

Covington: Unmatched quality of life
CITY OF COVINGTON
CITY COUNCIL REGULAR MEETING AGENDA
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Tuesday, November 26, 2013
7:00 p.m.

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

CALL CITY COUNCIL REGULAR MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION

- Republic Services Report (Jeff Wagner)

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: October 22, 2013 Regular Meeting Minutes; October 26, 2013 Budget Workshop Minutes; and November 12, 2013 Regular Meeting Minutes (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Town Center Study Authorization (Matheson)
- C-4. Timberlane Estates Stormwater Project Task Authorization (Vondran)

REPORTS OF COMMISSIONS

- Human Services Chair Haris Ahmad: November 14 meeting.
- Arts Chair Sandy Bisordi: November 14, meeting.
- Planning Chair Sean Smith November 7 and November 21 meetings.
- Parks & Recreation Chair Steve Pand: November 20 meeting.
- Economic Development Council Co-Chair Jeff Wagner: October 24 meeting.

PUBLIC HEARING

1. Receive Public Testimony Regarding Proposed Fiscal Year 2014 Budget
 - 1a. Consider Ordinance Setting the 2013 Property Tax Levy for Collection in 2014
 - 1b. Consider Ordinance Authorizing a Property Tax Increase (Hendrickson)

NEW BUSINESS

2. Consider Resolution Amending 2014 Development Fees (Hart)
3. Consider Ordinance Regarding Council Compensation (Beaufre)
4. Discuss Policy for Councilmember Attendance at Commission Meetings (Springer)

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: November 26, 2013

SUBJECT: APPROVAL OF MINUTES: OCTOBER 22, 2013 CITY COUNCIL REGULAR MEETING MINUTES; OCTOBER 26, 2013 CITY COUNCIL BUDGET WORKSHOP MINUTES; AND NOVEMBER 12, 2013 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 October 22, 2013 City Council Regular Meeting Minutes; October 26, 2013 City Council Budget Workshop Minutes; and November 12, 2013 City Council Regular Meeting Minutes.

**City of Covington
Regular City Council Meeting Minutes
Tuesday, October 22, 2013**

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

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, October 22, 2013, at 7:15 p.m., with Mayor Harto presiding.

COUNCILMEMBERS PRESENT:

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

STAFF PRESENT:

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

Mayor Harto introduced First Class Scout Robert Walden of Troop 594, who 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 COMMENT:

Mayor Harto called for public comments.

Leroy Stevenson, 26838 166th Place SE, Covington, brought to Council’s attention an issue he felt was a safety problem on 164th Avenue SE, just north of 268th as the hill begins. Mr. Stevenson indicated cars have started parking in this area creating a possible hazard for pedestrians and other vehicles. Mr. Stevenson requested Council to change this area into a “no parking” zone and provide signage.

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

APPROVE CONSENT AGENDA:

C-1. Vouchers #30102—30153, in the Amount of \$100,075.70, Dated October 1, 2013; Vouchers #30154-30154, in the Amount of \$80.00, Dated October 9, 2013; and Paylocity Payroll Checks #1001654191-1001654203 Inclusive, Plus Employee Direct Deposits in the Amount of \$149,438.94, Dated October 11, 2013.

C-2. Approve Interlocal Agreement with the Association of Washington Cities.

RESOLUTION NO. 13-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON; TO JOINTLY SELF-INSURE CERTAIN HEALTH BENEFIT PLANS AND PROGRAMS FOR BENEFICIARIES THROUGH A DESIGNATED ACCOUNT WITHIN THE ASSOCIATION OF WASHINGTON CITIES EMPLOYEE BENEFIT TRUST.

Council Action: Councilmember Lucavish moved and Councilmember Mhoon seconded to approve the Consent Agenda as amended with the correction to Consent Item 1 for a scrivener’s error. Vote: 7-0. Motion carried.

Council Action: Councilmember Lanza moved and Councilmember Scott seconded to further amend the Agenda to include Commission Reports. Vote: 7-0. Motion carried.

REPORTS OF COMMISSIONS:

Human Services Commission – Chair Haris Ahmad reported on the October 10 meeting.

Arts Commission – October 10 meeting report was given during the joint meeting held earlier in the evening.

Planning Commission – October meetings were canceled.

Economic Development Council – Co-Chair Jeff Wagner reported on the August and September meetings.

Parks & Recreation – Chair Steven Pand reported on the October 16 meeting.

PUBLIC HEARINGS:

1. Receive Testimony from the Public Regarding 2014 Revenue Sources and Possible Increase in Property Tax Revenues.

Finance Director Rob Hendrickson gave the staff report for this item.

Mayor Harto called for public comments for the public hearing.

Philip Jones, Covington resident, spoke in favor of the growth of Covington and fiscal soundness. Mr. Jones mentioned the citizen survey and budget items and offered suggestions for future road project maintenance. Mr. Jones also stated that in his opinion the future of education is on-line and classrooms should not be built unless there was a particular vocational skill for the student to go directly to work.

Leroy Stevenson, Covington resident, expressed his ongoing concern regarding the utility tax and suggested the ordinance should be re-written.

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

2. Receive Testimony from the Public and Consider Adopting Kent School District’s Six Year Capital Facilities Plan and 2014 School Impact Fees.

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

Mayor Harto called for public comments for the public hearing.

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

ORDINANCE NO. 09-13

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, ADOPTING THE KENT SCHOOL DISTRICT SIX-YEAR CAPITAL FACILITIES PLAN FOR 2013-2019 AND THE 2014 KENT SCHOOL DISTRICT IMPACT FEE SCHEDULE; AMENDING THE CAPITAL FACILITIES ELEMENT OF THE COVINGTON COMPREHENSIVE PLAN TO INCLUDE THE SAME; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

Council Action: Councilmember Scott moved and Councilmember Mhoon seconded to pass Ordinance No. 09-13 adopting the updated Kent School District Six-Year Capital Facilities Plan for 2013-2019 and the 2014 Kent School District Impact Fee Schedule and amending the Capital Facilities Element of the City’s Comprehensive Plan to include the same. Vote: 7-0. Motion carried.

NEW BUSINESS:

3. Discuss Interim Zoning Regulations Regarding Recreational Marijuana.

City Attorney Sara Springer and Community Development Director Richard Hart gave the staff report for this item.

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

4. Briefing on Results of Salary Survey.

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

Councilmembers provided comments and feedback on the staff report.

COUNCIL/STAFF COMMENTS:

Councilmembers and staff discussed Future Agenda Topics and made comments.

PUBLIC COMMENTS:

Mayor Harto called for public comments.

Leroy Stevenson, Covington resident, spoke regarding staff salaries and stated he felt compensation should be proportionate to the citizens.

Mary Pritchard, 26103 197th Avenue SE, Covington, spoke in support of city staff and suggested the council chamber audience chairs had worn out and should be replaced.

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

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:45 p.m.

Prepared by:

Submitted by:

Joan Michaud
Senior Deputy City Clerk

Sharon Scott
City Clerk

**City of Covington
City Council Budget Workshop Minutes
Saturday, October 26, 2013**

The Budget Workshop was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Saturday, October 26, 2013, at 8:10 a.m., with Mayor Harto presiding.

COUNCILMEMBERS PRESENT:

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

STAFF PRESENT:

Derek Matheson, City Manager; Noreen Beaufriere, Personnel Manager; Richard Hart, Community Development Director; Rob Hendrickson, Finance Director; Kevin Klason, Covington Police Chief; Scott Thomas, Parks & Recreation Director; Don Vondran, Public Works Director; Casey Parker, Senior Accountant; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Margaret Harto called the budget workshop to order.

APPROVAL OF AGENDA:

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

ITEMS FOR DISCUSSION:

1. Department 2014 Budget Presentations.

- a. Executive. City Manager Derek Matheson gave the presentation on this item.
- b. Finance. Finance Director Rob Hendrickson gave the presentation on this item.
- c. Miscellaneous Departments. Finance Director Rob Hendrickson gave the presentation on this item.
- d. Police Department. Police Chief Kevin Klason gave the presentation on this item.
- e. Community Development. Community Development Director Richard Hart gave the presentation on this item.

The Council recessed at 10:02 a.m. for a short break and reconvened at 10:20 a.m.

- f. Public Works. Public Works Director Don Vondran gave the presentation on this item.
- g. Parks & Recreation. Parks & Recreation Director Scott Thomas gave the presentation on this item.

Councilmembers asked questions and discussed the budget presentations and decision cards.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 11:55 a.m.

Prepared by:

Submitted by:

Joan Michaud
Senior Deputy City Clerk

Sharon Scott
City Clerk

**City of Covington
Regular City Council Meeting Minutes
Tuesday, November 12, 2013**

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

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, November 12, 2013, at 7:00 p.m., with Mayor Pro Tem Wagner presiding.

COUNCILMEMBERS PRESENT:

Mark Lanza, David Lucavish, Marlla Mhoon, Jim Scott, Wayne Snoey (arrived @ 7:10 p.m.), and Jeff Wagner.

COUNCILMEMBERS ABSENT:

Margaret Harto.

Council Action: Councilmember Scott moved and Councilmember Mhoon seconded to excuse Mayor Harto and Councilmember Snoey. Vote: 5-0. Motion carried.

STAFF PRESENT:

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

Mayor Pro Tem Wagner introduced Malcolm and Nick from Maple Valley Boy Scout Troop 594 who opened the meeting with the Pledge of Allegiance.

APPROVAL OF AGENDA:

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

PUBLIC COMMENT:

Mayor Pro Tem Wagner called for public comments.

Philip Jones, 26827 166th Place SE, Covington, spoke regarding the pending election results on the Covington Transportation Benefit District's Proposition No. 1, Sales and Use Tax for Transportation Improvements, and asked if the measure passes would Council consider implementing a vehicle tab tax in increments instead of straight to the \$20 limit. Mr. Jones also spoke about his dissatisfaction with the line of sight at SE 256th and 160th.

Colin Lund, Oakpointe Holdings, 10220 NE Points Drive, Kirkland, spoke regarding Agenda Item 3, 2014 Legislative Agenda. Mr. Lund gave an overview of Oakpointe's plans to ask the Legislature to fund the main street through the Hawk Property to connect State Route 18 at SE

Unapproved Draft–November 12, 2013 Regular Meeting Minutes
Submitted for Approval: November 26, 2013

256th Street with State Route 516 at 204th Avenue SE. Mr. Lund asked Council to support, or at least not oppose, Oakpointe’s request in exchange for Oakpointe’s support of the city’s request for State Route 516.

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

APPROVE CONSENT AGENDA:

C-1. Minutes: October 8, 2013 Regular Meeting Minutes and October 22, 2013 Joint Meeting with Arts Commission Minutes.

C-2. Vouchers #30155-30220, in the Amount of \$430,593.65, Dated October 15, 2013; Vouchers #30221-30221, in the Amount of \$19,109.35, Dated October 18, 2013; Vouchers #30222-30275, in the Amount of \$301,896.01, Dated November 1, 2013; Paylocity Payroll Checks #1001697191-1001697205 Inclusive, Plus Employee Direct Deposits in the Amount of \$151,475.75, Dated October 25, 2013; and Paylocity Payroll Checks #1001740601-1001740613 Inclusive, Plus Employee Direct Deposits in the Amount of \$150,577.12, Dated November 8, 2013.

C-3. Abaco Pacific Agreement for Real Estate Services.

C-4. Accept Department of Ecology Stormwater Capacity Grant Agreement.

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

PUBLIC HEARING:

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

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

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

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

ORDINANCE NO. 10-13

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, RELATING TO RECREATIONAL MARIJUANA; ESTABLISHING INTERIM ZONING REGULATIONS FOR RECREATIONAL MARIJUANA PRODUCTION, PROCESSING, AND RETAIL USES; ADOPTING FINDINGS OF FACT; PROVIDING FOR SEVERABILITY; DECLARING AN EMERGENCY; AND ESTABLISHING AN EFFECTIVE DATE.

Council Action: Councilmember Snoey moved and Councilmember Scott seconded to adopt Ordinance No. 10-13 establishing interim zoning regulations for recreational marijuana production, processing, and retail uses. Vote: 6-0. Motion carried.

NEW BUSINESS:

2. Consider Resolution Giving Honorary Name to SE 240th Street.

Public Works Director Don Vondran and Parks & Recreation Director Scott Thomas gave the staff report on this item.

