 days, the aggrieved party may immediately terminate this Agreement by notifying the other party in writing.

**11.01 Disputes.** If a dispute arises, a dispute board shall resolve the dispute like this: Each party to this agreement shall appoint a member to the dispute board. These board members shall jointly appoint an additional member to the dispute board. The dispute board shall evaluate the facts, contract terms, applicable statutes and rules, then determine a resolution. The dispute board's determination shall be final and binding on the parties. As an alternative to the dispute board, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330. In this case, the Governor's process will control the dispute resolution.

**12.01 Governance.** This contract is entered into the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

If there is an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- (1) Applicable State and federal statutes and rules;
- (2) Statement of Work; and
- (3) Any other provisions of the agreement, including materials incorporated by reference.

**13.01 Assignment.** The work to be provided under this Agreement and any claim arising from this agreement can not be assigned or delegated in whole or in part by either party, without the express prior written consent of the other party. Neither party shall unreasonably withhold consent.

**14.01. Waiver.** A party that fails to exercise its rights under this agreement is not precluded from subsequently exercising its rights. A party's rights may only be waived through a written amendment to his agreement.

**15.01 Severability.** The provisions of this agreement are severable. If any provision of this Agreement or any provision of any document incorporated by reference should be held invalid, the other provisions of this Agreement without the invalid provision remain valid.

**16.01 Indemnification.** To the fullest extent permitted by law, the City shall indemnify, defend, and hold harmless (Indemnity Duty) the DNR, its officials, agents, and employees, from and against all claims arising out of, or resulting from, the performance of the Agreement provided, however, that the City owes no Indemnity Duty if the Harm was caused by or results from the sole negligence of the DNR or its agents or both, and provided further that in the event of concurrent negligence (i) by the City or the City's subcontractors agents or employees, or both and (ii) by the DNR or its agents, or both, then the City's Indemnity Duty is valid and enforceable only to the extent of the negligence of the City, its agents, and its employees. The City's obligation to indemnify, defend, hold harmless includes any claim by the City's agents, employees, representatives, or any subcontractor or its employees. The City expressly agrees to indemnify, defend, and hold harmless the DNR for any claim arising out of, or incident to, the City's or any subcontractor's performances or failure to perform the Agreement. The City waives its immunity under Title 51 to the extent it is required to indemnify, defend, and hold harmless the DNR and its agencies, officials, agents, or employees.

**17.01 Complete Agreement in Writing.** This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.

**18.01 Contract Management.** The Project Coordinator for each of the parties shall be the contact person for this agreement. All communications and billings will be sent to the project coordinator.

**19.01 Project Coordinators.**

(1) The Project Coordinator for the City of Covington is Angie Feser, Telephone Number (253) 480-2488.

(2) The Project Coordinator for DNR is Micki McNaughton, Telephone Number (360) 902-1637.

IN WITNESS WHEREOF, the parties have executed this Agreement.

CITY OF COVINGTON

Dated: \_\_\_\_\_, 20\_\_

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

Title: Interim City Manager

Address: 16720 SE 171<sup>st</sup> St #100  
Covington, WA 98042

Phone: 253.480.2400

STATE OF WASHINGTON  
DEPARTMENT OF NATURAL RESOURCES

Dated: \_\_\_\_\_, 20\_\_

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

Albert A. Kassel

Title: Resource Protection Division Manager

Address: 1111 Washington Street SE  
MS 47037  
Olympia, Washington 98504-7037

Interagency Agreement  
Approved as to Form 9/29/97  
By the Assistant Attorney General  
State of Washington

**Attachment A**  
**STATEMENT OF WORK**

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DNR will sponsor a Puget SoundCorps (SoundCorps) crew to assist with urban forest restoration and maintenance tasks in the City of Covington. Each restoration project location will include baseline mapping of the site, to be included in a DNR report to the City. Local projects must be on public property, and work performed by the crews may not replace workers already in place or contracted for.

Project locations and activities in the City of Covington include:

- Major arterials and other targeted areas within the City limits. Prune young street trees for structure and clearance, as determined by the City's DNR Inventory performed in 2014.
- Other sites and/or locations as agreed by the City's Project Coordinator and the DNR Project Coordinator. Tasks and activities assigned must pertain to restoring the ecological health and functionality of the urban forest on the site or location.

