

Covington: Unmatched quality of life  
**CITY OF COVINGTON**  
**CITY COUNCIL REGULAR MEETING AGENDA**  
[www.covingtonwa.gov](http://www.covingtonwa.gov)



**Tuesday, May 13, 2014**  
**7:00 p.m.**

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

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

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

**ROLL CALL/PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PUBLIC COMMUNICATION**

- Covington Days Award (Slate)

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

**APPROVE CONSENT AGENDA**

- C-1. Minutes: April 8, 2014 Special & Regular Meeting; April 22, 2014 Special Joint Meeting with Human Services Commission; and April 22, 2014 Regular Meeting (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Approve Consultant Contract for Comprehensive Plan Update (Hart)

**NEW BUSINESS**

1. Discuss and Consider Planning Commission Recommendation on 2014 Comprehensive Plan Amendment Docket (Hart)
2. Discuss Draft 2015-2020 Transportation Improvement Program (Vondran)
3. Presentation on Right-of-Way Design Elements (Vondran)
4. Consider Revisions to Council Rules of Procedure and Adopt Subcommittees (Springer)
5. 2014 First Quarter Financial Reports (Hendrickson)

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

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

**EXECUTIVE SESSION – If Needed**

**ADJOURN**

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

**Consent Agenda Item C-1**

Covington City Council Meeting

Date: May 13, 2014

SUBJECT: APPROVAL OF MINUTES: APRIL 8, 2014 CITY COUNCIL SPECIAL & REGULAR MEETING MINUTES; APRIL 22, 2014 CITY COUNCIL SPECIAL JOINT STUDY SESSION WITH HUMAN SERVICES COMMISSION MINUTES; AND APRIL 22, 2014 CITY COUNCIL REGULAR MEETING MINUTES

RECOMMENDED BY: Sharon G. Scott, City Clerk

ATTACHMENT(S): Proposed Minutes

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION:

ALTERNATIVES:

FISCAL IMPACT:

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

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds, to approve the April 8, 2014 City Council Special & Regular Meeting Minutes; April 22, 2014 City Council Special Joint Study Session with Human Services Commission Minutes; and April 22, 2014 City Council Regular Meeting Minutes.**

**City of Covington**  
**Special and Regular City Council Meeting Minutes**  
**Tuesday, April 8, 2014**

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

**INTERVIEWS– 6:00-7:00 P.M.:**

The Council conducted interviews for openings on the Covington Planning Commission. Applicants interviewed included Jim Langehough and Mike Hanratty.

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271<sup>st</sup> Street, Suite 100, Covington, Washington, Tuesday, April 8, 2014, at 7:02 p.m., with Mayor Margaret Harto presiding.

**COUNCILMEMBERS PRESENT:**

Margaret Harto, Joe Cimaomo, Mark Lanza, Marlla Mhoon, Jim Scott, Wayne Snoey, and Jeff Wagner.

**STAFF PRESENT:**

Derek Matheson, City Manager; Don Vondran, Public Works Director; Noreen Beaufrere, Personnel Manager; Kevin Klason, Covington Police Chief; Richard Hart, Community Development Director; Karla Slate, Communications & Marketing Manager; Scott Thomas, Parks & Recreation Director; Sara Springer, City Attorney; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Harto opened the meeting with the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

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

**PUBLIC COMMUNICATION:**

- King County Sheriff John Urquhart provided a report to the Council.
- Parks & Recreation Director Scott Thomas accepted the April 25, 2014 Arbor Day Proclamation.
- Building Official Robert Meyers accepted the May 2014 National Building Safety Month Proclamation.
- City Engineer Bob Lindskov accepted the May 11-17, 2014 National Transportation Week Proclamation.
- Public Works Director Don Vondran accepted the May 18-24, 2014 National Public Works Week Proclamation.
- Aquatics Supervisor Rachel Bahl accepted the May 2014 National Aquatics Month Proclamation.

**PUBLIC COMMENT:**

Mayor Harto called for public comments.

**David Aldous, works in Covington**, expressed appreciation to Council for their support of parks and the importance of parks to the community.

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

**APPROVE CONSENT AGENDA:**

C-1. Minutes: February 25, 2014 City Council Regular Meeting Minutes and March 11, 2014 City Council Special & Regular Meeting Minutes (corrected).

C-2. Vouchers: Vouchers #30828-30895, Including ACH Payments in the Amount of \$320,508.76, Dated March 18, 2014; Vouchers #30896-30896 in the Amount of \$22,423.69, Dated March 25, 2014; Vouchers #30897-30897 and Voided Voucher #30864 in the Amount of \$1,051.97, Dated March 26, 2014; and Paylocity Payroll Checks #1002221048-1002221060 Inclusive, Plus Employee Direct Deposits in the Amount of \$157,865.66, Dated March 28, 2014.

**Council Action: Mayor Pro Tem Wagner moved and Councilmember Snoey seconded to approve the Consent Agenda with correction to March 11, 2014 City Council Special & Regular meeting minutes. Vote: 7-0. Motion carried.**

**NEW BUSINESS:**

1. Consider Appointment to Planning Commission.

Councilmember Cimaomo recused himself and left the council chambers.

**Council Action: Councilmember Mhoon moved and Councilmember Scott seconded to appoint Jim Langehough to fill a replacement position on the Planning Commission for an applicant residing inside or outside Covington city limits (within three-mile radius) with a term expiring August 31, 2017. Vote: 5-1 (Voting yes: Harto, Mhoon, Scott, Snoey, and Wagner; voting no: Lanza). Motion carried.**

2. Consider Appointments to Human Services Commission.

**Council Action: Councilmember Lanza moved and Councilmember Snoey seconded to appoint Leslie Hamada to fill adult open Position No. 1 on the Human Services Commission with a term expiring March 31, 2017. Vote: 6-0. Motion carried.**

**Council Action: Councilmember Mhoon moved and Mayor Harto seconded to appoint Brian Lord to fill adult open Position No. 2 on the Human Services Commission with a term expiring March 31, 2017. Vote: 6-0. Motion carried.**

**Council Action: Mayor Pro Tem Wagner moved and Councilmember Mhoon seconded to appoint Fran McGregor to fill adult replacement Position No. 7 on the Human Services Commission with a term expiring March 31, 2016. Vote: 6-0. Motion carried.**

**Council Action:** Councilmember Lanza moved and Councilmember Mayor Pro Tem Wagner seconded to appoint Adam Wheeler to fill youth open Position No. 4 on the Human Services Commission with a term expiring March 31, 2015. Vote: 6-0. Motion carried.

**Council Action:** Mayor Pro Tem Wagner moved and Councilmember Mhoon seconded to appoint Jared McMeen to fill youth open Position No. 5 on the Human Services Commission with a term expiring March 31, 2015. Vote: 6-0. Motion carried.

Councilmember Cimaomo returned to the council chambers and rejoined the meeting.

3. Provide Direction re Commission Interview Process.

City Manager Derek Matheson gave the staff report on this item.

**Council Action:** There was Council consensus to make the following decisions:

- 1) **Who should conduct interviews? Multiple fixed subcommittees of three or fewer councilmembers—each subcommittee assigned to a particular commission(s) and each councilmember assigned to at least one subcommittee. Council would select the subcommittees each January and include an alternate councilmember on each subcommittee. If an applicant wishes to be considered for more than one commission, the applicant would be required to interview separately for each.**
- 2) **Should interviews be recorded and distributed to councilmembers once interviews for a particular commission are complete? Yes, record the interviews.**
- 3) **Should there be a requirement that councilmembers (who did not participate in interviews) listen to a recording of interviews for a particular commission prior to casting votes for members of that commission? No, do not implement a requirement.**
- 4) **Should there be a delay between the interview date and the vote date? Maintain current practice of flexibility and allow sufficient time between interviews and appointments to allow all councilmembers time to listen to recordings.**
- 5) **When should interviews occur? Let staff decide.**
- 6) **Should the exit interview process change to more closely match the {entrance} interview process? Maintain current practice of a single exit interview subcommittee.**

**COUNCIL/STAFF COMMENTS:**

Councilmembers and staff discussed Future Agenda Topics and made comments.

Community Relations & Marketing Manager Karla Slate reminded Council of the Homeowner Association and Citizen Forum on April 29 at 7:00 p.m. in the Council Chambers.

Councilmember Mhoon announced she would be on vacation the last meeting of May and both June meetings.

**PUBLIC COMMENTS:**

Mayor Harto called for public comments.

Unapproved Draft – April 8, 2014 Special and Regular Meeting Minutes  
Submitted for Approval: May 13, 2014

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

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:35 p.m.

Prepared by:

Submitted by:

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Joan Michaud  
Senior Deputy City Clerk

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Sharon Scott  
City Clerk

**City of Covington**  
**City Council Special Joint Study Session with Human Services Commission Minutes**  
**Tuesday, April 22, 2014**

The Special Joint Study Session with the Human Services Commission was called to order in the City Council Chambers, 16720 SE 271<sup>st</sup> Street, Suite 100, Covington, Washington, Tuesday, April 22, 2014, at 6:17 p.m., with Mayor Pro Tem Wagner presiding.

**COUNCILMEMBERS PRESENT:**

Joe Cimaomo, Marlla Mhoon, Jim Scott, and Jeff Wagner.

**COUNCILMEMBERS ABSENT:**

Margaret Harto, Mark Lanza, and Wayne Snoey.

**HUMAN SERVICES COMMISSIONERS PRESENT:**

Joyce Bowling, Leslie Hamada, Brian Lord, Fran McGregor, Jared McMeen, Lesley Schlesinger, and Adam Wheeler.

**STAFF PRESENT:**

Derek Matheson, City Manager; Victoria Throm, Personnel & Human Services Analyst; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Pro Tem Wagner called the joint study session to order.

**ITEMS FOR DISCUSSION:**

1. Human Services Funding Level.

Human Services Commission Chair Fran McGregor gave the report on this item.

Councilmembers provided comments and asked questions, and Chair McGregor and commissioners provided responses. Personnel & Human Services Analyst Victoria Throm and City Manager Derek Matheson also provided further information and responses to Council questions.

**Council Action:** There was Council consensus to recommend a \$10,000 increase to the original current Human Services budget and direct the Commission to put forth a decision card for the possibility of an additional \$10,000 if it is available in the 2015 budget.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 6:51 p.m.

Prepared by:

Submitted by:

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Joan Michaud  
Senior Deputy City Clerk

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Sharon Scott  
City Clerk

**City of Covington  
Regular City Council Meeting Minutes  
Tuesday, April 22, 2014**

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

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271<sup>st</sup> Street, Suite 100, Covington, Washington, Tuesday, April 22, 2014, at 7:03 p.m., with Mayor Pro Tem Wagner presiding.

**COUNCILMEMBERS PRESENT:**

Joe Cimaomo, Marlla Mhoon, Jim Scott, Wayne Snoey, and Jeff Wagner.

**COUNCILMEMBERS ABSENT:**

Margaret Harto and Mark Lanza.

**Council Action: Councilmember Scott moved and Councilmember Snoey seconded to excuse Councilmember Lanza who was at a family function and excuse Mayor Harto who was on bereavement. Vote: 5-0. Motion carried.**

**STAFF PRESENT:**

Derek Matheson, City Manager; Don Vondran, Public Works Director; Noreen Beaufreere, Personnel Manager; Rob Hendrickson, Finance Director; Kevin Klason, Covington Police Chief; Richard Hart, Community Development Director; Karla Slate, Communications & Marketing Manager; Scott Thomas, Parks & Recreation Director; Sara Springer, City Attorney; Angie Feser, Parks Planner; Bob Lindskov, City Engineer; Salina Lyons, Principal Planner; Ann Mueller, Senior Planner; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Pro Tem Wagner opened the meeting with the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

**Council Action: Councilmember Mhoon moved and Councilmember Cimaomo seconded to approve the Agenda.**

**Council Action: Councilmember Scott moved and Councilmember Snoey seconded to amend the agenda to postpone New Business Item No. 5 to a future meeting to give the whole council a chance to participate. Vote: 5-0. Motion carried.**

**PUBLIC COMMENT:**

Mayor Pro Tem Wagner called for public comments.

There being no comments, Mayor Pro Tem Wagner closed the public comment period.

**APPROVE CONSENT AGENDA:**

C-1. Minutes: March 25, 2014 Special & Regular Meeting.

C-2. Vouchers: #30898-30950, Including ACH Payments in the Amount of \$83,517.32, Dated April 1, 2014; and Paylocity Payroll Checks #1002273227-1002273237 and Paylocity Payroll Checks #1002273319-1002273319 Inclusive, Plus Employee Direct Deposits in the Amount of \$155,793.12, Dated April 11, 2014.

RESOLUTION NO. 14-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, DECLARING ONE VEHICLE AS SURPLUS PROPERTY AND AUTHORIZE REPLACEMENT.

C-3. Resolution to Authorize Surplus Vehicle.

**Council Action: Councilmember Mhoon moved and Councilmember Snoey seconded to approve the Consent Agenda. Vote: 5-0. Motion carried.**

**REPORTS OF COMMISSIONS:**

**Human Services Commission** – Chair Fran McGregor reported on the April 10 meeting.

**Parks & Recreation Commission** – Chair Steven Pand reported on the April 16 meeting.

**Planning Commission** – Chair Sean Smith reported on the April 3 and April 17 meetings.

**Arts Commission** – No report; April 10 meeting canceled.

**Economic Development Council** – No report; March 27 meeting canceled.

**PUBLIC HEARING:**

1. Receive Testimony from the Public and Consider Extending Interim Zoning Regulations Ordinance Regarding Recreational Marijuana.

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

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

Mayor Pro Tem Wagner called for public comment for the public hearing.

There being no comments, Mayor Pro Tem Wagner closed the public comment period for the public hearing.

Councilmembers provided further comments and asked further questions, and Ms. Springer provided responses.

ORDINANCE NO. 06-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, AMENDING ORDINANCE No. 10-13 TO EXTEND THE INTERIM ZONING REGULATIONS FOR RECREATIONAL MARIJUANA PRODUCTION, PROCESSING, AND RETAIL USES FOR AN ADDITIONAL SIX MONTHS; AMEND THE MEASUREMENT METHOD FOR THE SENSITIVE USES BUFFER; PROVIDING FOR A PUBLIC HEARING ON THE EXTENSION; ADOPTING FINDINGS OF FACT; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

**Council Action:** Councilmember Snoey moved and Councilmember Mhoon seconded to adopt Ordinance No. 06-14 extending the interim zoning regulations for recreational marijuana production, processing, and retail uses for an additional six months. Vote: 3-2 (voting yes: Mhoon, Snoey, and Wagner; voting no: Cimaomo and Scott). Motion passed. Ordinance failed.

Community Development Director Richard Hart provided additional information.

**Council Action:** Councilmember Snoey moved and Councilmember Mhoon seconded to reconsider the previous vote: Vote: 5-0. Motion carried.

**Council Action:** Councilmember Snoey moved and Councilmember Cimaomo seconded to adopt Ordinance No. 06-14 extending the interim zoning regulations for recreational marijuana production, processing, and retail uses for an additional six months. Vote: 5-0. Motion carried.

**NEW BUSINESS:**

2. Present Park Impact Fee Study.

Parks Planner Angie Feser introduced Randy Young from Henderson, Young & Company who then gave the presentation on this item.

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

Principal Planner Salina Lyons and Parks & Recreation Director Scott Thomas both provided additional information and responses to councilmembers.

**Council Action:** There was Council consensus to agree with the Parks & Recreation Commission recommendations regarding: 1) calculating Park Impact Fee rates for non-residential development; 2) count homeowner association private parks as helping meet the standards for neighborhood parks; and 3) Park Impact Fees should be based on the current actual levels of services.

3. Discuss Parks Capital Improvement Plan.

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

**Council Action: Councilmember Scott moved and Councilmember Cimaomo seconded to adopt the 2015-2020 Parks Capital Improvement Program. Vote: 5-0. Motion carried.**

4. Consider Ordinance re Proposed Changes in Downtown Design Façade Standards.

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

Councilmember provided comments and asked questions, and Mr. Hart provided responses.

ORDINANCE NO. 07-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON *AMENDING* THE CITY OF COVINGTON DOWNTOWN DESIGN GUIDELINES AND STANDARDS. (AMENDING ORD. NO. 10-10)

**Council Action: Councilmember Mhoon moved and Councilmember Scott seconded to adopt Ordinance No. 07-14 relating to amendments to the Covington Downtown Design Guidelines and Standards. Vote: 5-0. Motion carried.**

5. Report on Right-of-Way Design Standards. (Postponed.)

**COUNCIL/STAFF COMMENTS:**

Councilmembers and staff discussed Future Agenda Topics and made comments.

**PUBLIC COMMENTS:**

Mayor Pro Tem Wagner called for public comments.

**Bob Linskoy, resident of Maple Valley Ridge,** informed Council that he heard from neighbors that residents are taking their kids from Maple Valley parks and sending them to Covington Community Park.

There being no further comments, Mayor Pro Tem Wagner closed the public comment period.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:58 p.m.

Prepared by:

Submitted by:

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Joan Michaud  
Senior Deputy City Clerk

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Sharon Scott  
City Clerk

**Consent Agenda Item C-2**

Covington City Council Meeting

Date: May 13, 2014

SUBJECT: APROVAL OF VOUCHERS.

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #30951-31006, Including ACH Payments in the Amount of \$133,668.41, Dated April 15, 2014; Vouchers #31007-31055, Including ACH Payments in the Amount of \$323,792.93, Dated May 1, 2014; Vouchers #31056-31056 in the Amount of \$10,441.75, Dated May 2, 2014; and Paylocity Payroll Checks #1002326787-1002326799 and Paylocity Payroll Checks #1002326849-1002326849 Inclusive, Plus Employee Direct Deposits in the Amount of \$158,203.80, Dated April 25, 2014.

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION: Not applicable.

ALTERNATIVES: Not applicable.

FISCAL IMPACT: Not applicable.

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

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds, to approve for payment Vouchers #30951-31006, Including ACH Payments in the Amount of \$133,668.41, Dated April 15, 2014; Vouchers #31007-31055, Including ACH Payments in the Amount of \$323,792.93, Dated May 1, 2014; Vouchers #31056-31056 in the Amount of \$10,441.75, Dated May 2, 2014; and Paylocity Payroll Checks #1002326787-1002326799 and Paylocity Payroll Checks #1002326849-1002326849 Inclusive, Plus Employee Direct Deposits in the Amount of \$158,203.80, Dated April 25, 2014.**

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April 15, 2014

City of Covington

City of Covington

City of Covington  
Voucher/Check Register

Check # 30951 through Check # 31006, including ACH payments

In the Amount of \$133,668.41

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

\_\_\_\_\_  
Cassandra Parker  
Senior Accountant

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

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

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

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

# Accounts Payable

## Checks by Date - Detail by Check Date

User: scles  
 Printed: 4/18/2014 9:40 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	1901	Modern Building Systems, Inc.	04/15/2014	
	0059346	Maint shop; building lease, 5/1-6/1/14		284.54
	0059346	Maint shop; building lease, 5/1-6/1/14		569.06
	0059346	Maint shop; building lease, 5/1-6/1/14		569.06
Total for this ACH Check for Vendor 1901:				1,422.66
ACH	2044	Karla Slate	04/15/2014	
	2044-4	Slate; branding workshop; mileage		29.85
Total for this ACH Check for Vendor 2044:				29.85
ACH	2105	Rachel Bahl	04/15/2014	
	2105-4	Bahl; mileage reimbursement, March		102.54
Total for this ACH Check for Vendor 2105:				102.54
ACH	2555	NuCO2 LLC	04/15/2014	
	41420911	Aquatics; CO2 for pH control		71.22
Total for this ACH Check for Vendor 2555:				71.22
ACH	2654	Canber Corps	04/15/2014	
	32544	CCP; maintenance services, March		5,446.27
Total for this ACH Check for Vendor 2654:				5,446.27
30951	2784	Alpine Commercial Tire & Retreaders Inc.	04/15/2014	
	53144A	#3307; front tires		1,448.18
Total for Check Number 30951:				1,448.18
30952	2033	Aquatic Specialty Services	04/15/2014	
	6241	Aquatics; pulsar feed lid repair		507.00
	6280	Bahl; AFO class, registration		400.00
Total for Check Number 30952:				907.00
30953	2223	ARC Imaging Resources	04/15/2014	
	984169	Plotter/scanner; usage, 2/9-3/9/14		19.54
Total for Check Number 30953:				19.54
30954	2368	Best Parking Lot Cleaning Inc.	04/15/2014	
	130234	MV; street cleaning; March		6,069.01
	130235	Street cleaning; March		4,789.26
	130753	MV; street cleaning; April		1,320.58
Total for Check Number 30954:				12,178.85
30955	2540	Billings Electric	04/15/2014	
	140319-01	City hall; office light repair		352.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30955:	352.95
30956	2787 2000010.004	Eric Bleckwehl Refund; watercolor class cancellation	04/15/2014	65.00
			Total for Check Number 30956:	65.00
30957	2143	Wilma Bowen	04/15/2014	
	2143-2013	Utility tax rebate; electricity		34.85
	2143-2013	Utility tax rebate; natural gas		39.39
	2143-2013	Utility tax rebate; cable		41.75
	2143-2013	Utility tax rebate; solid waste		16.00
	2143-2013	Utility tax rebate; cellular		48.80
			Total for Check Number 30957:	180.79
30958	1997	Capital One Commercial	04/15/2014	
	046573	Japanese exchange student reception; refreshmer		28.96
	066698	Aquatics; special event storage totes		78.11
	139013975211	Maint shop; paper towels		9.97
	139013975211	Maint shop; paper towels		19.93
	139013975211	Maint shop; paper towels		19.94
	139013975211	City hall; coffee creamer, paper products, table		220.79
			Total for Check Number 30958:	377.70
30959	2266 2266-4	Lena Carkeek Carkeek; mileage reimbursement, March	04/15/2014	3.14
			Total for Check Number 30959:	3.14
30960	2366 1296874551	CenturyLink Business Services Aquatics; internet/loop, March	04/15/2014	360.00
			Total for Check Number 30960:	360.00
30961	0366 PW13-066	City of Covington Right of Way Permit; move street light	04/15/2014	472.00
			Total for Check Number 30961:	472.00
30962	0366 0366-4	City of Covington SWM utility tax; March	04/15/2014	4,860.58
			Total for Check Number 30962:	4,860.58
30963	0208 14-189 14-189	City of Kent Fire investigation services; 4th Qtr 2013 Fire services; 4th Qtr 2013	04/15/2014	3,446.50 6,995.25
			Total for Check Number 30963:	10,441.75
30964	2785 62203121 62203121	CompuCom Patterson; adobe system Slate; adobe system	04/15/2014	1,137.51 1,137.51
			Total for Check Number 30964:	2,275.02
30965	0184 196	Cordi & Bejarano Public defender services; 3/11-4/1/14	04/15/2014	2,260.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30965:	2,260.00
30966	0456 2014-WAR045510	Department of Ecology Stormwater general permit; 1/1-6/30/14	04/15/2014	4,045.59
			Total for Check Number 30966:	4,045.59
30967	0072	Dept of Labor & Industries	04/15/2014	
	939296-00-1Qtr	Industrial Insurance, 1st Quarter 2014		32.76
	939296-00-1Qtr	Industrial Insurance, 1st Quarter 2014		2,775.84
	939296-00-1Qtr	Industrial Insurance, 1st Quarter 2014		1,558.71
	939296-00-1Qtr	Industrial Insurance, 1st Quarter 2014		37.98
	939296-00-1Qtr	Industrial Insurance, 1st Quarter 2014		2.10
	939296-00-1Qtr	Industrial Insurance, 1st Quarter 2014		1,820.35
	939296-00-1Qtr	Industrial Insurance, 1st Quarter 2014		93.45
	939296-00-1Qtr	Industrial Insurance, 1st Quarter 2014		1,568.46
	939296-00-1Qtr	Industrial Insurance, 1st Quarter 2014		7,703.63
	939296-00-1Qtr	Industrial Insurance, 1st Quarter 2014		1.05
			Total for Check Number 30967:	15,594.33
30968	1981 74013-01	Design Air, Ltd. Aquatics; emergency pipe repair	04/15/2014	684.95
			Total for Check Number 30968:	684.95
30969	1613 20370 20370	The Fab Shop #3307; remove and replace tarp #2577; remove and replace tarp	04/15/2014	924.91 350.08
			Total for Check Number 30969:	1,274.99
30970	1473 2907615	Ferguson Enterprises, Inc. CCP; drinking fountain	04/15/2014	190.90
			Total for Check Number 30970:	190.90
30971	1875 C250746	FirstChoice Coffee service	04/15/2014	121.63
			Total for Check Number 30971:	121.63
30972	2465 1085747	FloHawks Storm drain cleaning; 4/1/14	04/15/2014	781.92
			Total for Check Number 30972:	781.92
30973	2045 19893	Goodbye Graffiti Seattle Everclean program, April	04/15/2014	431.14
			Total for Check Number 30973:	431.14
30974	2553 MAR 14 1123	Gordon Thomas Honeywell Governmental Governmental Affairs services; March	04/15/2014	1,705.00
			Total for Check Number 30974:	1,705.00
30975	0302 13504.00-10 13559.00-4 13577.00-6	Gray & Osborne CIP 1029; engineering; 3/2-3/29/14 Stormwater utility rate study; 3/2-3/29/14 CIP 1057; engineering; 3/2-3/29/14	04/15/2014	2,498.03 1,724.42 1,455.11