RESOLUTION NO. 13-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINGTON, KING COUNTY, WASHINGTON, GIVING AN
HONORARY NAME TO SE 240TH STREET.

Council Action: Councilmember Snoey moved and Councilmember Scott seconded to pass Resolution No. 13-08 giving an honorary name of the “Street of Heroes” to SE 240th Street. Vote: 6-0. Motion carried.

Council Action: There was Council consensus to direct staff to make the signage change at Covington Community Park.

3. Consider 2014 Legislative Agenda.

City Manager Derek Matheson gave the staff report on this item and introduced Lobbyist Briahna Taylor who gave a summary of what to expect in the 2014 session and later this year.

Councilmembers provided comments and asked questions and Ms. Taylor provided responses.

Council Action: Councilmember Snoey moved and Councilmember Lanza seconded to adopt the 2014-15 Legislative Agenda. Vote: 6-0. Motion carried.

4. 2013 Third Quarter Financial Report.

Finance Director Rob Hendrickson gave the staff report on this item.

Councilmembers provided comments and asked questions, and staff provided responses.

COUNCIL/STAFF COMMENTS:

Councilmembers and staff discussed Future Agenda Topics and made comments.

Council Action: There was Council consensus to cancel the December 24, 2013 Council meeting.

Council Action: There was Council consensus to appoint Councilmember Mhoon as the Sound Cities Association annual meeting voting delegate.

PUBLIC COMMENTS:

Mayor Pro Tem Wagner called for public comments.

Colin Lund, Oakpointe Holdings, 10220 NE Points Drive, Kirkland, thanked Council for its support of the 204th corridor and indicated that he would like to begin working with the administration and staff to add the project to the city’s Transportation Improvement Program.

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 8:35 p.m.

Prepared by:

Submitted by:

Joan Michaud
Senior Deputy City Clerk

Sharon Scott
City Clerk

Consent Agenda Item C-2

Covington City Council Meeting

Date: November 26, 2013

SUBJECT: APROVAL OF VOUCHERS.

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #30276-30331, in the Amount of \$367,732.97, Dated November 12, 2013; and Paylocity Payroll Checks #1001777088-1001777101 Inclusive, Plus Employee Direct Deposits in the Amount of \$174,749.93, Dated November 22, 2013.

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 #30276-30331, in the Amount of \$367,732.97, Dated November 12, 2013; and Paylocity Payroll Checks #1001777088-1001777101 Inclusive, Plus Employee Direct Deposits in the Amount of \$174,749.93, Dated November 22, 2013.

November 12, 2013

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check # 30276 Through Check # 30331

In the Amount of \$367,732.97

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

Cassandra Parker
Accountant

Mark Lanza
City Councilmember

Wayne Snoey
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved _____

Accounts Payable

Checks by Date - Detail by Check Date

User: scles
 Printed: 11/14/2013 2:47 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
30276	0206 281313	AFLAC Insurance premiums; November	11/12/2013	621.58
			Total for Check Number 30276:	621.58
30277	2033 5486 5490	Aquatic Specialty Services Aquatics; clean/calibration service, October Aquatics; pool chemicals	11/12/2013	124.90 921.93
			Total for Check Number 30277:	1,046.83
30278	2223 978270	ARC Imaging Resources Plotter/scanner; usage, 9/9-10/9/13	11/12/2013	8.59
			Total for Check Number 30278:	8.59
30279	0499	Bank of America	11/12/2013	
	0411-11	Aquatics; dryer service calls		175.10
	0411-11	Aquatics; data cards/ribbon		213.94
	0411-11	Aquatics; data cards/ribbon, use tax		-16.94
	0411-11	Aquatics; nitrile gloves		158.34
	0411-11	Aquatics; nitrile gloves, use tax		-12.54
	0411-11	Aquatics; noodle storage rack		198.74
	0411-11	Aquatics; noodle storage rack, use tax		-15.74
	0411-11	Newton; NRPA conference, hotel credit		-2.20
	0814-11	HOA forum; cookies		9.98
	0814-11	City hall; flags, use tax		-25.24
	0814-11	City hall; flags		318.69
	0814-11	Slate; Perfect pitching workshop		89.00
	0814-11	Hart; chamber luncheon meeting, October		14.00
	0814-11	Hart; chamber luncheon meeting, October		6.00
	0814-11	Scott/Lyons; planners		83.20
	0814-11	Scott/Lyons; planners, use tax		-6.59
	0814-11	City logo'd mugs		474.98
	0814-11	City logo'd mugs, use tax		-37.61
	0814-11	Slate; Media landscape luncheon		35.00
	0848-11	PRSA totem award submittals		220.00
	1030-11	Pressure washer; replacing stolen unit, use tax		-53.45
	1030-11	Maint shop; time lapse camera lens adapter kit		12.31
	1030-11	Maint shop; time lapse video camera		47.20
	1030-11	Maint shop; time lapse video camera		94.39
	1030-11	Maint shop; time lapse video camera		94.39
	1030-11	Deer disposal		75.00
	1030-11	#3436; keys and fobs		185.98
	1030-11	Maint shop; SD card		7.15
	1030-11	Maint shop; SD card		14.28
	1030-11	Maint shop; SD card		14.28
	1030-11	Gator accessory; turf spreader attachment		247.15
	1030-11	Gator accessory; turf spreader attachment, use ta		-19.57
	1030-11	Maint shop; security box/locking cable		11.63

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1030-11	Maint shop; security box/locking cable		23.25
	1030-11	Maint shop; security box/locking cable		23.25
	1030-11	Maint shop; time lapse camera lens adapter kit		24.62
	1030-11	Maint shop; time lapse camera lens adapter kit		24.62
	1030-11	Pressure washer; replacing stolen unit, use tax		-53.45
	1030-11	Pressure washer; replacing stolen unit		337.51
	1030-11	Pressure washer; replacing stolen unit		675.00
	1030-11	Pressure washer; replacing stolen unit		675.00
	1030-11	Pressure washer; replacing stolen unit, use tax		-26.73
	2959-11	Computer speakers, card reader, use tax		-3.70
	2959-11	Computer speakers, card reader		46.67
	3544-11	Matheson; Aquatic reno peer review meeting		54.30
	3544-11	Matheson; universities meeting, parking		10.00
	3544-11	Matheson; joint committees meeting, parking		3.00
	3544-11	Harto; universities meeting, parking		7.00
	6093-11	Vondran; calendar		6.52
	6093-11	Vondran; calendar		6.51
	6093-11	Vondran; calendar, use tax		-0.52
	6093-11	Bates; credenza/hutch		252.86
	6093-11	Ogren; calendar		11.73
	6093-11	Bates; credenza/hutch		252.87
	6093-11	Vondran; calendar, use tax		-0.51
	6093-11	Ogren; calendar, use tax		-0.93
	6093-11	Ogren; calendar, use tax		-0.10
	6093-11	Ogren; calendar		1.30
	7021-11	Aquatics; spooky swim, decorations/supplies		193.01
	7768-11	Joint council dinner; tablecloth/runner cleaning		135.21
	9767-11	Buck; APWA conference, hotel		243.46
	9767-11	Gaudette; APWA conference, hotel		97.38
	9767-11	Gaudette; APWA conference, hotel		48.70
	9767-11	Gaudette; APWA conference, hotel		97.38
	9767-11	Hendrickson; WFOA conference, night refund		-164.65
			Total for Check Number 30279:	5,611.41
30280	2368 127366	Best Parking Lot Cleaning Inc. MV, Street cleaning, October	11/12/2013	6,069.01
			Total for Check Number 30280:	6,069.01
30281	1868 5101863406 5101863406	The Brickman Group Ltd, LLC Parks; landscaping, November Streets; landscaping, November	11/12/2013	1,090.49 4,114.10
			Total for Check Number 30281:	5,204.59
30282	2654 32267 32267 32270	Canber Corps CCP; maintenance service, October CCP overpayment credit; 3 of 4 Soccer field preparations; 3 additional	11/12/2013	4,729.51 -495.97 1,254.33
			Total for Check Number 30282:	5,487.87
30283	1997 117893075211	Capital One Commercial Fax machine	11/12/2013	130.31
			Total for Check Number 30283:	130.31
30284	2266 2266-11	Lena Carkeek Carkeek; Red cross lifeguard certification, milea	11/12/2013	89.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30284:	89.50
30285	2366 1279974357	CenturyLink Business Services Aquatics; internet/loop, October	11/12/2013	360.00
			Total for Check Number 30285:	360.00
30286	1170 W2599330-1	Coastwide Laboratories Aquatics; toilet tissue	11/12/2013	46.36
			Total for Check Number 30286:	46.36
30287	0184 188/189	Cordi & Bejarano Public defender services; 10/1-10/29/13	11/12/2013	3,180.00
			Total for Check Number 30287:	3,180.00
30288	0223 000111772232673	Costco Wholesale Membership Costco membership dues; 12/13- 12/14	11/12/2013	165.00
			Total for Check Number 30288:	165.00
30289	2689 2689-11	Dance Arts Hip hop dance; instructors payment, 9/9-12/16/1	11/12/2013	154.00
			Total for Check Number 30289:	154.00
30290	2459 31011	Datec, Inc. Police vehicle printers, scanners, mounts, cable	11/12/2013	2,169.83
			Total for Check Number 30290:	2,169.83
30291	2467	Department of Enterprise Services	11/12/2013	
	73-1-13022	Lyon; business cards		41.25
	73-1-13022	Vondran; business cards		20.64
	73-1-13022	Vondran; business cards		20.64
	73-1-13022	Feser; business cards		41.25
	73-1-13022	Mhoon; business cards		41.25
	73-1-8408	Reissue, Vondran; business cards		20.63
	73-1-8408	Reissue, Vondran; business cards		20.63
			Total for Check Number 30291:	206.29
30292	0913 RE313ATB3101512	Dept. of Transportation CIP 1127; engineering, 9/1-9/30/13	11/12/2013	165.93
			Total for Check Number 30292:	165.93
30293	1733 126427 126559 126559 126559	The Good Earth Works, Inc. Theft replacements; cut off machines, chainsaws Maint shop; chainsaw bar Maint shop; chainsaw bar Maint shop; chainsaw bar	11/12/2013	2,885.98 11.71 11.71 5.86
			Total for Check Number 30293:	2,915.26
30294	2045 19127	Goodbye Graffiti Seattle Everclean program, November	11/12/2013	431.14
			Total for Check Number 30294:	431.14
30295	2553	Gordon Thomas Honeywell Governmental	11/12/2013	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Oct 13 1123	Governmental Affairs services; October		1,666.67
			Total for Check Number 30295:	1,666.67
30296	2648 2648-11	Hart's Gymnastics Gymnastics; instructors payment, 10/2-10/28/13	11/12/2013	80.00
			Total for Check Number 30296:	80.00
30297	1271 13-21	Rob Hendrickson Hendrickson; 2013 flexible spending	11/12/2013	1,016.64
			Total for Check Number 30297:	1,016.64
30298	0867 10862 15114 15132 24762 3073435 3073435 3073435 3073435 5061805 5061805 5061805 5061805 5061805 5061805 5061805 6014001 6014001 6014001	Home Depot Credit Services Skate stopper installation bits CCP; bollard installation Tailpiece, washers City hall; sink disposal parts Maint shop; ratcheting screwdriver Aquatic Center; skate stopper install parts Maint shop; ratcheting screwdriver Maint shop; ratcheting screwdriver Maint shop; fuses, rubber straps Maint shop; pliers Maint shop; fuses, rubber straps Maint shop; pliers Maint shop; pliers Maint shop; pliers Maint shop; fuses, rubber straps Maint shop; electric engraver Maint shop; electric engraver Maint shop; electric engraver	11/12/2013	21.05 43.27 4.69 27.63 4.73 10.25 4.73 2.36 15.81 13.88 15.81 13.88 6.95 7.90 8.67 8.68 4.34
			Total for Check Number 30298:	214.63
30299	1722 1-773753 1-781149	Honey Bucket Skate park; portable toilet, 10/5-11/4/13 CCP; portable toilet service, 10/13-11/12/13	11/12/2013	204.75 258.00
			Total for Check Number 30299:	462.75
30300	1803 HXN3717	Iron Mountain Document storage; 11/1-11/30/13	11/12/2013	148.00
			Total for Check Number 30300:	148.00
30301	1701 380279 380660	Johnsons Home & Garden Skate stopper installation bits Friendship park; nuts, bolts	11/12/2013	3.23 10.25
			Total for Check Number 30301:	13.48
30302	0204 0204-11	King County Pet Licensing Pet license remittance; October	11/12/2013	605.00
			Total for Check Number 30302:	605.00
30303	0641 13-523 13-523	King County Sheriff's Office Police services; October Sheriff's office; lease, October	11/12/2013	259,552.59 -1,879.17

