

CITY OF COVINGTON CITY COUNCIL

Annual Strategic Planning Summit

Saturday, 25 January 2014 8:00 a.m. – 3:00 p.m.

Maplewood Golf Club 4050 Maple Valley Highway, Renton

AGENDA

THE SUMMIT'S GOALS:

1. Identify the accomplishments of 2013 that will benefit the City most significantly.
 2. Review the vision, mission, and goals to ensure they're still taking the City in the right direction, and discuss how we can continue to be an effective team in 2014.
 3. Discuss three budget/revenue issues, particularly the potential to spend some of the current fund balance to pay for needed projects or programs.
 4. Briefly discuss the relationship between the City and Covington Sports, and how the City might support youth athletics.
 5. Address questions about design guidelines, procedures pertaining to the service of Commission members, and issues on the horizon.
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***NOTE:** Refreshments will be served beginning at 7:45 so come early to enjoy them and be prepared to begin the meeting precisely at 8:00.*

I. 8:00 Welcome! Review Today's Purpose Mayor Harto

II. 8:05 Review Agenda and Ground Rules Jim Reid, Facilitator

III. 8:10 Identify the Most Significant Accomplishments of 2013 Council

- *What were **2 or 3 accomplishments** of the Council in 2013 that you believe will have the greatest long-term benefits for Covington? Why?*
- *Is there anything that was not achieved last year that should be accomplished in the near-term future?*

IV. 8:40 Review the Vision, Mission, and Goals Council

Last year the Council reaffirmed its long-term vision for Covington, revised the mission statement to reflect the vision of the City as a destination, and changed one of the goals to specifically address Town Center. Today the Council will again review the vision, mission, and goals to ensure they still reflect the Council’s direction.

- *Are the vision and mission statements still taking the City in the right direction? If not, how should we revise it?*
- *Are our current Council goals still valid as tools for achieving our vision? If not, how should we revise them?*

V. 9:10 Working Together in 2014 Council

- *In the interests of continuing to provide dynamic leadership and working effectively as a team to advance our vision and goals, what do we need from each other to be successful in 2014?*

9:40 Break

VI. 9:50 Funding the Council’s Priorities Council

This conversation is prompted by the recovering fund balance, which is a one-time funding opportunity and not a long-term solution for the City. Three questions will be discussed: 1) Should we spend a portion of the fund balance? 2) How can we ensure that Town Center projects or other Council priorities are included in the Capital Improvement Program (CIP) or the Transportation Improvement Program (TIP)? 3) Might technological advances or other trends affect revenues in the future, such as those generated by the utilities tax?

9:50 1. Should we spend a portion of the fund balance? Council/Derek/ MT

- *From the pre-summit interviews of each member, it appears that public safety, transportation, and parks are the Council’s highest priorities. Is this accurate? If so, what are the specific needs in each area?*

- *What is the Council's philosophy about spending a portion of the fund balance now?*
- *What criteria would the Council use to determine which needs to fund?*
- *If there is agreement to spend a portion of the fund balance, what should it be spent on?*

11:15 2. How can we ensure that Town Center projects or other Council priorities are incorporated into the CIP and TIP? Council/Derek/MT

- *With the Town Center study scheduled for completion this year, what might be some of its proposed projects?*
- *How might they rank against current projects?*
- *If they rank higher, how and when should we change the CIP or TIP to reflect this?*

11:45 Lunch

- *Lunch will be provided.*

VII. 12:35 Funding Council Priorities (cont.) Council/Derek/MT

3. Might technological advances affect City revenues?

- *Might advances in technology, such as LED lights and telephone service through computers, reduce revenues generated through the utilities tax? Or might such losses be offset by the growth of other revenues?*
- *Are there any other trends that could cause the loss of revenues?*
- *Is there anything the City should do soon to prepare for this possibility?*

VIII. 1:05 The City's Role in Youth Athletics Council

- *To enable Covington Sports to continue to provide recreational services in our community, should the City financially support it? Or should the City play a larger role in funding or managing youth athletics? What does this indicate about our vision for parks and recreation in the future?*

- 1:45 Break**
- IX. 1:50 Miscellaneous Issues and Items Council**
- 1. Design Guidelines: Richard/Don**
- *What is currently underway to produce commercial and transportation guidelines?*
 - *Is the Council interested in providing additional direction at this time?*
- 2. Advisory Commissions: Derek**
- *What are the procedures for removing and replacing Commission members?*
 - *When does the clock start and stop on Commission members' terms in office?*
 - *Should the Council update questions asked of candidates for City Commissions?*
- X. 2:40 Other Issues on the Horizon Council**
- *Are there other issues of interest to us that should be considered possible topics for future Council discussion?*
- XI. 2:55 Wrap-up: Final Thoughts Council**
- *What are we taking away from today's meeting?*
- 3:00 Adjourn**

Session I

Welcome!

Review Today's

Purpose

(no attachments)

Session II

Review Agenda and Ground Rules

(no attachments)

Session III

Identify Most Significant Accomplishments of 2013

CITY OF COVINGTON CITY COUNCIL

ANNUAL STRATEGIC PLANNING SUMMIT

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

SUMMARY

OF THE MEETING'S KEY DISCUSSIONS, DECISIONS AND AGREEMENTS

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

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

THE KEY AGREEMENTS OF THE SUMMIT

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

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

- The vision was reaffirmed.
- The mission statement was updated so that it will now read: "Covington is a destination community where citizens, businesses and civic leaders collaborate to preserve and foster a strong sense of unity."
- The goal that addresses downtown was changed so that it will now be: "**Town Center:** Establish Covington Town Center as a vibrant residential, commercial, educational, social, and cultural gathering place that is safe, pedestrian-friendly, well-designed, and well-maintained."

2. **BPAC Recommendations:**

Forming a Transportation Benefit District:

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

Providing Sustainable Funding for Parks:

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

Formally Thanking the BPAC Members:

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

Miscellaneous:

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

3. Capital Improvement Program Update:

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

4. Town Center and the Northern Gateway:

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

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

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

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

6. Operations:

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

OUR BIGGEST ACCOMPLISHMENTS OF 2012

As in past years, the Council cited the most important accomplishments of the previous year. By doing so, Council members provided the context and foundation for their goals and priorities during 2013. The biggest accomplishments of 2012 were:

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

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

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

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

COUNCIL ENVISIONS COVINGTON IN 5-10 YEARS

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

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

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

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

COUNCIL DISCUSSES AND AGREES ON PATH TO ADVANCE BPAC RECOMMENDATIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COUNCIL AUTHORIZES EXPLORING A DEVELOPMENT AGREEMENT FOR TOWN CENTER

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

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

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

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

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

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

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

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

COUNCIL OKS TWO OPERATIONS ITEMS

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

- Council authorized the City Manager to bring to the Council's attention at mid-year potential additions to the budget if the financial situation allows. The possible additions would be based on discussions the previous autumn during the process of approving the City's annual budget. The City Manager might bring a decision card to Council that reflects projects that the Council had been interested in but which could not be funded as part of the annual budget.

- Council agreed to institutionalize the date it meets with each of the City's Boards and Commissions (in similar fashion to the Council institutionalizing the date of its Annual Strategic Planning Summit as the last Saturday in January). Sharon Scott will bring back to the Council proposed dates for the meeting with each Board or Commission. Council members also decided that the City should work with the Board and Commission members to reexamine the missions of each body.

Session IV

Review Vision, Mission and Goals

CITY OF COVINGTON

Vision, Mission and Goals

VISION

Covington: Unmatched quality of life

MISSION

Covington is a destination community where citizens, businesses and civic leaders collaborate to preserve and foster a strong sense of unity.

GOALS

Economic Development: Encourage and support a business community that is committed to Covington for the long-term and offers diverse products and services, family wage jobs, and a healthy tax base to support public services.

Town Center: Establish Covington Town Center as a vibrant residential, commercial, educational, social, and cultural gathering place that is safe, pedestrian-friendly, well-designed, and well-maintained.

Youth and Families: Provide city services, programs and facilities such as parks and recreation and human services that emphasize and meet the needs of Covington's youth and families.

Neighborhoods: Establish and maintain neighborhoods that offer a variety of housing options that are diverse, safe, accessible, and well-designed.

Municipal Services: Plan, develop, implement, and maintain high quality capital infrastructure and services that reflect the needs of a growing community.

Customer Service: Recruit, support, and retain a professional team of employees, volunteers, and stakeholders who offer outstanding customer service, ensure stewardship of the public's money, and promote the City.



Session V

Working Together in 2014

SECTION 1. GENERAL.

These rules constitute the official rules of procedure for the Covington City Council. In all decisions arising from points of order, which are not covered by these rules, the Council shall be governed by Robert's Rules of Order (newly revised 1990 edition, ninth edition), a copy of which is maintained in the office of the Covington City Clerk. The City attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature that may arise at the Council meeting.

SECTION 2. ORGANIZATION.

A. Swearing in of New Council Members. New Council members shall be sworn in either:

1. Up to ten days prior to the day they are scheduled to assume their office; or
2. At the first meeting of the Council in January; or
3. At any other time after their term of office is scheduled to begin.

B. Election of Officers. The Council shall elect a Mayor and Mayor Pro Tem for a term of two years and organize itself at the first Council Meeting during even-numbered years (effective January 1, 2000). The term of Mayor and Mayor Pro Tem shall run from the first meeting of the Council held in January to the first meeting of the Council held in January two years later. In the temporary absence of the Mayor, the Mayor Pro Tem shall perform the duties and responsibilities of the Mayor with regard to conduct of meetings and emergency business. In the event the Mayor is unable to serve the remainder of the term, a new Mayor shall be elected at the next Regular Meeting. In the event the Mayor Pro Tem is unable to serve the remainder of the term, a new Mayor Pro Tem shall be elected at the next Regular Meeting

A supermajority vote (5) shall be required to approve a motion to remove the Mayor or Mayor Pro Tem from office for cause.

No one Council member may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second vote. The Chair will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Chair will ask again for further nominations and if there are none, the Chair will declare the nominations closed. A motion to close the nominations is not necessary. After nominations have been closed, comments take place followed by voting for Mayor in the order nominations were made. Council members will be asked for a voice vote and a raise of hands. As soon as one of the nominees receives a majority vote of the whole City Council (four votes), then the Chair will declare him/her elected. No votes will be taken on the remaining nominees. If none of the nominees receives a majority vote, the Chair will call for nominations again and repeat the process until a single candidate receives a majority vote of the whole City Council before the office of Mayor Pro Tem is opened for nominations. A tie vote results in a failed nomination.

The Council members nominating and the nominees for Mayor will have an opportunity to make public comment before voting commences.

C. Quorum. At all Council Meetings, a majority of the whole City Council (four members) shall constitute a quorum for the transaction of business, but a lesser number may recess or adjourn from time to time and may request the attendance of absent members.

D. Voting. The votes during all Council Meetings shall be conducted as follows:

Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Council member, a random roll call vote shall be taken by the Clerk (Robert's Rules of Order, Newly Revised, 1990 edition).

In case of a tie vote on any motion, the motion shall be considered lost.

All final actions on resolutions and ordinances must take place within the corporate limits of the city. Special meetings may be called by the mayor or any three members of the council by written notice delivered to each member of the council at least twenty-four hours before the time specified for the proposed meeting.

The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council.

The affirmative vote of the majority of those members present will be necessary for the adoption of any motion or other voting matter, unless otherwise specified in these Rules of Procedure but no proxy will be allowed.

Remote participation will be allowed only if prearranged and only if the Council member(s) is in communication for the entire meeting.

Each Council member shall vote on all questions put to the Council. If a Council member must recuse him or herself because of that Council member's perceived conflict of interest or an appearance of fairness on any item of business before the City Council, then that Council member shall remove him or herself from the chambers during discussion, deliberation and/or voting on that particular item of business. An abstention shall be recorded as a vote in favor of the question. A Council member's silence shall be recorded as an affirmative vote.

E. Attendance, Excused Absences. RCW 35A.12.060 provides that a Council member shall forfeit his or her office by failing to attend three consecutive Regular Meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the City Manager, City Clerk, or any Council Member prior to the meeting and state the reason for his or her inability to attend the meeting. The City Manager, City Clerk, or Council Member shall convey the message to the Council. Following roll call, the Presiding Officer shall inform the Council of the member's absence, and state the reason for such absence. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes. As a courtesy, Council members shall also notice their absence for Study Sessions in a similar manner as set forth for Regular Meetings.

F. General Decorum. While the Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disrupt any member while speaking, nor refuse to obey the orders of the Council or the Presiding Officer, except as otherwise provided in these Rules.

Any person making personal or slanderous remarks or who becomes disorderly while addressing the Council or while in the Council Chamber while the Council is in session, shall be asked to leave by the Presiding Officer.

G. Confidentiality. Pursuant to RCW 42.23.070, *Prohibited Acts*, Council members shall keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the City’s position is not compromised. Confidentiality also includes information provided to Council members outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington or under Public Disclosure Ordinance adopted by the Council.

If the Council, after Executive Session, has provided direction or consensus to City staff on proposed terms and conditions for any confidential or privileged issue, all contact with any other party shall be made by the designated City staff representative handling the issue. Council members should consult with the City Manager and/or City Attorney prior to discussing such information with anyone other than other Council members, the City Attorney, or City staff designated by the City Manager. Any Council member having any contact or discussion with any person other than those listed above on any such confidential or privileged issue shall make full disclosure to the City Manager and Council in a timely manner.

H. City Clerk. The Clerk or an authorized Deputy Clerk shall attend all Council Meetings. If the Clerk and the Deputy Clerk are absent from any Council Meeting, the City Manager shall appoint a Clerk Pro Tempore for that meeting only.

I. Attendance of Officers or Employees. Any City officer or employee shall have the duty when requested by the City Manager to attend Council Meetings and shall remain for such time as the City Manager may direct.

SECTION 3. OFFICERS.

A. Presiding Officers. The Mayor, or in his or her absence, the Mayor Pro Tem, shall be the Presiding Officer of the Council. In the absence of both the Mayor and the Mayor Pro Tem, the Council shall appoint one of the members of the Council to act as a temporary Presiding Officer.

B. Presiding Officer’s Duties. It shall be the duty of the Presiding Officer to:

- Call the meeting to order
- Keep the meeting to its order of business
- Control discussion in an orderly manner
- Every Council member who wishes an opportunity to speak must be recognized by the Chair.

- Permit audience participation at the appropriate times.
- Require all speakers to speak to the question and to observe the rules of order.
- State each motion before it is discussed and before it is voted upon.
- Put motions to a vote and announce the outcome.

C. Presiding Officer, Question or Order. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.

D. Presiding Officer, Participation. The Presiding Officer may at his or her discretion call the Mayor Pro Tem or, in his or her absence, any member to take the chair so the Presiding Officer may make a motion or for other good cause yield the Chair.

E. Request for Written Motion. Motions shall be reduced to writing when required by the Presiding Officer of the Council or any member of the Council. All resolutions and ordinances shall be in writing.