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	13599.00-5	Timberlane/Jenkins Park SW LID; 3/2-3/29/14		5,494.00
			Total for Check Number 30975:	11,171.56
30976	0867	Home Depot Credit Services	04/15/2014	
	0591451	Maint shop; shop light		8.68
	0591451	PVC cement		5.39
	0591451	Maint shop; shop light		17.36
	0591451	Maint shop; shop light		17.36
	12029	Maint shop; screws		2.38
	12029	Maint shop; screws		1.19
	12029	Maint shop; screws		2.38
	3017781	Maint shop; brooms/dustpan/cable cutter		28.80
	3017781	Maint shop; cleaning supplies/gorilla tape		6.51
	3017781	Maint shop; cleaning supplies/gorilla tape		13.02
	3017781	Maint shop; brooms/dustpan/cable cutter		28.81
	3017781	Maint shop; brooms/dustpan/cable cutter		14.40
	3017781	Maint shop; cleaning supplies/gorilla tape		13.02
	3017783	Maint shop; wrench/hammer/screwdrivers/paintc		35.85
	3017783	Maint shop; wrench/hammer/screwdrivers/paintc		35.85
	3017783	Maint shop; wrench/hammer/screwdrivers/paintc		17.93
	3590270	Aquatics; pipe wrench/tape		22.75
	4067685	Maint shop; portable lock box		12.81
	4067685	Maint shop; portable lock box		12.81
	4067685	Maint shop; portable lock box		6.41
	5062857	Public works office; microwave/drill battery		80.88
	5062857	Public works office; microwave/drill battery		80.89
	6062669	Spade bits		20.57
	8014423	Brass fittings		6.43
	9014102	CCP; piping supplies		40.80
			Total for Check Number 30976:	533.28
30977	1342	Integra Telecom	04/15/2014	
	11903355	Maint shop; telephone, 4/8-5/7/14		177.13
	11903355	City hall; telephone, 4/8-5/7/14		1,218.34
	11903355	Maint shop; telephone, 4/8-5/7/14		177.13
	11903355	Maint shop; telephone, 4/8-5/7/14		88.57
	11903355	Aquatics; telephone, 4/8-5/7/14		90.22
			Total for Check Number 30977:	1,751.39
30978	1803	Iron Mountain	04/15/2014	
	KEY9232	Document storage; 4/1-4/30/14		265.18
			Total for Check Number 30978:	265.18
30979	2234	Issaquah Honda Kubota	04/15/2014	
	30666	#3370; gear box		133.60
	30666	#3370; gear box		66.80
	30666	#3370; gear box		133.61
	31134	#3370; gasket		6.70
	31134	#3370; gasket		6.70
	31134	#3370; gasket		3.35
			Total for Check Number 30979:	350.76
30980	2480	Ken's Pool & Patio	04/15/2014	
	70505	Aquatics; refinishing bulkhead		9,719.70
	70506	Aquatics; swimming pool maintenance/repairs		5,973.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30980:	15,692.70
30981	0143	King County Finance	04/15/2014	
	39282-39282	Street services; 3/4-3/31/14		1,436.38
	39338-39344	Street services; 3/4-3/31/14		4,321.29
	39960-39960	Street services credit from 1/4-1/31/14		-107.58
			Total for Check Number 30981:	5,650.09
30982	0143	King County Finance	04/15/2014	
	4077938	Maint; sewer treatment, 1/1-3/31/14		9.71
	4077938	Maint; sewer treatment, 1/1-3/31/14		19.43
	4077938	Maint; sewer treatment, 1/1-3/31/14		19.43
			Total for Check Number 30982:	48.57
30983	1405	Lakeside Industries	04/15/2014	
	12038917MB	EZ street asphalt		155.41
			Total for Check Number 30983:	155.41
30984	2022	Harry Lammon	04/15/2014	
	2022-2013	Utility tax rebate; cable		38.58
	2022-2013	Utility tax rebate; electricity		119.93
	2022-2013	Utility tax rebate; solid waste		13.00
			Total for Check Number 30984:	171.51
30985	1622	Law Offices of Thomas R Hargan, PLLC	04/15/2014	
	14-CV03	Prosecution services through 3/31/14		4,536.80
			Total for Check Number 30985:	4,536.80
30986	2786	Paul Matthews	04/15/2014	
	2786-4	Reimbursement; drivers abstract		13.00
			Total for Check Number 30986:	13.00
30987	0252	Microflex	04/15/2014	
	00021789	Tax audit program		20.68
			Total for Check Number 30987:	20.68
30988	1487	NAPA Auto Parts	04/15/2014	
	702730	Impact socket		12.62
	704256	#3307; shocks, trailer wire		204.53
			Total for Check Number 30988:	217.15
30989	2633	National Safety, Inc.	04/15/2014	
	0371758-IN	Hard hat		3.54
	0371758-IN	Hard hat		7.08
	0371758-IN	Hard hat		7.08
	0372461-IN	Seasonals; reflective rain gear		49.69
	0372461-IN	Seasonals; reflective rain gear		24.84
	0372461-IN	Seasonals; reflective rain gear		49.69
	0372936-IN	Safety glasses		3.80
	0372936-IN	Safety glasses		7.60
	0372936-IN	Safety glasses		7.61
			Total for Check Number 30989:	160.93

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
30990	2635 71942	Pacific Plants, Inc. Ash tree	04/15/2014	121.63
Total for Check Number 30990:				121.63
30991	1407 14-80750	Parametrix, Inc. Plan review services; 1/1-3/1/14	04/15/2014	2,551.56
Total for Check Number 30991:				2,551.56
30992	0973 0001726	Public Finance Inc. LID administration; 2nd Quarter 2014	04/15/2014	124.44
Total for Check Number 30992:				124.44
30993	0161	Puget Sound Energy	04/15/2014	
	200003986730-4	Streets; electricity, 3/5-4/2/14		69.47
	200003987282-4	Streets; electricity, 3/6-4/3/14		56.75
	200003987464-4	Streets; electricity, 3/6-4/3/14		10.84
	200004045635-4	Streets; electricity, 3/5-4/2/14		74.26
	200004045866-4	Streets; electricity, 3/6-4/3/14		61.54
	200005568858-4	Streets; electricity, 3/1-3/31/14		89.88
	200013103656-4	CCP; electricity, 3/1-3/31/14		28.53
	200013951476-4	Streets; electricity, 3/1-3/31/14		89.20
	200014568881-4	Maint shop; electricity, 3/1-3/31/14		90.34
	200014568881-4	Maint shop; electricity, 3/1-3/31/14		90.34
	200014568881-4	Maint shop; electricity, 3/1-3/31/14		45.17
	200022909309-4	Streets; electricity, 3/5-4/2/14		82.13
	200022909689-4	Skate park; electricity, 3/6-4/3/14		13.32
	300000001770-4	Streets; electricity, 3/5-4/2/14		10.84
	300000001770-4	City tree; electricity, 3/5-4/2/14		10.84
	300000001788-4	Streets; electricity, 3/4-4/1/14		8,162.17
	300000001788-4	Streets; electricity, 3/4-4/1/14		58.89
	300000001804-4	Streets; electricity, 3/1-3/31/14		84.13
	300000007744-4	Aquatics; natural gas, 3/1-3/31/14		3,411.77
	300000007744-4	Aquatics; electricity, 3/1-3/31/14		2,094.19
	300000011266-4	SR 516; electricity, 3/5-4/2/14		170.98
	300000011266-4	Crystal view; electricity, 3/5-4/2/14		10.84
Total for Check Number 30993:				14,816.42
30994	2776	Red Wing Shoe Store	04/15/2014	
	8870000002434	Dalton; steel toe boots		33.50
	8870000002434	Dalton; steel toe boots		67.01
	8870000002434	Dalton; steel toe boots		67.01
Total for Check Number 30994:				167.52
30995	2207 1527032714	db Secure Shred, LLC Secure document destruction; 3/27/14	04/15/2014	22.39
Total for Check Number 30995:				22.39
30996	1905 C800019-701	Sharp Electronics Corporation Reception copier; usage, 2/24-3/25/14	04/15/2014	13.03
Total for Check Number 30996:				13.03
30997	0993 0700-906800-4 0700-927900-4	Soos Creek Water & Sewer Dist. Aquatics; sewer, 2/1-3/31/14 Maint shop; sewer, 2/1-3/31/14	04/15/2014	4,066.28 45.71

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0700-927900-4	Maint shop; sewer, 2/1-3/3/14		22.86
	0700-927900-4	Maint shop; sewer, 2/1-3/3/14		45.71
			Total for Check Number 30997:	4,180.56
30998	2103	US Bancorp Equip Finance Inc.	04/15/2014	
	250690054	Copier lease		86.88
	250690054	Copier lease		130.32
			Total for Check Number 30998:	217.20
30999	1917	US Bank National Association	04/15/2014	
	386000046-4	Investment service charge; 1/1-3/31/14		17.41
	386000046-4	Investment service charge; 1/1-3/31/14		36.24
	386000046-4	Investment service charge; 1/1-3/31/14		87.07
	386000046-4	Investment service charge; 1/1-3/31/14		44.28
			Total for Check Number 30999:	185.00
31000	0046	Verizon Wireless	04/15/2014	
	9722154588	Cellular service, 3/21-4/20/14		67.71
	9722154588	Cellular service/tablet data, 3/21-4/20/14		80.73
	9722154588	Cellular service/tablet data, 3/21-4/20/14		388.13
	9722154588	Cellular service/tablet data, 3/21-4/20/14		181.46
	9722154588	Cellular phone, 3/21-4/20/14		28.86
	9722154588	Cellular phone, 3/21-4/20/14		196.78
			Total for Check Number 31000:	943.67
31001	2783	WA State Dept of Revenue	04/15/2014	
	601802997-1Qtr	Leasehold excise tax; 1st Quarter 2014		1,151.75
			Total for Check Number 31001:	1,151.75
31002	0925	Jeff Wagner	04/15/2014	
	0925-4	Wagner; PSRC meeting, mileage reimbursement		33.08
			Total for Check Number 31002:	33.08
31003	1105	Washington State Patrol	04/15/2014	
	I14006903	Background checks		50.00
			Total for Check Number 31003:	50.00
31004	2664	Washington Tractor	04/15/2014	
	393215	#3424; spray tank wand		20.45
	401022	#3424; spray tank nozzles		23.34
			Total for Check Number 31004:	43.79
31005	1408	Washington Workwear Stores Inc.	04/15/2014	
	1441	Safety glasses		10.37
	1441	Safety glasses		20.75
	1441	Safety glasses		20.75
			Total for Check Number 31005:	51.87
31006	0137	WMCA	04/15/2014	
	0137-4	Scott; 2014 WMCA membership dues		75.00
	0137-4-1	Michaud; 2014 WMCA membership dues		75.00
			Total for Check Number 31006:	150.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
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			Total for 4/15/2014:	133,668.41
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			Report Total (61 checks):	133,668.41
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May 1, 2014

City of Covington

City of Covington

City of Covington  
Voucher/Check Register

Check # 31007 through Check # 31055, including ACH payments

In the Amount of \$323,792.93

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

\_\_\_\_\_  
Cassandra Parker  
Senior Accountant

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

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

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

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

# Accounts Payable

## Checks by Date - Detail by Check Date

User: scles  
 Printed: 5/1/2014 11:17 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0056 0056-5	Cassandra Parker Parker; Springbrook conference, per diem/tram	05/01/2014	101.50
Total for this ACH Check for Vendor 0056:				101.50
ACH	0418 20143	Olympic Environmental Resource Spring recycling program implementation	05/01/2014	11,295.49
Total for this ACH Check for Vendor 0418:				11,295.49
ACH	0651 0651-5	Lindsay Hagen Hagen; animal control meeting, mileage	05/01/2014	30.97
Total for this ACH Check for Vendor 0651:				30.97
ACH	0706	Covington Retail Associates	05/01/2014	
	4252	1st floor; operating expense balance, April		717.38
	4253	2nd floor; operating expense credit, April		-25.06
	4271	2nd floor; operating expense reconciliation, 1st C		-75.18
	4271	1st floor; operating expense reconciliation, 1st Q		2,152.13
	4287	1st floor; operating expenses, May		10,757.40
	4287	1st floor; building lease, May		25,717.00
	4288	2nd floor; operating expenses, May		1,484.75
	4288	2nd floor; building lease, May		3,280.83
	CAM REC 2014 CC	2nd floor; 2013 operating expense reconciliation		-387.64
	CAM REC 2014 CC	1st floor; 2013 operating expense reconciliation		8,832.23
Total for this ACH Check for Vendor 0706:				52,453.84
ACH	1271 1271-5	Rob Hendrickson Hendrickson; WMTA conference, per diem, mile	05/01/2014	196.22
Total for this ACH Check for Vendor 1271:				196.22
ACH	1408	Washington Workwear Stores Inc.	05/01/2014	
	1456	Maint shop; gloves		25.40
	1456	Maint shop; gloves		25.39
	1456	Maint shop; gloves		12.70
Total for this ACH Check for Vendor 1408:				63.49
ACH	1688	Mountain Mist	05/01/2014	
	054257-5	Maint shop; bottled water, March		14.59
	054257-5	Maint shop; bottled water, March		7.30
	054257-5	Maint shop; bottled water, March		14.59
	054257-5	Aquatics; bottled water, March		33.07
	054257-5	City hall; bottled water, March		115.78
Total for this ACH Check for Vendor 1688:				185.33
ACH	1705	Alpine Products, Inc.	05/01/2014	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	TM-139233	Type III Barricades		812.05
			Total for this ACH Check for Vendor 1705:	812.05
ACH	2250 C038	SBS Legal Services Legal services; 4/1-4/30/14	05/01/2014	6,450.00
			Total for this ACH Check for Vendor 2250:	6,450.00
ACH	2555 41569343	NuCO2 LLC Aquatics; CO2 lease	05/01/2014	66.90
			Total for this ACH Check for Vendor 2555:	66.90
ACH	2633 0371757-IN 0371757-IN 0371757-IN	National Safety, Inc. Gaudette; shirts, rainwear Gaudette; shirts, rainwear Gaudette; shirts, rainwear	05/01/2014	99.65 99.65 49.83
			Total for this ACH Check for Vendor 2633:	249.13
ACH	2654 32595	Canber Corps Soccer Field Turf Renovation	05/01/2014	4,992.56
			Total for this ACH Check for Vendor 2654:	4,992.56
ACH	2747 2747-5 2747-5	Bob Lindskov Lindskov; APWA conference, mileage/parking Lindskov; APWA conference, mileage/parking	05/01/2014	26.89 40.33
			Total for this ACH Check for Vendor 2747:	67.22
ACH	2752 7009325 7009325	SMS Parks; landscaping, April Streets; landscaping, April	05/01/2014	905.72 2,145.94
			Total for this ACH Check for Vendor 2752:	3,051.66
31007	0206 452543	AFLAC Insurance premiums; April	05/01/2014	666.04
			Total for Check Number 31007:	666.04
31008	2033 6336 6337	Aquatic Specialty Services Aquatics; clean/calibration services, April Aquatics; pool chemicals	05/01/2014	124.90 62.50
			Total for Check Number 31008:	187.40
31009	2631 2631-1Qtr	Auburn Youth Research - Outreach Human services; 1st Quarter 2014	05/01/2014	375.00
			Total for Check Number 31009:	375.00
31010	0019 100315L0520140 100315L0520140 100315L0520140 100315L0520140 100315L0520140 100315L0520140 100315L0520140	AWC Employee Benefits Trust Medical Insurance Premiums, May Medical Insurance Premiums, May	05/01/2014	422.56 8,835.05 6,381.72 10,204.96 5,670.97 841.79 723.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	100315L0520140	Medical Insurance Premiums, May		2,037.26
	100315L0520140	Medical Insurance Premiums, May		1,684.38
	100315L0520140	Medical Insurance Premiums, May		6,615.72
	100315L0520140	Medical Insurance Premiums, May		1,816.87
	100315L0520140	Medical Insurance Premiums, May		2,093.71
	100315L0520140	Medical Insurance Premiums, May		2,149.70
			Total for Check Number 31010:	49,477.99
31011	2270 6317966698B-5	CenturyLink City hall; telephone, 4/13-5/13/14	05/01/2014	47.78
			Total for Check Number 31011:	47.78
31012	1178 1178-1Qtr 1178-1Qtr	Child Care Resources Human services; joint funding, 1st Quarter 2014 Human services; 1st Quarter 2014	05/01/2014	5,000.00 896.25
			Total for Check Number 31012:	5,896.25
31013	0953 MB-01516	City of Tukwila Human services; 1st Quarter 2014	05/01/2014	10,000.00
			Total for Check Number 31013:	10,000.00
31014	1699 1699-1Qtr	Communities in Schools of Kent Human services; 1st Quarter 2014	05/01/2014	750.00
			Total for Check Number 31014:	750.00
31015	2179 390	Conservation Technix, Inc. CCP; CIP Cost Estimating, 3/1-3/31/14	05/01/2014	1,245.00
			Total for Check Number 31015:	1,245.00
31016	0537 104587-5 105731-5 132670-5	Covington Water District Crystal view; water, 3/22-4/18/14 SR 516; water, 3/22-4/18/14 CCP; water, 3/22-4/18/14	05/01/2014	31.90 54.50 104.35
			Total for Check Number 31016:	190.75
31017	0771 343536	David Evans & Associates, Inc. Traffic Concurency; Inland Group	05/01/2014	10,651.00
			Total for Check Number 31017:	10,651.00
31018	0780 0780-1Qtr 0780-1Qtr	DAWN Human services, joint funding, 1st Quarter 2014 Human services; 1st Quarter 2014	05/01/2014	6,370.00 2,000.00
			Total for Check Number 31018:	8,370.00
31019	1923 3703 3703	Delta Business Training, LLC Annual online training content/licensing fee, use Annual online training content/licensing fee	05/01/2014	-51.60 651.60
			Total for Check Number 31019:	600.00
31020	2467 73118480	Department of Enterprise Services Bahl/Carkoek/Kiselyov; business cards	05/01/2014	123.77

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31020:	123.77
31021	1996	Facility Maintenance Contractors	05/01/2014	
	SALES01465 140415	Maint shop; janitorial service		109.60
	SALES01465 140415	Maint shop; janitorial service		54.80
	SALES01465 140415	Maint shop; janitorial service		109.60
			Total for Check Number 31021:	274.00
31022	2788	Fir Run Nursery	05/01/2014	
	311938	Arbor Day; seedlings		48.61
			Total for Check Number 31022:	48.61
31023	1913	Galaxy Catering	05/01/2014	
	0325141	Council meeting; dinner due to extended length		81.45
			Total for Check Number 31023:	81.45
31024	2616	Greater Maple Valley Community Center	05/01/2014	
	2616-1Qtr	Human services; 1st Quarter 2014		1,000.00
			Total for Check Number 31024:	1,000.00
31025	1770	Richard Hart	05/01/2014	
	1770-5	Hart; meeting with Multi-care architects, parking		4.03
	1770-5	Hart; meeting with Multi-care architects, parking		9.39
			Total for Check Number 31025:	13.42
31026	2789	Henderson, Young & Company	05/01/2014	
	557-1401	Park impact fee; progress through 3/31/14		4,683.00
			Total for Check Number 31026:	4,683.00
31027	1722	Honey Bucket	05/01/2014	
	1-894498	Skate park; portable toilet, 4/5-5/4/14		204.75
	1-899352	CCP; portable toilet service, 4/13-5/12/14		258.00
			Total for Check Number 31027:	462.75
31028	1632	Husky International Trucks	05/01/2014	
	718239	#2577; switch		57.98
	718240	#2577; switch		57.98
	718274	#2577; switches		140.29
			Total for Check Number 31028:	256.25
31029	0533	KC Sexual Assault Resource Ctr	05/01/2014	
	0533-1Qtr	Human services; joint funding, 1st Quarter 2014		26,876.25
	0533-1Qtr	Human services; 1st Quarter 2014		1,216.00
			Total for Check Number 31029:	28,092.25
31030	0271	Kent Youth & Family Services	05/01/2014	
	0271-1Qtr	Human services; Early childhood education, 1st		625.00
	0271-1Qtr-1	Human services; Clinical, 1st Quarter		2,500.00
			Total for Check Number 31030:	3,125.00
31031	2790	Kidz Love Soccer	05/01/2014	
	2014WI-F280	Instructors payment; Rec Winter Soccer		445.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31031:	445.20
31032	0143 2030679 3000832	King County Finance Animal control services; 1/1-6/30/14 Jail costs; 3/1-3/31/14	05/01/2014	26,996.50 1,274.51
			Total for Check Number 31032:	28,271.01
31033	1258 12-024F GIS	King County Finance - GIS GIS Program; comp plan update maps, mailing l	05/01/2014	560.00
			Total for Check Number 31033:	560.00
31034	1878 6855	MacLeod Reckord CCP Phase 2; engineering, 3/1-3/31/14	05/01/2014	48,803.59
			Total for Check Number 31034:	48,803.59
31035	0333 0333-5	Maple Valley Food Bank Human services; 1st Quarter 2014	05/01/2014	3,750.00
			Total for Check Number 31035:	3,750.00
31036	1928 1928-5	Mayson Morrissey Morrissey; ACCIS conference, mileage	05/01/2014	217.28
			Total for Check Number 31036:	217.28
31037	2791 TKW00062915	NC Power Systems Co. #3307; repairs	05/01/2014	3,233.31
			Total for Check Number 31037:	3,233.31
31038	1948 1948-2013 1948-2013 1948-2013 1948-2013 1948-2013	George Nomura Utility tax rebate; telephone Utility tax rebate; cable Utility tax rebate; solid waste Utility tax rebate; natural gas Utility tax rebate; electricity	05/01/2014	15.07 45.65 11.12 43.63 19.85
			Total for Check Number 31038:	135.32
31039	0708 149330 149330 149330 149330	NRPA NRPA membership dues NRPA membership dues NRPA membership dues NRPA membership dues	05/01/2014	150.00 150.00 150.00 150.00
			Total for Check Number 31039:	600.00
31040	0004 1666259916 1670790699 695990345001 695990345001 702051232001 702923396001 702923736001 702923736001 702923736001 703926999001	Office Depot Recreation guide paper Aquatics; certificate paper Office supplies Coffee creamer Paper Office supplies Maint shop; weekly planners Maint shop; weekly planners Maint shop; weekly planners Office supplies	05/01/2014	77.28 2.37 250.14 8.32 253.31 265.27 17.36 8.68 17.36 218.43