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30303:	257,673.42
30304	1622 13-CV10	Law Offices of Thomas R Hargan, PLLC Prosecution services through 10/31/13	11/12/2013	4,547.98
			Total for Check Number 30304:	4,547.98
30305	0333 0333-4Qtr12	Maple Valley Food Bank Human services; 4th Quarter 2012	11/12/2013	3,750.00
			Total for Check Number 30305:	3,750.00
30306	1901 0057139 0057139 0057139	Modern Building Systems, Inc. Maint shop; building lease, 12/1/13-1/1/14 Maint shop; building lease, 12/1/13-1/1/14 Maint shop; building lease, 12/1/13-1/1/14	11/12/2013	284.54 569.06 569.06
			Total for Check Number 30306:	1,422.66
30307	1688 054257-11 054257-11 054257-11 054257-11 054257-11	Mountain Mist City hall; bottled water, October Maint shop; bottled water, October Maint shop; bottled water, October Maint shop; bottled water, October Aquatics; bottled water, October	11/12/2013	144.78 17.19 8.60 17.19 62.07
			Total for Check Number 30307:	249.83
30308	1487 688076 688076 688076 688511 688994 688994 688994 689086 689086 689086 689812 689812 689812 689812	NAPA Auto Parts Maint shop; electrical tape Maint shop; electrical tape Maint shop; electrical tape #3425; floor mat Theft replacement; 12 volt jump starter Theft replacement; 12 volt jump starter Theft replacement; 12 volt jump starter Theft replacement; generator Theft replacement; generator Theft replacement; generator Maint shop; windshield de-icer and washer Maint shop; windshield de-icer and washer Maint shop; windshield de-icer and washer #3425; light bulb	11/12/2013	3.18 3.18 1.59 14.11 38.88 77.76 77.75 499.56 249.78 499.56 32.87 65.73 65.73 5.91
			Total for Check Number 30308:	1,635.59
30309	0305 833745	Net Venture Basic business hosting; 11/27/13-02/26/14	11/12/2013	89.70
			Total for Check Number 30309:	89.70
30310	1327 1327-11 1327-11-1	Ethan Newton Newton; WRPA conference, per diem, mileage Newton; mileage reimbursement, October	11/12/2013	121.35 78.48
			Total for Check Number 30310:	199.83
30311	0004 1626170466 680771782001 680771979001	Office Depot Feser; wall calendar, triangular scale Office supplies Feser; file cabinet, tracing paper	11/12/2013	27.94 30.61 49.07

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	680771979001	Office supplies		248.07
			Total for Check Number 30311:	355.69
30312	1103 1103-11	Pat Patterson Patterson; WRPA conference, mileage	11/12/2013	18.86
			Total for Check Number 30312:	18.86
30313	2692 2692-11	Alex Praggastis Praggastis; Red cross lifeguard certification, milk	11/12/2013	134.24
			Total for Check Number 30313:	134.24
30314	0161	Puget Sound Energy	11/12/2013	
	200003986730-11	Streets; electricity, 10/2-10/31/13		81.58
	200003987282-11	Streets; electricity, 10/3-11/1/13		61.45
	200003987464-11	Streets; electricity, 10/3-11/1/13		10.84
	200004045635-11	Streets; electricity, 10/2-10/31/13		81.77
	200004045866-11	Streets; electricity, 10/3-11/1/13		67.48
	200005568858-11	Streets; electricity, 9/28-10/29/13		87.68
	200013103656-11	CCP; electricity, 9/28-10/29/13		29.52
	200013951476-11	Streets; electricity, 9/28-10/29/13		89.07
	200014568881-11	Maint shop; electricity, 9/28-10/29/13		98.34
	200014568881-11	Maint shop; electricity, 9/28-10/29/13		49.16
	200014568881-11	Maint shop; electricity, 9/28-10/29/13		98.34
	200022909309-11	Streets; electricity, 10/2-10/31/13		87.53
	200022909689-11	Skate park; electricity, 10/3-11/1/13		13.45
	300000001770-11	Streets; electricity, 10/2-10/31/13		23.31
	300000001770-11	City tree; electricity, 10/2-10/31/13		10.84
	300000001788-11	Streets; electricity, 10/1-10/30/13		8,113.91
	300000001788-11	Streets; electricity, 10/1-10/30/13		72.43
	300000001804-11	Streets; electricity, 9/28-10/29/13		89.03
	300000007744-11	Aquatics; electricity, 9/28-10/29/13		2,378.38
	300000007744-11	Aquatics; natural gas, 9/28-10/29/13		2,959.13
	300000011266-11	SR 516; electricity, 10/2-10/31/13		201.31
	300000011266-11	Crystal view; electricity, 10/2-10/31/13		10.84
			Total for Check Number 30314:	14,715.39
30315	2250 C032	SBS Legal Services Legal services; October	11/12/2013	6,885.00
			Total for Check Number 30315:	6,885.00
30316	2207 1527101013	db Secure Shred, LLC Document destruction; 10/10/13	11/12/2013	22.39
			Total for Check Number 30316:	22.39
30317	1905 C788007-701 C788007-701 C788009-701 C788010-701	Sharp Electronics Corporation Copier; usage, 9/15-10/15/13 Copier; usage, 9/15-10/15/13 Reception copier; usage, 9/23-10/22/13 Police copier; usage, 9/23-10/22/13	11/12/2013	25.09 16.73 11.32 21.24
			Total for Check Number 30317:	74.38
30318	1850 8325-6 8508-3	Sherwin-Williams Co. City hall; paint City hall; paint	11/12/2013	71.34 49.16

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30318:	120.50
30319	2044 2044-11	Karla Slate Slate; PRSA Intl conference, per diem	11/12/2013	231.00
			Total for Check Number 30319:	231.00
30320	0736 0652830-IN	Sound Security, Inc. Security monitoring; November	11/12/2013	973.00
			Total for Check Number 30320:	973.00
30321	2694 603344165001000	Southern Shinz LLC Refund; business license for incorrect state	11/12/2013	60.00
			Total for Check Number 30321:	60.00
30322	2693 08016320	Marti Steindl Refund room rental deposit, less additional hour	11/12/2013	186.00
			Total for Check Number 30322:	186.00
30323	0409 0409-4Qtr12	The Storehouse Human services; 4th Quarter 2012	11/12/2013	2,000.00
			Total for Check Number 30323:	2,000.00
30324	2500 50731955	Tetra Tech, Inc. CIP 1127; engineering, 8/24-9/27/13	11/12/2013	29,267.15
			Total for Check Number 30324:	29,267.15
30325	2461 230724	Tri-Tec Communications, Inc. Telephone service	11/12/2013	143.35
			Total for Check Number 30325:	143.35
30326	2103 240406330 240406330	US Bancorp Equip Finance Inc. Copier lease Copier lease	11/12/2013	130.32 86.88
			Total for Check Number 30326:	217.20
30327	0046 9713600717 9713600717 9713600717 9713600717 9713600717 9713600717	Verizon Wireless Cellular service/tablet data, 10/21-11/20/13 Cellular service/tablet data, 10/21-11/20/13 Cellular service/tablet data, 10/21-11/20/13 Cellular service, 10/21-11/20/13 Cellular phone, 10/21-11/20/13 Cellular phone, 10/21-11/20/13	11/12/2013	75.66 334.58 171.33 67.65 28.83 216.01
			Total for Check Number 30327:	894.06
30328	2262 869285460343	Voyager Fleet Systems Inc. Vehicle fuel	11/12/2013	1,303.57
			Total for Check Number 30328:	1,303.57
30329	1105 I14002869	Washington State Patrol Background checks	11/12/2013	20.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30329:	20.00
30330	1708 738199	Western Equipment Distributors, Inc. #2766; oil/air filters, repairs	11/12/2013	2,157.51
			Total for Check Number 30330:	2,157.51
30331	1894 1894-11 1894-11	Diana Ziolkowski Facility monitoring; 11/2-11/11/13 Facility maintenance; 11/2/13	11/12/2013	102.00 12.00
			Total for Check Number 30331:	114.00
			Total for 11/12/2013:	367,732.97
			Report Total (56 checks):	367,732.97

November 22, 2013

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 11/22/13 consisting of:

PAYLOCITY CHECK # 1001777088 through PAYLOCITY CHECK # 1001777101 and inclusive, plus employee direct deposits

IN THE AMOUNT OF \$174,749.93

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 COUNCIL APPROVAL REPORT.

Robert Hendrickson
Finance Director

Mark Lanza
City Councilmember

Wayne Snoey
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved: _____

11/22/13 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
106326	Regular	11/22/2013	377	Bates, Krista	88.66
106327	Regular	11/22/2013	246	Kirshenbaum, Kathleen	518.46
106328	Regular	11/22/2013	243	Lyon, Valerie	1,441.43
106329	Regular	11/22/2013	278	Matheson, Derek M	4,617.85
106330	Regular	11/22/2013	234	Mhoon, Darren S	1,388.97
106331	Regular	11/22/2013	162	Michaud, Joan M	1,915.91
106332	Regular	11/22/2013	123	Scott, Sharon G	2,465.06
106333	Regular	11/22/2013	313	Slate, Karla J	2,268.63
106334	Regular	11/22/2013	275	Hart, Richard	3,529.65
106335	Regular	11/22/2013	368	Mueller, Ann M	1,568.74
106336	Regular	11/22/2013	180	Cles, Staci M	1,766.42
106337	Regular	11/22/2013	146	Hagen, Lindsay K	1,425.43
106338	Regular	11/22/2013	235	Hendrickson, Robert	3,647.90
106339	Regular	11/22/2013	105	Parker, Cassandra	2,479.47
106340	Regular	11/22/2013	323	Harto, Margaret	457.75
106341	Regular	11/22/2013	324	Lanza, Mark	381.69
106342	Regular	11/22/2013	326	Mhoon, Marlla	391.69
106343	Regular	11/22/2013	327	Scott, James A	405.57
106344	Regular	11/22/2013	329	Wagner, Jeffrey	415.57
106345	Regular	11/22/2013	374	Allen, Joshua C	2,040.57
106346	Regular	11/22/2013	353	Dalton, Jesse J	1,651.10
106347	Regular	11/22/2013	373	Fealy, William J	1,984.37
106348	Regular	11/22/2013	301	Gaudette, John J	2,045.39
106349	Regular	11/22/2013	186	Junkin, Ross D	2,773.89
106350	Regular	11/22/2013	252	Wesley, Daniel A	2,132.95
106351	Regular	11/22/2013	268	Bykonen, Brian D	2,964.00
106352	Regular	11/22/2013	279	Christenson, Gregg R	2,074.44
106353	Regular	11/22/2013	270	Lyons, Salina K	2,233.94
106354	Regular	11/22/2013	269	Meyers, Robert L	3,194.82
106355	Regular	11/22/2013	284	Ogren, Nelson W	2,723.07
106356	Regular	11/22/2013	266	Thompson, Kelly	2,088.16
106357	Regular	11/22/2013	307	Morrissey, Mayson	2,683.49
106358	Regular	11/22/2013	199	Bahl, Rachel A	1,993.65
106359	Regular	11/22/2013	428	Feser, Angela M	2,488.56
106360	Regular	11/22/2013	293	MacConaghy, Hailey	1,456.80
106361	Regular	11/22/2013	397	Martinsons, Jaquelyn	163.36
106362	Regular	11/22/2013	194	Newton, Ethan A	9,526.95
106363	Regular	11/22/2013	195	Patterson, Clifford	2,418.70
106364	Regular	11/22/2013	306	Thomas, Scott R	3,474.10
106365	Regular	11/22/2013	106	Bates, Shellie L	1,931.74
106366	Regular	11/22/2013	349	Buck, Shawn M	1,554.35
106367	Regular	11/22/2013	273	French, Fred	727.31
106368	Regular	11/22/2013	257	Parrish, Benjamin A	1,738.85
106369	Regular	11/22/2013	173	Vondran, Donald M	3,731.91
106370	Regular	11/22/2013	431	Allen, Kaitlyn	239.02
106371	Regular	11/22/2013	388	Andrews, Kaitlyn E	287.51
106372	Regular	11/22/2013	393	Blakely, Coleman P.	145.90
106373	Regular	11/22/2013	380	Cox, Cory R	21.98
106374	Regular	11/22/2013	258	Cox, Melissa	701.41
106375	Regular	11/22/2013	385	Cranstoun, Alexander M	200.55
106376	Regular	11/22/2013	409	Hanger, Austin R.	76.92