SECTION 4. DUTIES AND PRIVILEGES OF COUNCIL MEMBERS.

A. Forms of Address. The Mayor shall be addressed as “Mayor (surname),” “Your Honor,” or Mr./Madam Mayor. Members of the Council shall be addressed according to their preference as “Councilmember (surname),” Councilor (surname),” or Mr./Mrs./Miss/Ms. (surname).

B. Seating Arrangement at Regular Meetings. The Mayor shall sit at the center of the Council, and the mayor Pro Tem shall sit adjacent to the Mayor. Other Council members are to be seated in a manner acceptable to the Council. If there is a dispute, seating shall be in position order.

C. Dissents and Protests. Any Council member shall have the right to express dissent from or protest against any ordinance or resolution of the Council and have the reason therefore entered in the minutes.

SECTION 5. CITY ADVISORY COMMITTEES.

A. Establishment of Advisory Bodies. The City of Covington’s Commissions, committees, and task forces provide an invaluable service to the City. Their advice on a wide variety of subjects aids the Council in the decision-making process. Effective citizen participation is an invaluable tool for local government.

All City Advisory Committees are advisory to the City Council and are not authorized to take independent action representing the city with other agencies or bodies.

These advisory bodies may be established by City Resolution or Ordinance if required by state statute.

The enacting resolution will set forth the size of each advisory group, which will be related to its duties and responsibilities, the term of office of its members; a statement of its purpose and function; and time lines, if relevant to the scope of work.

All Advisory Committee Meetings shall comply with the requirements of the Open Meetings Act (RCW Section 42.30).

The Council may dissolve any advisory body that, in their opinion, has completed its working function or for any other reason.

B. Appointment to Advisory Bodies. Vacancies shall be advertised unless otherwise directed by the City Council so that any interested citizen may submit an application. Applicants are urged to be citizens of the City of Covington, but applications from residents living outside of the corporate boundaries may be considered if authorized by the resolution or ordinance establishing the advisory body.

Appointments to advisory bodies will be made by the City Council during a regularly scheduled meeting. The Council shall interview applicants for reappointments unless otherwise determined by the City Council. Every effort shall be made to interview each applicant except when an applicant lacks the basic qualifications as set forth in the applicable resolution or ordinance or when the gross number of applicants is so large as to be an undue burden on the Council's schedule.

Newly appointed members will receive a briefing by the Commission, Committee, or Task Force Chairperson and/or City staff regarding duties and responsibilities of the members of the advisory body.

C. Removal of Appointees. Appointees to advisory bodies may be removed prior to the expiration of their term of office by a supermajority vote of the City Council.

D. Exit Interviews. The Council shall annually appoint a subcommittee of three or fewer Council members to conduct exit interviews of all departing members of Council-appointed advisory bodies. The City Clerk shall endeavor to schedule exit interviews prior to regular City Council meetings. The City Clerk shall prepare and maintain standard questions for the committee's use.

SECTION 6. COUNCIL COMMITTEES/APPOINTMENTS.

A. Council Committees. Council committees are policy review and discussion arms of the City Council. Committees may study issues and develop recommendations for consideration by the City Council. Committees may not take binding action on behalf of the City.

The City Council may meet for study or special project purposes as a Committee of the Whole or may establish Council subcommittees with three or fewer members.

Council Committee structure shall be as determined by the City Council and may include:

Council Committee of the Whole – (Seven Council members)

Council Committees – Standing Committees established for special purposes, tasks, or time frames (three or fewer Council members)

Subcommittees of the City Council – Ad hoc and informal working or study group (three or fewer Council members)

Council Member Appointments – to task teams or City advisory boards, commissions and committees (three or fewer Council members)

Liaison/Representative Appointments – to other advisory bodies or groups.

All Council Committee Meetings shall comply with the requirements of the Open Meetings Act (RCW Section 42.30).

SECTION 7. MEETINGS.

The Mayor, or in the absence of the Mayor the Mayor Pro Tem, or any three members of Council may schedule or cancel a meeting, subject to the notice and call requirements prescribed by State Law or City Ordinance or rule.

All Council Meetings shall comply with the requirements of the Open Public Meetings Act (RCW Section 42.30). All Regular Meetings, Special Meetings and Study Sessions of the Council shall be open to the public.

The City Manager, or his or her designee, shall attend all meetings of the City Council including Regular Meetings, Special Meetings, Study Sessions, and Executive Sessions, except if council meets in Executive Session with the City Attorney on matters of potential conflict for the City Manager.

A. Council Meetings. The Council shall hold Regular Meetings on the second and fourth Tuesday of each month. The Council will not hold meetings on any other day of the month, unless otherwise noticed. All meetings will begin at 7:00 p.m., unless otherwise noticed. If an Executive Session is scheduled, it will be held at the end of the agenda distributed, unless otherwise noticed. Should any meeting occur on a legal holiday, the meeting shall be held at the same hour and place on the following business day. Should any meeting occur on a general or primary election day, or special election called within the City of Covington, the meeting shall be held at the same hour and place on the following business day.

B. Special Meetings. Special Meetings may be held by the Council.

C. Executive Sessions. The Council may hold Executive Sessions, from which the public may be excluded, for those purposes set forth in Chapter 42.30.110 RCW.

Before convening to an Executive Session, the Presiding Officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. No formal action or decision of the Council may be taken in Executive Session.

D. Annual Strategic Planning Summit. The Annual Strategic Planning Summit shall be held on the last Saturday in January of each year.

E. Emergency Meetings. If at any time there is a need for expedited action by the City Council to meet an emergency situation, the Council may hold an Emergency Meeting and the noticing requirements of Chapter 42 RCW or City Ordinance or rule may be waived.

F. Adjournment. Regular and Special Meetings shall adjourn at or before 10:00 p.m.; Study Sessions shall adjourn at or before 10:00 p.m. The adjournment times established hereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. During regular and special meetings, any Council member may call for a “Point of Order” at 9:30 p.m. to review agenda priorities.

G. Meeting Place. Council Meetings will be at a time and place as Council directs, except that Regular and/or Special meetings at which final actions on resolutions and ordinance will take place shall always be held within the boundaries of the City of Covington.

H. Public Notice. The City shall comply with the provisions of RCW 35A.12.160.

SECTION 8. COUNCIL ORDER OF BUSINESS.

A. Order of Business for Regular Meetings.

The suggested order of business for each Regular Meeting should be as follows:

- Regular Session
- Call to Order
- Roll Call, Flag Salute
- Approval of Agenda
- Public Communication
- Public Comment
- Approve Consent Agenda:
 - Approval of Minutes of Previous Meetings and Approval of Payroll/Claims
- Reports of Commissions
- Public Hearing
- Continued Business
- New Business
- Council/Staff Comments
- Public Comment
- Executive Session
- Adjournment

The suggested order of business for each Study Session should be as follows:

- Study Session
- Call to Order

Roll Call, Flag Salute
Approval of Agenda
Public Comment
Discussion
Public Comment
Executive Session
Adjournment

B. Council Agenda. Pursuant to the authorities specified in RCW 35A.13.080, the City Manager shall set the Council agenda for the meeting, following the suggested order of business listed in Section 8.A whenever practical. When necessary, the Mayor or other Council member, with the consent of the Council, may change the order of business. No legislative item not on the agenda shall be voted upon; a motion to suspend the rules would be necessary to add a legislative item to the agenda, in order to facilitate a vote on a legislative item not listed in the published agenda.

SECTION 9. CONDUCT OF BUSINESS.

A. Public Comment. During meetings of the Council, public comments will be invited during the Public Comment portion(s) of the agenda. The public is also invited to provide written comment on any non-quasi-judicial or legislative matter. It is encouraged that such written comments be filed with the City Clerk by Noon of the Thursday preceding the meeting. If written comments are given at the meeting, the presenter should provide seventeen copies for the Council and staff.

In addition, public oral testimony may be taken on other non-quasi-judicial or legislative matters as they arise during the course of the meeting agenda. However, once a motion is pending, debate is limited to Council members and no further public comment will be taken, unless a Council member requests further testimony.

Public comments should be limited to no more than four minutes per person. No person may donate time to another person. If additional time is needed, a person may request that the Council place an item on a future agenda as time allows.

B. Identification of Speakers. Persons testifying shall identify themselves for the record as to name, address, and organization.

C. Instructions for Speakers. An instruction notice and/or sign up sheet will be provided at the entrance to the Council chambers. Speakers will be advised by the Mayor that their testimony is being recorded. Persons testifying should address their comments to the City Council, not the audience or the staff.

D. Addressing Council Outside of a Public Hearing or Public Comments. No person shall be allowed to address the Council while it is in session without the recognition of the Presiding Officer.

SECTION 10. CONSENT CALENDAR.

The City Manager in consultation with the Presiding Officer, shall place matters on the Consent Calendar which: (a) have been previously discussed or policies have been set by the Council, or (b) based on the information delivered to members of the Council, by the administration, can be reviewed by a Council member without further explanation, or (c) are so routine or technical in nature that passage is likely. Ordinances, Resolutions, and Motions are all eligible to be placed on the Consent Calendar.

The motion to adopt the Consent Calendar shall be non-debatable and have the effect of moving to adopt all items on the Consent Calendar. Since adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or a future Council Meeting.

SECTION 11. PUBLIC HEARINGS.

The Public Hearing is a formal opportunity for citizens to give their views for consideration in the legislative or policy-decision-making process. In addition, public hearings are required on quasi-judicial actions, which determine the legal rights, duties, or privileges of specific parties. The following rules shall be observed during public hearings:

Legislative/Information Gathering Public Hearings:

A. Open Public Hearing – The Mayor will open the public hearing.

- Staff Presentation – For an initial presentation of background information from a City Department, a City Board, Commission, or Committee, no more than 20 minutes will be allowed, unless authorized by the Presiding Officer.
- Citizen Comments – Comments will be limited to four minutes. Any individual or group may request of the Council additional time to speak if such request is submitted in writing no later than the day prior to the subject meeting. Such request shall be subject to Council approval. The Presiding Officer may allow additional time for receipt of written testimony, when needed.
- Staff Comments – Additional staff comments may be requested by Council following citizen comments.
- Close Public Hearing – At the conclusion of Citizen or Staff Comments, the Presiding Officer will close the public hearing.
- Council Deliberation.
- Council Action
- Timekeeper – The City Clerk shall be the timekeeper.

B. Quasi-Judicial Public Hearings:

No Public oral testimony shall be given on quasi-judicial matters outside of a public hearing except on matters of procedure. If a quasi-judicial hearing is on the agenda, the public will be informed by the City Attorney as to what state law permits as to public comments. In addition, quasi-judicial hearings will be conducted in conformance to procedures outlined in other City ordinances such as the Hearings Examiner Ordinance and the Ordinance Adopting New Administrative Procedures for the Processing of Project Permit Applications as Required by the Regulatory Reform Act.

SECTION 12. AGENDA PREPARATION.

The City Manager shall direct the City Clerk to prepare a preliminary agenda for each Council meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council.

An item for a Council meeting may be placed on the preliminary agenda for consideration by one of the following methods:

A majority vote by the Council;

Council consensus;

By any three Council members in writing or with phone confirmation, no later than Noon on the Wednesday before a Regular Meeting. The name of the requesting Council members will be set forth on the agenda;

By the City Manager;

Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.

Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

SECTION 13. EFFECT/WAIVER OF RULES.

It is the intent of the City Council that council procedures be periodically reviewed as needed, but no less than every two years. Accordingly, Council procedures should be considered in the month of January of every even-numbered year, and may be considered at any other time that Council shall choose to review them.

These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act. The City Council may, by a two-thirds vote of those

members present and voting, determine to temporarily waive any of the provisions herein. A two-thirds vote is five of seven votes, four of six votes, four of five votes and three of four votes.

(Revised: February 8, 2000; July 9, 2002; January 21, 2003; March 14, 2006; February 12, 2008, May 12, 2009, February 9, 2010 and July 23, 2013.)

Session VI

Funding the Council's Priorities

CITY OF COVINGTON
GENERAL FUND LONG RANGE FORECAST
 2013-2019 Analysis in 000s
 BASE BUDGET

	2013	2014	2015	2016	2017	2018	2019
BEGINNING FUND BALANCE	\$ 3,507	\$ 3,786	\$ 3,813	\$ 4,198	\$ 4,874	\$ 5,668	\$ 6,490
REVENUES							
Sales Tax ¹	\$ 2,825	\$ 2,946	\$ 3,046	\$ 3,168	\$ 3,295	\$ 3,426	\$ 3,563
Property Tax	2,320	2,427	2,500	2,575	2,652	2,732	2,814
Utility Tax ²	2,065	2,080	2,143	2,207	2,273	2,341	2,411
Local Criminal Justice	365	365	380	395	411	427	444
Licenses & Permits	38	75	75	75	75	75	75
Intergovernmental Revenue	300	284	293	302	311	320	330
Charges for Services	212	110	114	117	121	124	128
Fines & Forfeitures	120	157	164	173	181	190	200
Miscellaneous	77	56	58	60	62	64	65
Interfund Payment	380	434	455	478	502	527	553
Operating Transfer In ³	60	36	36	36	36	36	36
BASE BUDGET REVENUES	8,763	8,971	9,264	9,585	9,918	10,263	10,620
EXPENDITURES							
Salaries and Wages	1,359	1,418	1,475	1,534	1,595	1,659	1,725
Personnel Benefits	492	504	542	583	627	674	724
Supplies	59	70	63	65	67	69	71
Other Services and Charges	1,658	1,541	1,416	1,458	1,502	1,547	1,594
Intergovernmental	3,665	3,893	4,029	4,170	4,316	4,468	4,624
Capital Outlay	55	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Interfund Payment for Services	-	-	-	-	-	-	-
Central Services Cost Allocation	(416)	(441)	(463)	(487)	(511)	(536)	(563)
Operating Transfer Out less debt service transfer ⁴	667	851	731	750	780	811	844
BASE BUDGET EXPENDITURES	7,539	7,836	7,793	8,074	8,377	8,691	9,019
Operating Surplus/Deficit by Year	\$ 1,224	\$ 1,135	\$ 1,471	\$ 1,511	\$ 1,542	\$ 1,572	\$ 1,602
OTHER FINANCING USES							
Decision Cards	-	-	-	-	-	-	-
Budget Strategies	-	-	-	-	-	-	-
Debt Service Transfer	608	771	749	751	748	749	746
TOTAL OTHER FINANCING USES	608	771	749	751	748	749	746
Annual Surplus/Deficit	\$ 616	\$ 365	\$ 722	\$ 760	\$ 793	\$ 823	\$ 856
TOTAL USES	\$ 8,147	\$ 8,606	\$ 8,542	\$ 8,825	\$ 9,125	\$ 9,440	\$ 9,764
One-time Costco payout	337	337	337	84	-	-	-
Sources over Uses	\$ 279	\$ 28	\$ 385	\$ 676	\$ 793	\$ 823	\$ 856
TOTAL ENDING FUND BALANCE	3,786	3,813	4,198	\$ 4,874	\$ 5,668	\$ 6,490	\$ 7,346
Cumulative net amount available for debt service.	\$ 2,445	\$ 1,837	\$ 1,066	\$ 751	\$ 748	\$ 749	\$ 746
Amount transferred to the debt service fund.	\$ 608	\$ 771	\$ 749	\$ 751	\$ 748	\$ 749	\$ 746
Remainder of debt service reserve.	\$ 1,837	\$ 1,066	\$ 317	\$ (0)	\$ (0)	\$ (0)	\$ (0)
COSTCO RESERVE	\$ 565	\$ 421	\$ 84	\$ 0	\$ -	\$ -	\$ -
REPUBLIC SERVICES RESERVE	\$ 38	\$ 113	\$ 188	\$ 263	\$ 338	\$ 413	\$ 488
UNRESERVED FUND BALANCE	\$ 1,346	\$ 2,213	\$ 3,610	\$ 4,612	\$ 5,330	\$ 6,078	\$ 6,859
TOTAL ENDING FUND BALANCE	\$ 3,786	\$ 3,813	\$ 4,198	\$ 4,874	\$ 5,668	\$ 6,490	\$ 7,346
10% fund balance target	\$ 687	\$ 698	\$ 706	\$ 732	\$ 760	\$ 842	\$ 874
Fund balance policy	Meets 10%						
Margin above/below the 10% threshold	\$ 3,098	\$ 3,115	\$ 3,492	\$ 4,142	\$ 4,908	\$ 5,648	\$ 6,472

