

Covington: Unmatched Quality of Life



CITY OF COVINGTON **TRANSPORTATION BENEFIT DISTRICT SPECIAL MEETING**

Council Chambers – 16720 SE 271st Street, Suite 100, Covington, WA

Tuesday, June 11, 2013 – 9:00 p.m.

Call to Order

Roll Call

Approval of Agenda

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. Approve Minutes of Transportation Benefit District May 14, 2013 Special Meeting (Scott)

Continued Business

New Business

1. Finalize Use of Funds from Transportation Benefit District Funds (Akramoff)
2. Discuss Final Public Education Plan (Slate)

Board/Staff Comments

Adjourn

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

SUBJECT: APPROVAL OF MINUTES: MAY 14, 2013 COVINGTON TRANSPORTATION BENEFIT DISTRICT SPECIAL MEETING MINUTES

RECOMMENDED BY: Sharon G. Scott, City Clerk/Executive Assistant

ATTACHMENT(S): Proposed Minutes

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION:

ALTERNATIVES:

FISCAL IMPACT:

BOARD ACTION: ___ Resolution X Motion ___ Other

Board member _____ moves, Board member _____ seconds, to approve May 14, 2013 Covington Transportation Benefit District Special Meeting Minutes.

**Covington Transportation Benefit District
Special Meeting Minutes
Tuesday, May 14, 2013**

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

The Special Meeting of the Covington Transportation Benefit District was called to order in the Covington Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, May 14, 2013, at 9:08 p.m., with Margaret Harto, Chair of the Board, presiding.

BOARD MEMBERS PRESENT:

Margaret Harto, Mark Lanza, David Lucavish, Marlla Mhoon, Jim Scott, Wayne Snoey, and Jeff Wagner.

STAFF PRESENT:

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

APPROVAL OF AGENDA:

Board Action: Vice Chair Wagner moved and Board Member Lucavish seconded to approve the Agenda. Vote: 7-0. Motion carried.

PUBLIC COMMENT:

Chair of the Board Harto called for public comments.

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

NEW BUSINESS:

1. Adopt Resolution to Establish Rules and By-Laws.

RESOLUTION NO. 13-01

**A RESOLUTION OF THE COVINGTON TRANSPORTATION
BENEFIT DISTRICT ESTABLISHING ORGANIZATIONAL
RULES AND BYLAWS OF THE BOARD OF THE
COVINGTON TRANSPORTATION BENEFIT DISTRICT.**

Board Action: Vice Chair Wagner moved and Board Member Snoey seconded to adopt Resolution No. 13-01 establishing organizational rules and bylaws of the Board of the Covington Transportation Benefit District. Vote: 7-0. Motion carried.

2. Adopt Material Change Policy.

RESOLUTION NO. 13-02

A RESOLUTION OF THE BOARD OF THE COVINGTON
TRANSPORTATION BENEFIT DISTRICT, COVINGTON,
KING COUNTY, WASHINGTON, ADOPTING A MATERIAL
CHANGE POLICY

Board Action: Board Member Lanza moved and Vice Chair Wagner seconded to pass Resolution No. 13-02 adopting a material change policy to the administrative policies of the District. Vote: 7-0. Motion carried.

3. Discuss Interlocal Agreement with the City of Covington.

Treasurer of the Board Rob Hendrickson gave the report on this item.

4. Discuss Use of Funds.

Public Works Director Glenn Akramoff gave the report on this item.

Board members provided comments asked questions, and Chief Executive Officer Derek Matheson and Board Attorney Sara Springer provided responses.

BOARD/STAFF COMMENTS:

The next Covington Transportation Benefit District board meeting is scheduled for Tuesday, June 11, 2013.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:50 p.m.