106377 Regular	11/22/2013	359 Houghton, Cassandra L	336.49
106378 Regular	11/22/2013	305 Kiselyov, Tatyana	455.01
106379 Regular	11/22/2013	425 Knox, John Q	38.45
106380 Regular	11/22/2013	416 Lipinski, Matthew	109.89
106381 Regular	11/22/2013	340 Middleton, Jordan	100.86
106382 Regular	11/22/2013	297 Mooney, Lynell	238.75
106383 Regular	11/22/2013	419 Niesner, Austin C	104.39
106384 Regular	11/22/2013	413 Perko, Alyssa M.	178.41
106385 Regular	11/22/2013	319 Praggastis, Alexander	242.85
106386 Regular	11/22/2013	383 Reese, Rachel E	324.88
106387 Regular	11/22/2013	424 Rhoads, Jerrett K	518.32
106388 Regular	11/22/2013	429 Sizemore, Christine A	380.01
106389 Regular	11/22/2013	390 Tomalik, Stefan A	455.52
106390 Regular	11/22/2013	414 Turnbull, Dane A.	63.47
106391 Regular	11/22/2013	384 von Michalofski, Kayla M	137.47
106392 Regular	11/22/2013	392 Wardrip, Spencer A	444.91
106393 Regular	11/22/2013	116 Beaufrere, Noreen	2,733.78
106394 Regular	11/22/2013	137 Throm, Victoria J	1,884.99
1001777088 Regular	11/22/2013	364 Newell, Nancy J	47.10
1001777089 Regular	11/22/2013	325 Lucavish, David	415.57
1001777090 Regular	11/22/2013	328 Snoey, Wayne	187.19
1001777091 Regular	11/22/2013	403 Bowen, Joshua W	343.11
1001777092 Regular	11/22/2013	292 Carkeek, Lena	677.53
1001777093 Regular	11/22/2013	430 Hanson, Sean C	195.43
1001777094 Regular	11/22/2013	399 Jensen, Emily A	87.44
1001777095 Regular	11/22/2013	351 Panzer, Erika	23.34
1001777096 Regular	11/22/2013	400 Quintos, Edward Louie D	137.47
1001777097 Regular	11/22/2013	412 Reynolds, Shannon J.	250.33
1001777098 Regular	11/22/2013	415 Rinck, Tyler P	68.68
1001777099 Regular	11/22/2013	398 Vieira, Logan G	269.19
1001777100 Regular	11/22/2013	395 Wunschel, Ethan G.	122.49

Totals for Payroll Checks 82 Items 106,217.93

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
106395	AGENCY	11/22/2013	401SS	ICMA Retirement Trust	17,953.92
106396	AGENCY	11/22/2013	457Ex	Vantagepoint Transfer Agent-	379.42
106397	AGENCY	11/22/2013	CICOV	City of Covington	2,806.58
106398	AGENCY	11/22/2013	EFSDU	Paylocity Corporation	125.00
106399	AGENCY	11/22/2013		Emp City of Covington Employee	106.00
106400	AGENCY	11/22/2013	IC401	ICMA Retirement Trust	15,136.84
106401	AGENCY	11/22/2013	IC457	ICMA Retirement Trust	1,912.63
106402	AGENCY	11/22/2013	ROTH	ICMA Retirement Trust	100.00
106403	AGENCY	11/22/2013	VEBA	HRA VEBA Trust	7,419.98
1001777101	AGENCY	11/22/2013	JG1	WASH CHILD SUPPORT	110.41
Totals for Third Party 10 Items					46,050.78

Tax Liabilities 22,135.16
Paylocity Fees 346.06

Grand Total 174,749.93

Consent Agenda Item C-3

Covington City Council Meeting

Date: November 26, 2013

SUBJECT: TOWN CENTER STUDY AUTHORIZATION

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):

1. BERK proposal

PREPARED BY: Derek Matheson, City Manager

EXPLANATION:

The city issued a request for proposals for a Town Center Economic Impact and Infrastructure Cost Study on August 26, 2013, and received four responses by the deadline of September 26, 2013. The following firms submitted proposals:

- BERK (in partnership with David Evans & Associates and SvR Design)
- Community Attributes (in partnership with Henderson, Young & Company; Fehr & Peers; and RVLA Landscape Architects)
- Property Counselors (in partnership with KPFF Consulting Engineers)
- ProDims (in partnership with FCS Group)

A panel consisting of the city manager and department directors interviewed the top three firms using the following criteria on October 21, 23, and 31, 2013:

- Overall quality of the response, including creativity of the written proposal describing the approach and methodologies the firm will use
- Demonstration of past ability of completing similar projects and meeting deadlines
- Qualifications and experience of individuals assigned to the study
- Current workload of firm and key personnel
- References
- Price

The panel unanimously recommended BERK to complete the study. BERK has been a sub-consultant on the Northern Gateway Area Study and Hawk Property Subarea Plan, where the firm has done excellent work and developed familiarity with the city's economics and infrastructure needs.

Staff normally attaches a draft contract when seeking authorization to enter into a contract. However, the contract is not yet ready, and staff wishes to start the project as soon as possible.

Therefore, the city manager recommends the council make an exception and authorize the city manager to negotiate and enter into a contract with BERK, subject to approval as to form by the city attorney. The contract will consist of the city's standard template plus an exhibit based on BERK's proposal.

The grant contract with the state requires the study to be complete by June 30, 2014.

ALTERNATIVES: Provide direction to staff.

FISCAL IMPACT: \$47,500 reimbursed by a state grant

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

Council member _____ moves, Council member _____ seconds, to authorize the city manager to negotiate and enter into a contract with BERK for the Town Center Study, subject to approval as to form by the city attorney.

REVIEWED BY: Finance Director; City Attorney.

PROPOSAL

City of Covington
**TOWN CENTER ECONOMIC IMPACT
AND INFRASTRUCTURE COST STUDY**

Submitted September 26, 2013



September 26, 2013

Derek Matheson
City Manager, City of Covington

RE: City of Covington Town Center Economic Impact and Infrastructure Cost Study

Dear Mr. Matheson and the Consultant Selection Panel:

BERK, teamed with David Evans Associates and SvR Design, are pleased to submit for your review our qualifications and proposal for the Covington Town Center Economic Impact and Infrastructure Cost Study. We have assembled a team designed specifically to meet the unique challenges presented in this project. Our team has deep expertise in cost estimating for public infrastructure, conducting fiscal impact analyses, estimating economic impacts, and preparing infrastructure funding and financing plans.

Outside of the technical expertise our team offers, it is important to highlight that members of our team are currently working for the City on both cost estimating and fiscal impact projects. We hope to offer the City both cost-savings from project efficiencies as well as consistency across City efforts. We propose to use some of those cost-savings to do some additional analyses on the benefit and feasibility of different forms of tax increment financing tools available in Washington as part of the fiscal assessment requested by the City.

BERK has more than 20 years of experience in land use planning and infrastructure funding in Washington. In the past few years we have worked to more comprehensively implement land use and infrastructure investment programs for jurisdictions that involve both public and private resources in pursuit of shared community development interests.

We look forward to discussing this project with you in detail. In the interim, more information about our firm, approach, team, and client satisfaction can be found on our website: www.berkconsulting.com.

Sincerely,



Morgan Shook, AICP, Manager

BERK

Project Approach

The City of Covington invested considerable time and resources to partner with the community and local land/business owners to craft a long range vision and plan for a new “town center” in its downtown area. The vision and regulatory tools adopted out of a multiyear process envision a pedestrian friendly, well-connected, and amenity-rich area centered around a “main street” concept. The town center strives to have a mix of uses that provide for a complete and balanced urban experience capable of supporting a range of employment and retail/entertainment activities to the City and broader east county area.

The City is well aware that creating such a town center will require the commitment of significant public resources needed to create the “physical ecosystem” capable of supporting this type of development and human activity. Regardless of market and economic conditions, the lack of transportation and other public infrastructure is likely a challenge to redevelopment in the area in the near term.

The City is undertaking a concurrent effort, as part of a partnership with the School District to dispose of surplus property, to solicit qualifications from developers and/or development teams that are interested in working with the city to plan and develop the city’s future core. As part of that project, the City has signaled a willingness to partner on a range of development incentive and infrastructure funding efforts in order to see town center projects move forward.

As part of this study, the City would like to better understand:

1. How much will key investments in public infrastructure cost to build?
2. How do these investments enable growth in the downtown to support efforts to grow the local economy?
3. What are the fiscal benefits resulting from growth in the town center? Could the benefits support various forms of tax increment financing?
4. How might the City think about positioning these projects for different types of infrastructure funding?

The scope of work described in this proposal addresses the questions above.

Scope of Work

TASK 1: PROJECT LAUNCH

The BERK Team will meet with City staff to jointly develop a refined work program and schedule for the project – outlining key meetings with stakeholders and city decision-makers. At this meeting we will identify a list of documents, reports, and data that will serve as our analytic foundation. We will need to collect project data (existing plans and infrastructure lists) at the appropriate level of detail, given what is known at this time. This task will include gathering:

- ▶ Develop program, including and assumptions of scale, mix, and timing of development
- ▶ Public Works information on:
 - Utility and stormwater conditions and projects that are needed
 - Transportation projects conditions and projects that are needed
 - Planning level estimates of project costs where available
 - Additional information on planned and needed infrastructure improvements

Task 1 Deliverables:

- ▶ Refined work program and schedule
- ▶ Data needs list

Task 1 Meeting(s):

- ▶ Workshop with City’s Project Team defining project success and discussing key project challenges and issues

TASK 2: DEVELOP COST ESTIMATES FOR INFRASTRUCTURE PROJECTS

Street Infrastructure

This task will create planning-level cost estimates for design, permitting and environmental work, right-of-way acquisition, and construction of the following Town Center grid-street infrastructure (consistent with adopted plans, policies, and guidelines):

- ▶ A main street (171st Avenue SE)
- ▶ Associated grid streets
- ▶ Wax Road improvements

All associated components for these street projects such as pedestrian and bicycle facilities, curbs, gutters, street lights, and landscaping; water and wastewater conveyance; and stormwater conveyance and detention will be included.

Parks and Recreation Infrastructure

This task will create planning-level cost estimates for design, permitting and environmental work, property acquisition, and construction of the following Town Center parks and recreation infrastructure (consistent with adopted plans, policies, and guidelines):

- ▶ Town Center Park
- ▶ South Covington Park (linkages from plaza to Jenkins Creek)
- ▶ Jenkins Creek Trail from SR 516 to Covington Way SE.

All associated components for these park projects such as frontage improvements (e.g. pedestrian and bicycle facilities; curbs, gutters, street lights, and landscaping); water and wastewater service; and stormwater conveyance and detention will be included.

Cost Estimating

The team will coordinate with City staff to develop a cost estimation system for the identified project elements that incorporates current data on unit costs and forecast trends. This task includes reviewing cost estimates previously developed for the other project elements to provide consistency with the cost estimating for this task – specifically consistency with current transportation cost estimating efforts undertaken by DEA with the City.

The team will develop a cost estimating template based on City input and will research and develop unit prices for the cost items. The cost estimating templates will include appropriate allowances for unidentified items and contingencies based on project development levels and project risks. The team will gather project specific information including project descriptions, maps, layouts, existing conditions, and property information. The team will develop quantity calculations for the projects to produce planning level cost estimates for projects listed above. One draft submittal and one final submittal are assumed.