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	703927138001	Throm; cork board		42.38
	703927138001	Office supplies		36.73
	704000231001	Resource management plans; dividers		389.52
	704000231001	Office supplies		52.42
	704000231001	Feser; desk lamp		19.97
	704000247001	Resource management plans; tabs		16.94
			Total for Check Number 31040:	1,676.48
31041	0818 41094149	Pacific Office Automation Copier lease	05/01/2014	122.47
			Total for Check Number 31041:	122.47
31042	1452 IN034084 IN034125 IN034138 IN034192 IN034241	Palmer Coking Coal Company Mulch Mulch Crushed gravel Crushed gravel Crushed gravel	05/01/2014	199.55 57.02 17.77 16.39 113.53
			Total for Check Number 31042:	404.26
31043	2233 2233-1Qtr	Pediatric Interim Care Center Human services; 1st Quarter 2014	05/01/2014	375.00
			Total for Check Number 31043:	375.00
31044	2021 2021-2013 2021-2013	Holmfridur Peterson Utility tax rebate; electricity Utility tax rebate; natural gas	05/01/2014	29.29 74.20
			Total for Check Number 31044:	103.49
31045	0161 300000007934 300000007934	Puget Sound Energy City hall; natural gas, 3/5-4/2/14 City hall; electricity, 3/5-4/2/14	05/01/2014	145.58 1,632.28
			Total for Check Number 31045:	1,777.86
31046	2474 693	SCORE Jail costs; March	05/01/2014	13,320.00
			Total for Check Number 31046:	13,320.00
31047	1905 C800329-701 C801061-701 C801249-701 C801249-701	Sharp Electronics Corporation Copier; usage, 3/1-4/1/14 Copier; usage, 3/17-4/11/14 Copier; usage, 3/15-4/15/14 Copier; usage, 3/15-4/15/14	05/01/2014	1,301.70 16.59 90.40 135.59
			Total for Check Number 31047:	1,544.28
31048	1903 627976 627976	Sound Publishing, Inc. Monthly full page ads/Chamber guide Weekly bulletins; 3/7, 3/14, 3/21, 3/28	05/01/2014	3,683.00 1,370.06
			Total for Check Number 31048:	5,053.06
31049	2469 2469-1Qtr	South King Council of HS Human services; 1st Quarter 2014	05/01/2014	375.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 31049:	375.00
31050	0281	Standard Insurance Company	05/01/2014	
	006355510001-5	Life Insurance Premiums, May		573.63
	006355510001-5	Life Insurance Premiums, May		7.91
	006355510001-5	Life Insurance Premiums, May		43.27
	006355510001-5	Life Insurance Premiums, May		95.06
	006355510001-5	Life Insurance Premiums, May		100.83
	006355510001-5	Life Insurance Premiums, May		86.60
	006355510001-5	Life Insurance Premiums, May		164.79
	006355510001-5	Life Insurance Premiums, May		164.89
	006355510001-5	Life Insurance Premiums, May		502.10
	006355510001-5	Life Insurance Premiums, May		307.39
	006355510001-5	Life Insurance Premiums, May		595.24
	006355510001-5	Life Insurance Premiums, May		183.82
	006355510001-5	Life Insurance Premiums, May		95.02
	006355510001-5	Life Insurance Premiums, May		358.05
			Total for Check Number 31050:	3,278.60
31051	0217 L102676	State Auditor's Office Audit fees; March	05/01/2014	
				167.00
			Total for Check Number 31051:	167.00
31052	0409 0409-1Qtr	The Storehouse Human services; 1st Quarter 2014	05/01/2014	
				1,785.75
			Total for Check Number 31052:	1,785.75
31053	2103	US Bancorp Equip Finance Inc.	05/01/2014	
	251551743	Workroom copier; lease		639.10
	251833794	Reception copier; lease		93.40
	252011713	Police copier; lease		93.40
			Total for Check Number 31053:	825.90
31054	0242	WACE	05/01/2014	
	0242-5	Thompson; WACE dues		34.00
	0242-5	Thompson; WACE dues		6.00
	0242-5	Thompson; WACE conference, registration		3.75
	0242-5	Thompson; WACE conference, registration		21.25
			Total for Check Number 31054:	65.00
31055	0355 200000063	WRPA Thomas; WRPA conference, registration	05/01/2014	
				269.00
			Total for Check Number 31055:	269.00
			Total for 5/1/2014:	323,792.93
			Report Total (63 checks):	323,792.93

May 2, 2014

City of Covington

City of Covington

City of Covington  
Voucher/Check Register

Check # 31056 through Check # 31056  
And Voided Check #30963

In the Amount of \$10,441.75

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

\_\_\_\_\_  
Cassandra Parker  
Senior Accountant

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

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

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

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

# Accounts Payable

## Checks by Date - Detail by Check Date

User: scles  
 Printed: 5/2/2014 1:38 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
31056	2792	Kent Fire Department RFA	05/02/2014		
	14-189	Fire services; 4th Qtr 2013			6,995.25
	14-189	Fire investigations services; 4th Qtr 2013			3,446.50
Total for Check Number 31056:				0.00	10,441.75
Total for 5/2/2014:				0.00	10,441.75
Report Total (1 checks):				0.00	10,441.75

April 25, 2014

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 04/25/14 consisting of:

PAYLOCITY CHECK # 1002326787 through PAYLOCITY CHECK # 1002326799 and PAYLOCITY CHECK # 1002326849 through PAYLOCITY CHECK # 1002326849 inclusive, plus employee direct deposits

IN THE AMOUNT OF \$158,203.80

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

\_\_\_\_\_  
Rob Hendrickson  
Finance Director

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

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

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

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

**04/25/14 Payroll Voucher**

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
107222	Regular	4/25/2014	377	Bates, Krista	88.66
107223	Regular	4/25/2014	246	Kirshenbaum, Kathleen	750.69
107224	Regular	4/25/2014	243	Lyon, Valerie	1,452.27
107225	Regular	4/25/2014	278	Matheson, Derek M	4,769.65
107226	Regular	4/25/2014	234	Mhooon, Darren S	1,397.09
107227	Regular	4/25/2014	162	Michaud, Joan M	2,079.58
107228	Regular	4/25/2014	123	Scott, Sharon G	2,488.19
107229	Regular	4/25/2014	313	Slate, Karla J	2,352.46
107230	Regular	4/25/2014	275	Hart, Richard	3,494.55
107231	Regular	4/25/2014	368	Mueller, Ann M	1,234.25
107232	Regular	4/25/2014	180	Cles, Staci M	1,780.71
107233	Regular	4/25/2014	146	Hagen, Lindsay K	1,536.56
107234	Regular	4/25/2014	235	Hendrickson, Robert	3,691.64
107235	Regular	4/25/2014	105	Parker, Cassandra	2,556.84
107236	Regular	4/25/2014	433	Cimaomo, Joseph T	390.11
107237	Regular	4/25/2014	323	Harto, Margaret	455.97
107238	Regular	4/25/2014	324	Lanza, Mark	382.11
107239	Regular	4/25/2014	326	Mhooon, Marlla	392.11
107240	Regular	4/25/2014	327	Scott, James A	405.57
107241	Regular	4/25/2014	329	Wagner, Jeffrey	415.57
107242	Regular	4/25/2014	374	Allen, Joshua C	1,723.71
107243	Regular	4/25/2014	353	Dalton, Jesse J	1,927.87
107244	Regular	4/25/2014	373	Fealy, William J	2,124.69
107245	Regular	4/25/2014	301	Gaudette, John J	1,843.39
107246	Regular	4/25/2014	186	Junkin, Ross D	2,799.60
107247	Regular	4/25/2014	252	Wesley, Daniel A	2,175.39
107248	Regular	4/25/2014	268	Bykonen, Brian D	2,100.68
107249	Regular	4/25/2014	279	Christenson, Gregg R	2,091.39
107250	Regular	4/25/2014	270	Lyons, Salina K	2,323.13
107251	Regular	4/25/2014	269	Meyers, Robert L	3,285.62
107252	Regular	4/25/2014	284	Ogren, Nelson W	2,751.58
107253	Regular	4/25/2014	266	Thompson, Kelly	2,107.91
107254	Regular	4/25/2014	307	Morrissey, Mayson	2,778.58
107255	Regular	4/25/2014	199	Bahl, Rachel A	2,010.82
107256	Regular	4/25/2014	292	Carkeek, Lena	1,482.88
107257	Regular	4/25/2014	428	Feser, Angela M	2,104.28
107258	Regular	4/25/2014	397	Martinsons, Jaquelyn	292.65
107259	Regular	4/25/2014	195	Patterson, Clifford	2,430.73
107260	Regular	4/25/2014	306	Thomas, Scott R	3,509.33
107261	Regular	4/25/2014	106	Bates, Shellie L	2,004.15
107262	Regular	4/25/2014	349	Buck, Shawn M	1,622.43
107263	Regular	4/25/2014	273	French, Fred	771.48
107264	Regular	4/25/2014	436	Lindskov, Robert T	2,885.16
107265	Regular	4/25/2014	257	Parrish, Benjamin A	1,926.60
107266	Regular	4/25/2014	173	Vondran, Donald M	3,614.61
107267	Regular	4/25/2014	431	Allen, Kaitlyn	430.45
107268	Regular	4/25/2014	388	Andrews, Kaitlyn E	231.51
107269	Regular	4/25/2014	434	Bailey, Brooke	114.03
107270	Regular	4/25/2014	393	Blakely, Coleman P.	13.99
107271	Regular	4/25/2014	380	Cox, Cory R	55.61
107272	Regular	4/25/2014	258	Cox, Melissa	675.78
107273	Regular	4/25/2014	409	Hanger, Austin R.	78.21
107274	Regular	4/25/2014	417	Hendricks, Cole M	181.02

107275	Regular	4/25/2014	305 Kiselyov, Tatyana	816.63
107276	Regular	4/25/2014	425 Knox, John Q	320.98
107277	Regular	4/25/2014	426 Knox, Patrick L	44.49
107278	Regular	4/25/2014	410 Lanz, Avalon A.	115.70
107279	Regular	4/25/2014	416 Lipinski, Matthew	54.36
107280	Regular	4/25/2014	435 Martin, Iain-Josiah	163.53
107281	Regular	4/25/2014	438 Mashika, Myroslav	258.15
107282	Regular	4/25/2014	423 McCarthy, Joseph	346.21
107283	Regular	4/25/2014	297 Mooney, Lynell	79.61
107284	Regular	4/25/2014	439 Newman, Ashley M	181.51
107285	Regular	4/25/2014	413 Perko, Alyssa M.	102.91
107286	Regular	4/25/2014	412 Reynolds, Shannon J.	563.06
107287	Regular	4/25/2014	429 Sizemore, Christine A	289.36
107288	Regular	4/25/2014	390 Tomalik, Stefan A	724.01
107289	Regular	4/25/2014	414 Turnbull, Dane A.	153.70
107290	Regular	4/25/2014	384 von Michalofski, Kayla M	329.44
107291	Regular	4/25/2014	392 Wardrip, Spencer A	672.15
107292	Regular	4/25/2014	432 Wilton, Sara J	108.70
107293	Regular	4/25/2014	116 Beaufreere, Noreen	2,780.90
107294	Regular	4/25/2014	137 Throm, Victoria J	1,901.86
1002326787	Regular	4/25/2014	364 Newell, Nancy J	191.17
1002326788	Regular	4/25/2014	328 Snoey, Wayne	187.61
1002326789	Regular	4/25/2014	443 Matthews, Paul E	953.14
1002326790	Regular	4/25/2014	440 Rosales, Rafael	1,040.93
1002326791	Regular	4/25/2014	441 Schug, Erick	305.49
1002326792	Regular	4/25/2014	403 Bowen, Joshua W	479.62
1002326793	Regular	4/25/2014	437 George, James C	128.56
1002326794	Regular	4/25/2014	399 Jensen, Emily A	117.44
1002326795	Regular	4/25/2014	391 Mayes, Annika L	33.37
1002326796	Regular	4/25/2014	442 Mosiychuk, Vadim A	230.97
1002326797	Regular	4/25/2014	400 Quintos, Edward Louie D	119.19
1002326798	Regular	4/25/2014	398 Vieira, Logan G	13.99
1002326799	Regular	4/25/2014	395 Wunschel, Ethan G.	96.32

**Totals for Payroll Checks 86 Items 102,488.90**

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
107295	AGENCY	4/25/2014	401SS	ICMA Retirement Trust	16,225.75
107296	AGENCY	4/25/2014	457Ex	Vantagepoint Transfer Agent-	383.82
107297	AGENCY	4/25/2014	CICOV	City of Covington	2,815.23
107298	AGENCY	4/25/2014		Emp City of Covington Employee	115.00
107299	AGENCY	4/25/2014	IC401	ICMA Retirement Trust	13,711.59
107300	AGENCY	4/25/2014	IC457	ICMA Retirement Trust	1,866.70
107301	AGENCY	4/25/2014	ROTH	ICMA Retirement Trust	100.00
107302	AGENCY	4/25/2014	VEBA	HRA VEBA Trust Contributions	1,517.00
1002326849	AGENCY	4/25/2014	JG1	WASH CHILD SUPPORT	110.41

**Totals for Third Party Checks 9 Items 36,845.50**

Tax Liabilities 18,513.71  
Paylocity Fees 355.69

Grand Total \$ 158,203.80

## Consent Agenda Item C-3

Covington City Council Meeting

Date: May 13, 2014

**SUBJECT:** APPROVAL OF CONSULTANT CONTRACT AND SCOPE OF SERVICES FOR 2015 COMPREHENSIVE PLAN UPDATE AND AUTHORIZE THE CITY MANAGER TO SIGN SAID CONTRACT.

**RECOMMENDED BY:** Richard Hart, Community Development Director

**ATTACHMENT(S):**

1. Consultant Contract for Services with Exhibit A-Scope of Services

**PREPARED BY:** Richard Hart, Community Development Director  
Ann Mueller, Senior Planner

**EXPLANATION:**

In March 2014, city staff issued a Request for Proposals (RFP) from consultants to prepare the city's 2015 Comprehensive Plan Update as required by the state's Growth Management Act (GMA). The GMA requires the update to be completed by June 30, 2015, after receiving review by both the State Department of Commerce and the Puget Sound Regional Council (PSRC). The city received three proposals and interviewed all three respondents on April 21, 2014. The staff selected Studio Cascade, Inc. of Spokane, Washington, as the best firm to meet Covington's Comprehensive Plan Update needs. Their multi-disciplinary team also includes ECONorthwest, an economic consulting firm currently assisting the city with the Town Center Study; AHBL, a Planning & Engineering firm that completed our Downtown Plan in 2009 and Shoreline Master Program in 2011; and Fehr & Peers, a transportation planning and traffic engineering firm very familiar with the regional transportation issues of SE King County.

As part of the 2014 city budget the city council approved a decision card in the amount of \$120,000 to hire a consultant to assist the city staff in preparation of our required Comprehensive Plan Update. Attached is the proposed city's contract for services in the amount of \$120,000 with Studio Cascade with a detailed scope of services attached as Exhibit A that outlines the work to be performed between now and June 30, 2015.

City staff is requesting approval for the city manager to execute the contract with Studio Cascade, Inc. in a form substantially the same as that provided in the attachment.

**ALTERNATIVES:**

Return the contract and scope of services to the city staff for revisions as directed by the council.

**FISCAL IMPACT:**

Fiscal impact involves the \$120,000 set aside in the 2014 city budget through a decision card approved the city council. In addition, the senior planner and community development director will provide staff time managing the contract as part of their normal work duties during 2014 and the first half of 2015.

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

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_  
seconds, to approve the consultant contract and associated scope of services  
with Studio Cascade, Inc. to complete the 2015 GMA required  
Comprehensive Plan Update and authorize the city manager to sign such  
contract is substantially the same form as attached.**

REVIEWED BY: Finance Director, City Manager; City Attorney.

**CONTRACT FOR SERVICES**

This Agreement is entered into by and between the City of Covington, Washington (the "City"), and Studio Cascade, Inc, (the "Consultant"), whose principal office is located at 429 E. Sprague Avenue, Spokane, WA 99202.

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

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

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

**1. Scope and Schedule of Services to be Performed by Consultant.** The Consultant shall perform those services described on Exhibit A attached hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Consultant shall at all times comply with all Federal, State, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Consultant shall request and obtain prior written approval from the City if the scope or schedule is to be modified in any way.

**2. Compensation and Method of Payment.** The City shall pay the Consultant for services rendered upon receipt of invoices received from the Consultant. The total amount to be paid shall not exceed **\$120,000** at the rates shown in Exhibit A, Scope of Services.

**3. Consultant Budget.** The Consultant shall apply the funds received under this Agreement within the maximum limits set forth in this Agreement. The Consultant shall request prior approval from the City whenever the Consultant desires to amend its budget in any way.

**4. Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing Monday, May 19, 2014 and ending Friday, July 31, 2015 unless sooner terminated under the provisions hereinafter specified.

**5. Independent Consultant.** Consultant and City agree that Consultant is an independent Consultant with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither Consultant nor any employee of Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant.

**6. Indemnification.** The Consultant shall indemnify, defend and hold harmless the City, its officers, agents and employees, from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property by the negligent act, omission or failure of the Consultant, its officers, agents and employees, in performing the work required by this Agreement. With respect to the performance of this Agreement and as to claims against the City, its officers, agents and employees, the Consultant expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees, and agrees that the obligation to indemnify, defend and hold harmless provided for in this paragraph extends to any claim brought by or on behalf of any employee of the Consultant. This waiver is mutually negotiated by the parties. This paragraph shall not apply to any damage resulting from the sole negligence of the City, its agents and employees. To the extent any of the damages referenced by this paragraph were caused by or resulted from the concurrent negligence of the City, its agents or employees, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Consultant, its officers, agents, and employees.

**7. Record Keeping and Reporting.**

A. The Consultant shall maintain accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect all direct and indirect costs

of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by the City to ensure the performance of this Agreement.

B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the office of the archivist in accordance with RCW Chapter 40.14 and by the City.

**8. Audits and Inspections.** The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by law during the performance of this Agreement.

**9. Termination.** This Agreement may at any time be terminated by the City giving to the Consultant thirty (30) days written notice of the City's intention to terminate the same. Failure to provide products on schedule may result in contract termination. If the Consultant's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement immediately.

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

**11. Assignment and Subcontract.** The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the written consent of the City.

**12. Entire Agreement.** This Agreement contains the entire Agreement between the parties hereto and no other Agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in the agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

**13. Notices.** Notices to the City of Covington shall be sent to the following address:

City Clerk, City of Covington  
16720 SE 271<sup>st</sup> St, Suite 100  
Covington, Washington 98042

Notices to the Consultant shall be sent to the address provided by the Consultant upon the signature line below.

**14. Applicable Law; Venue; Attorney's Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in King County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF COVINGTON

CONSULTANT: \_\_\_\_\_

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

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

ATTEST/AUTHENTICATED:

Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Sharon Scott, City Clerk

Address: \_\_\_\_\_

APPROVED AS TO FORM:  
Office of the City Attorney

\_\_\_\_\_

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

Date approved by City Council: \_\_\_\_\_  
(If Applicable)

# Exhibit A – Scope of Work, Schedule and Budget

## Scope of Work

### Step 1 – Baseline

Reviewing the City's adopted policy, understanding the various projects that influence the plan, understanding what's happened over the last 10 years, and listening to community stakeholders make up this first part of the work.

#### *1.1 Engagement program*

The Consultant will design a public engagement program, setting the project's schedule and identifying specific public outreach and engagement activities. Upon Client approval, Consultant will post it available on line to help the public track project progress.

The City will create and maintain a project web page for inclusion in the City's website. Consultant will provide material for web posting and consult with the City on the most effective web strategy throughout the process.

Consultant will also develop and refresh a “booth in a box” to facilitate City staff and community leaders involvement in the outreach process, too. Staff, planning commissioners and City Council members will be able to check-out, assemble and run these venues, presenting at local events, fairs, or civic organization meetings. The Consultant will assemble information posters, flyers, and a variety of on-site exercises that inform, entertain, elicit and motivate.

#### **Deliverables:**

*Project logo and branding*

*Outreach schedule and protocols*

*Kickoff meeting*

*Preliminary project schedule, with deliverable deadlines*

*Preliminary data request form*

#### *1.2 Stakeholder interviews*

Consultant will interview stakeholders one-on-one or in small groups over the course of two or three days in Covington, with stakeholders identified by the City and scheduled by the City. These stakeholders may include representatives from Planning Commission, City Council, City departments and/or other agencies and public services providers.

#### **Deliverables:**

*Up to three days of interviews as scheduled by City staff*

*Summary of interview findings*

### *1.3 Policy assessment & checklists*

Consultant will review the City's adopted plans and policies, programmed capital projects and other official actions that will influence the course of this project. The City's comprehensive plan, budget forecasts, zoning, master plans, parks plan, permit review processes, planned street improvements, interlocal agreements, and street design standards will all play a part in the project's design and execution. Consultant will also review fiscal and budget policies, service and staffing levels, and adequacy and reliability of revenues. Consultant will review the existing comprehensive plan against the Department of Commerce's GMA update checklist, identifying those elements that require modification as part of this process. And Consultant will begin work on the SEPA checklist to ensure that the envisioned environmental documentation informs and responds to planning alternatives. This work will include an assessment of infrastructure capacity to serve the urban growth area, as based on existing capital facilities plans and utility system master plans. It will also include initial demographic and economic assessments to ascertain existing conditions and to help forecast future conditions. Consultant will not attempt to duplicate PSRC or King County population forecasting but will review those forecasts for appropriateness to Covington's planning environment. Consultant will also perform a high-level review of the transportation network and existing transportation modeling, identifying issues for addressing in this plan update.

#### **Deliverables:**

*Completed Commerce GMA update checklist*  
*Completed preliminary SEPA checklist and appropriate SEPA notification*  
*Policy assessment and existing conditions technical memorandum*

### *1.4 Vision workshop*

Since the community is generally satisfied with its vision, Consultant will present it to the community in a workshop to make sure it's still on target, relevant and a solid footing upon which to build the rest of the plan.

#### **Deliverables:**

*Vision workshop (Workshop 1)*

## Step 2 – Alternatives

Step 2 focuses on potential ways forward. This process will be both fun and challenging, with the Consultant, City staff, and the community advancing proposals and digesting them, addressing various issues, identifying opportunities and consolidating initial strategic thought. This interaction will ensure the planning process stays on track, and it will set up the community for participation through the plan's adoption and implementation.

### *2.1 Storefront Studio*

Consultant will design and run a multi-day storefront studio event, inviting the community to contribute directly to the evolution of planning concepts. This storefront studio will call together the consultant team for an extended visit, inviting community members to participate at their own comfort levels. Evening workshops build on and review work done during the daytime studio sessions and focus groups.

The first day in Covington's storefront studio will feature a scenario open house, with exercises to explore thematic scenarios and collect community insight into what might and what might not work. An evening session will follow, narrowing the scope of initial alternatives. This conversation will bring forward a framework relating the vision to potential land use scenarios.

The second day will concentrate on refining the working vision in response to community feedback, with a daytime walking audit/field tour with the Planning Commission. The third studio day will refine concepts, with a public workshop that evening to consult with the community and test the Consultant's thinking.

The storefront studio can be held in a small space and given over entirely to the event. Participants can come and go during the days and evenings, speaking directly with team members.

**Deliverables:**

*Multi-day Storefront Studio engagement*  
*Evening workshops (Workshops 2 and 3)*

*2.2 Alternatives refinement*

The interactive design process will continue, with a public workshop to present, vet and refine the draft vision and plan frameworks. The final framework will emerge from this comprehensive public process, endorsed by the community members who will have shaped it and who will use it. Consultant will take the workshop results and refine a preferred alternative, presenting comments to the community via the City website, local press and direct e-mail notification. This work will examine infrastructure, land use, transportation, and housing needs, too, outlining the policy environment the vision will require for its achievement. It will also consider strategy, identifying short and mid-range actions the community can take to make the vision real.