Puget SoundCorps (SoundCorps) and Washington Conservation Corps (WCC) crews are covered by Dept. of Ecology insurance through Labor and Industries while working on project sites and traveling to work locations.

SoundCorps crews are responsible for the maintenance and repair of any equipment provided by SoundCorps, WCC and/or Dept. of Ecology.

The City is responsible for the maintenance and repair of any equipment provided by the City and used by the SoundCorps crew under the direction of City staff.

**Attachment B**  
**PROJECT COMMITMENT MATCH**

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DNR will provide the following items to the City for urban forestry restoration projects that receive assistance under the Urban Forest Restoration Project:

- News release template to assist in building public awareness and event marketing.
- Crews to remove and/or control invasive plant material and complete related restoration tasks including installation of plant materials.
- Report that includes a description of the project and the work accomplished.
- Template for three-year management plan.
- Template for annual monitoring report.

The City commits to the following items in consideration for the services of the DNR-sponsored crew:

- Post news releases in advance of the event.
- Acquire any permits necessary for project work.
- Assist with volunteer registration, sign-in and wavers at restoration events.
  - Please have photo releases available for volunteers under 18 years of age.
- Dispose of plant material removed during project activities (English ivy vines, blackberry canes, etc.).
- Provide any and all plant materials required for project completion.
- Develop and implement a three-year maintenance plan for the project site, to include annual monitoring.
- Report monitoring results to the DNR Urban and Community Forestry Program annually for three years.

**Agenda Item 1**  
Covington City Council Meeting  
Date: October 14, 2014

SUBJECT: APPOINTMENT TO OPENING ON THE COVINGTON ECONOMIC DEVELOPMENT COUNCIL (CEDC).

RECOMMENDED BY: Rob Hendrickson, Interim City Manager  
Richard Hart, Community Development Director

ATTACHMENT(S): See Interview Schedule and Applications provided separately.

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION:

One position remains open on CEDC due to an applicant Council appointed on July 31 having a conflict with the regular meeting schedule and being unable to attend the CEDC meetings. The city received two applications for appointment to CEDC as follows:

**Name of Applicant**

Ed Cook (former CEDC member)  
Paul Selland

ALTERNATIVES:

Not appoint at this time and direct staff to continue to advertise for additional applicants.

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

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_ seconds, to appoint \_\_\_\_\_ to fill a position on the Covington Economic Development Council with a term expiring July 31, 2016.**

REVIEWED BY: Interim City Manager  
Community Development Director

**Agenda Item 2**  
Covington City Council Meeting  
Date: October 14, 2014

SUBJECT: 2015 OPERATING AND CAPITAL BUDGET PRESENTATION

RECOMMENDED BY: Rob Hendrickson, Interim City Manager

ATTACHMENT(S):

1. 2015 Budget Workbook (under separate cover)
2. Budget Message

PREPARED BY:

Rob Hendrickson, Interim City Manager

EXPLANATION:

The Interim City Manager will present the 2015 Operating and Capital Budget.

ALTERNATIVES:

N/A

FISCAL IMPACT:

N/A

CITY COUNCIL ACTION:     Ordinance     Resolution     Motion     Other

**Ask questions of staff**

REVIEWED BY: Interim City Manager



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City Hall – 253.480.2400  
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## ATTACHMENT 2

October 14, 2014

Dear Mayor Harto, Mayor Pro Tem Wagner, Honorable Councilmembers, Residents and Businesses of Covington:

It is my pleasure to present the 2015 Preliminary Operating and Capital Budget. This budget encompasses and implements council policies and conforms to state law.

At the beginning of 2014, Moody's Investors Service upgraded the city's bond rating from an Aa2 to an Aa3. The underlying factors driving the rating increase were a significantly improved financial profile and positive multi-year trends. Other considerations include the city's strong financial management, history of solid reserve levels, and modest debt burden.

The 2015 Operating and Capital Budget strives to continue with those elements in mind. However, a familiar theme begins to emerge as we begin the transition from 2014 to 2015. The general fund continues to be the "go to" fund as streets and parks continue to struggle.