Task 2 Deliverables:

- ▶ Draft and final memorandum estimating infrastructure costs for identified projects

TASK 3: ECONOMIC AND FISCAL IMPACT ANALYSES

Subtask A: Development Program

Based on previous town center planning efforts, the team will use a development program for town center that will be used to drive the estimation of economic, employment, and tax impacts from growth. The development program will include information on the amount, type, quality, and timing of development in a future town center.

Subtask B: Analyze Direct Local Tax Benefits

This task will involve taking the development program and estimating the direct tax effects of development in the study area. BERK has already developed a flexible public revenue model for the City that will be used to estimate tax revenue impacts resulting from development. The analysis will be conducted using a cash flow revenue model that will build up from the development assumptions, including phasing and timing of development, to estimate changes in affected tax bases.

The revenues will be used to identify potential policy and capital funding packages for supportive infrastructure needs. The model is very flexible and allows for multiple scenarios and sensitivity analysis regarding key assumptions. In particular, the following parameters will be explicitly called out within the model and subject to control:

- ▶ Development assumptions including type, scale, and timing of new development
- ▶ Type and mix of tenant types and associated employment and business income levels
- ▶ Productivity of new retail activity
- ▶ Housing mix (owner-occupied, rental) and density
- ▶ Assumptions about tax rates
- ▶ Implications of tax credits and exemptions for certain types of development
- ▶ Implications of sales tax streamlining on revenue potential of certain types of development

Current tax rates and City of Covington policies will be applied to the incremental tax bases to estimate potential public revenues. Revenues will be organized according to the legislative or policy limits on their use and whether they are one-time or ongoing revenues. The revenue module will allow for the assessment and testing of alternative policy choices. The revenue model will likely include:

- ▶ Property Tax
- ▶ Utility Tax
- ▶ Sales Tax (both on construction and ongoing from business operations)
- ▶ Real Estate Excise Tax
- ▶ State Shared Revenues
- ▶ Gambling Tax
- ▶ Sales Tax – Criminal Justice
- ▶ Cable Franchise Fees
- ▶ B&O Taxes (both on construction and ongoing from business operations if applicable)
- ▶ Business License Fees (if applicable)

Subtask B: Estimate Economic and Employment Impacts

In this task, BERK will use the development program (and some assumption on the occupancy of uses) to estimate the economic impact of growth in the town center. This will include direct, indirect, and induced effects of the economic activity generated by the construction and occupation of the developments.

This kind of economic impact analysis is most frequently accomplished through the use of economic input/output models such as IMPLAN (Impact Analysis for PLANning). IMPLAN is a nationally-available input/output model that is tailored for different states down to the individual county level, and uses data to trace the ripple effects of dollars spent by sector within the regional or state economy. Alternatively, the Washington State I/O model developed by the Office of Financial Management can be used as a substitute – we can discuss the relative benefits of either tool with the City before proceeding with the analysis. Work for this task would include:

- ▶ Creating a framework for how the town center grows the local economy.
- ▶ Creation of an input/output model.
- ▶ Analysis of direct, indirect, and induced economic impacts of the construction and occupation of buildings; including total economic output, jobs, and labor income.

BERK will create an easily updatable format for this analysis that can be easily updated.

Subtask C: Evaluate Different TIF Funding Tools

BERK has also adapted its fiscal model to include a capital funding element allowing for the assessment of current and proposed tax increment financing (TIF) mechanisms. At a minimum, the following tax increments tools in Washington will be included in the capital funding element:

- ▶ Landscape Conservation and Local Infrastructure Program (LCLIP) – Covington is eligible
- ▶ Community Revitalization Financing (CRF) – available, requires partnering jurisdictions
- ▶ Local Revitalization Financing program (LRF) – not currently funded by the State
- ▶ Local Infrastructure Financing Tool program (LIFT) – not currently funded by the State
- ▶ Hospital Benefit Zone program (HBZ) – not currently funded by the State

A summary for each potential mechanism will show the portion of incremental revenues that is allocated to debt service (either by rule or by policy choice) and the total available funds for capital investment purposes. The available capital funding will be shown for a range of bond terms (10, 20 and 30 years) and bond rates. Also, total debt service commitments will be compared with overall net revenues to indicate the level of debt service coverage provided by the project as a way of highlighting potential financial risks associated with implementing any of the TIF options.

Task 3 Deliverables:

- ▶ Draft memorandum describing how the infrastructure projects support economic development in Covington through the creation of expanded local GDP, new jobs, and new taxes
- ▶ Draft memorandum assessing the feasibility and funding impact of various TIF tools

Task 3 Meeting(s):

- ▶ Workshop with City's Project Team discussing the results of analyses in Task 2 and 3; and develop an outline to address how the projects might be funded

TASK 4: DEVELOP INFRASTRUCTURE FUNDING STRATEGY

Working with the City's team, we will develop a funding assessment framework for the specified projects and evaluate how the projects may perform for federal and state funding programs (i.e. TIGER, TIB, RCO, etc.) and suggest how potential local funding options may be used to advance and/or leverage the projects for outside funding. The resulting assessment will be used to prepare a funding strategy identifying the types of projects in the town center and how various forms of federal, state, and local funding can be used to support them being built.

Task 4 Deliverables:

- ▶ Draft alternatives evaluation and funding strategy including funding opportunities for infrastructure costs identified during alternative planning

Task 4 Meeting(s):

- ▶ Workshop with City's Project Team to discuss draft funding recommendations

TASK 5: REPORT AND FUNDING STRATEGY RECOMMENDATIONS

A draft and final report setting forth the methodology, history, findings, conclusions, and recommendations of the BERK team to the City. The Report will show the various analyses conducted and the recommended funding strategy.

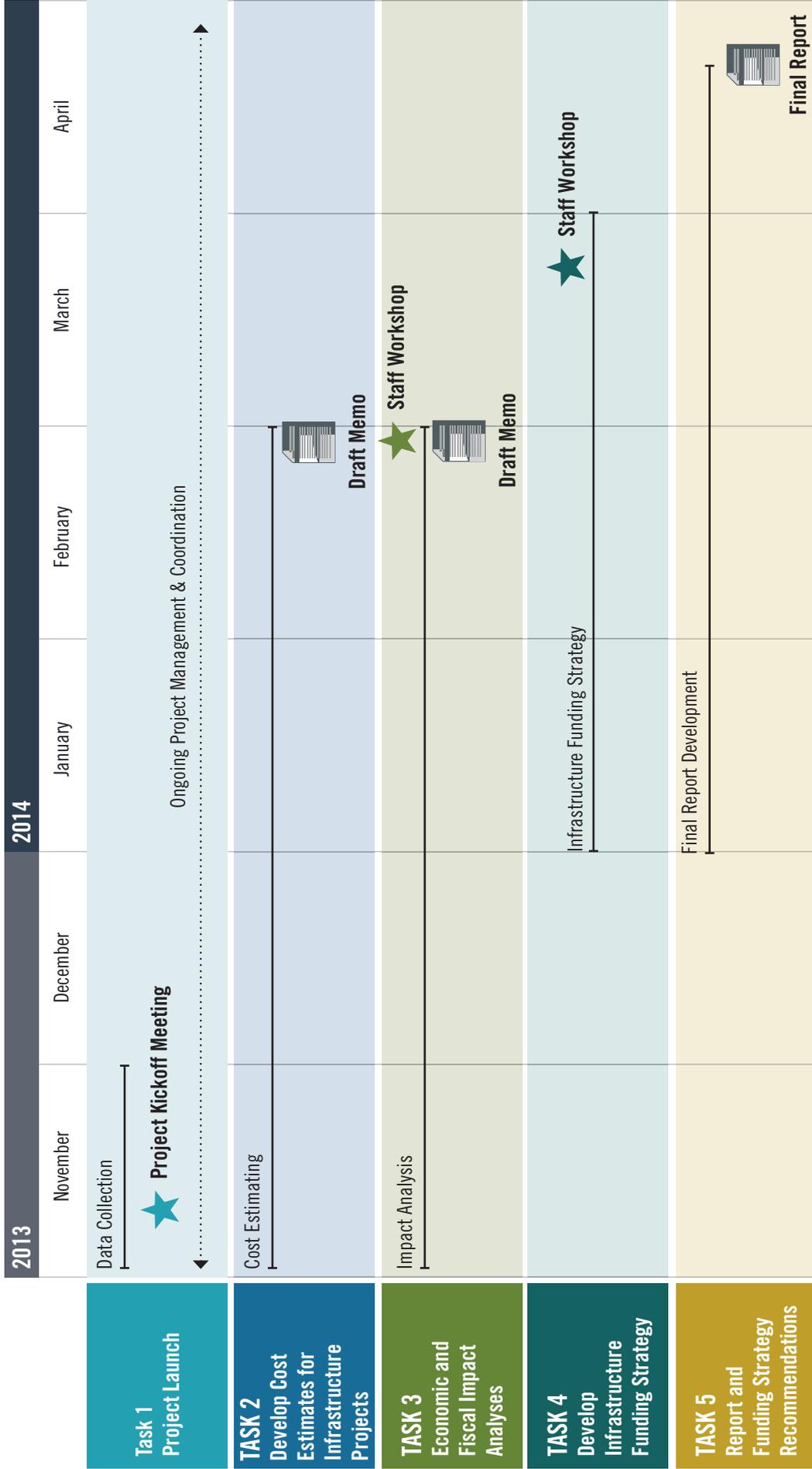
Task 5 Deliverables:

- ▶ Synthesis of Task 2 to 4, complete report, draft and final; technical memorandums included as appendices

Cost Proposal

	BERK					DEA			SVR			Total Hours and Estimated Cost by Task					
	Shook Project Director	Rundell Project Manager	Sauerwein Analyst	Salemann Engineer	Harris Engineer	Leighton Utilities Lead	Kunkler Utilities Analyst	Maryman Parks Analyst									
2013 Hourly Rate	\$175	\$140	\$70	\$223	\$185	\$145	\$125	\$105									
Task 1: Project Launch																	
Subtotal	6	4	2	4	2	4	2	2				26 \$4,052					
Task 2: Cost Estimating																	
Subtotal	0	4	0	4	24	16	30	30				108 \$15,112					
Task 3: Economic and Fiscal Impacts																	
Subtotal	10	20	25	0	0	0	0	0				55 \$6,300					
Task 4: Develop Infrastructure Funding Strategy																	
Subtotal	25	15	15	4	5	8	0	4				76 \$10,922					
Task 5: Report and Funding Strategy Recommendations																	
Subtotal	10	20	20	6	6	6	4	6				78 \$10,398					
Total Estimated Hours	51	63	62	18	37	34	36	42									
Cost (Hours*Rate)	\$8,925	\$8,820	\$4,340	\$4,014	\$6,845	\$4,930	\$4,500	\$4,410									
<table border="1" style="width: 100%;"> <tr> <td>Subtotal Consultant Cost</td> <td>\$46,784</td> </tr> <tr> <td>Project Expenses @ ~2% of project budget</td> <td>\$716</td> </tr> <tr> <td>Estimated Project Total</td> <td>\$47,500</td> </tr> </table>												Subtotal Consultant Cost	\$46,784	Project Expenses @ ~2% of project budget	\$716	Estimated Project Total	\$47,500
Subtotal Consultant Cost	\$46,784																
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Project Schedule



Team Qualifications

ABOUT BERK

Founded in 1988, BERK is an interdisciplinary consultancy integrating strategy, planning, and policy development; financial and economic analysis; and facilitation, design, and communications. Founded in 1988, our passion is working in the public interest, helping public and nonprofit agencies address complex challenges and position themselves for success. We are known statewide for our depth of knowledge and public policy expertise.

Our Mission is: *Helping Communities and Organizations Create their Best Futures.* We do this by:

- ▶ Integrating the art of effective decision-making with the science of rigorous quantitative and qualitative analysis;
- ▶ Bringing people, ideas, and analysis together to generate understanding and consensus on the best strategies and decisions; and
- ▶ Bridging across disciplines to synthesize diverse information and facilitate relationships.

BERK's relevant expertise and experience for this project is listed below:

Subarea Infrastructure Funding Strategies. We are experts in municipal and infrastructure finance, and have developed financial models and plans of finance for cities, state agencies, and special purpose districts. We frequently work on multi-disciplinary teams, specializing in preparing finance plans for facility studies, master plans and capital facility plan development.