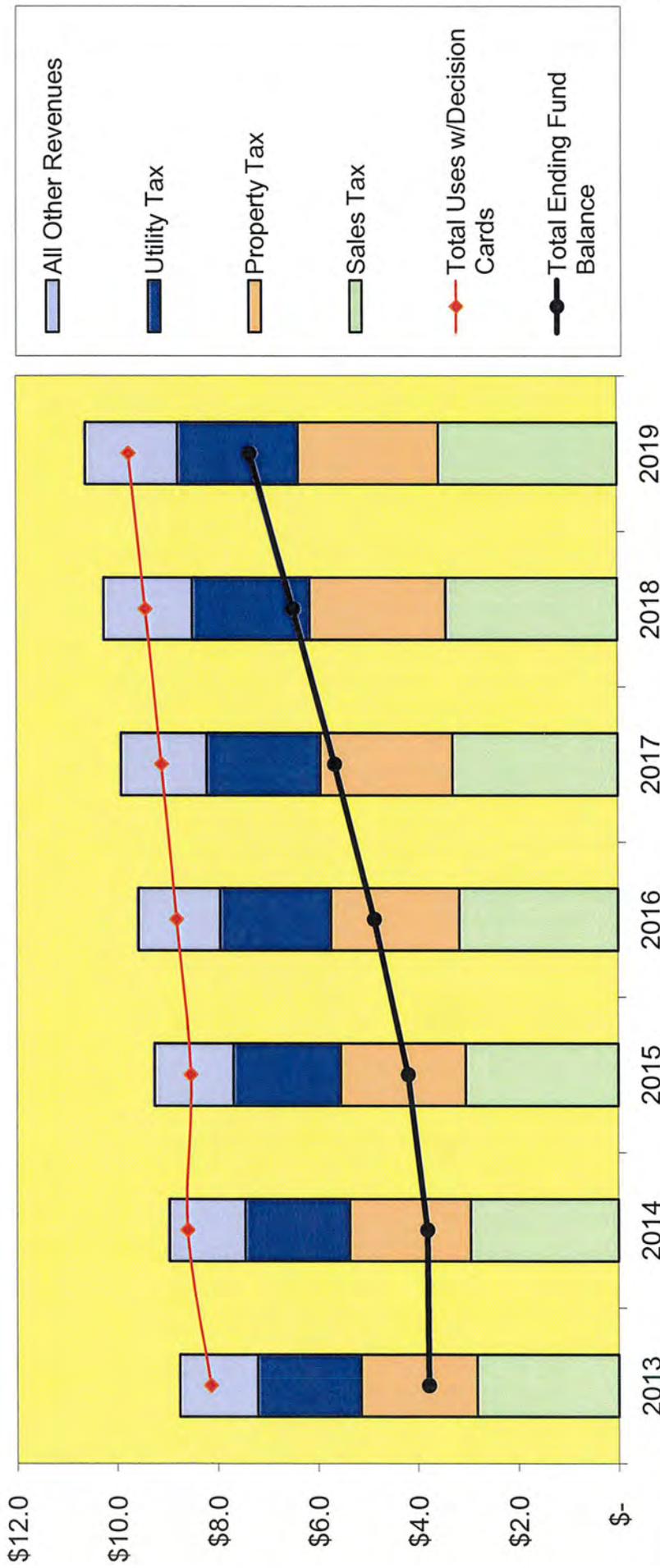
Notes:

- 1) This worksheet makes no assumptions as to new programs and decision cards past 2014 other than ongoing costs.
- 2) Decision cards and budget strategies were moved into their respective line items where they accrue at different inflation rates. This creates a slightly different bottom line in future years.

Footnotes:

- ¹ Sales tax is allocated at 84% of forecasted revenues to the General Fund and 16% to the Parks Fund.
- ² This represents gross receipts for utility tax collections. Transfers are made to other funds.
- ³ This transfer is from the LID Fund.
- ⁴ Operating transfers go to Streets, Parks, and Long-Term Debt.

General Fund Operations

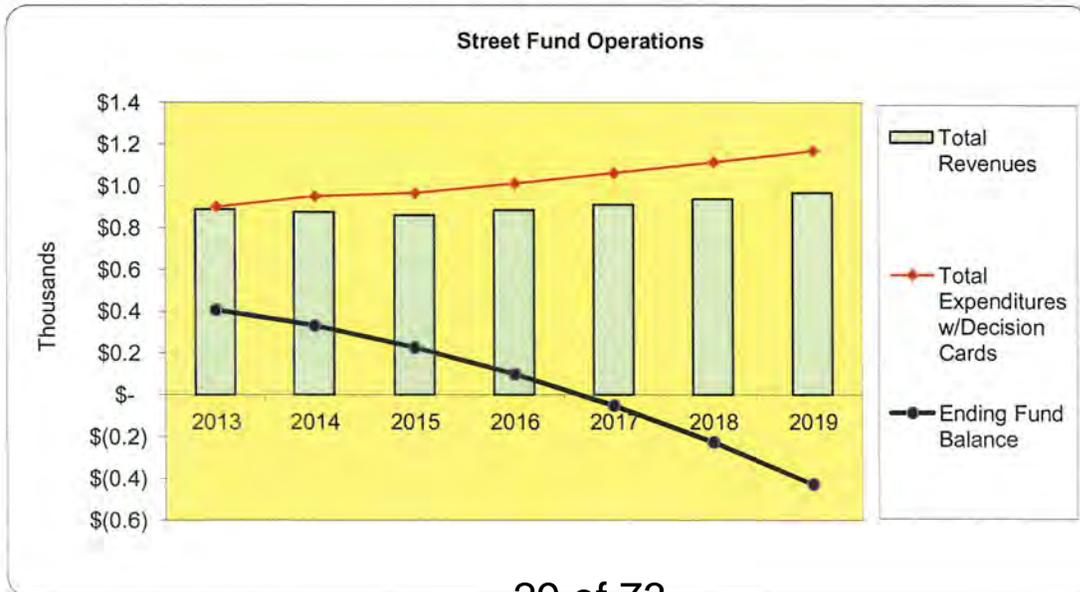


CITY OF COVINGTON
STREET FUND LONG RANGE FORECAST
 2013-2019 Analysis in 000s
 BASE BUDGET

	2013	2014	2015	2016	2017	2018	2019
BEGINNING FUND BALANCE	\$ 417	\$ 406	\$ 331	\$ 226	\$ 99	\$ (51)	\$ (226)
REVENUES							
Licenses and Permits	\$ 257	\$ 220	\$ 226	\$ 231	\$ 237	\$ 243	\$ 249
Street Fuel Tax	371	369	388	407	427	449	471
Intergovernmental Revenues	-	-	-	-	-	-	-
Charges for Goods and Services	14	6	-	-	-	-	-
Miscellaneous	1	0	0	0	0	0	0
BASE BUDGET SUBTOTAL	643	596	614	639	665	692	721
Operating Transfers In	246	279	246	246	246	246	246
Insurance Recoveries	-	-	-	-	-	-	-
TOTAL REVENUES	890	875	860	885	911	938	967
EXPENDITURES							
Salaries and Wages	304	309	322	335	348	362	376
Personnel Benefits	115	120	129	139	150	161	173
Supplies	55	60	61	63	65	67	69
Other Services and Charges	331	330	347	364	383	402	422
Intergovernmental	93	101	106	111	116	122	128
Capital Outlay	-	30	-	-	-	-	-
Debt Service: Principal	-	-	-	-	-	-	-
Interfund Payment for Services	-	-	-	-	-	-	-
Operating Transfer Out	2	-	-	-	-	-	-
BASE BUDGET SUBTOTAL	901	950	965	1,012	1,062	1,114	1,168
Decision Cards	-	-	-	-	-	-	-
Budget Strategies	-	-	-	-	-	-	-
TOTAL EXPENDITURES	901	950	965	1,012	1,062	1,114	1,168
Operating Surplus/Deficit by Year	\$ (11)	\$ (75)	\$ (105)	\$ (127)	\$ (150)	\$ (175)	\$ (201)
ENDING FUND BALANCE	406	331	226	99	(51)	(226)	(428)
10% fund balance target	\$ 90	\$ 95	\$ 97	\$ 101	\$ 106	\$ 111	\$ 117
Fund balance policy	Meets 10%	Meets 10%	Meets 10%	Under 10%	Under 10%	Under 10%	Under 10%
Margin above/below the 10% threshold	\$ 317	\$ 236	\$ 130	\$ (2)	\$ (157)	\$ (338)	\$ (544)

Notes:

1) This worksheet makes no assumptions as to new programs and decision cards past 2014 other than ongoing costs.



CITY OF COVINGTON DEVELOPMENT SERVICES FUND LONG RANGE FORECAST

2013-2019 Analysis in 000s
BASE BUDGET

	2013	2014	2015	2016	2017	2018	2019
BEGINNING FUND BALANCE	\$ 2,016	\$ 1,834					
REVENUES							
Licenses & Permits	\$ 547	\$ 325					
Intergovernmental Revenues	-	-					
Charges for Goods & Services	297	620					
Miscellaneous Revenues	1	1					
Operating Transfer In	-	-					
TOTAL REVENUES¹	846	946					
EXPENDITURES							
Salaries and Wages	504	477					
Personnel Benefits	160	171					
Supplies	4	8					
Other Services and Charges	307	358					
Intergovernmental	54	61					
Other Financing	-	-					
Interfund Payment for Services	-	-					
BASE EXPENDITURES	1,028	1,075					
Decision Cards	-	-					
TOTAL EXPENDITURES	1,028	1,075					
Operating Surplus/Deficit by Year	(183)	(128)	-	-	-	-	-
Operating Transfer	-	-	-	-	-	-	-
Ending Fund Balance	\$ 1,834	\$ 1,705	\$ -				
Fund balance target	\$ 127	\$ 142	-	-	-	-	-
Fund balance policy	Meets 10%	Meets 10%	Meets 10%	Meets 10%	Meets 10%	Meets 10%	Meets 10%
Margin above/below the 10% threshold	\$ 1,707	\$ 1,563	-	-	-	-	-

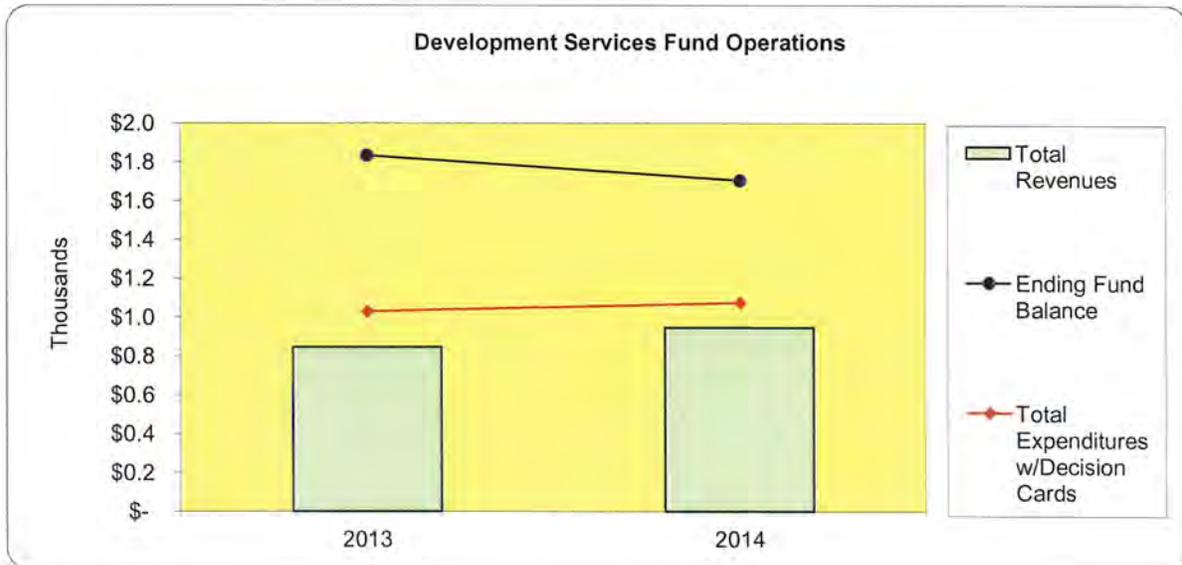
Due to the nature of Development Services being a working capital fund where projects cross years and the source of revenue is based solidly on economic cycles, accurate forecasting becomes speculative beyond 2014.

Notes:

1) This worksheet makes no assumptions as to new programs and decision cards past 2014 other than ongoing costs.

Footnotes:

¹ Reflects all revenues related to Development Review.