Prepared by:

Submitted by:

Joan Michaud
Senior Deputy City Clerk

Sharon Scott
Board Clerk

Agenda Item 1

Covington Transportation Benefit District

Date: June 11, 2013

SUBJECT: APPROVE TRANSPORTATION BENEFIT DISTRICT USE OF FUNDS

RECOMMENDED BY: Derek Matheson, District Chief Executive Officer

ATTACHMENT(S):

1. May 14th Blue Sheet

PREPARED BY: Glenn Akramoff, Public Works Director

EXPLANATION:

In late 2012, the Budget Priorities Advisory Committee (BPAC) included in its final recommendation the direction to proceed with a Transportation Benefit District (TBD). To fund the TBD, the unanimous recommendation by BPAC was to take a 0.2% increase in sales tax to the voters as soon as possible.

City Council subsequently adopted Ordinance No. 02-13, creating the Covington Transportation Benefit District, and instructed staff to pursue a ballot measure for the November 2013 election for voters to adopt the 0.2% sales tax increase.

One of the first key steps is to determine how the new TBD sales tax revenues would be used. This will allow the voters to understand which services the funds will be expended to sustain and enhance operations. The current estimate of the annual revenue that will be generated from a 0.2% sales tax increase is \$750,000. Staff has divided the use of these proceeds into the following categories:

1. Sustain Street Fund Programs/Eliminate Projected Shortfall (\$70,000)
2. Operational improvements (\$180,000)
3. Small capital and overlay program (\$250,000)
4. Replace General Fund subsidy (\$250,000)

Operational Improvements

In recent years, due to budget reductions, some key public works maintenance and engineering programs have been deferred. These deferments have occurred for two reasons: 1) Not enough money to complete them, and 2) not enough staff time to manage or carry them out as current public works staff is operating at or above its capacity. Therefore, the following areas are recommended for improvements with additional operational funds:

- Add \$25,000 annually for a crack sealing program.
- Add \$25,000 in operating supplies and rental equipment for asphalt patching and sidewalk repairs.
- Add 0.75 FTE to the engineering team to provide oversight of transportation programs including overlay, asphalt pavement condition, small CIP for transportation and

pedestrian programs and managing grants (\$80,000). The remaining 0.25 FTE will be supported by the SWM program resulting in a fully funded 1.0 FTE position.

- Add two (2) six-month seasonal maintenance workers to the Maintenance Team to support the completion of additional sidewalk repairs, crack sealing and asphalt patching efforts (\$50,000).

Small Capital and Overlay Program

In recent years the Covington street overlay program has been suspended due to lack of funds. The program has functioned more on a hit and miss basis, at best, with our street conditions continuing to deteriorate. In late 2011, a consultant completed a pavement condition assessment for all Covington streets and determined the overall pavement condition index (PCI) to be a 70. This rating equates to a “fair” index rating with the ideal PCI being 85 and 100 being an “excellent” rating (all “new” roadways). Therefore, many areas are well below the ideal rating and are in danger of needing full reconstruction if they are not addressed soon. In addition, there are many small transportation projects that would improve the safety and operation of our transportation infrastructure. These include gaps in ADA accessible routes and pedestrian facilities that have already been mentioned as a high concern from council, staff and citizens. Staff’s preliminary recommendation is to fund the overlay portion of the program at \$200,000 and the Small Transportation CIP at \$50,000, annually.

The above list is not prioritized at this point and not necessarily a complete list. Also, if the TBD sales tax increase is approved by the voters in November of 2013, the new revenue would not be realized, and subsequent programs started, until July of 2014.

One final issue to be considered is the ebb and flow of sales tax revenue. The Public Works Department can adjust the small capital and overlay program to compensate for any downturns in the economy. However, the TBD Board should consider how to utilize additional revenue that could be produced by a positive economy and further retail development, such as the Town Center and Hawk property development.

Staff is seeking a final decision on TBD use of funds so the ballot materials and fact sheet can be developed.

ALTERNATIVES: Discussed above.

FISCAL IMPACT: Discussed above.

BOARD ACTION: Resolution Motion Other

Board member _____ moves, Board member _____ seconds, to approve staff recommendations for use for street fund revenues made available by the passing of the Transportation Benefit District sales tax increase.