Innovative Infrastructure Funding Tools. BERK is the statewide leader in helping cities understand and implement the various forms of infrastructure funding available to local governments in Washington. BERK has an unparalleled understanding of all forms of tax increment financing, local improvement districts, other improvement districts, grant programs, low-interest loans, and other specialty forms of infrastructure funding.

ABOUT SVR DESIGN COMPANY

SvR Design Company is a planning and design firm that integrates the skills of civil engineers, planners and landscape architects to analyze, plan and frame innovative and environmentally responsible solutions for public and private clients. SvR's 30 professionals provide feasibility studies, implementation phasing, private and public design, infrastructure retrofits, and planning and implementation. We bring a strong technical background to the application of new technologies with the ability to problem solve and carry ideas from concept through implementation. We believe that full design means careful planning, thorough technical understanding, cost-benefit analysis and strong attention to details. SvR brings experience in park and trail planning and design, green infrastructure stormwater management, stormwater and sewer utilities, transportation infrastructure and electrical and gas utility planning.

ABOUT DAVID EVANS & ASSOCIATES

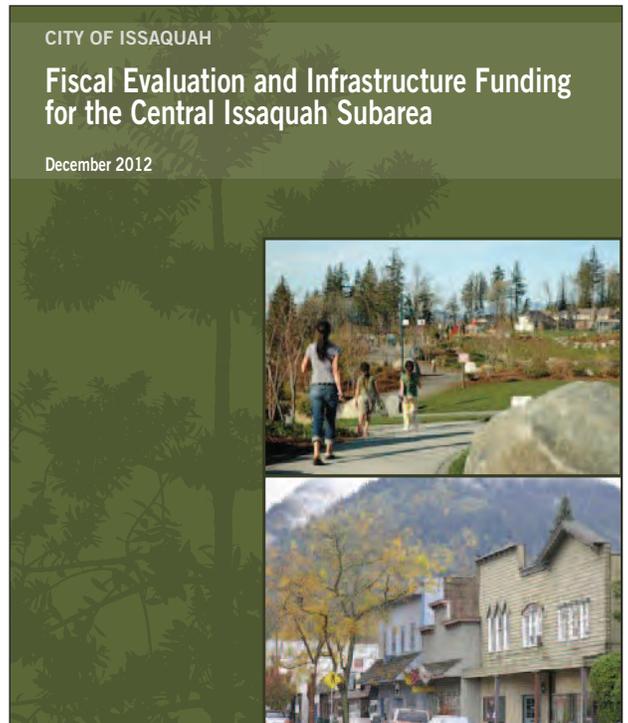
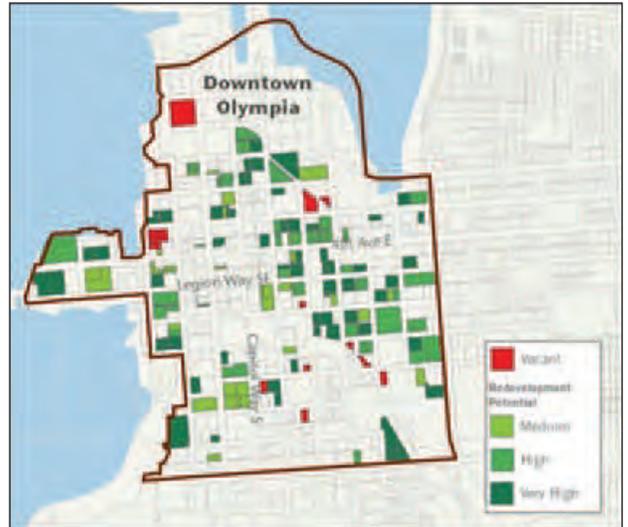
David Evans and Associates, Inc. (DEA) is an employee-owned multidiscipline consulting firm headquartered in Portland, Oregon, with offices across the western United States. DEA was founded in 1976 on a set of core values that include honesty, openness, and the entrepreneurial spirit, and the firm remains centered on the purpose of improving the quality of life while demonstrating stewardship of the built and natural environment. More than 600 professional engineers, surveyors, planners, architects, landscape architects, natural resources scientists, and construction managers work together to understand client needs, provide creative thinking and technical excellence, and deliver extraordinary service that exceeds expectations. DEA is an infrastructure planning and design firm in the transportation, water resources, land development, and energy business. The company is consistently recognized by CE News magazine as among the best engineering firms to work for in the US offering our clients a dedicated team of creative people working in a positive and caring environment that inspires elegant solutions to complex problems.

RELEVANT EXPERIENCE

Local Infrastructure Projects

BERK has worked with local governments across the Puget Sound Region to better understand their funding options for infrastructure investments, including:

- ▶ **City of Issaquah.** As part of a broader land use strategy, BERK created: 1) a policy framework for City-initiated local area infrastructure investment; and, 2) an evaluation of different infrastructure funding tools available to cities in Washington. The goal of the study was to better understand how different infrastructure tools could be deployed to implement the Central Issaquah Subarea Plan.
- ▶ **City of Ferndale.** The City was interested in understanding how the City could support development in the area, but within the broader context of a capital investment process and development mitigation framework. They asked BERK to examine how the City might use: 1) existing and available regulatory tools; 2) the capital planning process; and, 3) infrastructure funding mechanisms to develop an infrastructure funding strategy that balances local economic development with broader community goals.
- ▶ **City of Olympia.** As part of a larger project team, BERK is working with the City to identify redevelopment opportunity areas in downtown. The Community Renewal Plan will be based on market analysis of the opportunity areas, and will have a large public engagement element. This Plan will support the City in applying for CERB grant funds. The completed Action Plan will provide a clear path forward for the next five years for the City as they move towards a revitalization of the downtown core.



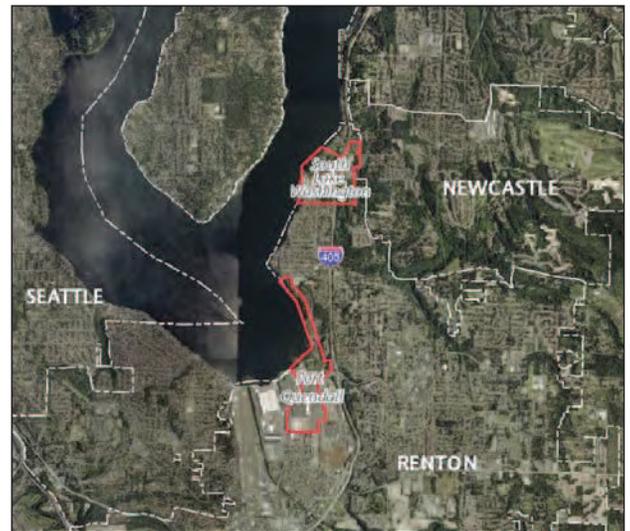
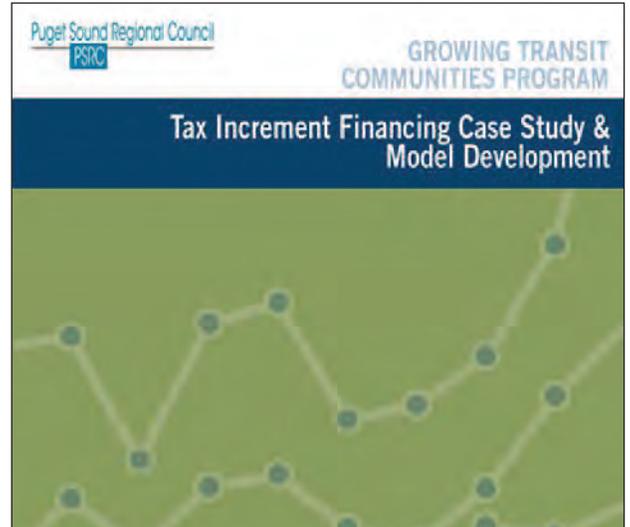
RELEVANT EXPERIENCE

Local Revitalization Financing (LRF) and Local Infrastructure Funding Tool (LIFT)

BERK assisted the cities of Renton, Lacey and Puyallup in submitting LRF and LIFT applications for state infrastructure funding.

BERK supported these efforts with fiscal analyses and application preparation to demonstrate the fiscal benefits of future development within the revitalization areas that form the basis for local match revenues for the LRF and LIFT programs. Collectively, these awards will provide for nearly \$100 million in infrastructure funding for a range of transportation, utility, and park improvement projects.

BERK also supported the Puget Sound Regional Council's (PSRC) Growing Transit Communities (GTC) program by developing an Excel-based model to analyze past and present tax increment financing (TIF) tools specific to Washington State. A key goal of the GTC work is to provide the groundwork necessary to develop meaningful funding and financing tools to meet affordable housing goals in light rail station areas.



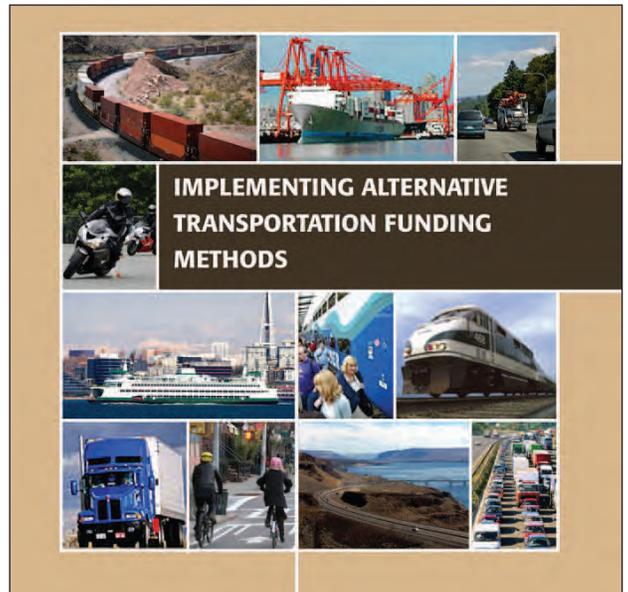
TIF-TOOL	Minimum Alloc. Revenues Necessary to Max TIF Leverage	New Allocated Revenues from Other Sources					Total TIF Tool Leverage	Leverage Ratio	
		City	County	State	Port	Other Districts			
LRF	\$5,800	N/A	-	\$5,800	N/A	N/A	\$11,600	2.00	State Sales Tax Credit
LCLIP	\$2,600	N/A	\$2,200	N/A	N/A	N/A	\$4,800	1.85	Country Property Taxes
CRFA	-	\$78,200	-	N/A	-	N/A	\$78,200	N/A	1% Excess Levy
Traditional TIF	\$4,900	N/A	\$4,200	\$12,300	\$500	-	\$21,900	4.47	Property Taxes

RELEVANT EXPERIENCE

Transportation Planning & Funding

BERK has provided technical and policy analysis support to a variety of local, regional, and state clients across a range of transportation modes, including air travel, ferries, highways, and rail and bus transit. Our services have generally focused on long-range planning, performance management assessment, operational and program analyses, rate and fee assessments, and operational funding strategies. Some relevant projects include:

- ▶ **Transportation Improvement Board Evaluation Criteria.** TIB contracted with BERK to develop a rating system which would evaluate potential transportation projects, and provide applicants with a clear understanding of how to apply this criteria to their proposals. BERK determined the best indicators for evaluating economic development, and provided training for TIB staff on the analytic criteria.
- ▶ **Joint Transportation Committee Implementing Alternative Transportation Funding Methods.** BERK's role included quantifying the revenue impacts to the state, the cost impacts to different profiles of tax payers, and the revenue distribution impacts and spending restrictions of alternative funding sources. BERK also conducted a risk assessment of the potential impact of increasing vehicle fuel efficiency standards, changing fuel consumption patterns and increasing market penetration of hybrid/electric vehicles relative to assumptions included in Transportation Revenue Forecast Council projections.