**Deliverables:**

*First-generation preferred planning framework (policy and spatial)*  
*Public workshop (Workshop 4)*

*2.3 Preferred direction workshop*

Consultant will formalize the policy and spatial framework and present it to the community in a public workshop. Community members will evaluate preliminary policy adjustments and spatial planning changes, identifying the best fit and making recommendations on how to assemble the draft plan.

**Deliverables:**

*Second-generation preferred planning framework (policy and spatial)*  
*Public workshop (Workshop 5)*  
*Preliminary implementation matrix*

## Step 3 – Draft plan

In this step Consultant will work with City staff and the community to refine the preferred vision, update the comprehensive plan, and craft an overall implementation strategy. The preferred plan will guide decision-making and be designed and formatted as an active, accessible document.

### *3.1 Preferred alternative*

The preferred alternative will present the Consultant's interpretation of the process, consolidating feedback received in the studio, from the community, by City staff and through the Planning Commission. Consultant will produce a consolidated policy and spatial framework based on the results of Task 2.3's workshop for City review and comment. This policy framework will include all comprehensive plan elements, presented as a cross-referenced table to validate overall plan direction and test internal consistency.

#### **Deliverables:**

*Third-generation preferred planning framework (policy and spatial)  
Implementation matrix*

### *3.2 Preliminary draft plan*

This project's full success lies in the policy framework and strategy with which it will be implemented. Consultant will propose a phased approach, prioritizing actions, identifying potential partners, estimating necessary resources – all geared to leveraging public support for the plan. This task will deliver a consolidated, full version draft of the plan, incorporating all required GMA elements within a structure that fulfills the City's objectives. It will be a first-blush look at the plan, how it's put together and how it integrates GMA and SEPA requirements. Consultant will present this "screencheck" draft to staff to take to the Planning Commission, ensuring that planning proposals are consistent with community recommendations. The screencheck draft plan will be produced in either Word or InDesign, whichever most easily facilitates production and review at this stage.

#### **Deliverables:**

*Screencheck draft plan*

### *3.3 Open house/workshop*

After staff has reviewed the screencheck draft, Consultant will conduct a community open house/ workshop to present the draft plan, soliciting community thought on the proposed vision, plan and implementation strategy. Results from this event will be the basis for a joint work session with the Planning Commission and City Council.

#### **Deliverables:**

*Public workshop (Workshop 6)*

### *3.4 PC/CC joint work session*

The Planning Commission and the City Council will need to align for plan adoption and implementation, and this joint work session - perhaps programmed over several hours – will help identify and resolve any points of conflict. The work session will cut to the core of the issues, asking decision-makers to wrestle with the challenges, understand the nuance and collaborate to find solutions.

**Deliverables:**

*Joint PC/CC work session, with presentations and workshop material as appropriate*

## Step 4 – Making commitments

This step will focus on producing a final, realistic plan - one that looks great and will find effective use in everyday life.

### *4.1 Draft plan & draft EIS addendum*

The draft plan will propose an overall vision and policy framework - all in compliance with GMA and SEPA requirements and responding to direction obtained in preceding tasks. The plan will also include an implementation strategy expressed in a plan graphic, explaining relative priorities of individual components and identifying partners. Consultant intends to integrate environmental documentation as appropriate in the plan, as well. This will take the form of a dedicated environmental element that articulates SEPA requirements and how this new process fulfills them. Consultant anticipates that this will involve an addendum to the existing comprehensive plan EIS, but it may need to pursue a different course depending on the planning alternatives developed in the process. This task will culminate with the official publishing of the integrated comprehensive plan/EIS addendum for public comment, with a transmittal to both Commerce and PSRC for initial review. The draft plan and EIS will be produced in InDesign to ensure an attractive appearance, comprehensive content management, graphical integration and consistent translation to website display.

**Deliverables:**

*Draft comprehensive plan and EIS addendum  
Four hours InDesign staff training provided by Consultant  
Initial PSRC and Commerce circulation for review  
Notice of EIS addendum, as appropriate*

### *4.2 Development code audit*

Consultant will compare the updated comprehensive plan's policies with the City's adopted development regulations, identifying those areas where the codes will need changing to comply with planning direction. Consultant will produce a technical memo to that effect, outlining possible options for making the adjustments and prioritizing code amendments by overall importance.

**Deliverables:**

*Development code audit technical memo*

#### *4.3 Implementation matrix*

Consultant will prepare a summary implementation matrix, identifying project elements, timing, responsible parties, likely partners and potential costs and funding sources. This – and the plan graphic – will be the quick guide to what the vision and plan promise.

**Deliverables:**

*Final implementation matrix*

#### *4.4 PC work session*

Consultant will conduct a work session for the Planning Commission, digging into the details of the plan and making sure that what's included in the plan, as well as in the code audit and implementation matrix, are consistent with the community's intent and in line with the community's capabilities.

**Deliverables:**

*Planning Commission work session*

#### *4.5 Rollout & Commerce review*

Consultant will produce and "roll out" a final draft plan, formalizing requests for PSRC and Commerce review and setting the plan up for public hearings through the Planning Commission and City Council.

**Deliverables:**

*Final draft comprehensive plan and EIS addendum*

### Step 5 – Adoption

This step in the process focuses on plan adoption and production of the final document. It assumes two meetings/hearings before both the Planning Commission and the City Council and revisions to the plan as necessary to conform to City direction. Additional hearings or more extensive plan revisions may require increased City staff participation to ensure the project's budget is maintained.

#### *5.1 PC public hearings*

Consultant will present the plan at two Planning Commission public meeting/hearings, answering questions and facilitating commission recommendations.

**Deliverables:**

*Two (2) Planning Commission public meetings/hearings*

#### *5.2 CC public hearings*

Consultant will present the plan at two City Council public meetings/hearings, answering questions as appropriate and assisting with Council agreement and final adoption.

**Deliverables:**

*Two (2) City Council public meetings/hearings*

### *5.3 Final plan & EIS addendum*

Consultant will make one final plan revision to incorporate recommendations from the Planning Commission and changes as requested by the City Council, delivering the document as a PDF for City reproduction and distribution, as well as a native file in InDesign format for the City's future use and amendment.

**Deliverables:**

*Final comprehensive plan and EIS addendum*

## Schedule

The following schedule is reproduced from the project proposal and presumes a May 2014 start, identifying deliverables for each task and an approximate time scale.

Tasks by month	M	J	J	A	S	O	N	D	J	F	M	A	M
<b>Task 1.1: Engagement program</b>	■												
<i>Project logo &amp; branding</i>	○												
<i>Outreach schedule &amp; protocols</i>	○												
<b>Task 1.2: Stakeholder interviews</b>	■												
<i>Interview summary</i>	○												
<b>Task 1.3: Policy assessment/checklists</b>	■	■	■										
<i>Commerce checklist</i>		○											
<i>SEPA checklist</i>			○										
<i>Policy assessment technical memo</i>			○										
<b>Task 1.4: Vision workshop (WS 1)</b>		■											
<b>Task 2.1: Storefront studio (WS 2 &amp; 3)</b>			■										
<b>Task 2.2: Alternatives refinement</b>			■	■									
<b>Task 2.3: Preferred direction workshop (WS 4)</b>				■									
<b>Task 3.1: Preferred alternative</b>				■	■								
<i>Preferred spatial and policy strategic framework</i>					○								
<b>Task 3.2: Preliminary draft plan</b>					■	■							
<i>Screencheck draft plan</i>						○							
<b>Task 3.3: Open house (WS 5)</b>						■							
<b>Task 3.4: PC/CC joint work session</b>							■						
<b>Task 4.1: Draft plan and draft EIS addendum</b>							■	■					
<i>Draft plan and integrated EIS addendum</i>								○					
<i>Initial PSRC &amp; Commerce circulation</i>								○					
<i>Notice of EIS addendum, as appropriate</i>								○					
<b>Task 4.2: Development code audit</b>							■	■					
<i>Development code audit technical memo</i>								○					
<b>Task 4.3: Implementation matrix</b>								■	■				
<i>Draft matrix</i>									○				
<b>Task 4.4: PC work session</b>								■					
<b>Task 4.5: Rollout, Commerce and PSRC review</b>									■				
<i>Final draft plan</i>									○				
<b>Task 5.1: PC hearings (2)</b>									■	■			
<b>Task 5.2: CC hearings (2)</b>											■	■	
<b>Task 5.3: Final plan</b>											■	■	■
<i>Final plan and EIS addendum</i>													○

## Budget

The following budget is reproduced from the one included in the proposal, except that reimbursable expenses are reduced by \$236 to match the maximum budget of \$120,000.

<b>Task</b>	<b>Grimes</b>	<b>Hastings</b>	<b>Bates</b>	<b>Shook</b>	<b>Carlson</b>	<b>Grignon</b>	<b>Breiland</b>	<b>Samdahl</b>	<b>Total</b>
Task 1.1: Engagement program	4	12	0	0	0	0	0	0	2,100
Task 1.2: Stakeholder interviews	12	12	0	4	0	0	4	0	4,620
Task 1.3: Policy assessment/checklist	8	0	24	16	4	16	12	4	12,580
Task 1.4: Vision workshop (wkshp 1)	8	8	4	0	0	0	8	2	4,470
Task 2.1: Storefront studio (wkshp 2&3)	24	16	8	8	0	0	8	2	9,610
Task 2.2: Alternatives refinement	8	20	16	12	8	8	8	0	11,360
Task 2.3: Preferred direction (wkshp 4)	8	12	6	0	0	0	4	0	4,150
Task 3.1: Preferred alternative	8	12	8	4	4	8	2	0	6,650
Task 3.2: Draft plan	4	32	40	4	12	24	12	0	18,260
Task 3.3: Open house/workshop 5	8	8	0	0	0	0	4	0	2,900
Task 3.4: PC/CC joint workshop	8	4	0	12	0	0	4	0	4,140
Task 4.1: Final draft plan & draft SEIS	8	12	12	8	0	0	4	0	6,020
Task 4.2: Development code audit	2	0	30	0	8	0	4	0	6,070
Task 4.3: Implementation matrix	4	12	4	2	0	0	4	0	3,610
Task 4.4: PC work session	8	4	0	0	0	0	2	0	2,050
Task 4.5: Rollout & Commerce review	8	4	8	0	0	0	0	0	2,700
Task 5.1: PC hearings	8	4	4	0	0	0	4	0	2,900
Task 5.2: CC hearings	8	4	4	0	0	0	0	0	2,200
Task 5.3: Final plan	12	24	16	4	0	0	4	0	8,120
<b>Fee Total</b>	<b>158</b>	<b>200</b>	<b>184</b>	<b>74</b>	<b>36</b>	<b>56</b>	<b>88</b>	<b>8</b>	<b>114,510</b>
Expenses									5,490
<b>Total</b>									<b>120,000</b>

**SUBJECT:** SETTING THE DOCKET FOR THE 2014 COMPREHENSIVE PLAN  
AMENDMENT REVIEW PROCESS

**RECOMMENDED BY:** Planning Commission

**ATTACHMENT(S):**

1. CPA 01-14: Park & Recreation Department application to amend the City's Comprehensive Plan

**PREPARED BY:** Richard Hart, Community Development Director  
Ann Mueller, Senior Planner

**EXPLANATION:**

The city received one application to amend the Comprehensive Plan by the deadline to submit an application for the 2014 docket cycle. The Comprehensive Plan Amendment (CPA) application, CPA 01-14 (see attachment 1), was submitted by the city's Parks & Recreation Department staff to amend the Parks and Recreation Element and the Capital Facilities Plan Element of the Comprehensive Plan. In general, it is expected that the Park and Recreation Element will be updated with a new Parks Capital Improvement Project list for 2015-2020 and a revised Level of Service. The Capital Facilities Plan Element will be updated with a new parks, open space and facilities inventory.

**CPA 01-14.** A proposal to amend information in the Parks and Recreation Element and Capital Facilities Plan Element with information from the Parks Capital Facilities Plan that is currently being updated. The specific details (track change version of the amendments) were not provided by Park and Recreation staff at the time of application. If this amendment is accepted for the 2014 Docket review, a full track change of the proposed updates to these two elements and a SEPA checklist will be submitted by May 14, 2014.

The planning commission held a public hearing on April 17, 2014, to discuss the inclusion of the Parks & Recreation CPA proposal in the final 2014 Docket. No public comments were received at the planning commission's public hearing or in writing by staff. After a presentation by Park & Recreation staff at the April 17, 2014, meeting on the reason for the proposed amendments, the planning commission voted unanimously to recommend that the city council include application CPA 01-14 on the 2014 Final Docket for further staff and planning commission review and consideration.

Tonight, the city council's action is to officially act on the recommendations of the planning commission and set the final 2014 Comprehensive Plan Amendment Docket. This council decision is *only* to approve the final Docket of CPA amendments and not to formally debate the merits of the proposed amendments. This is not the final decision point for adoption of any of the proposed amendments.

After the council adopts the final 2014 Docket, the planning commission and city staff will study and review the final Docket request and hold a formal public hearing on the proposed amendments on June 19, 2014. The planning commission will then provide a final recommendation on the proposed amendments to council in September. Per CMC 14.25, the city council must then hold a public hearing and make a final decision of which amendments to adopt by ordinance prior to December 31, 2014.

ALTERNATIVES:

The council has a choice to docket all or none of the items recommended by the planning commission. If the council agrees to remove the proposed amendment submitted by the Parks and Recreation Department from the planning commission's proposed 2014 Docket, pursuant to CMC 14.25.050, the council must hold a public hearing regarding such proposed additions or removals. A public hearing for this purpose could be held in early June and would be subject to the regular legal noticing requirements for such public hearings

FISCAL IMPACT:

Although the docketed items have no direct monetary costs, there are ancillary costs associated with staff time and materials, such as final cost of implementation and printing of updates to the Comprehensive Plan binders.

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

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_ seconds, to set the official 2014 Comprehensive Plan Amendment Docket as recommended by the Planning Commission to include the Park & Recreation Department Comprehensive Plan Amendment: CPA 01-14.**

REVIEWED BY: Finance Director, City Manager; City Attorney.



**CITY OF COVINGTON**  
 Community Development Department  
 16720 SE 271st Street • Suite 100 • Covington, WA 98042  
 Phone: 253-480-2400 • Fax: 253-480-2401  
 www.covingtonwa.gov

A-430

**ATTACHMENT 1**

**RECEIVED COMPREHENSIVE PLAN AMENDMENT APPLICATION**

MAR 13 2014

**2014 Application Deadline: March 13, 2014**

CITY OF COVINGTON

STAFF USE ONLY

Docket Number: \_\_\_\_\_ Application Date: \_\_\_\_\_

City-initiated  Privately-initiated

**APPLICANT**  Primary Contact Person

Name: Parks and Recreation Dept.  
 Address: 16720 SE 271st St #100  
 City/State/Zip: Covington, WA 98042  
 Phone: 253-480-2400 Fax: 250-480-2401  
 E-mail Address: stthomas@covingtonwa.gov  
 Signature: \_\_\_\_\_

**AGENT**  Primary Contact Person

Name: Scott Thomas  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**PROPERTY OWNER**

Name: N/A  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**PROPERTY OWNER 2**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**TYPE OF COMPREHENSIVE PLAN AMENDMENT**

- This is a site-specific amendment proposal. Complete site-specific information below.
- This is a non-site-specific amendment proposal. Complete area-wide/textual amendment information.
- This amendment proposal involves changes to development regulation text and/or tables and/or changes to the zoning map. Complete a separate Application for Development Regulation and/or Zoning Map Amendment.

**SITE-SPECIFIC AMENDMENTS**

*Give street address or, if vacant, indicate lot(s), block, and subdivision OR tax lot number, access street and nearest intersection. If proposal applies to several parcels, list the streets bounding the area.*

ADDRESS(ES): \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_ SITE AREA: \_\_\_\_\_

LEGAL DESCRIPTION(S): \_\_\_\_\_

- PROPOSED CHANGE TO FUTURE LAND USE MAP DESIGNATION: FROM \_\_\_\_\_ (CURRENT) TO \_\_\_\_\_ (PROPOSED)
- PROPOSED CHANGE TO OFFICIAL ZONING MAP DESIGNATION: FROM \_\_\_\_\_ (CURRENT) TO \_\_\_\_\_ (PROPOSED)

## AREA-WIDE & TEXT AMENDMENTS

Chapter and section of comprehensive plan to be amended: Ch. 6 Parks and Recreation and Ch. 10 Capital Facilities Plan

Indicate either conceptual or specific amendatory language. Please be as specific as possible to aid in the evaluation of your proposal. If specific changes are proposed, please indicate current language and proposed language.

*In the current Parks and Recreation Element and Capital Facilities Elements of the Comp Plan, the Parks Capital Facilities Plan (CFP) information and related materials are out of date and identifies the 6-year planning and development projects between 2003–2008. The City has since added park facilities and improvements and secured new funding sources. Covington is currently updating the Parks CFP and the resulting revised project list and funding sources information will be incorporated with these amendments. The updated information from the Parks CFP will replace existing and outdated pieces include Fig. 6.1 Existing City-Owned Parks and Natural Areas, Fig. 6.2 Existing Trails, Bikeways and Paths, Fig. 6.3 Parks and Recreation Capital Improvements Plan Map from the Park's Element and Table 10.3–Cost/Funding Sources for Park and Recreation from the Capital Facilities Plan Element and any other narrative revisions related to the updated information.*

## DESCRIBE HOW PROPOSAL MEETS DECISION CRITERIA

An amendment may be considered for placement on the final docket under any one of the following circumstances. Check the applicable box, and describe in detail how the proposed amendment complies with the criterion. Attach additional sheets as necessary.

- If the proposed amendment is site-specific, the subject property is suitable for development in general conformance with adjacent land use and the surrounding development pattern, and with zoning standards under the potential zoning classifications.

*N/A—not site specific*

- State law requires, or a decision of a court or administrative agency has directed such a change.

*N/A—not site specific*

- There exists an obvious technical error in the pertinent comprehensive plan provision.

*N/A—not site specific*

## DESCRIBE HOW PROPOSAL MEETS SELECTION / DECISION CRITERIA (CONT'D.)

If none of the three conditions on p.2 apply, then the proposed amendment must meet *all five* of the following criteria. Please answer the following questions, providing specific details and attaching additional sheets as necessary.

1. Explain how the proposed amendment is appropriately addressed through the comprehensive plan and how it would be a public benefit to the City of Covington (i.e. enhances the public health, safety, and welfare).

The Parks CFP is being updated to reflect changing park and trail planning, acquisitions, improvements, maintenance and operations as well as funding and partnering opportunities. The updated Parks CFP is anticipated to be approved by the City Council in June of 2014; data and outcomes from the Parks CFP will be used to update the Parks and CFP Elements in the Comp Plan. The public benefits from better allocation of city staff and financial resources to designated priority projects. This results in more effective use of city resources for park and recreation facility development and maintenance.

2. Proposed amendments that are the same or substantially-similar to an amendment proposed during the last three amendment cycles are not eligible for consideration, except in certain cases due to geographic expansion by the City (see CMC 14.25.040(3)). Has the same or a substantially-similar amendment been proposed during the last three annual amendment cycles?     No     Yes

If yes, how has geographic expansion necessitated the proposed amendment?

3. Does the proposed amendment raise any policy or land-use issues that are more appropriately addressed by an ongoing work program approved by the City Council?     No     Yes

Please explain:

The information that will be incorporated in these proposed amendments is the result of a Parks Capital Facilities Plan update currently underway and going through a public process. This process includes a public outreach process as well as review and recommendation by the Parks and Recreation Commission and review and approval by the City Council. Some of the resulting information from the updated Parks CFP needs to be incorporated into the Comp Plan.

4. Explain how the proposed amendment addresses significantly changed conditions since the last time the pertinent comprehensive plan map or text was amended. "Significantly changed conditions" are those resulting from unanticipated consequences of an adopted policy, or changed conditions on the subject property or its surrounding area, or changes related to the pertinent comprehensive plan map or text; where such change has implications of a magnitude that need to be addressed for the comprehensive plan to function as an integrated whole.

The existing Parks CFP information and related materials in the Comp Plan is out of date and encompasses the 6-year time frame of 2003-2008. Several park development and improvements have occurred and funding opportunities have changed since the CFP Element was updated in the Comp Plan. These proposed amendments will reflect the new information and priorities from the updated Parks Capital Facilities Plan within the Comp Plan.

## DESCRIBE HOW PROPOSAL MEETS SELECTION / DECISION CRITERIA (CONT'D.)

5. Explain how the proposed amendment is consistent with:

(a) The vision, goals, and policies of the comprehensive plan, and other goals and policies of the City:

The City's vision is for an "Unmatched quality of life" and the mission calls for the City to "preserve and foster a strong sense of community." The City goals include providing "parks and recreation...that emphasize and meet the need of youth and families." A thriving recreation and park system is essential to delivering the vision, mission and goals and in Chapter 1 of the Comp Plan it is stated "Parks and Open Space are an important park of our community's future and quality of life." Amending the Comp Plans Park and Recreation and Capital Facilities Program Elements to reflect the updated Parks CFP will make the Comp Plan relevant given the changing conditions since the last update.

(b) The Countywide Planning Policies, the Growth Management Act, State Environmental Policy Act (SEPA), the Washington Administrative Code, and other applicable state and federal laws.

This is an update of an existing element of the Covington Comprehensive Plan and will be consistent with the above applicable policies, code and laws.

## COSTS & BENEFITS / ADDITIONAL INFORMATION

1. Describe the effects of the proposed amendment in terms of costs and benefits to the public, both monetary and non-monetary.

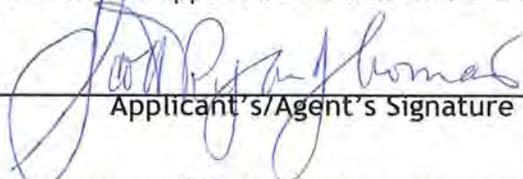
Aside from staff resources, there is not a substantial cost associated with updating the Park Element and Capital Facilities Element with information from the updated Park CFP. There are significant public benefits from providing updated information to staff that directs resources towards implementing the highest park capital project priorities established through the Parks capital plan update process and incorporated them into the Comp Plan.

2. Describe and/or attach any studies, research information, or further documentation that will support this proposal.

Parks Capital Facilities Plan, expected to be approved by City Council in June, 2014.

## CERTIFICATION / SIGNATURE

I have reviewed the Comprehensive Plan Amendment Instruction Guide and Timeline, and certify that the information provided on this application is true and correct.

  
Applicant's/Agent's Signature

3-13-14  
Date

*Please note: If this is a site-specific amendment proposal, all affected property owners must complete, sign, and have notarized a Property Owner Declaration.*

City of Covington  
**Parks Capital Facilities Plan**  
Proposed Schedule

<b>Date</b>	<b>Task</b>	<b>Group/Staff</b>	<b>Notes</b>
Oct – Dec 2013	Draft CFP development	Angie/Scott	<ul style="list-style-type: none"> <li>• Review past versions</li> <li>• Goals of Council, Park &amp; Recreation Commission (PRC), PROS, Comp Plans reviewed/summarized</li> <li>• List of all possible park projects with descriptions</li> <li>• Initial categorization</li> <li>• Proposed ranking</li> </ul>
Jan. 15, 2014	Parks and Recreation Commission Work Session	Parks & Recreation Commission	Initial 20-year project list reviewed and suggestions made.
Feb - March	Revisions	Angie	Incorporation of PRC suggestions and development of project cost estimates
March 19, 2014	Parks and Recreation Commission Recommendation	Parks & Recreation Commission	Revised project list with cost estimates added for review by PRC and recommendation to City Council
March 25, 2014	City Council Presentation	City Council	Council review and suggestions of 20-year project list
April 22, 2014	City Council Presentation	City Council	Council review and suggestions of 20-year project list with cost estimates included
May 13, 2014	City Council Adoption	City Council	Presentation and approval
June 10, 2014	<i>City Council Adoption (if additional study is required by the Council)</i>	<i>City Council</i>	<i>Presentation and approval (if additional study is required by the Council)</i>

SUBJECT: PRESENT DRAFT SIX-YEAR (2015 – 2020) TRANSPORTATION  
IMPROVEMENT PROGRAM (TIP)

RECOMMENDED BY: Don Vondran, Public Works Director

ATTACHMENT(S):

1. 2015-2020 TIP Summary Spreadsheet
2. 2015-2020 TIP Map
3. 2015-2020 TIP Project Descriptions
4. Town Center Infrastructure Map
5. Project Ranking Spreadsheet

PREPARED BY: Robert Lindskov, City Engineer

EXPLANATION:

The city is required by RCW 35.77.010 to annually prepare and adopt a comprehensive transportation program for the ensuing six calendar years and to forward a copy of that Six-Year Transportation Improvement Program (TIP) to the Washington State Secretary of Transportation by July 31<sup>st</sup>. The TIP represents the first six years of the 20-year transportation (street) capital improvement program. The projects contained in the proposed City of Covington Six-Year TIP 2015 – 2020 are consistent with the transportation projects identified in the Capital Facilities Element of the City's Comprehensive Plan adopted December 16, 2003.