CITY OF COVINGTON PARKS & RECREATION SERVICES FUND LONG RANGE FORECAST

2013-2019 Analysis in 000s
BASE BUDGET

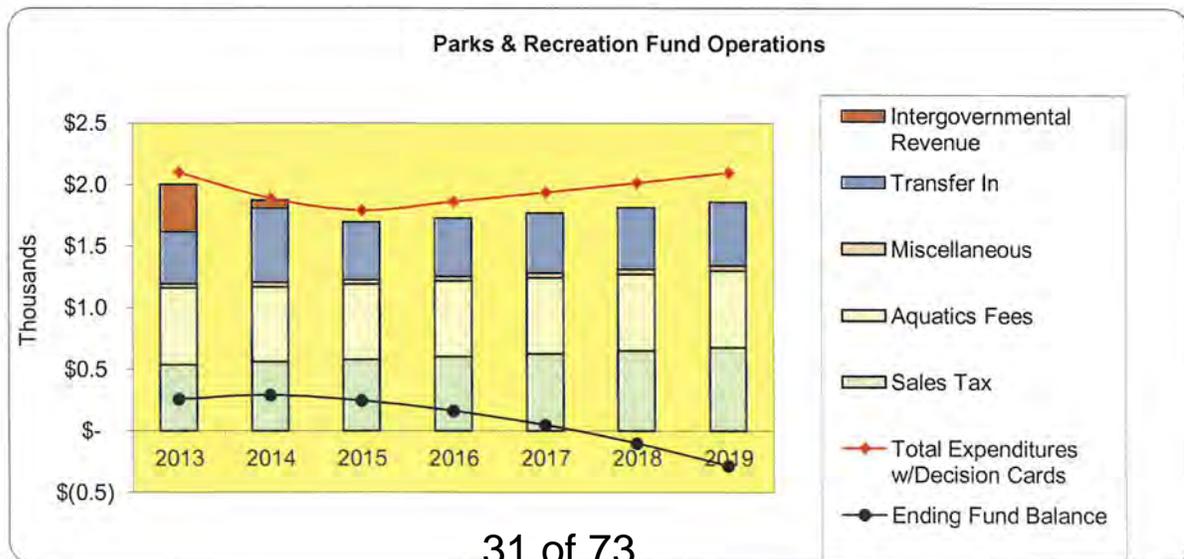
	2013	2014	2015	2016	2017	2018	2019
BEGINNING FUND BALANCE	322	258	291	246	162	47	(101)
REVENUES							
Sales Tax ¹	\$ 538	\$ 561	\$ 580	\$ 603	\$ 628	\$ 653	\$ 679
Intergovernmental Revenues	387	64	-	-	-	-	-
Charges for Goods and Services	-	-	-	-	-	-	-
Aquatics Fees	623	609	613	616	619	622	625
Athletics & Recreation	30	46	48	49	50	52	53
Miscellaneous	36	36	37	38	40	41	42
Other Financing Sources	-	-	-	-	-	-	-
BASE BUDGET SUBTOTAL	<u>1,615</u>	<u>1,317</u>	<u>1,278</u>	<u>1,306</u>	<u>1,336</u>	<u>1,367</u>	<u>1,399</u>
Operating Transfers In	421	604	468	473	487	502	517
TOTAL REVENUES	<u>2,035</u>	<u>1,922</u>	<u>1,746</u>	<u>1,779</u>	<u>1,823</u>	<u>1,869</u>	<u>1,916</u>
EXPENDITURES							
Salaries and Wages	766	834	812	844	878	913	949
Personnel Benefits	261	233	247	265	285	307	330
Supplies	101	89	91	94	97	99	102
Other Services and Charges	864	677	609	628	647	666	686
Intergovernmental	4	4	4	4	4	4	4
Capital Outlay	11	23	-	-	-	-	-
Operating Transfer	92	27	27	27	27	27	27
BASE BUDGET SUBTOTAL	<u>2,099</u>	<u>1,889</u>	<u>1,791</u>	<u>1,863</u>	<u>1,938</u>	<u>2,017</u>	<u>2,099</u>
Decision Cards	-	-	-	-	-	-	-
Budget Strategies	-	-	-	-	-	-	-
TOTAL EXPENDITURES	<u>2,099</u>	<u>1,889</u>	<u>1,791</u>	<u>1,863</u>	<u>1,938</u>	<u>2,017</u>	<u>2,099</u>
Operating Surplus/Deficit by Year	(64)	33	(45)	(84)	(115)	(148)	(184)
ENDING FUND BALANCE	258	291	246	162	47	(101)	(284)
10% fund balance target	\$ 210	\$ 189	\$ 179	\$ 186	\$ 194	\$ 202	\$ 210
Fund balance policy	Meets 10%	Meets 10%	Meets 10%	Under 10%	Under 10%	Under 10%	Under 10%
Margin above/below the 10% threshold	\$ 48	\$ 102	\$ 67	\$ (24)	\$ (146)	\$ (302)	\$ (494)

Notes:

1) This worksheet makes no assumptions as to new programs and decision cards past 2014 other than ongoing costs.

Footnotes:

¹ Sales tax is allocated at 84% of forecasted revenues to the General Fund and 16% to the Parks Fund.



CITY OF COVINGTON

SURFACE WATER MANAGEMENT FUND LONG RANGE FORECAST

2013-2019 Analysis in 000s
BASE BUDGET

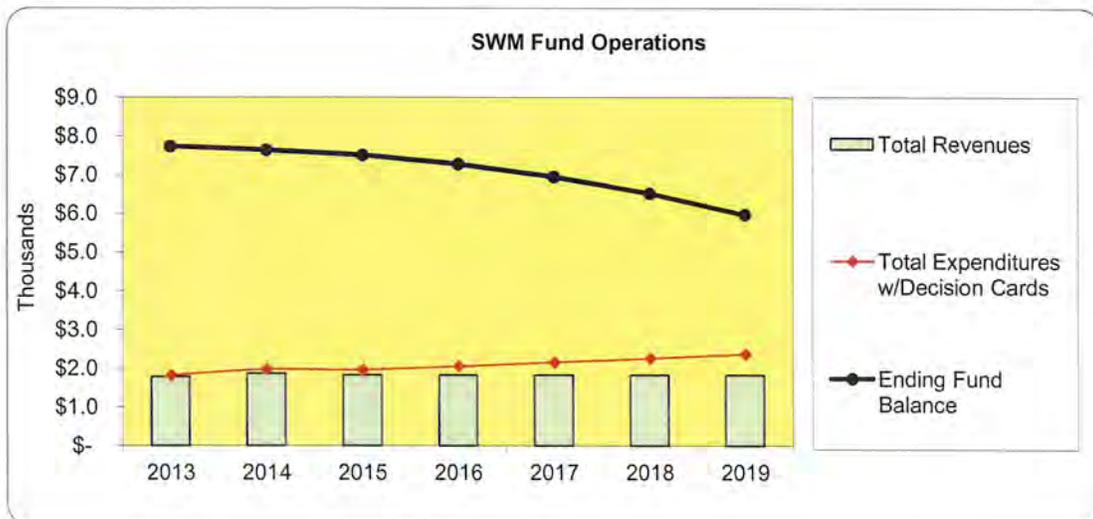
	2013	2014	2015	2016	2017	2018	2019
BEGINNING FUND BALANCE	\$ 7,766	\$ 7,737	\$ 7,641	\$ 7,508	\$ 7,279	\$ 6,950	\$ 6,514
REVENUES							
Customer Charges ¹	\$ 1,776	\$ 1,811	\$ 1,811	\$ 1,811	\$ 1,811	\$ 1,811	\$ 1,811
Grant Revenue	7	49	-	-	-	-	-
Misc	4	10	10	10	10	11	11
TOTAL REVENUES	1,786	1,869	1,820	1,821	1,821	1,821	1,822
Transfers In	-	-	-	-	-	-	-
TOTAL SOURCES	1,786	1,869	1,820	1,821	1,821	1,821	1,822
EXPENDITURES							
Salaries and Wages	517	592	583	606	630	656	682
Personnel Benefits	200	218	229	247	265	285	306
Supplies	37	52	54	57	59	62	65
Other Services and Charges	825	959	999	1,049	1,101	1,156	1,214
Intergovernmental	139	53	55	58	61	64	67
Capital Outlay	26	60	-	-	-	-	-
Debt Service: Principal	-	-	-	-	-	-	-
Debt Service: Interest	33	33	33	33	33	33	33
Transfer Out	36	-	-	-	-	-	-
BASE BUDGET TOTAL	1,814	1,966	1,953	2,049	2,150	2,256	2,368
Decision Card	-	-	-	-	-	-	-
Budget Strategies	-	-	-	-	-	-	-
TOTAL EXPENDITURES	1,814	1,966	1,953	2,049	2,150	2,256	2,368
Operating Surplus/Deficit by Year	(28)	(97)	(133)	(229)	(329)	(435)	(547)
ENDING FUND BALANCE	7,737	7,641	7,508	7,279	6,950	6,514	5,968
10% fund balance target	\$ 175	\$ 193	\$ 192	\$ 202	\$ 212	\$ 222	\$ 234
Meets 10%	Meets 10%	Meets 10%	Meets 10%	Meets 10%	Meets 10%	Meets 10%	Meets 10%
Margin above the 10% threshold	\$ 7,563	\$ 7,447	\$ 7,316	\$ 7,077	\$ 6,738	\$ 6,292	\$ 5,734

Notes:

1) This worksheet makes no assumptions as to new programs and decision cards past 2014 other than ongoing costs.

Footnotes:

¹ This reflects ongoing 0% increases.



City of Covington
2014-2019 6 Year TIP
Project Descriptions

Capital Improvement Project Priorities

1. **CIP 1127 SE 272nd Street between Jenkins Creek and 185th Place SE**

This project is to widen and reconstruct a portion of SE 272nd Street between Jenkins Creek and 185th Place SE. This project will include the crossing of Jenkins Creek with a new structure for the stream, widening the street from 2-lanes to 5-lanes including curb and gutter, 8' sidewalks, access control features, landscaping and provisions for u-turns.



2. **CIP 1028 SE 240th Street, 196th Ave SE and SE Wax Road Overlay**

This project will overlay SE 240th Street from 180th Ave SE to 196th Avenue SE, 196th Avenue SE from SE 240th Street to SE Wax Road and SE Wax Road from 193rd Avenue SE to 196th Avenue SE. This project is fully funded and scheduled to be completed in the late summer of 2013.



3. **CIP 1029 Citywide Intersection Safety Project – 10 Locations**

This project is part of the WSDOT City Safety Program that is focused on intersection safety. The project will do safety improvements to 10 locations throughout the city. These improvements vary at each location but may include rechannelization, adding warning beacons and pavement markings; improving sight distance, and crosswalks; upgrading signs, sidewalks and ADA access points. The intersections are SE 272nd Street / 168th Place SE, SE 272nd Street / 172nd Place SE, 168th Place SE / 169th Place SE, SE 270th Place / 174th Avenue SE, SE 256th Street / 180th Avenue SE, SE 267th Street / 192nd Avenue SE, SE 261st Street / 180th Avenue SE, SE 268th Street / 164th Avenue SE, SE Wax Road / 180th Ave SE and SE 256th / 170th Ave. SE. This project is fully funded and scheduled to be completed in 2014.



City of Covington
2014-2019 6 Year TIP
Project Descriptions

4. **CIP 1057 156th Avenue SE between SE 272nd Street and SE 261st Place**

This project will design and construct the pavement rehabilitation of 156th Avenue SE in the vicinity of SE 272nd Street and the vicinity of SE 261st Place. There is no widening associated with this project. The project will consist of pulverizing the existing roadway and overlaying with new asphalt. ADA ramps will be upgraded as warranted.



5. **CIP 1014 Jenkins Creek Park between SE 267th Place and SE 268th Street**

This is a non-motorized transportation project that will construct a multiuse trail between SE 267th Place and SE 268th Street through Jenkins Creek Park. This project will replace the pedestrian bridge that was washed out from a storm and once again connect neighborhoods to Jenkins Creek Elementary as well as provide ADA and bike access to and from the downtown core.



6. **Town Center Economic Impact & Infrastructure Cost Study**

This study will determine the town center concept's economic impact (including job creation and tax revenue generation) and infrastructure costs. The information will position the city to seek the grants necessary to fund town center infrastructure and catalyze private investment.



7. **CIP 1128 SE 272nd Street between 185th Place SE and 192nd Avenue SE**

This project is to widen and reconstruct a portion of SE 272nd Street between 185th Place SE and 192nd Avenue SE. This project will widen the street from 2-lanes to 5-lanes including curb and gutter, 8' sidewalks, access control features, landscaping and provisions for u-turns.



City of Covington
2014-2019 6 Year TIP
Project Descriptions

8. **CIP 1124 185th Place SE Extension - Wax Road/180th Ave SE to SE 272nd Street**

This project connects SE Wax Road/180th Avenue SE to SE 272nd Street via a new route and alignment designated as 185th Place SE. The street section will consist of a 3-lane urban arterial standard with curb, gutter and 8' sidewalks, landscaping strips, illumination and stormwater infrastructure. The project will also include crossing Jenkins Creek. The actual route and alignment will be determined during design.



9. **CIP 1063 SE 272nd Street between 160th Avenue SE and 164th Avenue SE**

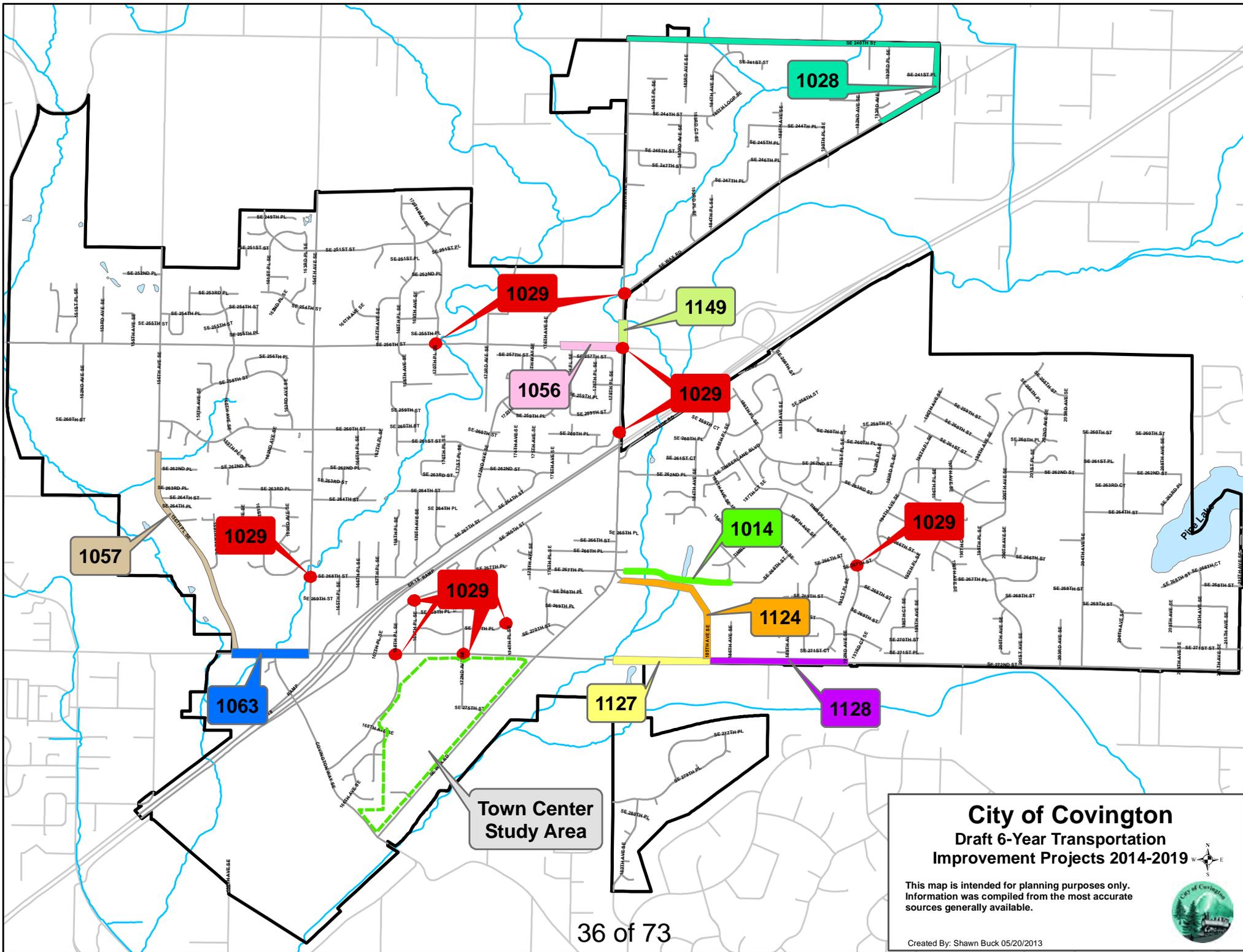
This project provides for design and future construction of additional turn lanes, channelization, and signal modifications. Widening SE 272nd Street will require modifications to the existing stream crossing at the intersection. Project length is 800 feet. Construct street section consistent with the existing SR 516 section including illumination, landscaping, 10' wide sidewalks with street trees in planting wells.