GOAL: Develop a package of funding tools that the legislature can consider to meet transportation funding objectives.			
THRESHOLD CRITERIA: Does the funding method meet the following two criteria? If not, it will not be evaluated. <ul style="list-style-type: none"> ❖ The funding method is an appropriate state level fee or tax. ❖ The funding method has a nexus with transportation. 			
OBJECTIVES			
Revenue Stream Provide a stream of revenue commensurate with transportation system funding needs.	Public Benefit - Reflects Use Provide a clear purpose and policy rationale linked to transportation system use, economic development and other state policies and goals.	Equitable Funding burden is geographically equitable and equitably allocates the costs to those who benefit.	Local Allows for viable local transportation funding options that recognize the distinct needs of different local systems.
EVALUATION CRITERIA BY OBJECTIVE			
Revenue Stream <ul style="list-style-type: none"> ❖ Revenue potential ❖ Responsive to inflation & growth ❖ Stable & predictable ❖ Administration ❖ Collection cost ❖ Federal compatibility 	Public Benefit - Reflects Use <ul style="list-style-type: none"> ❖ Link to transportation service or facility ❖ Reflects use ❖ Available to fund a full range of transportation choices ❖ Positively affects transportation system performance & other state policies & goals ❖ Creates and grows system connections 	Equitable <ul style="list-style-type: none"> ❖ Costs reflect user benefits ❖ Costs reflect user impact ❖ Costs reflect geographic variation ❖ Cost impact on low tax base communities 	Local <ul style="list-style-type: none"> ❖ Provides revenue stream that could support local systems ❖ Provides an opportunity for viable local options ❖ Promotes continuity of transportation system

Rating	Economic Growth and Development Potential <i>Amount of development potential and importance of TIB project to this growth</i>	Location of Affected Area <i>Type of activity center the affected properties are located in</i>	Public Sector Readiness <i>Adequacy of plans, development regulations, and infrastructure</i>	Private Sector Readiness <i>How likely private investment will occur in affected properties after TIB project completed</i>
High	Directly Supports Significant Existing and/or Future Economic Activity. <ul style="list-style-type: none"> • Medium to large number of affected properties • Clear link between TIB project and development potential • Supports significant existing activity and/or new activity • May support a significant catalyst development 	Central Business District (CBD) or Downtown. Located in well-established center of activity for a city or town with boundaries designated in Comprehensive Plans or other planning documents.	Ready to Break Ground Today. Comprehensive Plan consistency, appropriate zoning and development regulations, and adequate infrastructure (current and planned). May have expedited permitting mechanisms in place.	Secure Private Investment Commitment. Development agreement in place with firm private investment commitments. Recent construction and/or permitted projects on affected properties.
Medium High	Directly Supports Moderate Existing and/or Future Economic Activity. <ul style="list-style-type: none"> • Medium to large number of affected properties • Clear link between TIB project and development potential • Supports moderate amount of existing activity and/or new activity 	Regional Industrial or Commercial Center. Located in a well-established activity center serving a market area comprising multiple communities.	Some Regulatory Changes Needed. Comprehensive Plan consistency and adequate infrastructure (current and planned). Some zoning and/or development regulation changes needed. May have unresolved multi-jurisdictional issues.	Likely Private Investment. Recent construction and/or permitted projects on affected properties in the surrounding area. Development agreement may be in place without binding private investment commitments.

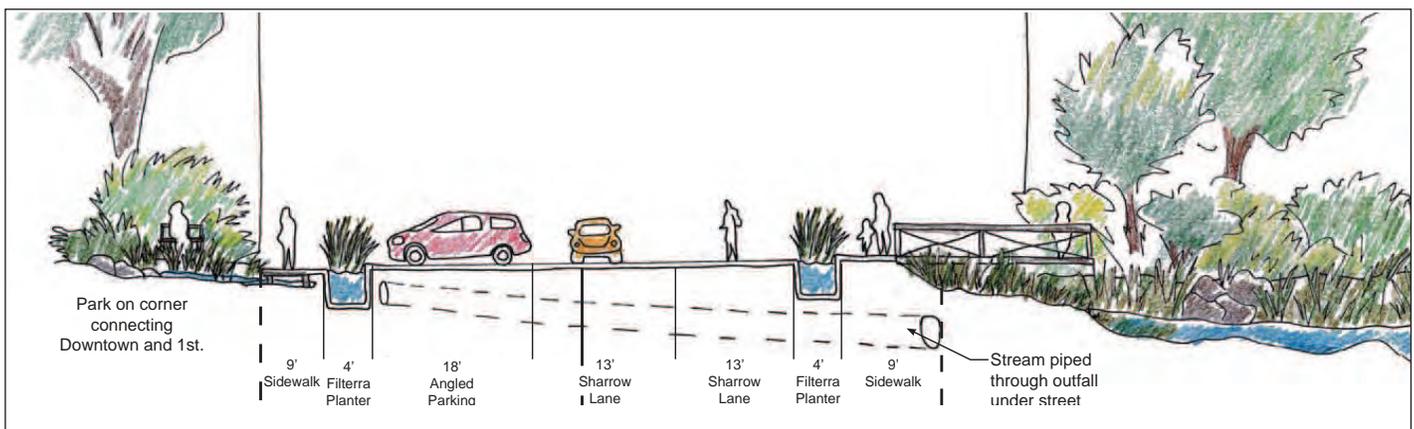
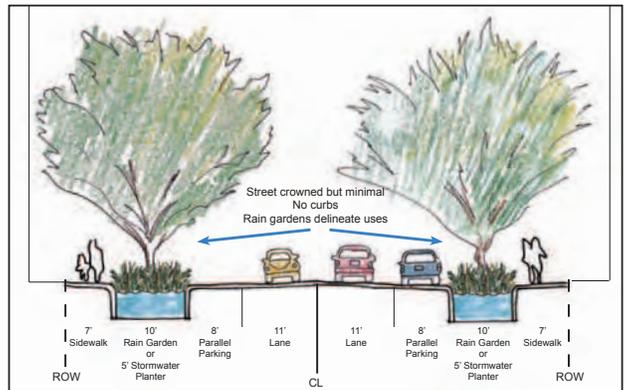
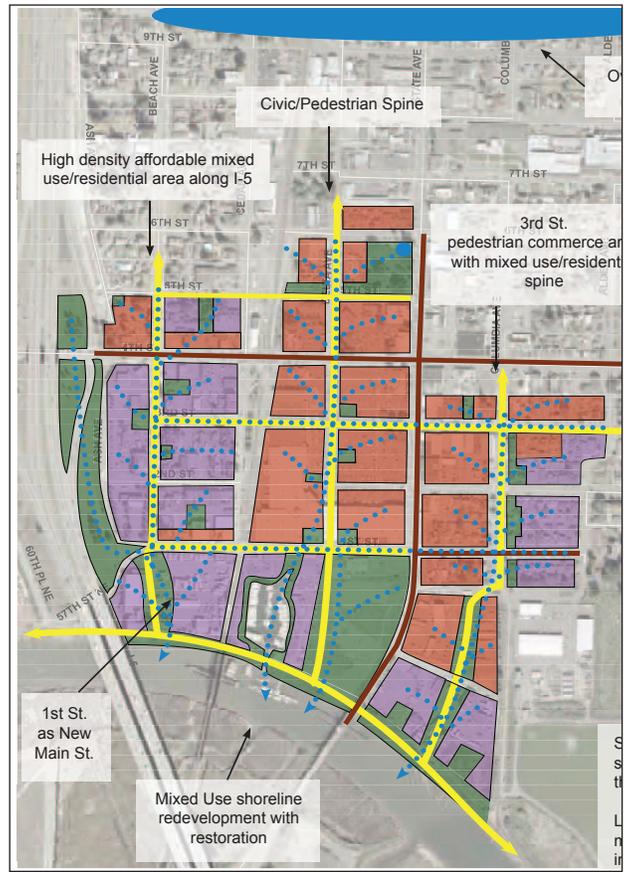
RELEVANT EXPERIENCE

Parks Planning & Design

City of Marysville Downtown Master Plan

SvR provided integrated civil engineering and landscape architecture for the downtown Marysville Master Plan. As part of this project, we were on the team that provided urban design, land use planning, landscape architecture, transportation, stormwater and green infrastructure planning services associated with the development and implementation of a Phase 2 Master Plan for Downtown Marysville.

SvR developed street typologies that manage stormwater while creating unique neighborhood identities for Marysville’s downtown districts and waterfront. As part of our work, SvR designed an integrated streetscape that allows private developers to use the right-of-way for water quality while encouraging green infrastructure on site. This approach provides improvements in the right-of-way that benefit pedestrians, the private property owner, the City, and the environment.



RELEVANT EXPERIENCE

Street Planning & Design

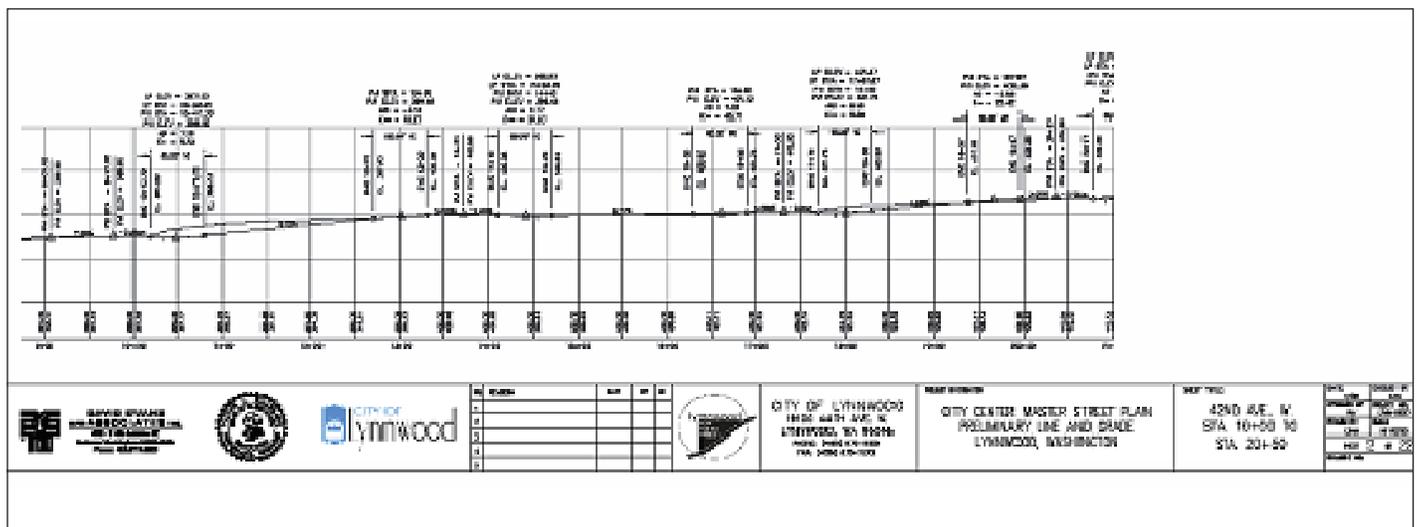
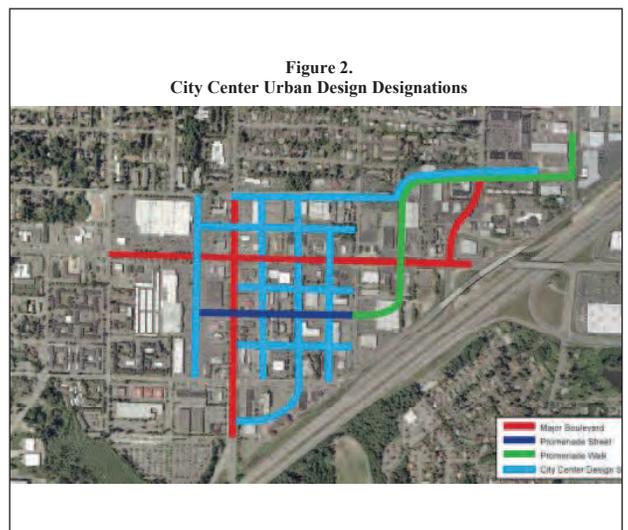
City Center Street Master Plan, Lynnwood, Washington

DEA provided traffic modeling, roadway design, operational analysis, and cost estimating for the proposed street grid in the City of Lynnwood's City Center to provide greater confidence for the City that the adopted zoning will match the final street grid system. DEA's scope of work included:

- ▶ Study of existing features, property lines, building locations, and topography
- ▶ Traffic modeling to evaluate proposed intersection spacing, locations and street grid layout
- ▶ Evaluated intersection performance for local grid and arterial streets
- ▶ Modeled traffic operations and level of service, including queuing, and circulation efficiency
- ▶ Recommend modifications to intersection spacing, locations, turn restrictions and/or grid layout alternatives to address any identified performance issues
- ▶ Evaluated recommended modifications and/or alternatives
- ▶ Developed cost estimating worksheet to allow cost comparison between various street sections and sidewalk alternatives
- ▶ Provide staff with a Technical Memorandum documenting the analysis of the grid system.