The draft 2015-2020 TIP addresses projects that were in last year's TIP. There are several items that need to be addressed before finalizing the 2015-2020 TIP. These items are as follows:

1. Hawk Subarea Plan Spine Road / 204<sup>th</sup> Avenue SE – To improve transportation mobility in the area with a new arterial connection between SR 18 and 204<sup>th</sup> Avenue SE through the subarea and the connection to SE 272nd Street.
2. Town Center Infrastructure Roads – Necessary infrastructure to support Town Center development.
3. Pedestrian Safety and Mobility Projects – Small capital projects that address pedestrian safety and mobility.

In addition, we are developing a transportation improvement project ranking spreadsheet. Evaluation criteria will allow prioritization of projects based on concurrency needs, level of service, safety, and non-motorized circulation. We are contemplating additional ranking criteria to quantify and prioritize other benefits. In addition, we are in the beginning stages of a Comprehensive Plan update that will be updating our Transportation and Capital Facilities Elements which will help in determining needs and priorities.

Staff wanted to bring a draft 2015 – 2020 TIP and present it to Council in order to discuss the direction that we should be pursuing. All of this information is beneficial in evaluating and prioritizing projects in the TIP because we need to balance the needs from a capacity, safety and economic perspective.

ALTERNATIVES:

Direct staff to modify the draft 2015 – 2020 Six-Year TIP.

FISCAL IMPACT:

The fiscal impact of each proposed project is indicated in the draft Six-Year TIP 2015 – 2020. The specific revenue source(s) for the city portion of the funds for each project is determined each year during the budget process. Additional revenues are needed to fund these projects. Possible sources are grants, appropriations and traffic impact fees.

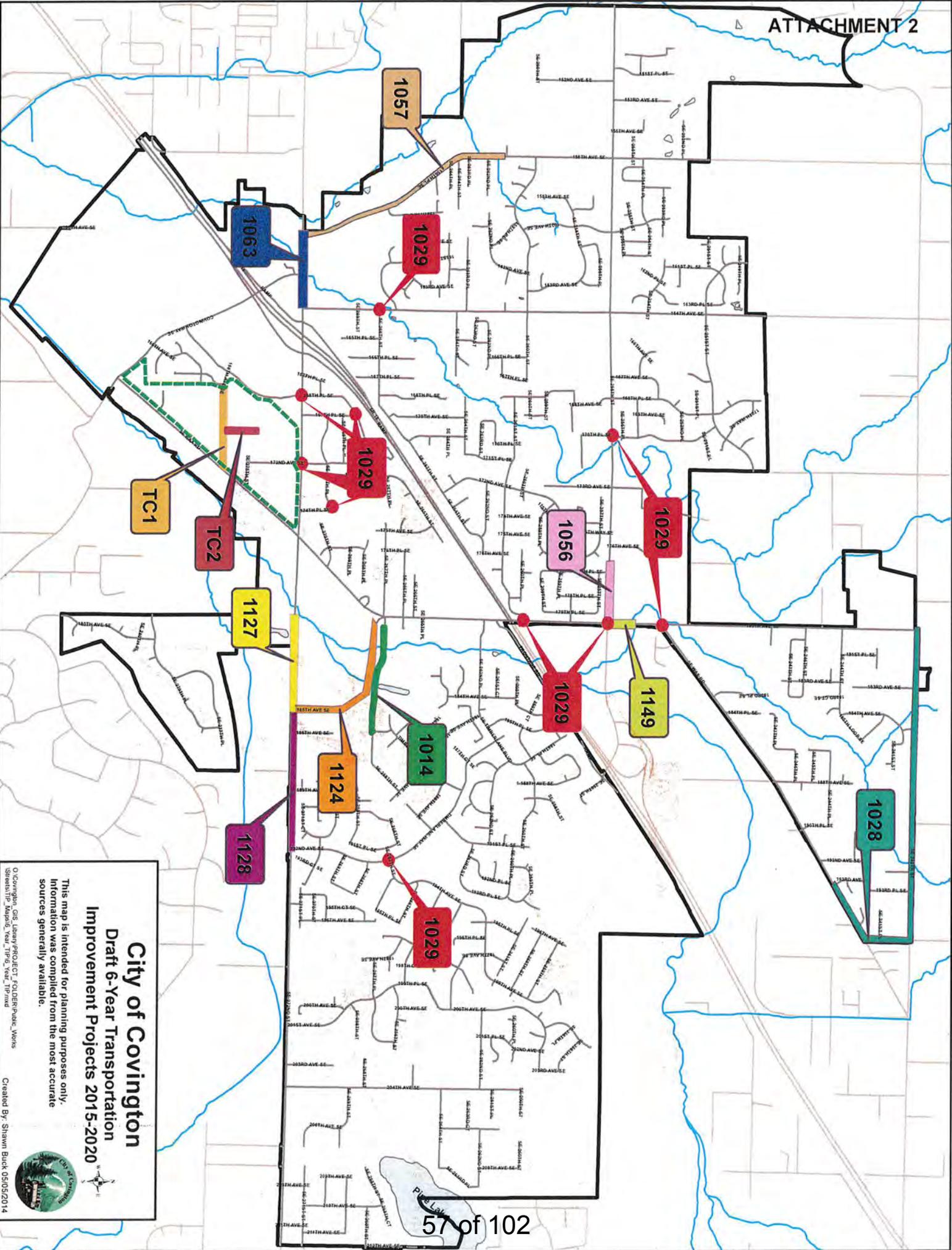
CITY COUNCIL ACTION:     Ordinance     Resolution     Motion     Other

**Provide input to staff.**

REVIEWED BY: City Manager, City Attorney, Finance Director

**CITY OF COVINGTON  
2015 to 2020 Transportation Improvement Program  
Summary**

Priority	City CIP #, Project Name, Termini, Major Class of Work	Phase	Funded	Total Funds	Expenditure Schedule in Thousands						
					1	2	3	4	5	6	
					2015	2016	2017	2018	2019	2020	
N/A	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 R-o-W Const Total Cost	XX N/A XX	70 403 473		<b>COMPLETED 2014</b>					
N/A	1029, Citywide Intersection Safety Project 10 intersections throughout the city (see description for details) Various signing, striping and channelization improvements	Dgn R-o-W Const Total Cost	XX N/A XX	31 219 250		<b>COMPLETED 2014</b>					
N/A	1057, 156th Avenue SE Vicinity SE 272nd Street to Vicinity SE 261st Place Pavement Rehabilitation	Dgn R-o-W Const Total Cost	XX XX	40 0 340 0		<b>COMPLETED 2014</b>					
N/A	Planning Level Study Town Center Economic Impact & Infrastructure Cost Study	Planning Total Cost		50 50		<b>COMPLETED 2014</b>					
1	1127, SE 272nd Street (SR 516) Jenkins Creek to 185th Place SE Widen to 5 lanes & reconstruct, Sidewalks, New stream crossing	Dgn R-o-W Const Total Cost	XX XX	0 13,158 13,158							
2	1014, Jenkins Creek Park SE 267th Place to SE 268th Street Non Motorized Multi-use trail and bridge replacement	Dgn R-o-W Const Total Cost	XX N/A XX	78 0 466 466							
3	1128, SE 272nd Street (SR 516) 185th Place SE to 192nd Avenue SE Widen to 5 lanes & reconstruct, Sidewalks, New signal.	Dgn R-o-W Const Total Cost		1,343 14,286 16,399		1,343		770	14,286	0	0
4	1124, 185th Place SE Extension Wax Road/180th Avenue SE Roundabout to SE 272nd Street New Route, New Alignment, Access management.	Dgn R-o-W Const Total Cost		1,035 4,886 10,950 16,871				1,035	4,886	10,950	0
5	1063, SE 272nd Street (State Route 516) 160th Avenue SE to 164th Avenue SE Signal modifications, add turn lanes, stream crossing.	Dgn R-o-W Const Total Cost		1,008 1,440 10,650 13,098				1,008	1,440	10,650	0
6	Portions of 1056 and 1149 SE 256th Street and 180th Avenue SE Safety improvements, Sidewalks Signal modifications, add right turn lane.	Dgn R-o-W Const Total Cost		498 242 0 740				0	0	498	242
7	Town Center 1 SE 278th Street 168th Place SE to SE Wax Road New Route, New Alignment, Type II Roadway	Dgn R-o-W Const Total Cost		1,550 6,981 4,650 13,180							
8	Town Center 2 172nd Avenue SE SE 274th Street to SE 278th Street New Route, New Alignment, Type I Roadway	Dgn R-o-W Const Total Cost		579 989 1,737 3,304							
<b>TOTAL</b>				<b>77,989</b>	<b>13,624</b>	<b>1,343</b>	<b>1,805</b>	<b>20,180</b>	<b>12,888</b>	<b>10,892</b>	



**City of Covington**  
**Draft 6-Year Transportation**  
**Improvement Projects 2015-2020**

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

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 Sheet#TP\_Map#01\_Year\_Trip\_Year\_Trip#

Created By: Shawn Buck 05/05/2014



City of Covington  
 2015-2020 6 Year TIP  
 Project Descriptions

**Capital Improvement Project Priorities**

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

This project is to widen and reconstruct a portion of SE 272<sup>nd</sup> Street between Jenkins Creek and 185<sup>th</sup> 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 1014 Jenkins Creek Park between SE 267<sup>th</sup> Place and SE 268<sup>th</sup> Street**

This is a non-motorized transportation project that will construct a multiuse trail between SE 267<sup>th</sup> Place and SE 268<sup>th</sup> 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.



3. **CIP 1128 SE 272<sup>nd</sup> Street between 185<sup>th</sup> Place SE and 192<sup>nd</sup> Avenue SE**

This project is to widen and reconstruct a portion of SE 272<sup>nd</sup> Street between 185<sup>th</sup> Place SE and 192<sup>nd</sup> 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  
2015-2020 6 Year TIP  
Project Descriptions

4. **CIP 1124 185<sup>th</sup> Place SE Extension - Wax Road/180<sup>th</sup> Ave SE to SE 272<sup>nd</sup> Street**

This project connects SE Wax Road/180<sup>th</sup> Avenue SE to SE 272<sup>nd</sup> Street via a new route and alignment designated as 185<sup>th</sup> 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.



5. **CIP 1063 SE 272<sup>nd</sup> Street between 160<sup>th</sup> Avenue SE and 164<sup>th</sup> Avenue SE**

This project provides for design and future construction of additional turn lanes, channelization, and signal modifications. Widening SE 272<sup>nd</sup> 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.



6. **CIP 1056 SE 256<sup>th</sup> Street between 172<sup>nd</sup> Avenue SE and 180<sup>th</sup> Avenue SE**  
**CIP 1149 180<sup>th</sup> Avenue SE between SE 256<sup>th</sup> 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 256<sup>th</sup> Street and 180<sup>th</sup> Avenue SE. The improvements will include widening the north side of SE 256<sup>th</sup> Street from 180<sup>th</sup> Avenue SE to 176<sup>th</sup> Avenue SE to match the section at 168<sup>th</sup> Avenue SE. The frontage along 180<sup>th</sup> Avenue SE will be widened from the intersection to Crestwood Elementary School.



7. **Town Center Infrastructure Projects**

Two projects are included from the Town Center Infrastructure Projects in this year's TIP:

- SE 276<sup>th</sup> Street - 168<sup>th</sup> Place SE to SE Wax Road
- 171<sup>st</sup> Ave SE (Main St) - SE 275<sup>th</sup> St. to SE 276<sup>th</sup> St.

These are new route; new alignment roadways that will support the Town Center vision and meet the Town Center Design Guidelines. The schedule of these projects will be primarily driven by development and may be constructed in portions.



**COMPLETED 2014**

1. **CIP 1028 SE 240<sup>th</sup> Street, 196<sup>th</sup> Ave SE and SE Wax Road Overlay**

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



2. **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 / 169<sup>th</sup> 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 / 180<sup>th</sup> Ave SE and SE 256th / 170th Ave. SE. This project is fully funded and scheduled to be completed in 2014.

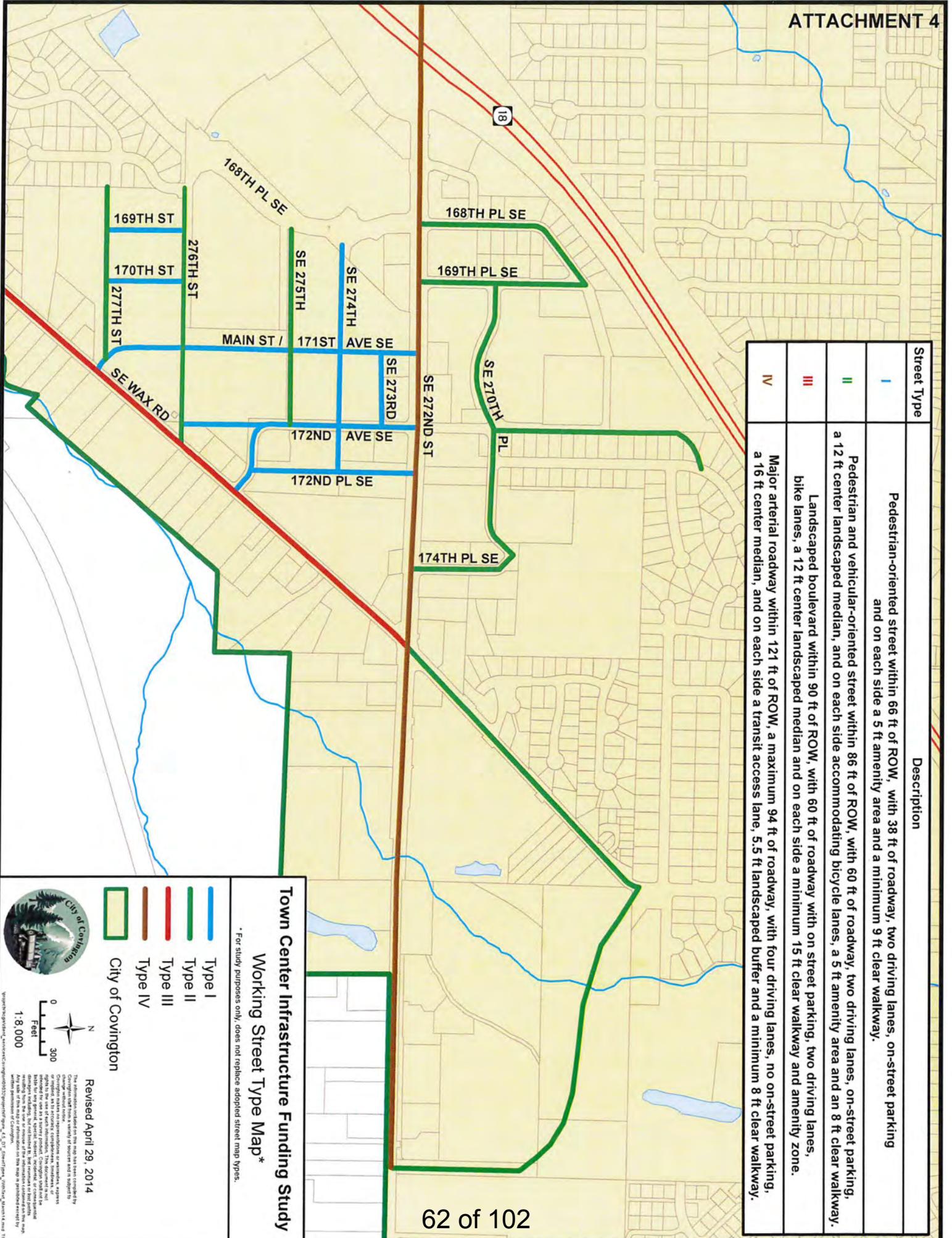


City of Covington  
2015-2020 6 Year TIP  
Project Descriptions

3. **CIP 1057 156<sup>th</sup> Avenue SE between SE 272<sup>nd</sup> Street and SE 261<sup>st</sup> Place**

This project will design and construct the pavement rehabilitation of 156<sup>th</sup> Avenue SE in the vicinity of SE 272<sup>nd</sup> Street and the vicinity of SE 261<sup>st</sup> 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.





Street Type	Description
I	Pedestrian-oriented street within 66 ft of ROW, with 38 ft of roadway, two driving lanes, on-street parking and on each side a 5 ft amenity area and a minimum 9 ft clear walkway.
II	Pedestrian and vehicular-oriented street within 86 ft of ROW, with 60 ft of roadway, two driving lanes, on-street parking, a 12 ft center landscaped median, and on each side accommodating bicycle lanes, a 5 ft amenity area and an 8 ft clear walkway.
III	Landscaped boulevard within 90 ft of ROW, with 60 ft of roadway with on street parking, two driving lanes, bike lanes, a 12 ft center landscaped median and on each side a minimum 15 ft clear walkway and amenity zone.
IV	Major arterial roadway within 121 ft of ROW, a maximum 94 ft of roadway, with four driving lanes, no on-street parking, a 16 ft center median, and on each side a transit access lane, 5.5 ft landscaped buffer and a minimum 8 ft clear walkway.

**Town Center Infrastructure Funding Study**  
**Working Street Type Map\***

\* For study purposes only, does not replace adopted street map types.

City of Covington

Revised April 29, 2014

1:8,000

0 300 Feet

City of Covington logo

The information contained on this map has been compiled by Covington and may have a variety of sources and is subject to change without notice. Covington makes no representation or warranty, express or implied, as to the accuracy, completeness, or timeliness of the information contained on this map. Covington shall not be liable for any damages, including but not limited to, lost profits, arising from the use of this map or information on this map in any way. Any use of this map or information on this map is prohibited except by written permission of Covington.

Project Ranking Spreadsheet

Project Number	Project Description	Concurrency Requirement	LOS Improvement	Collision Rate	Severity Rate	HOV Supportive	Non-Motorized Supportive	Ease of Implementation	Community Support	Air Quality	Benefit/Cost Ratio	TOTAL SCORE	Cost
<b>CAPITAL PROJECT LIST</b>													
1127	State Route 516 (SE 272nd Street) Jantzen Creek to 189th Place SE Widened to 5 lanes & reconstruct, Silewskie, New stream crossing	5					5	4	5		0	19	13,200,000
1028	SE 24th Street, 189th Ave SE and SE Wax Road SE 24th (190th - 196th), 196th (24th - Wax) & SE Wax (194th - 196th) Overlay existing roadways										0	0	473,000
1029	Opwide Intermodal Safety Project 10 intersections throughout the city (see description for details) Various safety, striping and delineation improvements						2				0	2	250,000
1057	159th Avenue SE Vicinity SE 272nd Street to Vicinity SE 261st Place Pavement Rehabilitation										0	0	380,000
1014	Jantzen Creek Park SE 267th Place to SE 268th Street SE 272nd Street (SR 916) North Motorized Multi-use trail and bridge replacement										0	0	554,000
1128	165th Place SE to 192nd Avenue SE Widened to 5 lanes & reconstruct, Silewskie, New signal	5					5	4	5		0	19	15,921,000
1124	169th Place SE Extension Wax Road/190th Avenue SE Roundabout to SE 272nd Street New Route, New Alignment, Access management.										0	0	16,871,000
1063	State Route 516 (SE 272nd Street) 169th Avenue SE to 164th Avenue SE Signal modification, add 4th lanes, stream crossing.	5					4	4	5		0	18	12,717,000
1056 & 1149 Polaris of 1056 and 1149 SE 26th Street and 180th Avenue SE Safety Improvements, Silewskie, Signal Modifications, Add right turn lane													
TC1	Town Center 1 SE 275th Street 189th Place SE to SE Wax Road	3									0	3	13,180,365
TC2	Town Center 2 172nd Avenue SE SE 275th Street to SE 275th Street	3									0	3	3,304,075
SUBTOTAL CAPITAL PROJECTS													\$82,559,460

2014

**SUBJECT:** PRESENTATION ON AESTHETIC DESIGN ELEMENTS WITHIN THE RIGHT OF WAY

**RECOMMENDED BY:** Derek Matheson, City Manager

**ATTACHMENT(S):**

1. Attached PowerPoint to be presented at the evening meeting.

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

**EXPLANATION:**

On December 10, 2013, Councilmember Lanza gave a presentation on concerns regarding aesthetic design elements within the right of way (ROW). These included types of streetlights, stamped concrete, signal poles, sign posts and signs. Staff has done some research to get an idea on installation and maintenance costs associated with some of the different types and styles of elements that were discussed. Staff will present the results of that research and will request if any additional information is needed by Council and how they would like to proceed.

**FISCAL IMPACT:**

Presentation only

**CITY COUNCIL ACTION:**

**PROVIDE DIRECTION TO STAFF**

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

## ENHANCED DESIGN ELEMENTS IN THE RIGHT-OF-WAY

### Goals

- ◉ Picture “tour” of Covington
- ◉ Costs associated with design elements
- ◉ Council direction to proceed with changes

## Streetlights



## Streetlights



## Streetlights



## Streetlights



## Streetlights



## Streetlights

Maple Valley



Covington



# SR 516 Streetlights

Maple Valley



Covington



# SR 516 Streetlights



## Sign Posts



## Sign Posts



## Sign Posts



## Sign Posts

Maple Valley



Covington



## Crosswalk Signing

Maple Valley



Covington



## Roundabout Truck Apron



## Roundabout Truck Apron



## Roundabout Truck Apron



## Roundabout Truck Apron



## Roundabout Truck Apron

Maple Valley



Covington



## Fencing



## Fencing



# Fencing

Maple Valley



Covington



# Benches and Litter Receptacles

Maple Valley



Covington



# Cost Comparison

Design Element	Installation Costs	
	Covington Standard	Maple Valley Standard
Streetlight	\$ 3,500.00	\$ 16,500.00
Sign Post	\$ 100.00	\$ 3,500.00
Truck Apron	\$ 10,600.00	\$ 22,750.00
Fencing (per foot)	\$ 25.00	\$ 60.00
Benches & Litter Receptacles	\$ 2,700.00	\$ 2,700.00

## Streetlight Comparison

### *168<sup>th</sup> Place SE Project*

- 57 Green Luminaires installed
- Installation cost - ~\$199,500
- Maple Valley Streetlight
- Installation cost - ~\$940,500
- Maintenance cost increase - ~\$7,500 annually



# Example Project

Length: ½ Mile

Type: Collector Arterial

Features: 1 Roundabout, 1000' of fencing

Design Element	Installation Costs	
	Covington Standard	Maple Valley Standard
Streetlights (25)	\$ 87,500.00	\$ 412,500.00
Sign Post (4)	\$ 400.00	\$ 14,000.00
Truck Apron	\$ 10,600.00	\$ 22,750.00
Fencing	\$ 25,000.00	\$ 60,000.00
<b>Total</b>	<b>\$ 123,500.00</b>	<b>\$ 509,250.00</b>

## Council/Policy Direction

- Upon completion of the “tour” and reviewing of the costs, should Staff move forward with changes to any design elements in light of significant costs involved?