We saw record sales tax revenues in 2013. However, the market has shifted somewhat for 2014 and sales tax revenues are coming in lower than forecast. Utility tax revenues have increased this year partially due to the completed Comcast utility tax audit which has brought in additional revenue for cable and telephone utility taxes. In addition real estate excise tax funds which were initially designated to support bond payments are continuing to languish and put pressure on the general fund to fill the gap.

While the general fund continues to be strong overall, the programs that were decided outside of the budget process such as athletics and staffing add to the growing list of items the general fund supports including the street and parks fund. For streets, the City Council created a Transportation Benefit District (TBD) in 2013. Creating the TBD was an important step in the city's overall financial strategy to support the street fund and the general fund. Even though the 2013 ballot proposition failed, the city still has options and we will discuss next steps in the near future. For parks, an infusion of general fund money is being allocated to cover one-time costs and new programs and staffing for 2015. With the increase in development activity the development services fund is also projected to bring in more revenue than expenditures in the next several years, while the surface water management fund (SWM) continues its strong financial position.

The Association of Washington Cities continues to work on the city's behalf to control health care costs and as such the city will only be seeing an increase of 4.8 percent which is well below the double digit increases of the early 2000's. While the COLA has increased by a percent over last year it is still within historical norms at 2.2 percent.

### **Economic Outlook**<sup>1</sup>

On a national level, the economy shows strength in areas such auto sales, residential construction, and existing home sales. Consumer confidence measures also are continuing to increase. However, factors on a global scale continue to bring potential risk to the national economy and the State including the potential slowing of the Chinese economy and instability in the Middle East and Eastern Europe.

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<sup>1</sup> Economic information is supplied by the *Puget Sound Economic Forecaster*, Volume 22 Number 3 September 2014



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The state's unemployment rate was 5.6 percent in August, the same rate as in July but down from 7.0 percent in August 2013. Currently, the annual percent change in employment growth is 2.5 percent and is expected to decrease slightly to 1.5 percent in 2015. If the anticipated job losses at Boeing and Microsoft are offset by gains at Amazon, the Puget Sound region should continue its long-term trend of outperforming the nation by creating 307,000 new jobs over the next ten years.

In the Puget Sound region, retail sales are expected to hit a 4.2 percent pace through the end of the year. This pace is being fueled in part by rising prices and an increase in real growth. For 2015 retail sales are expected to increase slightly to 4.5 percent. The City is projecting a 3 percent increase in sales tax revenue over 2014 estimates.

The consumer price index for the Puget Sound is forecast to rise slightly from 2.4 percent in 2013 to 2.5 percent in 2014 and remain unchanged for 2015.

### **Budget Process**

The 2015 budget process began in June with the annual budget call. At that time, the calendar and decision card criteria were reviewed with the directors and budget team. For 2015, directors were encouraged to be thoughtful with the number of decision cards they submit. Beginning in August, the finance team and I met with individual directors to review base budgets and decision cards. Once these meetings were completed and the preliminary forecast was reviewed, the deputy finance director and I met to discuss which decision cards would move forward.

The following four guiding principles are used in the budget decision making process:

- Favor one-time over ongoing programs (due to the still-fragile nature of economy)
- Address imminent mandates (such as comprehensive plan update)
- Maintain what we have (people, programs, and infrastructure)
- Achieve efficiencies (via investments in equipment and technology)

These principles and the final budget decisions were reviewed with members of the management team at the end of September.

### **2015 Budget Strategies**

- Use fund balance only in cases where funds have deficits to cover (for 2015 that would be the general fund, street fund).
- Utilize the general fund to support the parks fund for one-time and ongoing programs such as athletics.
- Utilize the SWM rate study to address future operating and capital needs.

### **Funds Overview**

#### **General Fund**

The general fund is the largest city fund and provides for the day-to-day operations of city government.

In 2015, we are forecasting a 5.6 percent total increase in revenues over 2014 estimates for the entire fund.

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growing toward greatness.