10. **CIP 1056 SE 256th Street between 172nd Avenue SE and 180th Avenue SE**
CIP 1149 180th Avenue SE between SE 256th Street and SE Wax Road (N)

Portions of these two larger CIP projects (see map) are being combined to provide improvements adjacent to the new fire station at SE 256th Street and 180th Avenue SE. The improvements will include widening the north side of SE 256th Street from 180th Avenue SE to 176th Avenue SE to match the section at 168th Avenue SE. The frontage along 180th Avenue SE will be widened from the intersection to Crestwood Elementary School.





Town Center
Study Area

City of Covington
Draft 6-Year Transportation
Improvement Projects 2014-2019

This map is intended for planning purposes only. Information was compiled from the most accurate sources generally available.



Created By: Shawn Buck 05/20/2013

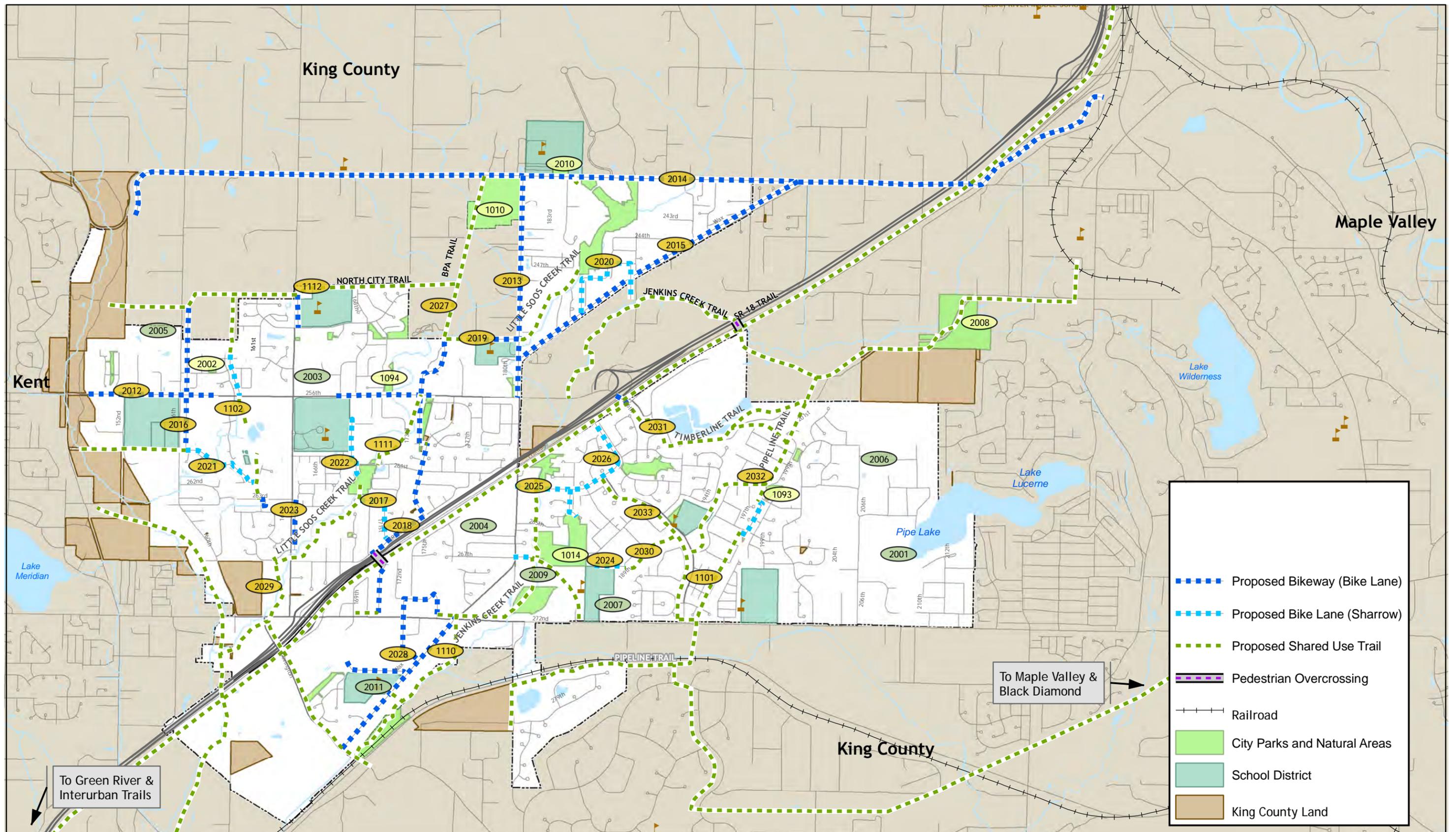
CITY OF COVINGTON											
2014 to 2019 Transportation Improvement Program											
Summary					Expenditure Schedule in Thousands						
Priority	City CIP #, Project Name, Termini, Major Class of Work	Phase	Funded	Funds	1	2	3	4	5	6	
					2014	2015	2016	2017	2018	2019	
1	1127, SE 272nd Street (SR 516) Jenkins Creek to 185th Place SE Widen to 5 lanes & reconstruct, Sidewalks, New stream crossing	Dgn	XX	0							
		R-o-W	XX	1,194	1,194						
		Const		11,785		11,785					
		Total Cost		12,979	1,194	11,785	0	0	0	0	
2	1028, SE 240th Street, 196th Ave SE and SE Wax Road SE 240th (180th - 196th), 196th (240th - Wax) & SE Wax (193rd - 196th) Overlay existing roadways	Dgn	XX	70							
		R-o-W	N/A								
		Const	XX	403							
		Total Cost		473							
3	1029, Citywide Intersection Safety Project 10 intersections throughout the city (see description for details) Various signing, striping and channelization improvements	Dgn	XX	31							
		R-o-W	N/A								
		Const	XX	219	219						
		Total Cost		250	219						
4	1057, 156th Avenue SE Vicinity SE 272nd Street to Vicinity SE 261st Place Pavement Rehabilitation	Dgn	XX	40	40						
		R-o-W		0	0						
		Const	XX	340	340						
		Total Cost		380	380	0	0	0	0	0	
5	1014, Jenkins Creek Park SE 267th Place to SE 268th Street Non Motorized Multi-use trail and bridge replacement	Dgn		78	78						
		R-o-W		10	10						
		Const		466		466					
		Total Cost		554	88	466					
6	Planning Level Study Town Center Economic Impact & Infrastructure Cost Study	Planning		50	50						
		Total Cost		50	50						
7	1128, SE 272nd Street (SR 516) 185th Place SE to 192nd Avenue SE Widen to 5 lanes & reconstruct, Sidewalks, New signal.	Dgn		1,304		1,304					
		R-o-W		747		747					
		Const		13,870			13,870				
		Total Cost		15,921	0	1,304	747	13,870	0	0	
8	1124, 185th Place SE Extension Wax Road/180th Avenue SE Roundabout to SE 272nd Street New Route, New Alignment, Access management.	Dgn		1,035			1,035				
		R-o-W		4,886				4,886			
		Const		10,950					10,950		
		Total Cost		16,871	0	0	0	1,035	4,886	10,950	
9	1063, SE 272nd Street (State Route 516) 160th Avenue SE to 164th Avenue SE Signal modifications, add turn lanes, stream crossing.	Dgn		979			979				
		R-o-W		1,398				1,398			
		Const		10,340					10,340		
		Total Cost		12,717	0	0	0	979	1,398	10,340	
10	Portions of 1056 and 1149 SE 256th Street and 180th Avenue SE Safety improvements, Sidewalks Signal modifications, add right turn lane.	Dgn		470			470				
		R-o-W		228				228			
		Const		5,011					5,011		
		Total Cost		5,709	0	0	0	470	228	5,011	
3.0% Annual Construction Cost Increase				TOTAL	65,904	1,931	13,555	747	16,354	6,512	26,301

**Covington PROS Plan
6-Year Capital Facilities Plan
2010-2015**

Park Type	CIP #	Park Site	Project Description	Activity	Funding	Priority	2010	2011	2012	2013	2014	2015	2016-29
Community	1010	Covington Community Park	Develop phase-1 improvements per Master Plan	D	GF, G	H	\$ 178,000	\$ 1,600,000					
			Develop phase-2 improvements	D	GF, G	M							\$ 13,000,000
Community	1014	Jenkins Creek Park	Park Site Master Plan Design	D	GF	H			\$ 150,000				
			Repair/Replace bridge, damaged signs and tables	R	GF	L				\$ 85,000			
			Develop phase-1 improvements per Master Plan	D	GF	L							\$ 1,250,000
Community	2001	Pipe Lake	Property Acquisition near Pipe Lake, 40 acres	A	PIF, GF, D, G	H							\$ 3,000,000
			Prepare Park Master Plan	D	GF	M							\$ 175,000
Neighborhood	1094	Crystal View Park	Upgrade Automatic irrigation system	D	GF	L							\$ 60,000
			Repair or replace faded or damaged park signs	D	GF	H		\$ 2,500					
			Install an ADA ramp into the play area	D	GF	H		\$ 3,000					
			Provide wayfinding signage from SE 256th Street to the park	D	GF	H		\$ 1,500					
			Update playground and park furnishings	D	GF, G	M							\$ 60,000
Neighborhood	2002	Friendship Park	Install automatic irrigation system	D	GF	L							\$ 50,000
			Provide wayfinding signage from SE 256th Street and 156th Avenue to the park	D	GF	H		\$ 1,500					
			Provide shade trees near play equipment	D	GF	M		\$ 2,500					
			Update playground and park furnishings	D	GF, G	M							\$ 60,000
Neighborhood	1093	Evergreen Park	Prepare Park Master Plan	D	GF	M						\$ 25,000	
			Develop phase 1 to include play equipment, signage, pathway	D	PIF, GF, G, D	M						\$ 450,000	
Neighborhood	2003	Neighborhood Park NH-1	Acquisition: North of 256th Street and East of 164th Ave	A	PIF, GF, G, D	M						\$ 450,000	
Neighborhood	2004	Neighborhood Park NH-2	Acquisition: South of SR18 and West of 180th Ave	A	PIF, GF, G, D	M						\$ 375,000	
Neighborhood	2005	Neighborhood Park NH-3	Acquisition: North of 256th Street and West of 156th Ave	A	PIF, GF, G, D	L						\$ 300,000	
Neighborhood	2006	Neighborhood Park NH-4	Acquisition: East of 240th Ave at 260th Street	A	PIF, GF, G, D	L						\$ 400,000	
Neighborhood	2007	Neighborhood Park NH-5	Acquisition: Adjacent Jenkins Creek Elementary School	A	PIF, GF, G, D	L						\$ 1,250,000	
Natural Area	2008	Cedar Creek Park	Repair/resurface the existing asphalt trail (SE 248th street)	D	GF	M						\$ 158,400	
			Provide a trail connection to the Lake Wilderness Trail.	D	GF, G	L							\$ 703,125
			Construct either soft surface or asphalt trails to formalize the worn paths connecting SE Timberlane Boulevard and SE 248th Street	D	PIF, GF, G, D	M							\$ 875,000
Natural Area	2009	Natural Area NA-1	Acquisition: South of Jenkins Creek Park	A	PIF, GF, G, D	M						\$ 750,000	
Special Facility	2010	Covington Aquatic Center	Renovate lockers and restrooms	D	GF	H			\$ 30,000				
Special Facility	2011	Downtown Plaza PL-1	Acquisition: Northeast of Covington Way and West of Wax Road	A	PIF, GF, G, D	H			\$ 800,000				
Trail	2012	256th St Bike Lane	Coordinate with Public Works to install bike lane between Soos Creek & 156th Ave	D	GF, G	H							\$ 85,500
			Coordinate with Public Works to install bike lane between 167th Ave & 176th Ave	D	GF, G	H							\$ 57,000
Trail	2013	180th Ave Bike Lane	Coordinate with Public Works to install bike lane between 256th St and 240th St	D	GF, G	H							\$ 114,000
Trail	2014	240th St Bike Lane	Coordinate with Public Works and King Co to install bike lane between Soos Creek Trail and Wax Rd	D	GF, G	L							\$ 427,500
Trail	2015	Wax Rd Bike Lane	Coordinate with Public Works to install bike lane between 240th St and 180th Ave	D	GF, G	L							\$ 171,000
			Coordinate with Public Works to install bike lane between 272nd St & Covington Way	D	GF, G	H							\$ 91,200
Trail	2016	156th Ave Bike Lane	Coordinate with Public Works to install bike lane between 260th Ave and North City Trail	D	GF, G	L							\$ 85,500
Trail	2017	173rd - 176th Aves to 264th St Bike Lanes	Coordinate with Public Works to install bike lane between BPA Trail and SR 18 along 173rd Ave, 176th Ave and 264th St with bike/pedestrian SR 18 overcrossing	D	GF, G	H							\$ 3,625,400
Trail	2018	Downtown Bike Lanes	Coordinate with Public Works to install bike lanes between bicycle/pedestrian SR 18 overcrossing and Wax Rd along 171st Ave, 171st Ave/275th St, 270th Pl, 276th St	D	GF, G	H							\$ 159,600
Trail	2019	252nd St Bike Lane	Coordinate with Public Works to install bike lane on 252nd St between Little Soos Creek Trail North and BPA Trail	D	GF, G	L							\$ 39,900