REVIEWED BY: District Chief Executive Officer, District Treasurer, District Legal Advisor

ATTACHMENT 1

Regular Agenda Item 4

Covington Transportation Benefit District

Date: May 14, 2013

SUBJECT: DISCUSS TRANSPORTATION BENEFIT DISTRICT USE OF FUNDS

RECOMMENDED BY: Derek Matheson, District Chief Executive Officer

ATTACHMENT(S):

1. Street Fund Forecast (includes TBD revenues)

PREPARED BY: Glenn Akramoff, Public Works Director
Don Vondran, Senior City Engineer

EXPLANATION:

In late 2012, the Budget Priorities Advisory Committee (BPAC) included in its final recommendation the direction to proceed with a Transportation Benefit District (TBD). To fund the TBD, the unanimous recommendation by BPAC was to take a 0.2% increase in sales tax to the voters as soon as possible.

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General Fund Subsidy

The city’s street fund would become whole and fully viable with the passing of the TBD sales tax increase. The annual \$250,000 subsidy from the general fund will no longer be needed by the street fund. This allows for a unique opportunity to provide enhanced service in other areas of the city’s general fund. Listed below are a few of the areas that have been identified.

Use of freed General Fund Subsidy dollars on an ongoing basis for some of the following:

- **Police Officer (\$176,000)** – Additional officer for patrol staffing in our continuing efforts to achieve two uniformed patrol officer minimums 24/7. We are actively seeking grant opportunities to reduce our initial costs.
- **Civilian Community Crime Prevention Officer (\$127,500 Startup, \$102,500 Ongoing)** – This position was a recommendation of BPAC to increase communications with residents and business owners. A Community Crime Prevention Officer can formalize neighborhood and business blockwatch programs, conduct residential and business security surveys, create crime prevention newsletters, communicate with homeowner associations and other community organizations, and coordinate citizen volunteer programs.
- **Increase Code Enforcement Officer (CEO) from 0.5 FTE to 0.75 FTE (\$26,000)** - Currently the half-time CEO responds to high priority complaints involving fire, life, and environmental safety first. Then medium and low priority enforcement cases are addressed as time permits, usually taking 30-60 days to properly respond. An increase in 0.25 FTE for the CEO would allow reduction of that response time by 50% to 15-30 days. In addition, the CEO could also take a more proactive position with field

enforcement in areas of illegal signs in commercial zones and junk vehicles and improperly located recreational vehicles in residential zones. It would also allow more weekend code enforcement of repeating violations as well as making changes to CMC code language to assist in better enforcement.

- **Economic Development Resource (\$76,000)** – The City Council has expressed interest at various points in an economic development “resource” i.e., a half-time employee or contractor to support the city’s economic development efforts with an emphasis on real estate services and marketing services. This figure is based on half of the prior economic development manager’s salary and benefits. If funded, further discussions will be necessary to determine whether to hire an employee or enter into a contract for services, as well as to determine the employee’s job description or contractor’s scope of work.
- **Park Planner (\$115,000)** – For the city to serve current residents and reach its 2010 park and trail acquisition and development goals we need to buy land, design and build 2-3 new neighborhood parks, 1-2 new community parks and 9 miles of new trail. Catching up with the current deficit, plus keeping up with annual growth, is many years of work for a full-time park planner. Planning, acquisition, design and development projects that should be undertaken in the next few years include: Covington Community Park – Phase 2 design and construction (expected to be funded by the 2013 legislature); Parks CIP Update (temporary planner funded in 2013); South Covington Park acquisition (underway); Park Impact Fee (2014); Jenkins Creek Trail design and development; Town Center Park concept design; PROS Plan Update (2014, to maintain grant eligibility); Jenkins Creek Park design and development; Pipeline Trail design and development; Hawk Subarea park and trail design and development; Tri-City Trail planning, design, right-of-way acquisition and development; Non-motorized Transportation Plan. The investment in a planner leverages millions of dollars of grant funding and allows projects to move forward that otherwise can’t happen.
- **Increase Recreation Assistant (\$60,000)** – This year Covington started providing community recreation classes and unexpectedly assumed management of Covington Days. In order to sustain excellent classes, community events and festivals, and to expand classes and programming, new funding could be used to increase the current Recreation Assistant from 0.15 FTE to full time. Increased staffing would allow new programming at Covington Community Park such as movie nights and green stage plays, expanded class offerings in our community room and other facilities such as the Timberlane Clubhouse, new events such as a Daddy-Daughter Dance, and more.
- **Additional Legal Services (\$17,400)** – The city contracts with City Attorney Sara Springer of SBS Legal Services PLLC for 35 hours per month at \$5,000 per month. Her time is at a premium, and often it can take weeks for her to get to all but the most urgent of projects. This figure would allow the city to purchase an additional 10 hours per month at her hourly rate of \$145 per hour.
- **Property acquisition fund (variable)** – This would set aside ongoing funds that would allow the city to take advantage of properties that become available that correspond with identified capital infrastructure needs for parks, trails and transportation.
- **Human Services funding (variable)** – This would increase the current funding to address inflation and population growth.