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- Property tax for 2015 is estimated to be \$2.5 million. This includes a one percent increase plus new construction.
- Sales tax revenue for 2015 is expected to increase by 3 percent over 2014 estimated collections. Both food services revenue and retail sales have been increasing. Total sales tax collections for 2014 are estimated to be \$3.29 million, with the general fund receiving 84 percent (\$2.77 million) and the parks fund 16 percent (\$527,000).
- Utility tax collections for 2014 are estimated at \$2.13 million, 2.5 percent above forecast due mostly in part by the recent Comcast utility tax audit that brought in additional funds. For 2015, the forecast was revised slightly downward by 0.72 percent.
- Other sources of revenue total \$2 million with \$897,000 being paid to the general fund in the form of interfund payments from other funds.

On the operating expenditure side, the budget is 3 percent, or \$215,000, higher than estimated actuals for 2014. This is due to an increased transfer-in to the parks fund for the city’s new athletics program as well as an additional transfer to the long-term debt service fund for debt service.

I am recommending 14 decision cards totaling \$523,880 – \$504,010 in one-time costs and \$19,870 in ongoing costs. The decision cards are:

Title/Description	Initiating Dept.	<u>Amount Funded</u>	
		One-Time	Ongoing
Transfer-out to CIP Fund for Aquatic Center remodel	Council	100,000	-
Transfer-out to CIP Fund for CCP sales tax liability	Council	100,000	-
Transfer-out to CIP fund for 164th AVE SE pedestrian project	Council	90,000	-
Transfer-out to CIP Fund for Skate Park renovation	Council	60,000	-
Transfer-out to Parks Fund for demolition of Cedar Creek houses	Council	40,000	-
Additional human services funding	Personnel	-	10,000
Council Chambers conference tables	Central	1,950	-
Email archiver	Central	5,060	2,450
ITS Network - Traffic Signals with iNet Service	Central	-	(2,580)
Microsoft Office Software Upgrade	Central	-	5,000
Equipment replacement funds for server	Central	5,000	5,000
Comprehensive Emergency Management Plan Update carryover	Central	40,000	-
Code Publishing Comprehensive Plan Hosting	Planning	2,000	-
Carry-over for Comprehensive Plan Update	Planning	60,000	-
<b>Net Total General Fund</b>		<b>504,010</b>	<b>19,870</b>



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**Street Fund**

There are two main sources of revenue for this fund: Comcast franchise fees and motor vehicle fuel tax. Franchise fees are forecasted to increase 6.1 percent based on the results of the recently completed franchise fee audit. Fuel tax is forecasted to remain flat for 2015. Base expenditures before decision cards are \$1,075,478, which is an increase from expected actual expenditures in 2014 of 11.7 percent, which is due a change in accounting for interfund service payments.

I am recommending two decision cards totaling \$14,835 - \$5,000 in one-time costs and \$9,835 in ongoing costs. The decision cards are:

Title/Description	Initiating Dept.	Amount Funded	
		One-Time	Ongoing
Two Seasonal maintenance workers (9-month)	ST	-	55,935
Reduction to maintenance contract		-	(50,600)
ITS Network - Traffic signals with iNet service	ST	5,000	4,500
<b>Net Total Street Fund</b>		<b>5,000</b>	<b>9,835</b>

Given the current level of service and existing revenue sources, the street fund is unsustainable. Creating the TBD was an important step in the city’s overall financial strategy to support the street fund. Council and staff will discuss next steps in the near future.

**Development Services Fund**

In 2015, we are forecasting a 32.7 percent total increase in revenues over 2014 budget for the entire fund due to an increase in single and multi family developments. Base expenditures are \$1,096,538, which is an increase from expected expenditures in 2014 of 5.1 percent.

I am not recommending any decision cards for this fund.



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**Parks Fund**

Revenues in the parks fund for 2015 are expected to increase by 15.4 percent over 2014 estimates. This is due to increased aquatics revenues as well as the revenues associated with the addition of athletic programs. Expenditures show an increase of 11.2 percent primarily due to increased programming at the aquatic center and the addition of athletic programs as well as the accounting change for interfund service payments.