**SUBJECT:** CONSIDER AMENDING THE CITY COUNCIL RULES OF PROCEDURE TO ADOPT A NEW COMMISSIONER INTERVIEW PROCESS AND APPOINT SUBCOMMITTEES

**RECOMMENDED BY:** Derek Matheson, City Manager

**ATTACHMENT(S):**

1. April 8, 2014, Blue Sheet for Discussion of Commissioner Interview Procedures
2. Proposed Resolution Amending the Covington City Council's Rules of Procedures to Adopt a New Commissioner Interview Process

**PREPARED BY:** Sara Springer, City Attorney

**EXPLANATION:**

At the regular council meeting on March 25, 2014, the council discussed whether they should adopt new procedures for conducting commissioner applicant interviews. No decision was made at that meeting, however the council moved to direct staff to bring back procedural options for conducting commissioner applicant interviews in closed interview panels of three or fewer councilmembers.

At the April 8, 2014, regular council meeting, the council re-engaged discussion on the matter and considered the commissioner applicant interview procedural options presented by staff (Attachment 1). The council reached a consensus to direct staff to bring back proposed amendments to the City Council's Rules of Procedure to conform to the following revised commissioner applicant interview process:

- Create an applicant interview subcommittee for each commission, comprised of three or fewer councilmembers for each subcommittee. Each councilmember shall be appointed to at least one subcommittee.
- Councilmember appointments to the interview subcommittees shall occur annually in January (with no restrictions on appointments from year to year).
- Commission interviews held by the subcommittee shall be scheduled by the city clerk at a time and date that best meets the scheduling needs of that subcommittee.
- Interviews should be recorded and distributed to all councilmembers once interviews by that subcommittee are complete (with no explicit requirement for councilmembers to listen to the recorded interviews).
- The city clerk should endeavor to provide a sufficient amount of time for councilmembers to review the applicable subcommittee interviews before the discussion and appointment of commissioners is conducted at a regular council meeting.

- The council will retain the separate commissioner exit interview subcommittee.
- The full council will continue to discuss and vote to appoint commissioners at a regularly scheduled council meeting.

The attached resolution (Attachment 2) contains the proposed amendments to Section 5. CITY ADVISORY COMMITTEES, paragraph “B”, of the Covington City Council Rules of Procedure to adopt the revised process as outlined above.

ALTERNATIVES: Discussed April 8, 2014, and included in the Blue Sheet attached as Attachment 1.

FISCAL IMPACT: None.

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

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds to adopt a resolution amending the Covington City Council Rules of Procedure to adopt a new commissioner interview process.**

Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds to appoint Councilmembers \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Arts Commission Interview Subcommittee.

Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds to appoint Councilmembers \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Human Services Commission Interview Subcommittee.

Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds to appoint Councilmembers \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Covington Economic Development Council (CEDC) Interview Subcommittee.

Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds to appoint Councilmembers \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Planning Commission Interview Subcommittee.

Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds to appoint Councilmembers \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Parks and Recreation Commission Interview Subcommittee.

REVIEWED BY: City Manager; City Attorney; City Clerk

**ATTACHMENT 1**  
**Agenda Item 3**  
 Covington City Council Meeting  
 Date: April 8, 2014

SUBJECT: COMMISSIONER INTERVIEW PROCESS

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):

PREPARED BY: Derek Matheson, City Manager  
 Sara Springer, City Attorney  
 Sharon Scott, City Clerk

EXPLANATION:

The city council discussed the commissioner interview process at their regular meeting on March 25. Staff presented four options to improve the process and the council directed staff to return with sub-options to implement Option 4, “avoid a quorum and public noticing requirements by interviewing commission applicants in smaller groups of three or fewer councilmembers.”

Staff is seeking high-level input from the council to help staff refine the possible sub-options and prepare an amendment to the City Council Rules of Procedure for future council review. Below are questions, options, and legal / procedural considerations to guide the council’s discussion. Staff assumes the full council will continue to discuss and vote to appoint commissioners at regularly-scheduled council meetings.

<u>Question</u>	<u>Options</u>	<u>Legal / Procedural Considerations</u>
Who should conduct interviews?	1. A fixed subcommittee of three or fewer councilmembers. 2. Multiple fixed subcommittees of three or fewer councilmembers -- each subcommittee assigned to a particular commission(s) and each councilmember assigned to at least one subcommittee. 3. A rolling subcommittee of three or fewer council members (i.e. a different group of councilmembers each time interviews are necessary).	As long as there is not a quorum of councilmembers present, and those councilmembers are not making decisions or taking action on behalf of the whole council, these subcommittee interviews would not be subject to the Open Public Meetings Act (OPMA).

<u>Question</u>	<u>Options</u>	<u>Legal / Procedural Considerations</u>
Should interviews be recorded and distributed to councilmembers once interviews for a particular commission are complete?	<ol style="list-style-type: none"> <li>1. Record the interviews.</li> <li>2. Don't record the interviews.</li> </ol>	Once created, recordings are a public record.
Should there be a requirement that councilmembers (who didn't participate in interviews) listen to a recording of interviews for a particular commission prior to casting votes for members of that commission?	<ol style="list-style-type: none"> <li>1. Implement a requirement.</li> <li>2. Don't implement a requirement.</li> </ol>	The Council Rules would need to authorize and require recusal rather than abstention because abstentions are considered votes in favor of the motion.
Should there be a delay between the interview date and vote date?	<ol style="list-style-type: none"> <li>1. Implement a delay (and specify the minimum length of the delay).</li> <li>2. Maintain current practice of flexibility.</li> </ol>	A delay would be necessary to accommodate a requirement that councilmembers listen to recordings prior to casting votes.
When should interviews occur?	<ol style="list-style-type: none"> <li>1. Allow interviews on different days of the week and times of day when committee members are available.</li> <li>2. Maintain current practice of scheduling interviews prior to council meetings.</li> </ol>	
Should the exit interview process change to more closely match the [entrance] interview process?	<ol style="list-style-type: none"> <li>1. Have the committee that conducts [entrance] interviews for a particular commission(s) also conduct exit interviews for that commission(s).</li> <li>2. Maintain current practice of a single exit interview subcommittee.</li> </ol>	

ALTERNATIVES: Discussed above.

FISCAL IMPACT: Staff time.

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

**PROVIDE DIRECTION TO STAFF**

REVIEWED BY:

## ATTACHMENT 2

### RESOLUTION NO. 14-10

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, AMENDING THE COVINGTON CITY COUNCIL RULES OF PROCEDURE TO ADOPT A NEW COMMISSIONER INTERVIEW PROCESS**

WHEREAS, the Covington City Council previously passed Resolutions 02-52, 03-136, 06-25, 08-08, 09-06, 10-05, 13-05, and 14-04 amending its Rules of Procedure; and

WHEREAS, the city council deems it necessary to amend said Rules of Procedure to adopt a new process for conducting commissioner interviews;

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

Section 1. Section 5. CITY ADVISORY COMMITTEES, paragraph “B”, of the Covington City Council Rules of Procedure is hereby amended as follows:

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.

For each advisory body the City Council shall annually appoint a subcommittee of three or fewer Council members to conduct applicant interviews for that respective advisory body. Each Council member shall be appointed to at least one said subcommittee. Each advisory body applicant interview subcommittee shall interview applicants for reappointment to that advisory body 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 respective subcommittee’s schedule.

The City Clerk shall endeavor to schedule applicant interviews at a time and date that best meets the scheduling needs of each respective subcommittee. All applicant interviews conducted by the subcommittees shall be recorded and made available to the City Council. The City Clerk shall endeavor to provide a sufficient amount of time for all Council members to review the applicable applicant interview recordings before the City Council discusses and appoints commissioners at a regular City Council meeting.

Appointments to advisory bodies will be made by the City Council during a regularly scheduled meeting. Newly appointed members will receive a briefing by the applicable Commission, Committee, or Task Force Chairperson and/or City staff regarding the duties and responsibilities of the members of their respective advisory body.

PASSED in open and regular session on this 13th day of May, 2014.

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MARGARET HARTO, MAYOR

ATTESTED:

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Sharon Scott, City Clerk

APPROVED AS TO FORM:

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Sara Springer, City Attorney

**Agenda Item 5**  
Covington City Council Meeting  
Date: May 13, 2014

SUBJECT: 2014 FIRST QUARTER FINANCIAL REPORTS

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S):

1. 2014 First Quarter Report
2. Quarterly Performance Reports by Fund
3. Major Revenue Comparison
4. Current Investment Listing

PREPARED BY:

Rob Hendrickson, Finance Director

EXPLANATION:

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

ALTERNATIVES:

N/A

FISCAL IMPACT:

None.

CITY COUNCIL ACTION:     Ordinance     Resolution     Motion     Other

**ASK QUESTIONS OF STAFF**

REVIEWED BY: City Manager



# ATTACHMENT 1

## Economic & Revenue Summary

~WA State Economic & Revenue Forecast Council

- March U.S. private sector employment is at its highest level since December 2007.
- Gross domestic product grew at a seasonally adjusted annual rate of 0.1% in the first quarter. It marked the second-worst quarterly performance since the recession ended in mid-2009.
- U.S. light vehicle sales bounced back in March, exceeding 16 million units for the first time since November 2013.
- Washington job growth and housing construction softened in early 2014.
- Washington personal income grew 3.2% in 2013 compared to the U.S. as a whole.
- Major General Fund-State revenue collections for the March 11—April 10, 2014 collection period were \$12.5 (1.2%) higher than the February forecast.
- During the current collection period, there was a one-time assessment payment of \$20.7 million that was not included in the forecast. Without this payment, cumulative collections would have been \$5.0 million (0.2%) higher than forecasted.

### 2014 First Quarter

The first quarter is showing mixed indicators. While sales tax is lagging last year's torrid pace, utility tax and property tax are up substantially in year over year comparisons. Fuel tax is only slightly below forecast and REET numbers are the lowest since 2009 first quarter. On the expenditure side, percentages follow the same spending pattern and there are no issues that stand out. Even with some positive economic news noted above, the economy bears watching as we move forward.

- Rob Hendrickson, Finance Director

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# Property Tax

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

Through first quarter the city received \$164,571 or 6.8% of budget. While this is just a fraction of the assessed levy for the year it is double 2013 first quarter collections.

2012	2013	2014
\$ 84,776	\$ 71,220	\$ 164,571

Property tax is the most stable source of revenue the city has. It is one leg of the “three legged” stool which the general fund relies on for revenue. The other two legs are sales tax and utility tax.

Property taxes are unrestricted. This means there are no restrictions

on what the revenue can be used to pay for within the city. Currently property taxes are allocated 100% to the general fund.

This 2013 levy for 2014 collection is \$2,500,000 and the levy rate is \$1.55/\$1,000 assessed value. The cap for property tax collections is \$2.10/\$1,000 assessed value.

The city’s assessed valuation is \$1.618 billion—an increase of \$87.4 million or 5.71% over 2013.

# Real Estate Excise Tax (REET)

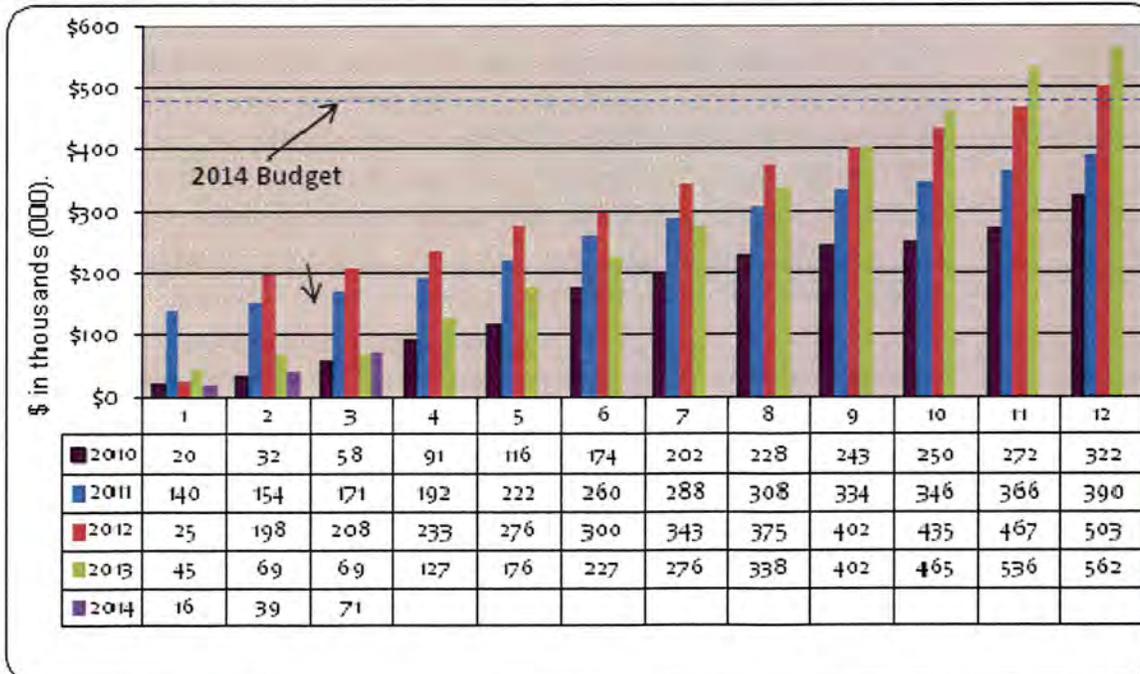
REET is a restricted revenue dedicated to paying debt service on the 2007 transportation bonds and loans from the Public Works Trust Fund. This tax is levied by the city

on all sales of real estate at the rate of one-half percent (two quarter percents).

Through the first quarter, collections are at \$71,346 or 14.9% of

budget. The budget for 2014 is \$480,000.

Through March there were 3 new home sales, 48 existing home sales, and no land only sales.



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



## Retail Sales & Use Tax

Sales and use tax is the largest revenue source available to the city. It currently supports the general fund at 84% and the parks and recreation fund at 16%. The first quarter (on a cash basis) is below 2013 levels by

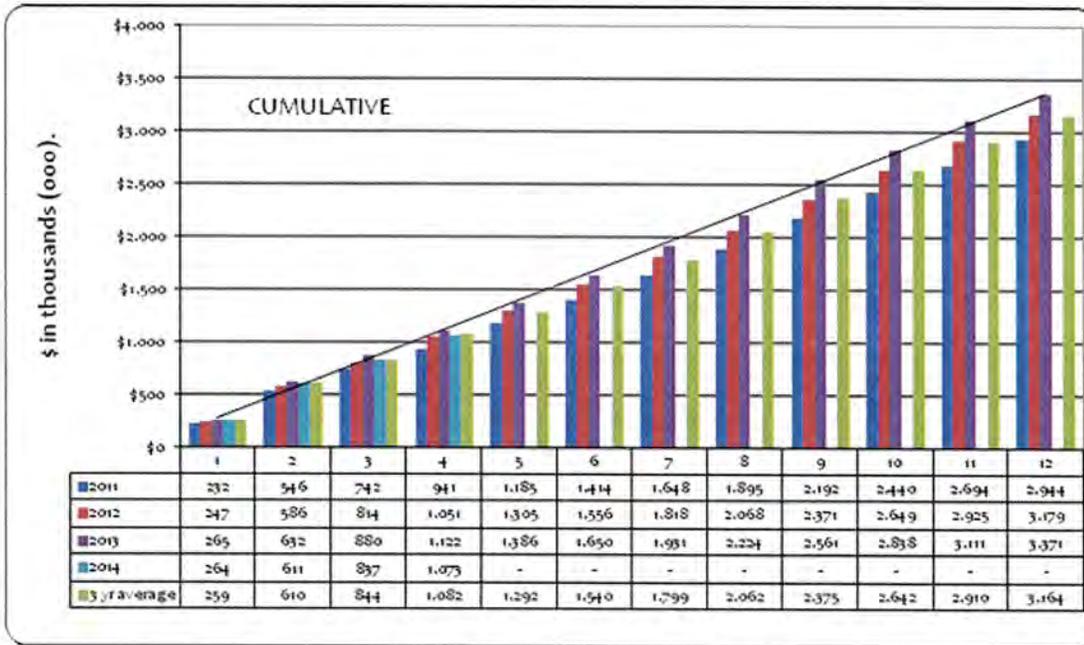
\$38,736 or 4.4%. Total collections are at \$841,351 or 23.9%. The budget for 2013 is \$3,507,000.

In year over year comparisons, retail sales decreased by 3.8%, con-

struction decreased 69.5%, food services was up 7.2%, and all other categories increased 2.5%.

A peek ahead at the second quarter: Through April, collections continue the trend of lagging prior year collections by 4.4% or \$49,667. The three-year average collection percentage is 32.3% (through April) while the actual 2014 collection percentage is 30.59%.

Staff will continue to monitor ongoing sales tax collections and apprise you of any changes.



## Utility Tax

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

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

The first quarter is starting higher than 2013 by \$138,592 or 29%. Solid Waste and SWM are the only two categories that are slightly lower than last year.

The MuniService audit of Comcast utility tax collections is in the final stages. The preliminary report will be ready for review soon. Staff will keep council apprised as this audit moves forward.



Utility	2013	2014
Electricity	\$137,725	\$204,663
Natural Gas	88,065	137,978
Solid Waste	41,690	38,959
Cable	69,446	77,687
Telephone	126,977	142,920
SWM	9,130	9,059
<b>Total</b>	<b>\$473,033</b>	<b>\$611,625</b>

## GENERAL FUND

Revenues for the first quarter are 20.5% of budget or \$1.8 million. This is more than 2013 levels by \$279,992. Sales tax, on a cash basis, is 4.4% or \$32,539 lower than 2013 first quarter while utility tax is 29% or \$138,592 higher than 2013 collections. Property taxes are higher than 2013. The first half of property taxes are due April 30.

Total expenditures including transfers out through March are \$1,198,585. This is an increase in

spending of 6.4% or \$71,903 over the same period last year. This is in part due to a payout to Costco as part of an agreement.

Overall, 14.1% of the budget has been spent. Note in the chart below that most all departments are below the 25% mark, but the city council and central services are at 45.7% and 52.6% respectively. This is due to expenditures which are front loaded to these departments. As the year progresses,

these anomalies will smooth out.

Police services is abnormally low and will be billed in May after the first distribution of property tax revenue. Expenditures would still be under the 25% mark if the police billing were added.

Beginning fund balance is \$4,026,805—an increase of \$520,179. This is a result of under spending and increased revenues during 2013.

### GENERAL FUND DEPARTMENT BUDGET UPDATE

Department	YTD - 2013	% of Budget	YTD - 2014	% of Budget
City Council	219,073	11.1%	220,113	45.7%
Municipal Court	56,613	9.7%	62,642	9.8%
City Manager	187,538	20.4%	204,928	21.9%
Finance	130,085	24.2%	132,579	24.4%
Legal	12,692	12.7%	12,944	17.3%
Personnel	82,812	24.8%	64,205	17.8%
Central Services	218,407	35.6%	245,253	52.6%
Law Enforcement	1,671	0.0%	16,900	0.5%
Community Development	63,072	20.8%	71,681	21.1%
Operating Transfers Out	<u>154,719</u>	8.4%	167,201	11.8%
<b>TOTAL</b>	<b><u>\$ 1,126,682</u></b>	<b>11.9%</b>	<b><u>\$ 1,198,585</u></b>	<b>14.1%</b>

## PUBLIC WORKS

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Public works consists of street operations and surface water management (SWM).

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

Franchise fees are right on target at 26.6% or \$58,618. Total operating revenues are \$165,656 and other financing sources are \$61,565. At \$227,220, this puts total revenues right at 26.0% for the first quarter.

The gas tax is running slightly un-

der budget. This could be due to the economy or inaccurate forecasting. The forecast is generated through Municipal Research Services Corporation (MRSC). The amount received is \$89,229 or 24.2% of budget. This is slightly higher than 2013 by \$3,291.

Total expenditures are under budget for the first quarter. Total expenditures are at 17.6% or \$161,823. This will adjust upward as maintenance and construction season begin in the second quarter.

SWM is primarily funded through

drainage fees that are collected by King County. The city has collected just a fraction of the budgeted amount—\$105,334 or 6.0%. Total revenues are at 5.8% or \$108,290.

Operating expenditures are at 20.8% or \$402,690. There are no transfers out to report this quarter.

Fund balances for street operations increased by \$50,528. Due to an accounting change SWM no longer posts a fund balance.

## DEVELOPMENT SERVICES

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Revenue is at \$113,552 or 12.0% of forecast. Due to timing issues, some anticipated revenue from permits has not materialized.

MultiCare is moving forward and staff expects construction to begin in the fall. Those revenues

have been programmed into the revenue stream.

The number of permits for single family residences are at 0 compared to 43 in 2013.

Operational expenditures came in

at 22.7% or \$244,166.

Beginning fund balance is \$1,891,229—a decrease from 2013 of \$125,254. Lower than forecast revenues contributed to this decrease.

## PARKS and RECREATION

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

Revenue came in slightly under

forecast at 22.3% or \$294,177—led by sales tax and aquatics revenue. Sales tax is 24.0% or \$134,616 and aquatics revenue is \$122,483 or 20.1%. Both of these categories are below 2013 first quarter.

Attendance is 27,427—ahead of 2013 by 3,160.

Overall operating expenditures for the four divisions are 19.4% or \$367,244. Operating revenues are lagging operating expenditures by \$73,067.

The beginning fund balance is \$301,478 which is a decrease of \$20,346 over 2013.

## Cash & Investments

Total cash and investments total \$12,937,406. This exceeds March 2013 by \$277,110.54. The largest gainer is the general fund, followed by streets and SWM.

The Local Government Investment Pool (LGIP) is currently earning 0.14% (as of May 1). The City has \$10,182,521 invested with the LGIP. The LGIP invests in short term securities. It is comparable to an SEC regulated Rule 2a-7 money market fund and offers 100% liquidity to its participants.

Investments outside the LGIP to-

tal \$2,125,000 (par value). That is split between US Government Agencies at \$1,560,000 and Municipal Securities at \$565,000.

The weighted yield of the portfolio with the state pool is 0.17% and without the pool is 0.49%. Holding the invested bonds to maturity will net the city \$23,507 above what the same money would've earned in the pool during the same period.

Cash on hand is kept at US Bank and various petty cash funds throughout the city.

The chart below reflects the amount of cash and investments allocated to each fund within the city compared to 2013. This is reconciled and updated on a monthly basis.



### TOTAL GENERAL LEDGER ACCOUNTS

	as of 03/31/13	as of 03/31/14	Δ
GENERAL FUND	\$3,365,699.42	\$3,954,716.60	\$589,017.18
STREET FUND	313,261.96	394,355.60	81,093.64
CONTINGENCY FUND	415,969.83	419,082.03	3,112.20
CUMULATIVE RESERVE FUND	1,376,875.75	1,369,601.59	(7,274.16)
REET first 1/4% FUND	34,549.97	67,361.56	32,811.59
REET 2ND 1/4% FUND	34,549.97	66,668.76	32,118.79
DEVELOPMENT SERVICES FUND	2,047,848.43	1,754,797.91	(293,050.52)
PARKS FUND	322,895.25	249,048.18	(73,847.07)
LID 99-01 GUARANTY FUND	52,373.83	0	(52,373.83)
LID 99.01 FUND	138.58	134.70	(3.88)
CAPITAL IMPROVEMENT PROGRAM	2,403,510.19	2,257,158.59	(146,351.60)
SURFACE WATER MANAGEMENT	1,830,026.46	1,906,786.15	76,759.69
UNEMPLOYMENT INSURANCE	158,092.50	199,290.04	41,197.54
EQUIPMENT REPLACEMENT	304,503.64	<u>298,404.61</u>	<u>(6,099.03)</u>
	-	-	
<b>TOTAL ALL FUNDS</b>	<b>\$12,660,295.78</b>	<b>\$12,937,406.32</b>	<b>\$277,110.54</b>

# Capital Investment Program

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The chart below outlines revenues and expenditures for the capital investment program through the first quarter.