Use of freed General Fund Subsidy dollars, one time, for the following:

- **State GMA required Comprehensive Plan update (\$75,000)** – Hire a consultant to develop population projections and transportation data forecasts for the Land Use and Transportation Elements, as well as new data for both the Housing and Capital Facilities Elements, of the Comprehensive Plan update. The City does not have the existing staff to complete those tasks with our 0.50 FTE Long Range Senior Planner.
- **Recreation Stage and Canopy (\$35,000)** – The recreation program currently rents stages for \$1,100 per day. With ten days of use per year this investment allows programs to continue despite threat of rain and pays off in about three years freeing up valuable funding to enhance recreation programming.
- **PROS Plan Update (\$112,875)** – In order to be eligible for RCO parks and trails acquisition and development grants in the state’s next cycle the Parks, Recreation and Open Space (PROS) Plan needs to be updated starting in June 2014 and concluding December 2015. The cost of this project includes 0.25 FTE Park Planner (18 months), statistically valid telephone survey and consultant support.
- **Park Impact Fee (\$67,250)** – Current city revenue streams are not sufficient to fund park and trail acquisition and development. Partial funding could come from a Park Impact Fee. This project would use the information developed in the 2013 Parks CIP Update to develop a Park Impact Fee (PIF) for Council’s consideration in 2014. The cost of this project includes 0.15 FTE Park Planner (12 months) and consultant support.
- **Project Planning and Design – (varies per project)** – Each park and trail project listed in the Park Planner section above needs consultant or architect support. Project cost varies depending on the scope of the project. An investment in planning, design and cost estimates leverages millions of dollars in grant revenue.

The above list is not prioritized at this point and not necessarily a complete list. Also, if the TBD sales tax increase is approved by the voters in November of 2013, the new revenue would not be realized, and subsequent programs started, until July of 2014.

One final issue to be considered is the ebb and flow of sales tax revenue. The Public Works Department can adjust the small capital and overlay program to compensate for any downturns in the economy. However, the TBD Board should consider how to utilize additional revenue that could be produced by a positive economy and further retail development, such as the Town Center and Hawk property development.

Staff is seeking initial input on the priorities for use of revenues generated by the proposed TBD sales tax increase. The City Manager will take the Board’s input and bring back a final recommendation for the Board’s consideration on June 11, 2013.

ALTERNATIVES:

Discussed above.

FISCAL IMPACT:

Discussed above.

BOARD ACTION: Resolution Motion Other

Provide input to Staff.

REVIEWED BY: District Chief Executive Officer, District Treasurer, District Legal Advisor,
Department Directors

SUBJECT: DISCUSS FINAL EDUCATION PLAN

RECOMMENDED BY: Derek Matheson, District Chief Executive Officer

ATTACHMENT(S):

- 1. TBD Public Education Plan

PREPARED BY: Karla Slate, Community Relations Coordinator

EXPLANATION:

With the City Council’s creation of the Transportation Benefit District and decision to propose two tenths of a percent sales tax increase on the November 2013 ballot, the city plans to prepare and execute a public education plan on behalf of the TBD regarding the proposed ballot measure.