I am recommending 15 decision cards totaling \$111,282 - \$61,150 in one-time costs and \$50,132 in ongoing costs. The decision cards are:

Title/Description	Initiating Dept.	<u>Amount Funded</u>	
		One-Time	Ongoing
Two Seasonal maintenance workers (9-month)	Pk Maint	-	18,645
Reduction to maintenance contract		-	(17,000)
Program audio equipment replacement	Aquatics	1,500	-
Aquatic Center printer/copier replacements	Aquatics	4,000	-
Aquatic Center staff locker replacement	Aquatics	5,000	-
Aquatic Center art project continuation	Recreation	-	3,500
Sponsorship marketing program	Recreation	-	14,295
Gerry Crick Skate Park - public art	Recreation	900	-
Update and expand community event signs	Recreation	3,000	-
Increase special event programming	Recreation	-	5,000
Covington Days generator	Recreation	1,200	-
Credit card PIN pads	Multiple	1,200	-
ACTIVENet training	Multiple	2,550	-
Demolition of Cedar Creek Park houses	Parks	40,000	-
Transfer-in from General Fund		(40,000)	-
Reduction of management/maintenance fees		-	(6,600)
Loss of rental revenue		-	32,292
PROS plan update	Parks	40,000	-
CPTED training for Parks Planner	Parks	1,800	-
<b>Net Total Parks Fund</b>		<b>61,150</b>	<b>50,132</b>



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**Surface Water Management Fund (SWM)**

Revenues for SWM are staying pretty much even with the 2014 budget with an increase of 0.47 percent. With the approval of the below decision cards we are projecting deficit spending, which is sustainable due to the large fund balance, but will need to use the rate study to be thoughtful on how we draw down fund balance for capital and one-time uses. Budgeted expenditures are slightly lower than 2014 estimates at 0.01percent

I am recommending one decision card totaling \$45,515 in one-time costs for additional seasonal maintenance workers.

Title/Description	Initiating Dept.	Amount Funded	
		One-Time	Ongoing
Seasonal maintenance workers	SWM	45,515	-
<b>Net Total Surface Water Management Fund</b>		<b>45,515</b>	<b>-</b>

**Capital Investment Program Fund**

For 2015, I am recommending six decision cards as follows:

Title/Description	Initiating Dept.	Amount Funded	
		One-Time	Ongoing
Design funds for 164th Ave SE pedestrian improvement project	CIP	90,000	-
Transfer-in from General Fund		(90,000)	-
Covington Community Park Phase 1 sales tax liability	CIP	100,000	-
Transfer-in from General Fund		(100,000)	-
Aquatic Center rental room remodel	CIP	324,650	-
Department of Commerce grant		(224,650)	-
Transfer-in from General Fund		(100,000)	-
Gerry Crick Skate Park renovation	CIP	60,000	-
Transfer-in from General Fund		(60,000)	-
Jenkins Creek Park concept level master plan	CIP	50,000	-
Parks fee-in-lieu		(50,000)	-
Tri-parks concept level master plans	CIP	60,000	-
Parks fee-in-lieu		(60,000)	-
<b>Net Capital Investment Program Fund</b>		<b>-</b>	<b>-</b>



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## Summary

Overall, the 2015 budget continues the quality level of service the council and citizens expect of us. In the 2014 budget, the general fund is utilized to support streets, parks and recreation, the 2007 transportation bond debt payments, and the Costco payback (which ends in 2015). That policy is being extended into 2015. The council made a conscious effort in June to spend down some of the fund balance in the general fund with one-time projects. Other costs have been added such as personnel and athletics which impacts the long-term fund balance as well.

By continuing to strategically manage the fund balance through well thought-out placement of ongoing programs and personnel, and limiting one-time costs to those goods and services that create efficiencies, the general fund can remain viable through 2020 as well as the funds it supports. It can however, be eroded quickly with the addition of just a few ongoing programs which was demonstrated earlier this year. Bear in mind those other funds should be made to be as self-sufficient as possible so the general fund can provide other services not currently available such as additional police.

I would like to thank the city council for your passion as you look to the future of Covington and for your ongoing support of staff and the budget process. As we not only transition across budget years we also transition to new leadership. It's an exciting time for the city and I'd like to acknowledge the efforts of the directors and employees who have been and are the backbone of this city. Finance staff deserves extra thanks for setting the standard by which other finance departments should be measured.

I look forward to your thoughtful deliberations in the weeks to come.