Park Type	CIP #	Park Site	Project Description	Activity	Funding	Priority	2010	2011	2012	2013	2014	2015	2016-29
Trail	2020	184th Pl, 247th Pl, 246th Pl, 188th Ave Shared Roadway	Coordinate with Public Works to install shared roadway markings between Little Soos Creek Trail North and Jenkins Creek Trail North along 184th Pl, 247th Pl, 246th Pl, 188th Ave	D	GF, G	H							\$ 11,500
Trail	2021	260th Ave Shared Roadway	Coordinate with Public Works to install shared roadway markings between Soos Creek Connector Trail and Highpoint Trail North	D	GF, G	L							\$ 11,500
Trail	2022	168th Ave Shared Roadway	Coordinate with Public Works to install shared roadway markings between Coho Creek Trail and Kentwood High School	D	GF, G	H							\$ 9,200
Trail	2023	264th St to 171st Ave Shared Roadway	Coordinate with Public Works to install shared roadway markings between Little Soos Creek Trail South and southern SR 18 bike/pedestrian overcrossing along 264th St to 171st Ave	D	GF, G	L							\$ 5,750
Trail	2024	267th Pl and 268th St Shared Roadways	Coordinate with Public Works to install shared roadway markings between the western entrance of Jenkins Creek Park and 180th Ave and between the eastern entrance of Jenkins Creek Park and 268th St	D	GF, G	H							\$ 8,050
Trail	2025	262nd Pl Shared Roadway	Coordinate with Public Works to install shared roadway markings between 180th Ave and Timberlane Way	D	GF, G	H							\$ 18,400
Trail	2026	184th Ave and 264th Pl Shared Roadways	Coordinate with Public Works to install shared roadway markings between 262nd Pl and the Northern entrance of Jenkins Creek Park	D	GF, G	H							\$ 3,400
Trail	1110	Jenkins Creek Trail	Jenkins Creek Trail North, 256th St to Cedar Creek Downs with bike/pedestrian SR 18 overcrossing	D	PIF, GF, G, D	M							\$ 5,140,625
			Jenkins Creek Trail South to Covington Way	A / D	PIF, GF, G, D	H							\$ 2,812,500
Trail	1112	North City Trail	From Soos Creek Trail to BPA Trail along utility corridor	D	PIF, GF, G, D	H							\$ 1,650,000
Trail	2027	BPA Trail	Along BPA utility corridor to Tahoma High School	D	PIF, GF, G, D	H							\$ 1,750,000
Trail	1102	Highpoint Trail	Highpoint Trail North (to North City Trail)	D	PIF, GF, G, D	M							\$ 1,312,500
			Highpoint Trail South to BPA substation	A / D	PIF, GF, G, D	H							\$ 750,000
Trail	1111	Little Soos Creek Trail	Connection to Tahoma High School	A / D	PIF, GF, G, D	L							\$ 609,375
			Connection to Crestwood Elementary School and BPA Trail	A / D	PIF, GF, G, D	L							\$ 328,125
			Little Soos Creek South, between Highpoint Trail and BPA Trail	A / D	PIF, GF, G, D	M							\$ 1,406,250
			Little Soos Creek South, between Soos Creek Trail and BPA Trail	A / D	PIF, GF, G, D	L							\$ 843,750
Trail	2028	272nd Ave Downtown Connection	168th Ave - 169th Ave and 174th Ave - Wax Rd (.23 miles)	A / D	PIF, GF, G, D	H							\$ 253,125
Trail	2029	260th Ave Soos Creek Connector Trail	Along 260th St from 156th Ave to Soos creek Trail (.4 miles)	A / D	PIF, GF, G, D	M							\$ 300,000
Trail	1101	Pipeline Trail	Pipeline Trail North (1.5 miles)	A / D	PIF, GF, G, D	M							\$ 1,406,250
			Pipeline Trail South to Lake Winterwood development (1.15 miles)	A / D	PIF, GF, G, D	M							\$ 1,078,125
Trail	2030	Jenkins Creek Trail Connector	Along greenspace between 266th St and 268th St, connecting Cedar Valley Elem and Jenkins Creek Elem	D	PIF, GF, G, D	M							\$ 80,000
Trail	2031	Timberline Trail (old quarry trail)	Along greenspace between Timberlane neighborhood and the old quarry	A / D	PIF, GF, G, D	M							\$ 875,000
Trail	2032	194th Ave Trail Widening	Widen the existing detached sidewalk to a minimum 8', paved shared-use path	R	GF	L							\$ 240,000
Trail	2033	Timberlane Way Trail Widening	Widen the existing detached sidewalk to a minimum 8', paved shared-use path	R	GF	L							\$ 190,000
Subtotal							\$ 178,000	\$ 1,611,000	\$ 980,000	\$ 85,000	\$ -	\$ 1,433,400	\$ 47,908,150
Cumulative 6-Yr Total							\$ 4,287,400						

Activity Key:	Funding Key:	Priority Key:
A = Acquisition	GF = General Fund	H = High Priority
D = Development	G = Grant	M = Medium Priority
R = Renovation / Restoration	D = Donation / Dedication	L = Low Priority



Map 10. Capital Improvements Plan Map

Covington
 Parks Recreation & Open Space (PROS) Plan
 Source: King County
 Author: KV and HK
 Date: April 2010

- 1111 Acquisition Projects
- 1222 Park & Facility Projects
- 1333 Trail & Bikeway Projects



Memo

To: City Council
From: Derek Matheson, City Manager
CC: Management Team
Date: 1/9/14
Re: Town Center Update

Following is an update on the Town Center Project since its inception, in timeline order:

- Regulatory Environment
 - 2008: Council adopted an Economic Development Element for the Comprehensive Plan.
 - 2009-2011: Council adopted a Downtown Plan and Zoning Study, Comprehensive Plan amendments, and a new section of the Covington Municipal Code that created the Town Center.
 - 2014: Council is scheduled to revise building-façade modulation standards.
- Infrastructure
 - 2006-Ongoing: The city provides excellent maintenance of Town Center and other infrastructure.
 - 2008: The city constructed 168th/165th Place SE, which provides access to the Town Center.
 - 2008- Ongoing: The city constructed other transportation infrastructure that enhances access to the Town Center.
 - 2008- Ongoing: The Southeast Area Transportations Solutions Coalition (SEATS) advocates for improved transit service to the Town Center.
 - Town Center Economic Impact and Infrastructure Cost Study
 - 2011-13: The city's lobbyist advocated for state funding.



- 2012: Staff met with the state’s Community Economic Revitalization Board to evaluate whether the study was a viable candidate for CERB funding.
 - 2012: Council budgeted \$35,000 of the \$50,000 needed to complete the study.
 - 2013: The Legislature budgeted the full \$50,000 needed to complete the study
 - 2013- Ongoing: The city contracted with BERK Consulting for the Town Center Study, which will be complete in mid-2014. The study will include a grants strategy to identify which grants are the best match for Town Center infrastructure.
 - 2012: Staff made several presentations to the Budget Priorities Advisory Committee (BPAC) about the Town Center, including infrastructure needs, but BPAC chose not to recommend funding.
 - 2012-13: Staff and the city’s architect prepared a New City Hall Feasibility Study and updated it to reflect council input.
 - 2012- Ongoing: The Soos Creek Water and Sewer District is in the midst of a \$40 million project to provide sewers throughout the Town Center.
 - 2012- Ongoing: The city is updating the parks and recreation capital improvement plan (CIP) and creating a parks impact fee that could partially support Town Center Park and South Covington Park.
 - 2013-Ongoing: Staff is pursuing grants to acquire property for South Covington Park and Jenkins Creek Trail, across Wax Road from the Town Center.
 - 2014- Ongoing: Council is scheduled to insert Town Center infrastructure such as streets, parks, and stormwater into the Comprehensive Plan, Transportation Improvement Program, Parks Capital Improvement Program, and capital improvement plans.
- Incentives
 - 2007: The city transformed its permit process to offer more rapid permitting and excellent customer service.
 - 2007: The city created a Traffic Impact Fee Funding Source Adjustment Program, which allows certain developers to “borrow” against future sales tax revenue to pay their traffic impact fees.
 - 2010: Council adopted local amendments to the state building code to allow five-story wood-frame-over-concrete construction.
 - 2012: Council adopted and amended a Multifamily Property Tax Exemption Program to incentivize mixed-use development.

- 2013: Council adopted a new section of the Covington Municipal Code to allow the city to enter into development agreements that are more flexible than the existing zoning and development regulations yet still true to the Town Center vision.
- Ongoing: Covington Economic Development Council (CEDC) investigates economic-development incentives as it becomes aware of new tools in use around the region.
- Marketing
 - 2010-11: Staff proposed to hire a firm such as Buxton to identify retailers that are a match for Covington and then help us create a strategy to recruit those retailers. Council opted instead to pursue an economic development resource (see below).
 - 2011: CEDC produced Destination Covington. The event brought together developers, property managers, real estate agents, and local leaders to showcase why Covington is ideal for investment.
 - 2011-Ongoing: Council reviews decision cards to fund an economic development resource, i.e. a part-time staff position or consultant to coordinate the city's marketing efforts, but financial conditions and other council priorities have intervened.
 - 2012- Ongoing: The city is in the midst of a branding process that will benefit the Town Center.
 - Ongoing: CEDC and staff are in regular contact with commercial realtors who work in Covington, one of whom serves on CEDC.
- Partnering
 - Higher Education
 - 2010- Ongoing: The city began to recruit and develop relationships with two-year community and technical colleges (Green River Community College and Renton Technical College), MultiCare, the Kent School District, and the city. GRCC has begun to offer courses in Covington, and RTC has begun to offer college degrees in the medical field at Kentlake High School.
 - 2013- Ongoing: The city began to recruit and develop relationships with four-year universities. A council-staff team is having introductory meetings with university representatives and lobbying meetings with legislators and stakeholders to pursue a needs assessment.
 - 2012: The city and Kent School District entered into a "right of first offer" in 2012 to purchase Covington Elementary School if and when the district is ready to sell the property.

- Town Center Development Partnership
 - 2012-13: Council authorized a Town Center Alternative Process (TCAP) whereby the city would use a competitive process to select a developer and then work with that developer to create a development concept, negotiate a development agreement that supports the concept, pursue grants and other funding for infrastructure, perform Town Center Study-type work, negotiate (private) acquisition of the Covington Elementary School property, promote development opportunities, etc.
 - 2013-Ongoing: Staff selected a Town Center development partner and scheduled a council presentation for February 25, 2014 (tentative).
- 2013-Ongoing: The city began to work with the King County Library System to explore a “Library Connection” or kiosk in the Town Center, potentially as part of a new city hall.

Memo

To: Honorable Mayor and City Council Members
From: Kevin P. Klason, Police Chief
Date: 01/16/2014
Re: SCHOOL RESOURCE OFFICER and ADDITIONAL OFFICER

Council has expressed interest in adding a School Resource Officer to our police department to improve our level of police services and better connect with our student population. The Kent School District Security Department has recently expressed a strong interest in partnering with the city to establish an SRO at Kentwood. Council also is interested in improving our level of patrol services if revenues can be identified to pay for the additional cost.

SCHOOL RESOURCE OFFICER

A School Resource Officer (SRO) primarily assigned to Kentwood High School (with some of their time spent at the middle schools) will provide a regular presence in the school, will handle 99% of the police related calls generated by the school (relieving the patrol officers to focus on other calls and patrols), aid in dispelling many myths about law enforcement and police officers, can provide training to students on life issues, and probably most important, establish better communication and establish trust with the students that will result in the officer being recognized as approachable and trusted.

The Kent School District and the City of Covington would share the cost of the SRO. The current cost of an officer is about \$180,000 per year. The district would cover 60% (\$108,000) of the cost and the city would cover 40% (\$72,000).

We will have some logistics to overcome if we wish to establish the program for the September 2014 school year. Kent School District's budget runs from September 1 through September 1. We will have to establish the contract and hard cost figures prior to September 1st for the District to consider it for their upcoming budget. As soon as possible we will need to notify the King County Sheriff's Office of our intention to add the position so discussions can be held how to staff the position by September. Normally the Sheriff's Office requires 9 months before a deputy is actually assigned to a new position. Hopefully we can find some flexibility to the 9 months once we have some discussions with the Sheriff's Office. I can share more information with Council at the Summit about the current hiring, training and staffing issues at the Sheriff's Office and agencies around the state. We will also have to advertise the position throughout the department, interview, select and train the officer. Training (40 hour school) to be an SRO is usually held only during the summer months. There is also a school security conference in late summer we would like the officer to attend. If the City and the District are able to give preliminary approval to move forward, I can advertise, interview and select the best officer with time to arrange for attendance at the school and the conference.

Additional Police Department Officer

Should additional revenues be identified to fund an additional officer for the Covington Police Department we would immediately notify the Sheriff's Office once the decision has been made. This will start the "9 month clock" ticking for hiring and training of new officers. We *should* see that officer on the streets of Covington by January 2015. The annual costs will be about the same, \$180,000 plus normal 2015 projected cost increases to the police services contract. If a measure is placed on the April ballot and passes we *should* see that officer by January 2015. If the measure is placed on the ballot in August, we most likely will not see that officer until March or April 2015. I will have discussions with the Sheriff's Office to inquire about ways to expedite that process.

Session VII

Funding the Council's Priorities (cont.)

(no attachments)

Session VIII

The City's Role in Youth Athletics



Youth Sports In Covington

The City's Role in Youth Athletics

Slide 1



Is this a City of Covington issue?

Do Covington's kids need to have access to recreation-level youth sports?

1. Recreation-level sports means all participants get to play and have equal play time versus competition-level with try-outs and cuts.
2. Generally 2 – 12 years of age.
3. How important are rec-level sports to this community?

"There's nothing for teenagers to do now. If you take youth sports away, then nobody will have anything to do...."

Will Pand, Parks and Recreation Commission Youth Representative

If rec-level youth sports are a City issue then continue discussion of this topic.

2



Is this a City of Covington issue?

What is an acceptable level of access for Covington families?

1. Is it acceptable for our families to have to drive their kids to a neighboring city of Auburn, Kent, Maple Valley or Renton to get the services?
2. Travel reduces accessibility for many families.
3. Should services be provided in the Covington area?

If traveling to nearby cities to receive service is not an acceptable solution, then continue discussion of this topic.

3



What is the scope of the issue?

Which sports do we emphasize?

1. What are the “**core**” programs that drive the discussion and the solution?
2. Covington Sports currently provides the programs below. Sports with the largest registration in each season are in bold.

Fall	Winter	Spring	Summer
Soccer (520)	Basketball (663)	Soccer (420)	Sports Camps (206)
Flag Football (121)		Basketball (132)	Adult Softball (72)
Volleyball (205)		Baseball/ Softball (317)	

Designate the core sports that drive the discussion.

4



What are our options?