The public education plan will identify ways the TBD may inform and educate the public, using neutral, fact-based information, about the city’s unmet transportation needs including street overlays, the street maintenance, and public safety. The TBD will also provide information about how it operates and how funds from the sales tax increase would be utilized by the TBD.

Pursuant to state election laws and guidelines, the messaging will be strictly informational, educational and fact-based and will focus on key topics including the city’s unmet transportation needs, the sales tax proposal, creation of the TBD, updates based on TBD decisions, the ballot measure, and election information.

ALTERNATIVES:

n/a

FISCAL IMPACT:

n/a

BOARD ACTION: Resolution Motion Other

Provide input to Staff.

REVIEWED BY: District Chief Executive Officer, District Legal Advisor

Transportation Benefit District

PUBLIC EDUCATION PLAN DRAFT

Objective: To develop a process for utilizing neutral, fact-based messaging to inform and educate the public regarding the city's unmet transportation needs including street overlays, street maintenance and public safety; and the proposal to initiate a ballot measure in 2013 to alleviate those shortcomings with a two tenths of a percent increase in sales tax.

Target Audience: While educating the general public is the overarching goal, our messaging and use of media will focus on reaching Covington residents.

Messaging: The City is only allowed to produce a single fact sheet on the ballot measure. The focus of the messaging will be strictly fact-based, informational and educational and will cover these key topics:

- City's unmet needs
- Sales tax proposal
- Creation of the TBD
- Updates based on TBD decisions
- Ballot measure
- Election information

Timing: Introducing our messaging to the public will be timed with the key elements of the ballot measure process. Key messages will be repeated periodically and as necessary to maintain awareness in the community.

| Actions | Timing | Message |
|---|-------------|---|
| Creation of TBD | April/May | City's unmet needs |
| TBD Discussions (use of funds, election date) | June | Sales tax proposal; citizen survey results |
| TBD Decisions | June/July | TBD updates; ballot measure information |
| Ballot Measure/Election Announcement | July/August | TBD updates; election information |

Outreach Schedule:

| Media | April | May | June | July | Aug. | Sept. | Oct. | Nov. |
|--------------------------------|-------|-----|------|------|------|-------|------|------|
| Webpage | | | X | X | X | X | X | X |
| Fact Sheet | | | X | X | X | X | X | X |
| Citizen Survey | | X | X | | | | | |
| Pitch/News Release to Reporter | X | X | X | X | | | X | |
| Social Media | | | X | X | X | X | X | X |
| Scoop | X | X | X | X | X | X | X | X |
| City Update in Reporter | | | | | | X | | |
| Commission Briefings | | | X | X | | | | |
| Service Club Briefings | | | X | X | | | | |
| State of the City | | | | | | X | | |
| | | | | | | | | |

**DISCUSSION OF
FUTURE AGENDA TOPICS:**

**July 9, 2013
Covington Transportation Benefit District Special Meeting
(Draft Agenda Attached)**

Covington: Unmatched Quality of Life



CITY OF COVINGTON **TRANSPORTATION BENEFIT DISTRICT SPECIAL MEETING**

Council Chambers – 16720 SE 271st Street, Suite 100, Covington, WA

Tuesday, July 9, 2013 – 9:00 p.m.

Call to Order

Roll Call

Approval of Agenda

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. Approve Minutes of Transportation Benefit District June 11, 2013 Special Meeting (Scott)

Continued Business

New Business

1. Adopt Resolution Calling for Election (Matheson/Scott)
2. Adopt Pro/Con Committees for TBD (Matheson/Scott)
3. Discuss Final TBD Public Education Plan (Slate)

Board/Staff Comments

Adjourn

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