Project #	Project Description	Revenues	Expenditures
1010	Covington Community Park	\$0	\$34,531
1011	Suncrest Park	\$0	\$57
1028	Annual Road Overlay	\$67	\$79
1029	Annual Traffic Safety	\$0	\$508
1057	SR 516 Safety Widening	\$3,819	\$1,445
1127	SR 516 Widening at Jenkins Creek	\$2,525	\$2,202

## CITY OF COVINGTON FINANCE DEPARTMENT

16720 SE 27<sup>th</sup> St  
Suite 100  
Covington, WA 98042

Phone: 253-638-1110  
Fax: 253-638-1122

Rob Hendrickson - Finance Director  
Casey Parker - Senior Accountant  
Lindsay Hagen - Accountant  
Staci Cles - Accounting Clerk

# City of Covington      ATTACHMENT 2

## Quarterly Performance Report - General Fund

### as of 3/31/2014

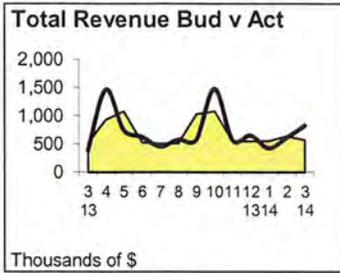


Chart 1

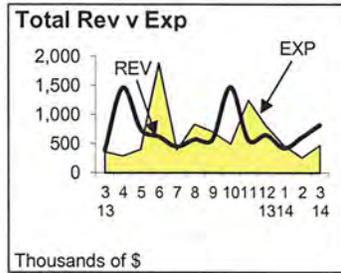


Chart 2

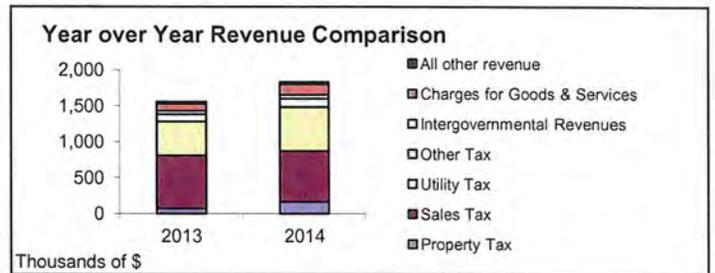


Chart 3

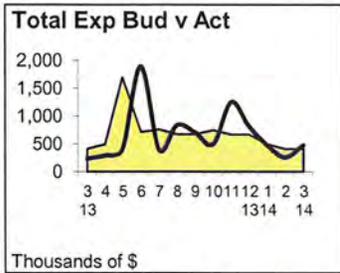


Chart 4

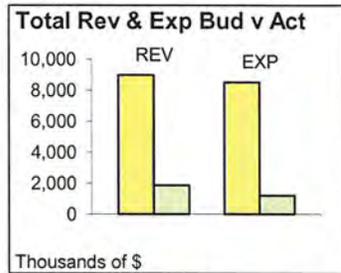


Chart 5

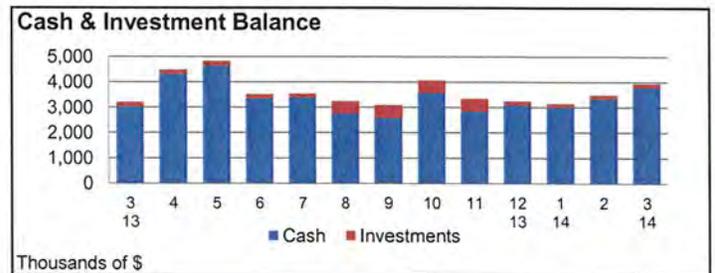


Chart 6

Rev & Exp - YTD	2014		\$ Rem	% Coll YTD	2013
	Budget	Actual			Actual
Property Tax	\$ 2,427.1	\$ 164.6	\$ 2,262.6	6.8%	\$ 71.2
Sales Tax	2,945.9	706.7	2,239.1	24.0%	739.3
Utility Tax	2,080.1	611.3	1,468.8	29.4%	473.0
Other Tax	386.5	118.6	268.0	30.7%	98.5
Licenses & Permits	75.0	25.0	50.0	33.3%	
Intergovernmental Rev	262.9	53.6	209.4	20.4%	52.1
Charges for Goods & Svcs	544.0	145.3	398.7	26.7%	96.7
Fines & Penalties	156.5	23.6	132.9	15.1%	19.0
Investment Interest	15.5	0.4	15.1	2.8%	0.2
Miscellaneous	41.0	7.2	33.8	17.6%	5.5
<b>Total Operating Revenues</b>	<b>8,934.5</b>	<b>1,856.2</b>	<b>7,078.3</b>	<b>20.8%</b>	<b>1,555.5</b>
Other Financing Sources	36.5	-	36.5	0.0%	-
<b>Total Sources</b>	<b>\$ 8,971.0</b>	<b>\$ 1,856.2</b>	<b>\$ 7,114.8</b>	<b>20.7%</b>	<b>\$ 1,555.5</b>
Salaries & Wages	\$ 1,408.0	\$ 306.0	\$ 1,102.0	21.7%	\$ 304.6
Benefits	502.2	145.2	357.0	28.9%	134.3
Supplies	59.3	15.0	44.3	25.3%	11.5
Charges for Services	1,666.0	606.4	1,059.7	36.4%	584.2
Intergovernmental Svcs	3,893.2	65.4	3,827.8	1.7%	43.3
Capital	-	14.7	(14.7)	0.0%	-
<b>Total Operating Expenses</b>	<b>7,528.8</b>	<b>1,152.7</b>	<b>6,376.1</b>	<b>15.3%</b>	<b>1,077.8</b>
Other Financing Uses	976.3	45.9	930.4	4.7%	48.9
<b>Total Uses</b>	<b>\$ 8,505.1</b>	<b>\$ 1,198.6</b>	<b>\$ 7,306.5</b>	<b>14.1%</b>	<b>\$ 1,126.7</b>

Chart 7

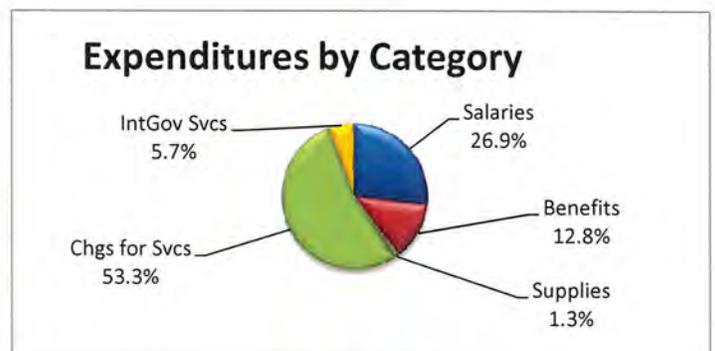
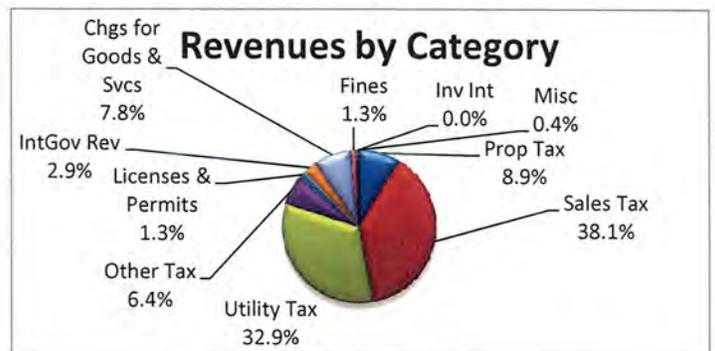


Chart 8 & 9

Legend	
	Cur Year
	Budget
	Actual
Data in Thousands of \$	

# City of Covington Quarterly Performance Report - Street Operations as of 3/31/2014

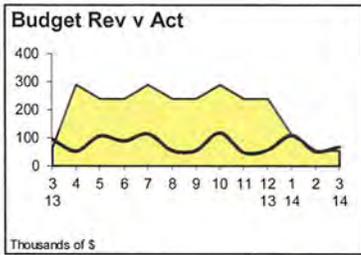


Chart 1

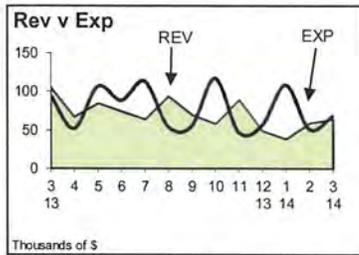


Chart 2

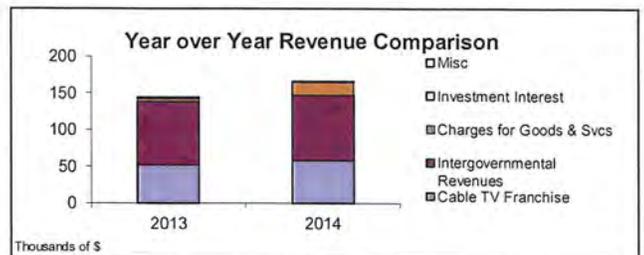


Chart 3

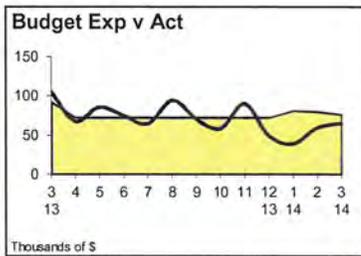


Chart 4

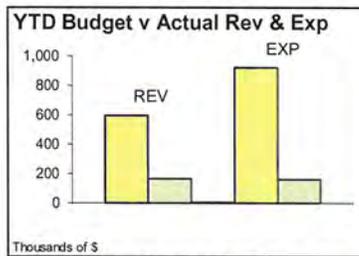


Chart 5

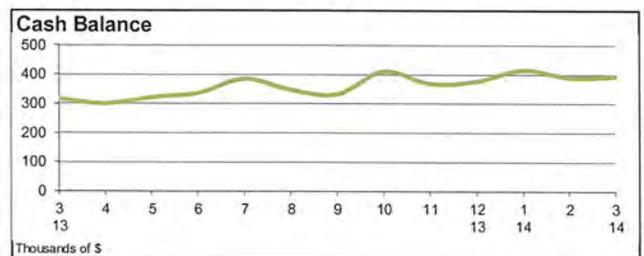


Chart 6

Rev & Exp - YTD	2014	2014	\$ Rem	% Coll	2013
	Budget	Actual			Actual
Cable TV Franchise	\$ 220.0	\$ 58.6	\$ 161.4	26.6%	\$ 52.4
Intergovernmental Revenues	369.2	89.2	280.0	24.2%	85.9
Charges for Goods & Svcs	6.0	17.7	(11.7)	295.2%	5.1
Investment Interest	0.4	0.1	0.3	16.2%	0.1
Miscellaneous	-	0.0	(0.0)	0.0%	-
<b>Total Operating Revenues</b>	<b>595.6</b>	<b>165.7</b>	<b>430.0</b>	<b>27.8%</b>	<b>143.6</b>
Operating Transfer In	279.3	61.6	217.8	22.0%	61.7
<b>Total Sources</b>	<b>\$ 875.0</b>	<b>\$ 227.2</b>	<b>\$ 647.7</b>	<b>26.0%</b>	<b>\$ 205.3</b>
Salaries & Wages	\$ 309.4	\$ 61.1	\$ 248.3	19.8%	\$ 61.1
Benefits	120.4	32.8	87.5	27.3%	29.6
Supplies	59.5	7.9	51.6	13.3%	10.2
Charges for Services	330.5	49.1	281.4	14.8%	61.5
Intergovernmental	100.5	10.9	89.6	10.8%	3.5
Capital	-	-	-	0.0%	-
<b>Total Operating Expenses</b>	<b>920.3</b>	<b>161.8</b>	<b>758.5</b>	<b>17.6%</b>	<b>165.9</b>
Other Financing Uses	-	-	-	0.0%	-
<b>Total Uses</b>	<b>\$ 920.3</b>	<b>\$ 161.8</b>	<b>\$ 758.5</b>	<b>17.6%</b>	<b>\$ 165.9</b>

Chart 7

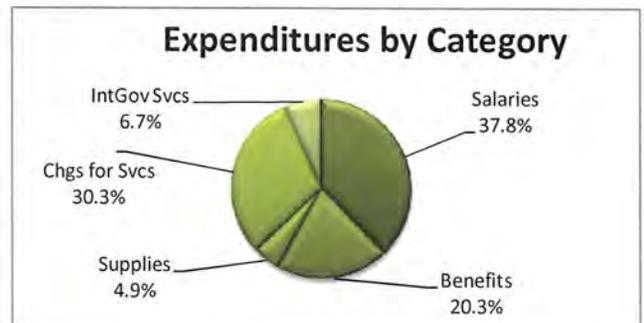
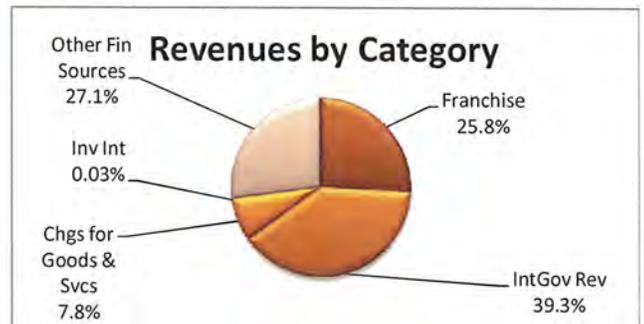


Chart 8 & 9

Legend	
	Cur Year
	Budget
	Actual
Data in Thousands of \$	

# City of Covington

## Quarterly Performance Report - Development Services

### as of 3/31/2014

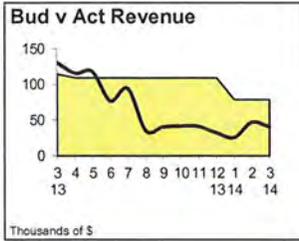


Chart 1

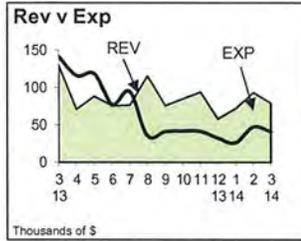


Chart 2

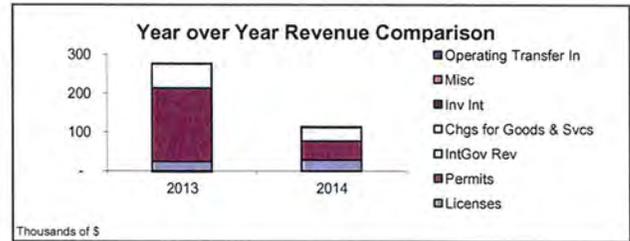


Chart 3

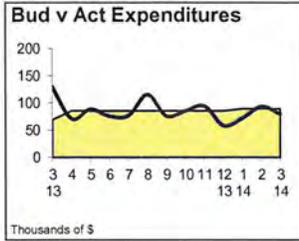


Chart 4

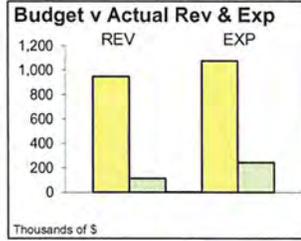


Chart 5

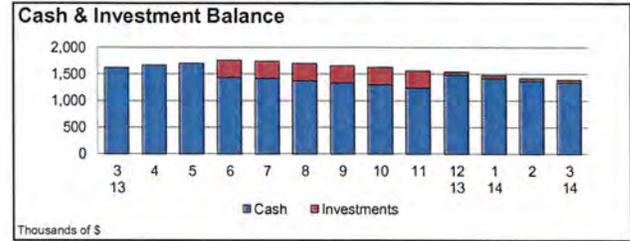


Chart 6

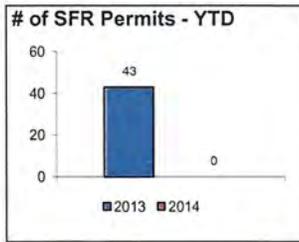


Chart 7

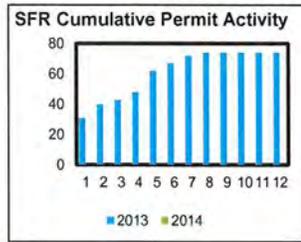
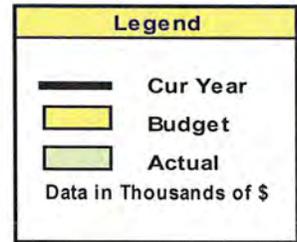


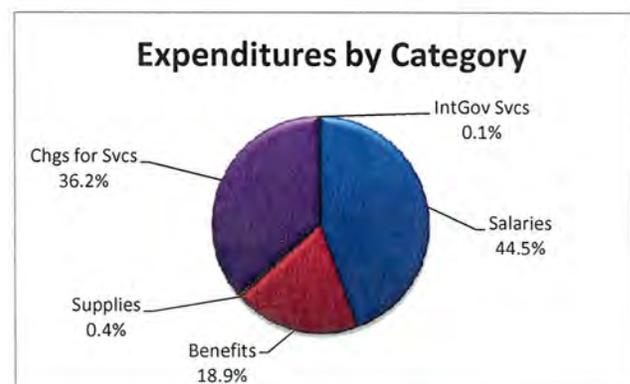
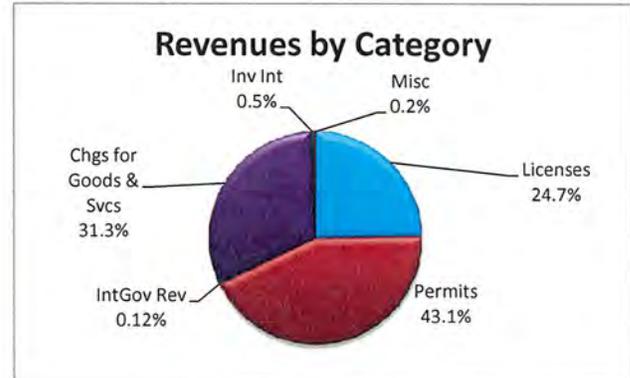
Chart 8



Chart 9



Rev & Exp - YTD	2014		\$ Rem	% Coll YTD	2013
	Budget	Actual			Actual
Licenses	\$ 83.3	\$ 28.1	55.2	33.7%	\$ 24.6
Permits	241.7	49.0	192.7	20.3%	189.0
Intergovernmental Svcs	-	0.1	(0.1)	0.0%	0.1
Charges for Services	619.9	35.5	584.3	5.7%	62.8
Interest Income	1.3	0.6	0.7	46.3%	(1.5)
Miscellaneous	-	0.2	(0.2)	0.0%	(0.5)
Total Operating Revenues	946.2	113.6	832.6	12.0%	274.6
Operating Transfer In	-	-	-	0.0%	-
Total Sources	\$ 946.2	\$ 113.6	\$ 832.6	12.0%	\$ 274.6
Salaries & Wages	\$ 476.7	108.7	368.0	22.8%	114.3
Benefits	171.3	46.1	125.2	26.9%	42.5
Supplies	7.9	0.9	7.1	10.8%	0.7
Charges for Services	358.2	88.3	269.9	24.7%	79.1
Intergovernmental	60.6	0.3	60.3	0.4%	0.2
Total Operating Expenses	1,074.7	244.2	830.5	22.7%	236.8
Other Financing Uses	-	-	-	0.0%	-
Total Uses	\$ 1,074.7	\$ 244.2	\$ 830.5	22.7%	\$ 236.8



# City of Covington

## Quarterly Performance Report - Parks and Recreation Services

### as of 3/31/2014

#### SUMMARY CHARTS

#### DEPARTMENTS

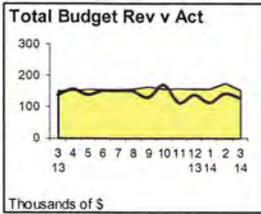


Chart 1

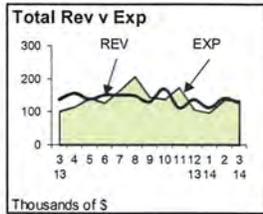
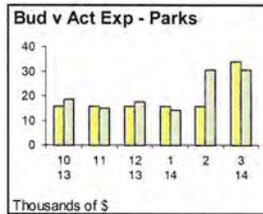


Chart 2



Thousands of \$

Exp - YTD	2014		\$ Rem	% Coll YTD	2013
	Budget	Actual			Actual
Salaries & Wages	\$ 241.6	\$ 42.8	\$ 198.9	17.7%	\$ 28.7
Benefits	47.0	10.7	36.3	22.8%	8.8
Supplies	0.8	0.1	0.7	7.7%	0.1
Charges for Services	115.9	29.4	86.5	25.4%	8.6
Intergovernmental Svcs	1.0	-	1.0	0.0%	-
Total Operating Expenses	406.3	82.9	323.3	20.4%	46.2
Other Financing Uses	-	-	-	0.0%	-
Total Uses	\$ 406.3	\$ 82.9	\$ 323.3	20.4%	\$ 46.2

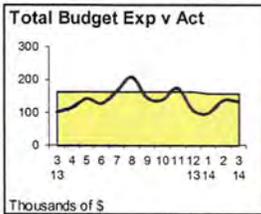


Chart 3

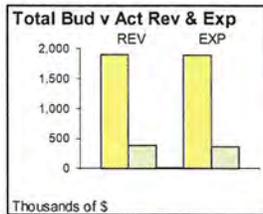
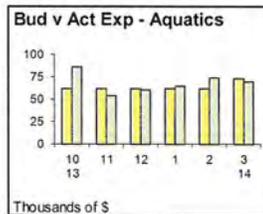


Chart 4



Thousands of \$

Exp - YTD	2014		\$ Rem	% Coll YTD	2013
	Budget	Actual			Actual
Salaries & Wages	\$ 399.0	\$ 88.4	\$ 310.6	22.1%	\$ 81.3
Benefits	119.0	26.4	92.6	22.2%	21.4
Supplies	55.6	3.7	51.9	6.7%	8.6
Charges for Services	260.0	59.2	200.8	22.8%	53.0
Intergovernmental Svcs	-	-	-	0.0%	-
Capital Outlay	23.4	13.3	10.0	57.1%	-
Total Operating Expenses	856.9	177.6	655.9	20.7%	164.3
Other Financing Uses	27.5	-	27.5	0.0%	-
Total Uses	\$ 884.4	\$ 191.0	\$ 693.4	21.6%	\$ 164.3

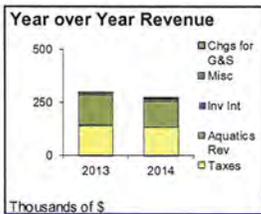


Chart 5

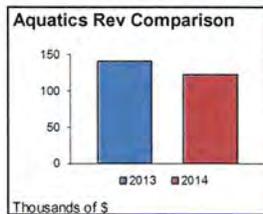
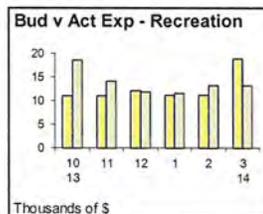


Chart 6



Thousands of \$

Exp - YTD	2014		\$ Rem	% Coll YTD	2013
	Budget	Actual			Actual
Salaries & Wages	\$ 100.9	\$ 20.6	\$ 80.3	20.4%	\$ 20.7
Benefits	29.8	7.2	22.6	24.1%	6.6
Supplies	12.6	0.3	12.3	2.7%	2.1
Charges for Services	80.8	11.7	69	14.5%	10.7
Intergovernmental Svcs	3.5	-	3.5	0.0%	-
Total Operating Expenses	227.6	39.8	187.8	17.5%	40.2
Other Financing Uses	-	-	-	0.0%	-
Total Uses	\$ 227.6	\$ 39.8	\$ 187.8	17.5%	\$ 40.2