1. Keep Covington Sports in business

- a) Contract with Covington Sports and provide necessary funds with oversight to keep them in business
- b) Historically supported Covington Community Center
 - 2001 provided \$100,000
 - 2002 provided \$108,000
- c) Risk of overall program failure
- d) No control over the organization or the quality of the product

2. Equivalent Single Organization

- a. There is not a single organization that would provide the current rec-level youth sports in/near Covington.
- b. Kent School District no longer offers sports to all youth age groups
 - Middle schools are significantly reducing the sports offered
 - Elementary schools no longer provide sports programs

Which approach will work best to meet the needs of the community?

5



What are our options?

3. Neighboring city provide services?

- a) Prior to incorporation City of Kent provided services in the Covington area.
- b) Ask a neighboring city to provide services within Covington?

4. Existing Non-Profit Organization

- a) Contract with the Boys and Girls Club, YMCA or similar organization
- b) Some organizations offer limited services in some locations

Which approach will work best to meet the needs of the community?

6



What are our options?

5. Multiple Organization Approach

- a. Kent Little League (KLL) offers rec-level baseball/softball
 - substantially higher fees
- b. Kent Youth Soccer (KYSA) offers rec-level soccer
 - substantially higher fees and travel to Renton and Kent
- c. There is no known rec-level service provider for:
 - Basketball
 - Flag football
 - Volleyball
 - Tennis
- d. The City's priority use agreement with Kent schools cannot be assigned to multiple organizations.

6. City of Covington

- a. Provide a consistent and reliable program.
- b. Control quality of program deliverable.
- c. Capable and appropriate organization.

Which approach will work best to meet the needs of the community?

7



Estimated Annual Budget

Cost	\$277,000
<ul style="list-style-type: none"> • Overhead: \$29,815 • Personnel: \$139,655 • Office Costs: \$5,170 • Operating Costs: \$102,953 	
Revenue	<u>\$197,000 - \$158,000</u>
<ul style="list-style-type: none"> • Fees: \$158,000 – 188,000 • Team Shirt Sponsors: \$9,000 	
Net Cost	\$ 80,000 - \$119,000
<ul style="list-style-type: none"> • (Cost recovery 71% - 57%) 	
One Time Start Up	\$ 32,000
<ul style="list-style-type: none"> • Truck: \$28,500) • Work Station: \$3,500 	

8



Implementation Timeline

- Council Action: February 11 – March 11
- Create Athletics Division: March 7 – May 30
- Set up and run registration for fall sports: June 2 – August 29
- Operate fall soccer: September 2 – October 31
- Open registration for winter sports: September 2
- Open registration for spring sports: December 1

Session IX

Miscellaneous Issues and Items

Memo

To: **City Council Members**

From: Richard Hart, Community Development Director; Don Vondran, Public Works Director

CC: Derek Matheson, City Manager; Management Team; Salina Lyons, Principal Planner; Ann Mueller, Senior Planner; Nelson Ogren, Development Review Engineer

Date: 1/17/2014

Re: Council Request to Study Design Standards for ROW Amenities & Building Façade Modulation Requirements in the Town Center

The City Council requested that staff examine potential changes to the city design standards in two areas:

1. Building Façade Modulation in the Town Center to prevent blank walls without changes in color, texture, materials, and horizontal and vertical surface planes (modulation); and
2. Requirements for improved quality and design of street lights, crosswalks, and other public amenities such as benches, trash receptacles, and signage with decorative poles.

The Community Development and Public Works Department Staff have investigated these two issues and provide the following information for City Council consideration at the 2014 Summit. In addition, these items will also be discussed at the Council Study Session with the Planning Commission, on Tuesday, January 28, as part of the proposed Planning Commission Work Program for 2014. Both of these issues relate to the overall vision and design identity for the whole community, as well as for certain specific geographic areas, such as the Town Center Zone, the entire commercial downtown, or arterial roadway intersections and roundabouts.

A unique identity or high quality design standard (look and feel) can be accomplished through a variety of methods such as landscaping, building appearance standards, street lighting, street signage, street furniture, crosswalk design and materials, and ROW cross-section design. All of these standards can have an impact on the appearance and pedestrian-friendly nature of the streetscape and the “walkability” of a particular geographic area of a community.

We have included item #1 in the proposed 2014 Planning Commission Work Program: To study adjustments and changes to the building appearance standards for façade modulation on private property, specifically in the Town Center (TC) and Mixed Commercial (MC) Zones. (See Attachment A). This item should be a relatively easy fix without a lot of intensive staff effort, and it can be accomplished within the next 4 months. The Council has already provided a vision and direction about building quality and appearance in the downtown through policies in the Downtown Element of our Comprehensive Plan, and changes to our development regulations that can be accomplished without addressing basic policy issues and requiring Comprehensive Plan Amendments.

Item #2 is a more complicated issue and involves several major policy questions and direction to city staff, as to the scope of these roadway and streetscape improvements(e.g., paving, street lights, benches, waste receptacles, bollards, traffic and wayfinding signs, landscaping). Any upgrade to the types, quantity and quality of the streetscape element are likely to have increased installation and maintenance costs. Changes would have to be made to either the current adopted Engineering Design and Construction Standards or incorporating such changes to the ROW Design and Construction Standards within the existing Town Center and other Downtown Commercial Zone Design Standards. Depending on the scope of this work, as directed by the City Council, it could require a varying amount of staff research and work time by the Public Works Department, and less staff time from the Community Development staff, or hiring of a consultant to prepare a robust streetscape master plan and design guidelines for the city.

Several policy issues that need to be addressed by the council include:

1. What is the specific geographic area in which the council wants to apply the new ROW and streetscape design and construction standards for improved street lighting, crosswalks and other furniture amenities? Specifically, should they be applied citywide, just in the Town Center, within all of the downtown zones, along all collector arterials in the city, or just on new street and intersection improvement projects and roundabouts?
2. Should the new ROW and streetscape design standards apply to all new construction, or should the city develop a program annually to retrofit existing streets within certain areas and bring the existing lighting, crosswalks, and street ROW amenities up to the new standards?
3. Who should bear the cost of the changes in ROW and streetscape design standards? Should the city bear the cost? Should private development bear some of the cost when it constructs new private development projects adjacent to the public ROW as part of the amenities they provide within the design standards?
4. From what funds should the city pay for such costs, as there will be initial one-time costs as well as annual on-going costs for maintenance and replacement?
5. Should improvements to streetscape elements extend to private property abutting the ROW (e.g. landscaped areas, planters, walkways)?

By addressing the policy issues listed above at the Summit, the council will give staff some initial direction and guidance from which staff can then develop some alternatives and strategies for implementation. After this initial direction and policy discussion, staff should be able to come back to the council in the next 30-45 days with a more detailed scoping, timeline and strategy to accomplish the end result over the ensuing 6-8 months.

Chapter 2.15 PLANNING COMMISSION

Sections:

- 2.15.010 Created – Purpose.
- 2.15.020 Membership.
- 2.15.030 Meetings – Rules.
- 2.15.040 Staff support.
- 2.15.050 Duties and responsibilities.
- 2.15.060 Superseded provisions.

2.15.010 Created – Purpose.

There is created the Planning Commission. The purpose of the Planning Commission is to provide guidance and direction for Covington’s future growth through continued review and improvement to the City’s comprehensive land use plan, zoning code, shoreline management, environmental protection and related land use documents. (Ord. 28-97 § 1)

2.15.020 Membership.

(1) Qualifications. Members of the Planning Commission shall be selected from individuals who have an interest in environmental affairs, planning, land use, and residential and commercial development as evidenced by training, experience, interest or actions. An intent of the selection process shall be to evenly represent the areas of interest as stated herein. Membership in the Planning Commission shall be limited to residents within the City; provided, however, at any given time the commission may consist of a maximum of two members who reside outside the City, but within a three-mile radius of the City limits of Covington. No member shall serve longer than two consecutive terms.

(2) Number of Members – Terms. The Planning Commission shall consist of seven members. To allow the staggering of terms for the initial commission, positions shall be numbers one through seven through a random drawing. The initial terms of positions one, two and three shall be for two years. The initial terms of positions four, five, six and seven shall be four years. Subsequent terms shall be for a term of four years. Terms shall expire the thirty-first day of August.

(3) Appointment. Members of the Planning Commission shall be appointed by the City Council. Members shall be confirmed by a majority vote of the City Council. Commissioners shall be selected without respect to political affiliations and shall serve without compensation.

(4) Removal. Members of the commission may be removed by the Mayor, with the concurrence of the City Council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused absence from more than three consecutive regular meetings. Failure to qualify as to residency within a three-mile radius of the City limits of Covington shall constitute a forfeiture of office. The decision of the City Council regarding membership on the Planning

Commission shall be final and there shall be no appeal therefrom. Members finding themselves unable to attend regular meetings are expected to tender their resignation.

(5) Vacancies. Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms in the same manner as for appointments as provided in this chapter.

(6) Conflicts of Interest. Members of the Planning Commission shall fully comply with Chapter 42.23 RCW, Code of Ethics for Municipal Officers, Chapter 42.36 RCW, Appearance of Fairness, and such other rules and regulations as may be adopted from time to time by the City Council regulating the conduct of any person holding appointive office within the City. (Ord. 25-01 § 1; Ord. 28-97 § 2)

2.15.030 Meetings – Rules.

(1) The Planning Commission shall organize and elect from its members a chair, who shall preside at all meetings of the commission, and a vice chair. A majority of the commission members shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to carry any proposition.

(2) The commission shall determine a regular meeting schedule (time, place and frequency), as necessary, but no less frequent than once every two months. All meetings shall be open to the public.

(3) The commission shall adopt such rules and regulations as are necessary for the conduct of its business and shall keep a taped record of its proceedings and such written notes as the commission may from time to time direct. The taped record and any written notes shall be a public record. (Ord. 28-97 § 3)

2.15.040 Staff support.

Administrative staff support to the Planning Commission shall be provided by the City Manager or designee. (Ord. 28-97 § 4)

2.15.050 Duties and responsibilities.

(1) The Planning Commission shall direct the preparation of a comprehensive plan and development regulations in compliance with Chapters 35A.63 and 36.70A RCW. This includes establishing procedures providing for early and continuous public participation in the development and amendment of the comprehensive land use plan for the City and the development regulations implementing the plan and make recommendations concerning these matters to the City Council.

(2) The Planning Commission shall review land use management, shoreline management and environmental protection ordinances and regulations of the City and make recommendations regarding them to the City Council.

(3) The Planning Commission shall review potential annexations to the City as requested by the City Council, and make recommendations concerning them.

(4) Where design review is required by land use ordinances of the City, the Planning Commission shall perform such design review unless that review is delegated to some other appointed body or staff.

(5) The Planning Commission shall recommend, establish priorities for, and review studies of geographic sub-areas in the City.

(6) The Planning Commission shall submit written periodic reports to the City Council setting forth its progress in completing its work program for the current fiscal year. The chairperson of the Planning Commission or designee is encouraged to regularly present updates to the City Council at the first regular City Council meeting or study session after each Planning Commission meeting.

(7) The Planning Commission may hold public hearings in the exercise of its duties and responsibilities as it deems necessary. (Ord. 23-02 § 1; Ord. 28-97 § 5)

2.15.060 Superseded provisions.

The ordinance codified in this chapter supersedes and replaces any reference to "Planning Commission" as defined in KCC Title 21A which was adopted by reference in City of Covington Ordinance No. 17-97, in KCC Title 20 which was adopted by reference in City of Covington Ordinance No. 18-97, or in other King County Codes adopted by reference. The term "Planning Commission" as referenced in those ordinances shall be uniformly construed and interpreted to mean the City of Covington Planning Commission created in this chapter. (Ord. 28-97 § 6)

Chapter 2.45 PARKS AND RECREATION COMMISSION

Sections:

- 2.45.010 Created.
- 2.45.020 Membership, terms, residence requirements.
- 2.45.030 Organization and meetings.
- 2.45.040 Responsibilities.

2.45.010 Created.

The Parks and Recreation Commission is hereby created and shall serve in an advisory capacity to the City Council. (Ord. 15-06 § 1; Ord. 21-02 § 1; Ord. 06-02 § 1; Ord. 02-01 § 1)

2.45.020 Membership, terms, residence requirements.

(1) Membership. The Parks and Recreation Commission shall consist of seven members appointed by the City Council, two of which may be youth members who must be between the ages of 14 and 18 years at the start of their terms. Up to two of the members may reside outside the City, but those outside must reside within a three-mile radius of the City limits. The remaining five members must reside or work within the City limits.

(2) Term of Office. Each position shall have a term of office for three years; provided, however, any member designated as a youth member shall serve only for one year. If a youth member is appointed, the Council shall fill the position for the remaining years, if any, at the end of the youth term. Terms shall commence on February 1st and expire on January 31st of the respective years. When a vacancy occurs, the replacement shall be for the remainder of the unexpired term. (Ord. 10-12 § 1; Ord. 02-05 § 1; Ord. 75-03 § 1; Ord. 21-02 § 1; Ord. 06-02 § 1; Ord. 02-01 § 1)

2.45.030 Organization and meetings.

The Parks and Recreation Commission shall elect a Chairperson, Vice-Chairperson and Secretary from among its members. Such individuals shall hold office for one year. The City Manager shall appoint staff to provide assistance to the Commission as available and permitted by the budget. The Commission shall meet one time per month and upon call of the Chairperson, as necessary. Each regular and youth member shall have one vote. (Ord. 15-06 § 2; Ord. 02-05 § 2; Ord. 21-02 § 1; Ord. 06-02 § 1; Ord. 02-01 § 1)

2.45.040 Responsibilities.

The Parks and Recreation Commission shall study, investigate, counsel and develop and/or update written plans for the provision of recreational programming and development of parks and other natural resources within the City, taking into consideration the requirements of all grant fund agencies. Further, the Commission shall be responsible for the following:

- (1) Preparing and/or reviewing the long range park, recreation and open space plan for the City of Covington;
- (2) Proposed land acquisitions, easements and leases;
- (3) Specific park master plans and related public involvement;
- (4) Partnership and intergovernmental agreements pertaining to park, recreation and natural resources;
- (5) Major policies related to the management and operation of the City's park and recreation system;
- (6) Major policies related to the provision of recreational programming including, but not limited to, athletics, aquatics, recreation and special events;
- (7) Long-term funding and financing to implement and manage the City's park, recreation and natural resource system;
- (8) Preparation of a capital investment plan that identifies funded priority projects;
- (9) Preparation of a public involvement program that solicits volunteer support and encourages public participation in the implementation and operation of Covington's park system;
- (10) Developing, implementing and reviewing a comprehensive community forestry program, including tree management and Arbor Day activities, and annual work plan;
- (11) Submitting periodic reports to the City Council setting forth its progress in completing its work program for the current fiscal year. The Chairperson of the Parks and Recreation Commission or designee is encouraged to regularly present updates to the City Council at the first regular City Council meeting or study session after each Parks and Recreation Commission meeting;
- (12) Reviewing and updating the departmental six-year strategic plan, youth athletic handbook and recreation comprehensive plan;
- (13) Such other and further responsibilities as may be assigned to the Commission by the City Council, from time to time. (Ord. 15-06 § 3; Ord. 21-02 § 1; Ord. 06-02 § 1; Ord. 02-01 § 1)

Chapter 2.40

HUMAN SERVICES COMMISSION

Sections:

- 2.40.010 Created.
- 2.40.020 Membership, terms, residence requirement.
- 2.40.030 Organization and meetings.
- 2.40.040 Responsibilities.