Sincerely,

Rob Hendrickson

Interim City Manager

**DISCUSSION OF  
FUTURE AGENDA TOPICS:**

**8:00 a.m., Saturday, October 25, 2014 Special Meeting –  
Budget Workshop**

**6:00 p.m., Tuesday, October 28, 2014 Special Meeting –  
Joint Study Session with Arts Commission**

**7:00 p.m., Tuesday, October 28, 2014 Regular Meeting**

**(Draft Agendas Attached)**



**CITY OF COVINGTON  
SPECIAL MEETING AGENDA  
CITY COUNCIL BUDGET WORKSHOP**  
Council Chambers – 16720 SE 271<sup>st</sup> Street, Suite 100, Covington  
[www.covingtonwa.gov](http://www.covingtonwa.gov)

**Saturday, October 25, 2014 – 8:00 a.m.**  
**(Refreshments beginning @ 7:30 a.m.)**

**GENERAL INFORMATION:**

*The workshop is an informal meeting involving discussion between and among the City Council and city staff regarding presentations and strategies. Workshops may involve presentations, feedback, brainstorming, etc., regarding further work to be done by the staff on key policy matters.*

**CALL CITY COUNCIL WORKSHOP TO ORDER**

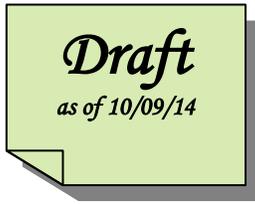
**APPROVAL OF AGENDA**

**ITEM(S) FOR DISCUSSION**

1. Department 2015 Budget Presentations
  - a. Executive (Hendrickson)
  - b. Finance (Hendrickson)
  - c. Police (Klason)
  - d. Community Development (Hart)
  - e. Public Works (Vondran)
  - f. Parks & Recreation (Thomas)
2. Review Budget Strategies (Hendrickson)
3. Discuss Budget Presentations (Council)

**ADJOURN**

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



**CITY OF COVINGTON  
SPECIAL MEETING AGENDA  
CITY COUNCIL JOINT STUDY SESSION WITH ARTS COMMISSION**  
Council Chambers – 16720 SE 271<sup>st</sup> Street, Suite 100, Covington  
[www.covingtonwa.gov](http://www.covingtonwa.gov)

**Tuesday, October 28, 2014 – 6:00 p.m.**

**GENERAL INFORMATION:**

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

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

**ROLL CALL**

**APPROVAL OF AGENDA**

**ITEM(S) FOR DISCUSSION**

1. Realizing Public Art in Covington (Lesli Cohan)

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

**ADJOURN**

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

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



**CITY OF COVINGTON**  
**CITY COUNCIL REGULAR MEETING AGENDA**  
[www.covingtonwa.gov](http://www.covingtonwa.gov)

**Tuesday, October 28, 2014**  
**7:00 p.m.**

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

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

**CALL CITY COUNCIL REGULAR MEETING TO ORDER**

**ROLL CALL/PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PUBLIC COMMUNICATION – 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: September 9, 2014 Regular Meeting; September 23, 2014 Regular Meeting; and October 14, 2014 Regular Meeting (Scott)
- C-2. Vouchers (Hendrickson)

**REPORTS OF COMMISSIONS**

- Human Services Chair Fran McGregor: October 9 meeting.
- Parks & Recreation Chair Steven Pand: October 15 meeting.
- Arts Chair Lesli Cohan: October 9 meeting.
- Economic Development Council Co-Chair Jeff Wagner: October 23 meeting; September 25 meeting canceled.
- **Future Meetings:** Planning: Next meeting November 6; both October meetings canceled.

**PUBLIC HEARING**

- 1. Receive Testimony from the Public Regarding 2015 Revenues Sources and Possible Increase in Property Tax Revenues (Hendrickson/Parker)

**NEW BUSINESS**

- 2. Aquatic Center Temporary Art Selection (Patterson)

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

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

**EXECUTIVE SESSION – If Needed**

**ADJOURN**

*For disability accommodation contact the City of Covington at 253-480-2400 a minimum of 24 hours in advance. For TDD relay service, dial (800) 833-6384 and ask the operator to dial 253-480-2400.*