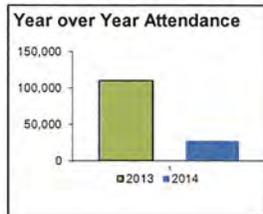
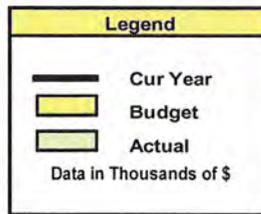
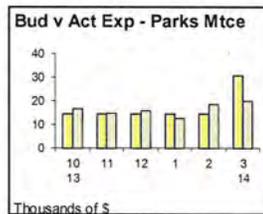


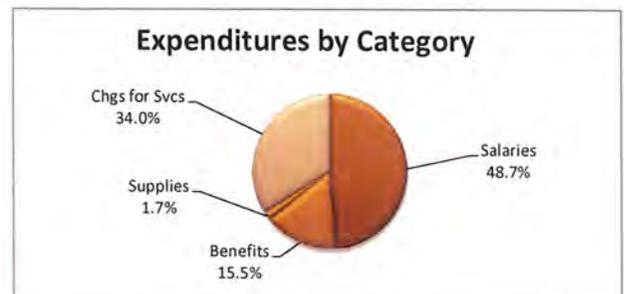
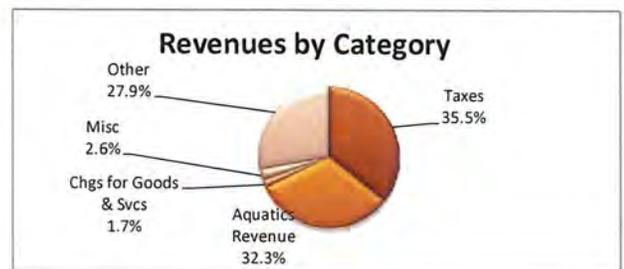
Chart 7



Thousands of \$

Exp - YTD	2014		\$ Rem	% Coll YTD	2013
	Budget	Actual			Actual
Salaries & Wages	\$ 92.9	\$ 20.8	\$ 72.0	22.4%	\$ 14.5
Benefits	37.5	10.6	26.9	28.2%	8.1
Supplies	20.4	2.1	18.3	10.2%	1.5
Charges for Services	220.0	20.0	200.0	9.1%	17.5
Capital Outlay	-	-	-	0.0%	-
Total Operating Expenses	370.8	53.5	317.3	14.4%	41.6
Other Financing Uses	-	-	-	0.0%	-
Total Uses	\$ 370.8	\$ 53.5	\$ 317.3	14.4%	\$ 41.6

Rev & Exp - YTD	2014		\$ Rem	% Coll YTD	2013
	Budget	Actual			Actual
Taxes	\$ 561.1	\$ 134.6	\$ 426.5	24.0%	\$ 140.8
Grants	64.3	-	64.3	0.0%	6.5
Aquatics Revenue	608.8	122.5	486.3	20.1%	140.5
Investment Interest	0.4	0.0	0.4	10.7%	0.1
Charges for Goods & Services	46.1	6.6	39.5	14.4%	3.1
Miscellaneous	36.6	9.7	26.9	26.4%	9.4
Total Operating Revenues	1,317.3	273.4	1,043.9	20.8%	300.3
Other Financing Sources	604.4	105.6	498.7	17.5%	93.2
Total Sources	\$ 1,921.7	\$ 379.1	\$ 1,542.6	19.7%	\$ 393.4
Salaries & Wages	\$ 834.3	\$ 172.5	\$ 661.8	20.7%	\$ 145.2
Benefits	233.3	54.9	178.5	23.5%	44.9
Supplies	89.5	6.2	83.3	6.9%	12.3
Intergovernmental Svcs	4.5	-	4.5	0.0%	-
Charges for Services	676.7	120.4	556.3	17.8%	89.8
Capital Outlay	23.4	13.3	10.0	57.1%	-
Total Operating Expenses	1,861.6	367.2	1,494.4	19.7%	292.2
Other Financing Uses	27.5	-	27.5	0.0%	-
Total Uses	\$ 1,889.1	\$ 367.2	\$ 1,521.9	19.4%	\$ 292.2



# City of Covington

## Quarterly Performance Report - SWM Operations

### as of 3/31/2014

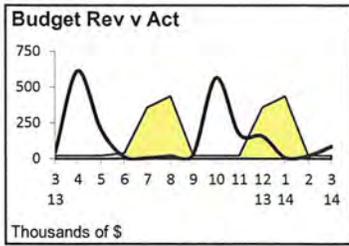


Chart 1

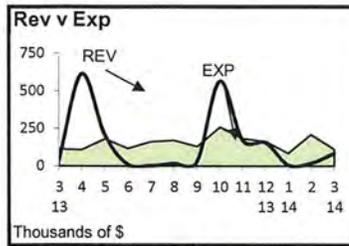


Chart 2

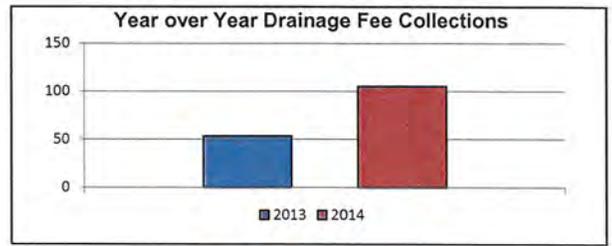


Chart 5

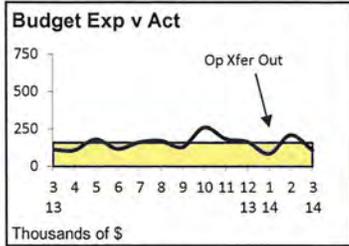


Chart 3

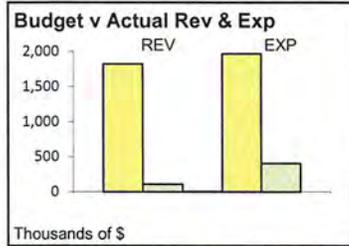


Chart 4

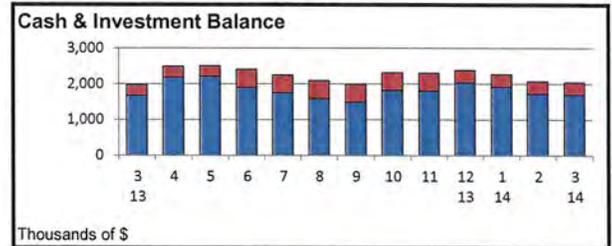


Chart 6

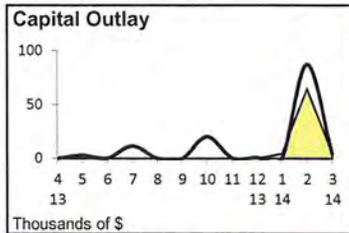
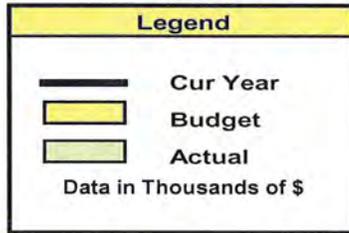
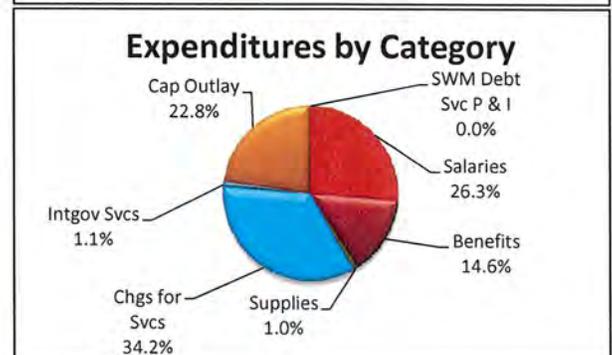
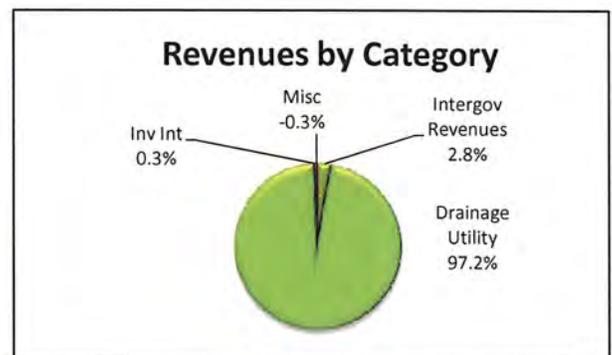


Chart 7



Rev & Exp - YTD	2014	2014	\$ Rem	% Coll YTD	2013
	Budget	Actual			Actual
Grants	\$ 49.3	\$ -	49.3	0.0%	\$ -
KC Salmon Conservancy	-	-	-	-	-
Intergovernmental Revenues	55.7	3.0	52.7	5.4%	3.0
Drainage Utility	1,754.9	105.3	1,649.5	6.0%	53.3
Investment Interest	9.5	0.3	9.2	3.0%	(0.9)
Misc	-	(0.3)	0.3	-	(0.9)
Comp/Loss	-	-	-	-	-
Total Operating Revenues	1,869.4	108.3	1,761.1	5.8%	54.5
Transfers In	-	-	-	-	-
Total Sources	\$ 1,869.4	\$ 108.3	\$ 1,761.1	5.8%	\$ 54.5
Salaries	\$ 591.8	\$ 105.8	\$ 486.0	17.9%	\$ 109.2
Benefits	217.7	58.8	158.9	27.0%	52.8
Supplies	51.8	3.9	47.8	7.6%	5.7
Charges for Services	905.4	137.9	767.5	15.2%	129.8
Intergovernmental	52.7	4.3	48.4	8.1%	4.1
Capital Outlay	113.9	91.9	21.9	-	12.5
Total Operating Expenditures	1,933.2	402.7	1,530.5	20.8%	314.1
Other Financing Uses	-	-	-	0.0%	-
SWM Debt Service P & I	32.8	-	32.8	0.0%	-
Total Uses	\$ 1,966.0	\$ 402.7	\$ 1,563.3	20.5%	\$ 314.1



	Source/Data	Budget vs Actual	Revenue by Month (shown on a cash basis)	High/Low																									
GENERAL FUND	<b>Sales Tax</b>	<table border="1"> <tr> <td>Qtr - Qtr Revenues</td> <td>1Q-13</td> <td>1Q-14</td> <td>% Diff</td> </tr> <tr> <td></td> <td>739,274</td> <td>685,986</td> <td>-7.2%</td> </tr> <tr> <td>2014 Annual Revenues</td> <td>Budget</td> <td>Actual</td> <td>% Collected</td> </tr> <tr> <td>2013 Annual Revenues</td> <td>\$ 3,507,000</td> <td>\$ 685,986</td> <td>19.6%</td> </tr> <tr> <td>2012 Annual Revenues</td> <td>\$ 2,988,000</td> <td>\$ 3,370,592</td> <td>112.8%</td> </tr> <tr> <td></td> <td>\$ 2,850,000</td> <td>\$ 3,179,326</td> <td>111.6%</td> </tr> </table>	Qtr - Qtr Revenues	1Q-13	1Q-14	% Diff		739,274	685,986	-7.2%	2014 Annual Revenues	Budget	Actual	% Collected	2013 Annual Revenues	\$ 3,507,000	\$ 685,986	19.6%	2012 Annual Revenues	\$ 2,988,000	\$ 3,370,592	112.8%		\$ 2,850,000	\$ 3,179,326	111.6%			
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GENERAL FUND	<b>Property Tax</b>	<table border="1"> <tr> <td>Qtr - Qtr Revenues</td> <td>1Q-13</td> <td>1Q-14</td> <td>% Diff</td> </tr> <tr> <td></td> <td>\$ 59,529</td> <td>\$ 164,571</td> <td>176.5%</td> </tr> <tr> <td>2014 Annual Revenues</td> <td>Budget</td> <td>Actual</td> <td>% Collected</td> </tr> <tr> <td>2013 Annual Revenues</td> <td>\$ 2,427,134</td> <td>\$ 164,571</td> <td>6.8%</td> </tr> <tr> <td>2012 Annual Revenues</td> <td>\$ 2,340,000</td> <td>\$ 2,278,336</td> <td>97.4%</td> </tr> <tr> <td></td> <td>\$ 2,340,000</td> <td>\$ 2,363,948</td> <td>101.0%</td> </tr> </table>	Qtr - Qtr Revenues	1Q-13	1Q-14	% Diff		\$ 59,529	\$ 164,571	176.5%	2014 Annual Revenues	Budget	Actual	% Collected	2013 Annual Revenues	\$ 2,427,134	\$ 164,571	6.8%	2012 Annual Revenues	\$ 2,340,000	\$ 2,278,336	97.4%		\$ 2,340,000	\$ 2,363,948	101.0%			
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GENERAL FUND	<b>Utility Tax</b>	<table border="1"> <tr> <td>Qtr - Qtr Revenues</td> <td>1Q-13</td> <td>1Q-14</td> <td>% Diff</td> </tr> <tr> <td></td> <td>\$ 473,033</td> <td>\$ 611,265</td> <td>29.2%</td> </tr> <tr> <td>2014 Annual Revenues</td> <td>Budget</td> <td>Actual</td> <td>% Collected</td> </tr> <tr> <td>2013 Annual Revenues</td> <td>\$ 2,080,100</td> <td>\$ 611,265</td> <td>29.4%</td> </tr> <tr> <td>2012 Annual Revenues</td> <td>\$ 2,140,140</td> <td>\$ 2,052,234</td> <td>95.9%</td> </tr> <tr> <td></td> <td>\$ 2,012,475</td> <td>\$ 2,004,827</td> <td>99.6%</td> </tr> </table>	Qtr - Qtr Revenues	1Q-13	1Q-14	% Diff		\$ 473,033	\$ 611,265	29.2%	2014 Annual Revenues	Budget	Actual	% Collected	2013 Annual Revenues	\$ 2,080,100	\$ 611,265	29.4%	2012 Annual Revenues	\$ 2,140,140	\$ 2,052,234	95.9%		\$ 2,012,475	\$ 2,004,827	99.6%			
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STREET FUND	<b>Fuel Tax</b>	<table border="1"> <tr> <td>Qtr - Qtr Revenues</td> <td>1Q-13</td> <td>1Q-14</td> <td>% Diff</td> </tr> <tr> <td></td> <td>\$ 85,938</td> <td>\$ 89,229</td> <td>3.8%</td> </tr> <tr> <td>2014 Annual Revenues</td> <td>Budget</td> <td>Actual</td> <td>% Collected</td> </tr> <tr> <td>2013 Annual Revenues</td> <td>\$ 366,566</td> <td>\$ 89,229</td> <td>24.3%</td> </tr> <tr> <td>2012 Annual Revenues</td> <td>\$ 366,566</td> <td>\$ 367,150</td> <td>100.2%</td> </tr> <tr> <td></td> <td>\$ 371,700</td> <td>\$ 360,567</td> <td>97.0%</td> </tr> </table>	Qtr - Qtr Revenues	1Q-13	1Q-14	% Diff		\$ 85,938	\$ 89,229	3.8%	2014 Annual Revenues	Budget	Actual	% Collected	2013 Annual Revenues	\$ 366,566	\$ 89,229	24.3%	2012 Annual Revenues	\$ 366,566	\$ 367,150	100.2%		\$ 371,700	\$ 360,567	97.0%			
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STREET FUND	<b>Comcast Franchise Fees</b>	<table border="1"> <tr> <td>Qtr - Qtr Revenues</td> <td>1Q-13</td> <td>1Q-14</td> <td>% Diff</td> </tr> <tr> <td></td> <td>\$ 52,442</td> <td>\$ 58,618</td> <td>11.8%</td> </tr> <tr> <td>2014 Annual Revenues</td> <td>Budget</td> <td>Actual</td> <td>% Collected</td> </tr> <tr> <td>2013 Annual Revenues</td> <td>\$ 220,000</td> <td>\$ 58,618</td> <td>26.6%</td> </tr> <tr> <td>2012 Annual Revenues</td> <td>\$ 199,000</td> <td>\$ 259,889</td> <td>130.6%</td> </tr> <tr> <td></td> <td>\$ 199,000</td> <td>\$ 200,952</td> <td>101.0%</td> </tr> </table>	Qtr - Qtr Revenues	1Q-13	1Q-14	% Diff		\$ 52,442	\$ 58,618	11.8%	2014 Annual Revenues	Budget	Actual	% Collected	2013 Annual Revenues	\$ 220,000	\$ 58,618	26.6%	2012 Annual Revenues	\$ 199,000	\$ 259,889	130.6%		\$ 199,000	\$ 200,952	101.0%			
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DEV SVCS FUND	<b>Development Services Permitting Revenue/Activity</b>	<table border="1"> <tr> <td>Qtr - Qtr Revenues</td> <td>1Q-13</td> <td>1Q-14</td> <td>% Diff</td> </tr> <tr> <td></td> <td>\$ 189,050</td> <td>\$ 48,982</td> <td>-74.1%</td> </tr> <tr> <td>2014 Annual Revenues</td> <td>Budget</td> <td>Actual</td> <td>% Collected</td> </tr> <tr> <td>2013 Annual Revenues</td> <td>\$ 241,700</td> <td>\$ 48,982</td> <td>20.3%</td> </tr> <tr> <td>2012 Annual Revenues</td> <td>\$ 713,823</td> <td>\$ 487,938</td> <td>68.4%</td> </tr> <tr> <td></td> <td>\$ 566,835</td> <td>\$ 845,807</td> <td>149.2%</td> </tr> </table>	Qtr - Qtr Revenues	1Q-13	1Q-14	% Diff		\$ 189,050	\$ 48,982	-74.1%	2014 Annual Revenues	Budget	Actual	% Collected	2013 Annual Revenues	\$ 241,700	\$ 48,982	20.3%	2012 Annual Revenues	\$ 713,823	\$ 487,938	68.4%		\$ 566,835	\$ 845,807	149.2%			
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PARKS FUND	<b>Aquatics Revenue/Attendance *</b>	<table border="1"> <tr> <td>Qtr - Qtr Revenues</td> <td>1Q-13</td> <td>1Q-14</td> <td>% Diff</td> </tr> <tr> <td></td> <td>\$ 140,495</td> <td>\$ 122,483</td> <td>-12.8%</td> </tr> <tr> <td>2014 Annual Revenues</td> <td>Budget</td> <td>Actual</td> <td>% Collected</td> </tr> <tr> <td>2013 Annual Revenues</td> <td>\$ 608,785</td> <td>\$ 122,483</td> <td>20.1%</td> </tr> <tr> <td>2012 Annual Revenues</td> <td>\$ 512,820</td> <td>\$ 656,651</td> <td>128.0%</td> </tr> <tr> <td></td> <td>\$ 498,880</td> <td>\$ 572,867</td> <td>114.8%</td> </tr> </table>	Qtr - Qtr Revenues	1Q-13	1Q-14	% Diff		\$ 140,495	\$ 122,483	-12.8%	2014 Annual Revenues	Budget	Actual	% Collected	2013 Annual Revenues	\$ 608,785	\$ 122,483	20.1%	2012 Annual Revenues	\$ 512,820	\$ 656,651	128.0%		\$ 498,880	\$ 572,867	114.8%			
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REET FUND	<b>Real Estate Excise Tax (REET)/Avg Sales Price/Unit</b>	<table border="1"> <tr> <td>Qtr - Qtr Revenues</td> <td>1Q-13</td> <td>1Q-14</td> <td>% Diff</td> </tr> <tr> <td></td> <td>\$ 562,456</td> <td>\$ 71,346</td> <td>-87.3%</td> </tr> <tr> <td>2014 Annual Revenues</td> <td>Budget</td> <td>Actual</td> <td>% Collected</td> </tr> <tr> <td>2013 Annual Revenues</td> <td>\$ 480,000</td> <td>\$ 71,346</td> <td>14.9%</td> </tr> <tr> <td>2012 Annual Revenues</td> <td>\$ 350,000</td> <td>\$ 562,456</td> <td>160.7%</td> </tr> <tr> <td></td> <td>\$ 325,000</td> <td>\$ 502,510</td> <td>154.6%</td> </tr> </table>	Qtr - Qtr Revenues	1Q-13	1Q-14	% Diff		\$ 562,456	\$ 71,346	-87.3%	2014 Annual Revenues	Budget	Actual	% Collected	2013 Annual Revenues	\$ 480,000	\$ 71,346	14.9%	2012 Annual Revenues	\$ 350,000	\$ 562,456	160.7%		\$ 325,000	\$ 502,510	154.6%			
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City of Covington  
Investment Listing  
for the period ending March 31, 2014

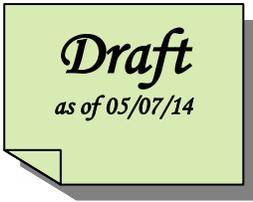
**ATTACHMENT 4**

Institution	Par/Shares	Maturity Date	Current Date	DTM	APY	Current Principal Balance	Current Market Value
US Bank - Cash	\$ 460,123.41	overnight					\$ 460,123.41
Forfeiture Account	55,194.17	overnight					55,194.17
Local Government Investment Pool	10,300,596.95	overnight			0.00		10,300,596.95
US Government Agencies							
<i>Fannie Mae</i>	\$ 200,000.00	3/28/16	3/31/2014	729	0.50	\$ 200,427.00	\$ 199,689.20
<i>FHLMC Strips</i>	360,000.00	3/15/15	3/31/2014	350	0.50	357,285.24	357,335.64
<i>FHLMC</i>	1,000,000.00	3/5/15	3/31/2014	340	0.57	1,006,873.00	998,446.00
<i>subtotal</i>	1,560,000.00					1,564,585.24	1,555,470.84
Municipal Securities							
<i>Pierce County WA Sch Dist #402</i>	265,000.00	12/1/2014	3/31/2014	246	0.45	265,000.00	265,299.45
<i>Central Wash Univ Rev Bond</i>	150,000.00	5/1/14	3/31/2014	32	0.90	155,533.50	150,432.00
<i>Met Park Dist of Tacoma WA GO</i>	150,000.00	12/1/14	3/31/2014	246	3.75	150,000.00	150,289.50
<i>subtotal</i>	565,000.00					570,533.50	566,020.95
	2,125,000.00					2,135,118.74	2,121,491.79
	<u>\$12,940,914.53</u>					<u>\$2,135,118.74</u>	<u>\$12,937,406.32</u>

**DISCUSSION OF  
FUTURE AGENDA TOPICS:**

**7:00 p.m. Tuesday, May 27, 2014 Regular Meeting**

**(Draft Agenda Attached)**



Covington: Unmatched quality of life  
**CITY OF COVINGTON**  
**CITY COUNCIL REGULAR MEETING AGENDA**  
[www.covingtonwa.gov](http://www.covingtonwa.gov)



**Tuesday, May 27, 2014**  
**7:00 p.m.**

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

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**CALL CITY COUNCIL REGULAR MEETING TO ORDER**

**ROLL CALL/PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PUBLIC COMMUNICATION - NONE**

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

**APPROVE CONSENT AGENDA**

- C-1. Minutes: May 13, 2014 Special Joint Meeting with CEDC & Chamber Board and May 13, 2014 Regular Meeting (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Appoint Voting Delegate(s) for Association of Washington Cities Annual Business Meeting (Council)
- C-4. 2015-17 CDBG Interlocal Cooperation Agreement (Throm)

**REPORTS OF COMMISSIONS**

- Arts Chair Sandy Bisordi: May 8 meeting.
- Human Services Chair Fran McGregor: May 8 meeting.
- Parks & Recreation Chair Steven Pand: May 21 meeting.
- Planning Chair Sean Smith: May 1 meeting; May 15 meeting canceled.
- Economic Development Council Co-Chair Jeff Wagner: April 24 and May 22 meetings.

**PUBLIC HEARING**

1. To Receive Testimony on Proposed 2015-2020 Transportation Improvement Program (Vondran)

**NEW BUSINESS**

2. Consider Resolution Adopting Branding Implementation (Slate)
3. Accept CCP Phase II – 60% Design (Feser)
4. Discuss Policy Options re Sign Code (Hart)
5. Approve School Resource Officer Agreement (Klason)

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

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

**EXECUTIVE SESSION – If Needed**

**ADJOURN**

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