2.40.010 Created.

The Human Services Commission is hereby created. The Commission shall serve in an advisory capacity to the City Council. (Ord. 10-13; Ord. 22-02 § 1)

2.40.020 Membership, terms, residence requirement.

(1) The Human Services Commission shall consist of seven members appointed by the City Council and selected from individuals who have an interest in youth and family affairs, as evidenced by training, experience, interest or actions. The intent of the selection process shall be to evenly represent the area of interests as stated herein. Three members shall be adults residing or working within the City of Covington, two shall be adults residing inside or outside of the City of Covington but within a three-mile radius of the City limits and two shall be youth members between the ages of 14 and 18 years at the start of their terms residing in or within a three-mile radius of the City of Covington.

(2) Term of Office. The term of office for all adult members shall be three years. Each of the youth members shall serve for a term of one year with an option to serve a second year without reapplying. When a vacancy occurs on the Commission, the replacement shall be for the remainder of the unexpired term.

(3) Appointment of Members. As a guideline, and to the extent practicable, appointments shall reflect a balance of interests and should include at least two persons employed at a business in the community, a member of the religious community, a representative of a regional human service planning organization such as the United Way or South King Council of Human Services and a service club representative. (Ord. 10-13; Ord. 04-05 § 1; Ord. 22-02 § 1)

2.40.030 Organization and meetings.

The Human Services Commission shall elect a chairperson and vice-chairperson from among its members. Such officers shall hold office for one year. The Council shall appoint appropriate staff to assist the Commission in the preparation of such reports and records as are necessary for the proper operation of the Commission. The Commission shall meet one time per month and upon call of the chairperson, as necessary. (Ord. 10-13; Ord. 22-02 § 1)

2.40.040 Responsibilities.

The Human Services Commission shall make reports and recommendations to the City Council concerning issues relating to youth and families within the community including:

- (1) Assess human service needs within the City on a continuing basis.
 - (2) Determine priorities for human service needs within the City.
 - (3) Evaluate and make recommendations on funding requests submitted to the City.
 - (4) Support the development of programs to assist the youth and families within the City.
 - (5) Evaluate and review the program performance of individual human service organizations and agencies that are funded by the City of Covington.
-
- (6) Review City actions that may affect the availability and quality of human services within the City.
 - (7) Coordinate with human services planning organizations, human services agencies, and other groups within the region.
 - (8) Assess the recreational needs of youth and families within the City, in cooperation with other City commissions.
 - (9) Search for and evaluate potential support resources for the City in furtherance of the stated goals and responsibilities herein.
 - (10) The Human Services Commission shall provide periodic reports to the City Council setting forth its progress in completing its work program for the current fiscal year. The chairperson of the Human Services Commission or designee is encouraged to regularly present updates to the City Council at the first regular City Council meeting or study session after each Human Services Commission meeting. (Ord. 10-13; Ord. 17-06 § 1; Ord. 22-02 § 1)

Chapter 2.70 ARTS COMMISSION

Sections:

- 2.70.005 Definition.
- 2.70.010 Created.
- 2.70.020 Membership, terms, residence requirements.
- 2.70.030 Organization and meetings.
- 2.70.040 Responsibilities.

2.70.005 Definition.

“Art” or “arts” includes, but is not limited to, all graphic and visual arts, performing skills and crafts. (Ord. 20-02 § 1)

2.70.010 Created.

The Arts Commission is hereby created and shall serve in an advisory capacity to the City Council. (Ord. 20-02 § 1)

2.70.020 Membership, terms, residence requirements.

(1) Membership. The Arts Commission shall consist of seven members appointed by the City Council, two of which may be youth members who must be between the ages of 14 and 18 at the start of their terms. Up to two of the members may reside outside the City, but those outside must reside within a three-mile radius of the City limits. The remaining five members must work or reside within the City limits.

(2) Term of Office. Each position shall have a term of office for three years; provided, however, any member designated as a youth member shall serve for only one year. If a youth member is appointed, the Council shall fill the position for the remaining years, if any, at the end of the youth term. Terms shall commence on June 1st and expire on May 31st of the respective years. When a vacancy occurs, the replacement shall be for the remainder of the unexpired term. (Ord. 10-11 § 1; Ord. 03-05 § 1; Ord. 20-02 § 1)

2.70.030 Organization and meetings.

The Arts Commission shall elect a Chairperson, Vice-Chairperson and Secretary from among its members. Such individuals shall hold office for one year. The City Manager shall appoint staff to provide assistance to the Commission as available and permitted by the budget. The Commission shall meet one time per month and upon call of the Chairperson, as necessary. Each regular and youth member shall have one vote. (Ord. 16-06 § 1; Ord. 03-05 § 2; Ord. 20-02 § 1)

2.70.040 Responsibilities.

The Arts Commission shall act in an advisory capacity to the City Council. To that end, the Commission shall study, analyze and report as requested by the City Council and may perform the following functions in order to provide leadership in the arts:

- (1) Keep the City Council informed in matters of art, and represent community interest in matters of art;
- (2) Serve as the central Commission to whom individuals and groups may bring their concerns and ideas with regard to the arts;
- (3) Seek to enlarge the art consciousness of Covington;

- (4) Encourage multi-age working, sharing, learning and teaching in the arts;
- (5) Provide recognition and encouragement to local artists, both those established and those as yet unrecognized;
- (6) Explore financing for acquisition of art objects, art activities and capital improvements for the arts in Covington;
- (7) Establish a long-range plan for the development and operation of a cultural center;
- (8) Preparation of a public involvement program that solicits volunteer support and encourages public participation in the implementation and operation of Covington's comprehensive arts program;
- (9) Develop, implement and review a comprehensive community arts program and annual work plan;
- (10) Present monthly Commission meeting reports to the City Council at the first regular City Council meeting following the regular monthly Commission meeting;
- (11) Review the suitability of any work of art intended as a gift to the City;
- (12) Such other and further responsibilities as may be assigned to the Commission by the City Council, from time to time. (Ord. 20-02 § 1)

AMENDED AGREEMENT ESTABLISHING THE COVINGTON ECONOMIC DEVELOPMENT COUNCIL

Whereas, the City of Covington (hereinafter referred to as "City") is a Washington municipal Corporation organized under title 35A of the revised code of Washington; and

Whereas, the Covington Chamber of Commerce (hereinafter referred to as "Chamber") is a Washington nonprofit corporation organized under the laws of the State of Washington; and

Whereas, the City and Chamber are both significantly interested in the economic vitality of the City of Covington and previously formed an Economic Development Council to provide advice and information to the Covington City Council (hereinafter referred to as "City Council") and the Covington Chamber of Commerce Board of Directors (hereinafter referred to as "Chamber Board"), while not acting as a sub- agency of the City or a sub-committee of the Chamber; and

Whereas, the City and Chamber have been very satisfied with the activities and accomplishments of the Covington Economic Development Council ("CEDC"); and

Whereas, the CEDC has requested some minor changes to the structure of the organization to facilitate more efficient use of their time and the City and Chamber agree with these changes; and

Whereas, the City and Chamber wish to be equally involved in the selection of those individuals who will serve on this council; and

Whereas, the City and Chamber believe that by entering into this agreement they can create an organization which will act in an advisory capacity to improve the City of Covington economy by facilitating and encouraging the development of economic opportunities in the industrial, commercial business services, professional services, retail and public sectors; now, therefore, is hereby agreed by the parties as follows:

- 1) Council Created. There is hereby created a Covington Economic Development Council ("CEDC") which shall be constituted, organized and have the duties as set forth in this agreement.
- 2) Purpose. The purpose for creation of the CEDC is to have an organization which acts in an advisory capacity to the City Council and the Chamber Board in striving to improve the Covington economy by facilitating and encouraging the development of economic opportunities in the industrial, commercial business services, professional services, retail and public sectors, and to help create a stable, healthy and diversified economy and employment base.

3) Limited Authority.

- A) It is not intended that, nor shall CEDC be a sub-agency of the City. CEDC shall possess no aspect of policy or rule making authority for the City. Advice or information from CEDC shall not be binding upon the City, nor shall any action of the City Council be dependant first upon any recommendation or review by the CEDC.
- B) The CEDC shall possess no aspect of policy or rule making authority for the Chamber. Advice or information from CEDC shall not be binding upon the Chamber Board, nor shall any action of the Chamber Board be dependant first upon any recommendation or review by CEDC.
- C) The CEDC may not incur any debt or contract for any goods and services in the name of the City or the Chamber.

4) Membership.

- A) The CEDC shall be composed of twelve members. Five members will be appointed by the City Council and five members shall be appointed by the Chamber Board of Directors. Each member shall serve for a two-year term. The terms of each office shall be staggered so that five vacancies shall occur each year. These ten members shall all be voting members. In addition there shall be one ex officio member (non voting) appointed from the City staff by the City Manager and one ex officio member (non voting) appointed by the Board. Appointments to fill unexpired terms shall be made by the appropriate appointing organization and shall be for the remainder of that term, after which a reappointment may be made. Any member may be removed from CEDC, at any time, by the entity responsible for their appointment, with or without cause.
- B) Except for the ex officio members of the CEDC that are paid employees of the City and/or the Chamber, all members appointed to CEDC shall be volunteers and none of them shall be considered as employees or agents of the City or the Chamber.

- 5) Organization. The CEDC shall hold meetings as deemed necessary by the CEDC Members to carry out its duties. The CEDC shall adopt Rules of Procedure and Conduct (hereinafter "Rules") as the CEDC deems appropriate. The CEDC shall appoint from amongst the ten voting members two co-chairpersons. One Co-Chair shall be selected from the members appointed by the City Council and the other Co-Chair shall be selected from the members appointed by the Chamber Board. Each Co-Chair shall serve for a term of one year but may be reappointed for additional consecutive terms. The Co-Chairs shall be appointed by the process set forth in their Rules.

- 6) Duties. The duties of the CEDC may include the following:

- a) Promote current business and businesses within the City of Covington and the region.
 - b) Review and investigate economic development opportunities that will benefit the local economy, make recommendations to the City Council and the Chamber Board as to prioritization of such opportunities, recommend to the City Council and the Chamber Board an action plan for achieving the City's economic development priorities and assist the City Council and the Chamber Board in implementing and monitoring said action plan.
 - c) Meet with current and potential businesses to discuss inducements and barriers to conducting business in Covington and to make recommendations to the City Council and Chamber Board to improve those inducements and reduce the barriers.
 - d) Review and recommend policies, regulations, procedures, etc. to the City Council and the Chamber Board regarding business issues that may be adopted by the appropriate agency to implement.
 - e) Coordinate their efforts with other development groups within King County.
 - f) Review and make recommendations to the City Council and Chamber Board regarding options for downtown improvements and enhancements.
 - g) Pursue grants that may be available to assist in economic development.
 - h) Other duties as may be jointly requested by the City Council and the Chamber Board.
 - i) Such other duties as may be determined by a majority vote of the voting CEDC members.
- 7) Funding. The City and the Chamber will jointly provide administrative services to the CEDC. The City will budget funds for reasonable administrative costs (supplies, providing meeting space, etc.) for CEDC. Expenditure of these City budgeted funds will be subject to pre-approval by the City. Funding for additional project costs (brochures, events, etc.) that are recommended by the CEDC and approved by the City and the Chamber will come from the City and the Chamber based on an agreed allocation of costs between the City and the Chamber. The cost allocation may take into consideration the following: the nature of the project, actual out of pocket costs, staff time, in-kind contributions and other intangibles.

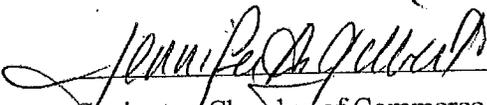
8) Termination. This agreement may be terminated by either the City or the Chamber at any time, and the act of termination by either shall immediately dissolve the CEDC created by this agreement. Notice of any action to terminate this agreement shall be provided to the other party in writing by actual delivery or by U.S. Mail. Any notice pursuant to this agreement to City should be mailed to the following address:

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

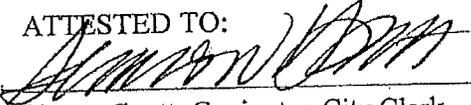
Any notice pursuant to this agreement for the Covington Chamber of Commerce should be mailed to the following address:

Covington Chamber of Commerce
P.O. Box 8041
Covington, WA 98042

DATED this 26th day of August, 2010.


Covington Chamber of Commerce
by: Jennifer Gilbert
Chairman of the Board of Directors


Derek Matheson
Covington City Manager

ATTESTED TO:

Sharon Scott, Covington City Clerk

APPROVED AS TO FORM

Sara Springer
Covington City Attorney

CITY OF COVINGTON

INTERVIEW QUESTIONS CEDC and Planning Commission

1. Please explain why you are interested in serving on the Commission/CEDC.
2. What do you hope to achieve by participating on the Commission/CEDC?
3. What changes would you like to see in the City of Covington over the next ten years?
4. Please tell us what skills and qualities you will bring to this Commission/CEDC.
5. How do you see the City Council and the Commission/CEDC interacting?
6. What do you see as the most important function of the Commission/CEDC?
7. Are there any potential conflicts of interest that you may have in serving on the Commission/CEDC?

CITY OF COVINGTON

INTERVIEW QUESTIONS

Parks & Recreation, Arts and Human Services Commission

1. Please explain why you are interested in serving on the Commission.
2. Do you have any previous experience relevant to the Commission?
3. What do you hope to achieve by participating on the Commission?
4. What changes would you like to see in the City of Covington over the next ten years?
5. Please tell us what skills and qualities you will bring to this Commission.
6. How do you see the City Council and the Commission interacting?
7. What do you see as the most important function of the Commission?

CITY OF COVINGTON

INTERVIEW QUESTIONS FOR REAPPOINTMENT All Commissions and CEDC

1. What do you feel you have accomplished during your time with the Commission/CEDC?

2. Why you are interested in continuing to serve on the Commission/CEDC?

3. What do you hope to additionally achieve by continuing to participate on the Commission/CEDC?

4. What changes would you like to see in the City of Covington over the next ten years?

5. Do you have any suggestions to improve the way the City Council and the Commission/CEDC interact?

6. What do you see as the most important function of the Commission/CEDC?

7. Are there any potential conflicts of interest that you may have in serving on the Commission/CEDC?

Session X

Other issues on the Horizon

(No attachments)

Session XI

Wrap-up: Final Thoughts

(no attachments)