Figure 3.
Typical City Center Master Street Plan – Intersection Control

City Center Intersection Configuration and Pricing			
Intersection	Control Type	Configuration and Phase Length(s)	Signal Pricing
1000 E and 400 Ave	Signal		
1000 E and 400 Ave	Arterial Stop		NA
1000 E and 400 Ave	Arterial Stop		NA
1000 E and 400 Ave	Signal		
1000 E and 400 Ave	Right-Turn Signal		NA
1000 E and 400 Ave	Signal		
1000 E and 400 Ave	Signal		



Project References

BERK

- ▶ Trish Heinonen, Planning Manager, City of Issaquah, (425) 837-3080, trishh@ci.issaquah.wa.us
- ▶ Jori Burnett, Community Development Director, City of Ferndale, (360) 685-2379, joriburnett@cityofferndale.org
- ▶ Keith Stahley, Community Planning and Development Director, City of Olympia, (360) 753-8314, kstahley@ci.olympia.wa.us

SVR DESIGN COMPANY

- ▶ Gloria Hirashima, Community Development Director, (360) 363-8100, ghirashima@ci.marysville.wa.us

DAVID EVANS & ASSOCIATES

- ▶ Joel Pfundt, Senior Transportation Planner, City of Redmond, 15670 NE 85th Street Redmond, WA 98073, 425-556-2750
- ▶ Jeff Elekes, Deputy Public Works Director, City of Lynnwood, 19100 44th Avenue W Lynnwood, Washington 98046, 425-670-6289

Staff Qualifications

TEAM OVERVIEW

We have assembled a team of experts in economic analysis, revenue projection, and cost estimating to support the City in this project effort. BERK will serve as the lead consultant, using their knowledge of infrastructure funding and implementation to guide the City through this process. SvR Design will provide cost estimating for parks and recreation projects. David Evans & Associates, the on-call transportation team for the City, will assist with cost estimating for transportation-related projects.

BERK, as the lead consultant, will have overall responsibility for the project outcome. The team will be led by Morgan Shook, AICP, a manager at BERK who has worked with cities around the region to develop infrastructure funding plans. More information on each team member is detailed below.

Staff bios

Morgan Shook, AICP, is a senior policy and economic analyst at BERK interested in innovative economic development strategies related to real estate, transportation, and infrastructure planning. His expertise in economic, fiscal, market, GIS, and demographic analysis has been applied to financial and policy projects for cities, counties, and ports across the State.

Michael Hodgins is a Principal at BERK and the firm's Finance and Economics practice manager. He specializes in financial, economic and policy studies, including urban land economics, market analysis, growth management issues, fiscal impact and feasibility studies for transportation and development projects, municipal fiscal analyses, and revenue and expenditure forecasting. He is a trusted advisor to many senior managers and elected officials working in state and local agencies.

Erik Rundell, AICP, is a policy and GIS analyst and urban planner at BERK, specializing in land use, demographic, economic and market analysis, as well as cartographic and information design. He brings a nuanced approach to data analysis and graphic presentations, building on his experience with parcel and buildable lands analysis, Census and economic data, and the development of analytical models.

Amalia Leighton, PE, AICP is a planner and civil engineer with SvR Design who brings significant experience in planning efforts as well as implementation projects. Clients who have worked with Amalia value her emphasis on implementation. Her experience includes stormwater management planning, low impact development and green infrastructure planning, pedestrian master plans, traffic calming, and infrastructure planning and assessment. Amalia has also taken the lead for documenting environmental impacts of water resources and public utility impacts and has worked on various public and private projects that required SEPA review that resulted in an EIS.

Brice Maryman, ASLA, PLA, LEED AP, CPSI is a landscape architect at SvR Design focused on designing and planning urban green infrastructure systems. Whether working on children’s playgrounds, green stormwater infrastructures or public streetscapes, he is passionately concerned with the vitality of urban ecosystems and the health of human environments.

Lolly Kinkler, PE has ten years of engineering practice specializing in porous pavement, green infrastructure, and large-scale housing redevelopment projects. Her experience ranges from early design development through final construction and her designs include underground utilities, electrical coordination and stormwater systems. Additionally she has coordinated with city, transportation, and landscaping standards.

Kirk Harris, PE, with DEA, has provided transportation design services on public works projects for local, state and federal agencies for 20 years. His strength is in managing roadway and intersection improvement projects involving traffic engineering, signal and illumination design, channelization improvements, and intelligent transportation system (ITS) elements. He is also an expert at developing plans, specifications, and estimate (PS&E) bid packages for transportation projects; recommending and analyzing project alternatives on planning and pre-design studies; and reviewing transportation projects for local agencies.

Victor Salemann, PE, with DEA, is an expert in identifying appropriate methodologies and developing supporting documentation to establish and defend TIFs. He will provide senior level oversight and review of the work. Victor is experienced with urban/suburban transportation planning and traffic engineering and is a respected leader in concurrency management and impact fee policy. He understands the challenges and opportunities related to transportation modeling applications for long-range planning, concurrency management and impact fee development.

TEAM AVAILABILITY

At this time, we do not see any scheduling conflicts for our proposed team. We are available to interview in October, and, if selected, to begin work in November.

Consent Agenda Item C-4

Covington City Council Meeting

Date: November 26, 2013

SUBJECT: AUTHORIZE THE CITY MANAGER TO EXECUTE TASK NUMBER 005 WITH GRAY & OSBORNE TO DESIGN THE TIMBERLANE ESTATES STORMWATER PROJECT.

RECOMMENDED BY: Don Vondran, Public Works Director

ATTACHMENT(S):

- 1. Gray & Osborne Task Number 005

PREPARED BY: Ben Parrish, Engineering Technician II

EXPLANATION:

Staff requests council authorization for the city manager to execute Task Number 005 with Gray & Osborne. This task order is for design services for the Timberlane/Jenkins Park Stormwater Low Impact Development (LID) and Retrofit of Stormwater Facilities under the Washington State Department of Ecology 2013-15 Biennial Municipal Stormwater Capacity Grant Program. The DOE grant was approved by council on November 12, 2013.

ALTERNATIVES:

Not to design this project with the DOE grant of \$120,000.

FISCAL IMPACT:

The Surface Water Management Fund will receive reimbursement from DOE for up to \$120,000 for pre-construction planning and design of storm system retrofit projects.

There are no match requirements for this grant.

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

Councilmember _____ moves, Councilmember _____ seconds, to authorize the City Manager to execute Task Number 005 with Gray & Osborne to design the Timberlane Estates Stormwater Project.

REVIEWED BY: City Manager, City Attorney, Finance Director

Formal Task Assignment Document

ATTACHMENT 1

Task Number 005

The general provisions and clauses of Agreement 1159-13 shall be in full force and effect for this Task Assignment

Location of Project: Stormwater culverts in Timberlane Estates

Project Title: Timberlane/Jenkins Park Stormwater LID and Retrofit Project

Maximum Amount Payable Per Task Assignment: \$104,539.00

Completion Date: December 31, 2014

Description of Work:

(Note attachments and give brief description)

This task order is for design services for the Stormwater Low Impact Development (LID) and Retrofit of Water Quality Facilities under the Washington State Department of Ecology 2013-15 Biennial Municipal Stormwater Capacity Grant Program.

See attached Scope of Work.

Agency Project Manager Signature: _____ Date: _____

Oral Authorization Date: _____ See Letter Dated: _____

Consultant Signature: _____ Date: _____

Agency Approving Authority: _____ Date: _____

EXHIBIT A-2

SCOPE OF WORK

CITY OF COVINGTON TIMBERLANE/JENKINS PARK STORMWATER RETROFIT PROJECT

PROJECT UNDERSTANDING

The City of Covington is seeking professional services to assist with the planning, permitting, and design related to the retrofit of Timberlane Estates/Jenkins Park stormwater facilities. Timberlane Estates was platted in February 1970 and has limited water quality facilities within the basin.

The design will be funded by the Washington State Department of Ecology's Grant Program and therefore, great emphasis will be placed on providing water quality treatment and enhancing runoff from the site. As part of the grant program, the City shall implement at least one low impact development (LID) element. In discussing alternatives with the City, the opportunity exists to segment the overall drainage system of the plat into three areas, each containing a separate treatment or low impact development technique, if feasible. Local ponding occurs in the area but overall, flooding is not a concern within the project area. Due to the proximity and direct connection of the sites to downstream areas, flow control will not be necessary for this project. The City desires to provide education as part of this project and also emphasizes a need to review maintenance concerns related to the treatment techniques chosen.

A treatment pond near Cedar Valley Elementary School receives surface expressions of groundwater that reduces its capacity, is undersized, and currently short circuits flow, reducing or eliminating any water quality benefit. A drainage easement includes open channel and culvert conveyance with limited or no water quality treatment from roadway runoff. The culvert from near Jenkins Park Elementary has a perched outfall to Jenkins Creek Park. The three sites are surrounded by both public and residential land uses.

This project includes the construction of bioretention facilities at the existing pond, providing maintenance access to the pond and conveyance channel, construction of bioretention and local street drainage outlets, and daylighting approximately 200 to 300 feet of culverted drainage system into a constructed rain garden/flow channel to reduce flow velocities, allow bioretention, and prevent incision at the point of discharge. The daylighting of the drainage culvert is within Jenkins Creek Park and is located along an existing trail. Future improvements to the trail will include pervious surfaces. Bioretention facilities will be designed at locations where road drainage discharges into the open conveyance channel. The project also includes a retrofit of the existing storm system for the street.

The scope for the project as a whole will include the following.

DESIGN

Task 1 – Project Management and Oversight

Objective: Provide overall project management and oversight of the project work by the Principal-in-Charge and senior staff members.

- A. Provide overall project management and oversight services, to include:
- Procure sufficient staff resources to dedicate to the project.
 - Prepare and execute subconsultant contracts.
 - Manage subconsultant work.
 - Manage and control project budget and schedule.
 - Manage and provide monthly progress reports and invoices.

Task 2 – Surveying

Objective: Survey the project locations at the drainage crossing of 188th Avenue SE, 192nd Avenue SE, the inlet to the culvert at approximately 186th Place SE, and the culvert alignment and access from the entrance of the Jenkins Creek Park near the northwest corner of Jenkins Creek Elementary School to the outlet of the culvert in Jenkins Creek Park to prepare design documents. Survey for the pond near Cedar Valley Elementary School has been completed and is not a part of this scope of work. Survey will obtain vertical and horizontal control necessary for design of the projects obtain pertinent topographical information to include identifying existing and obvious utilities, and pertinent topographical features to facilitate design of the project.

- A. Establish vertical and horizontal control on the City's adopted datum for survey and mapping at a scale of not more than 1 inch = 20 feet (horizontal) and 1 inch = 5 feet (vertical). Vertical control will be suitable for establishing 2-foot contour intervals and to support the design and construction included in this scope of work.
- B. Acquire supplemental topographical survey of the sites (within and adjacent to the project corridor) to include establishing surface grades, pavement edges, visually obvious utilities (including utility poles, hydrants, valves, etc.), buildings, fences, major trees and significant landscaping, etc., in sufficient detail to support an adequate level of design.

Task 3 – Utility Data Acquisition

Objective: Acquire record drawings and/or as-built information from the City or utility purveyors as necessary that depict services in the project corridor.

- A. Review data provided by the City and incorporate into project design as may be applicable.
- B. The City will be asked to locate and mark existing utilities prior to project survey. This information will be picked up by our survey crew and incorporated into the project base map.

Task 4 – Geotechnical Investigation and Report

Objective: Conduct field explorations at Cedar Valley Elementary School and Jenkins Creek Park to determine design recommendations to support the proposed low impact development and asphalt reconstruction, as well as establishing groundwater levels, surface expressions of groundwater, and character of subsurface material. This task will culminate in the preparation of a final Geotechnical Report.

- A. Perform a geotechnical analysis with a geotechnical subconsultant to determine existing subsurface conditions. A total of up to six test borings (12-foot deep) will be reviewed and analyzed in and along the project corridor. The geotechnical subconsultant will notify the 1-CALL service. Install 2-inch-diameter piezometers with data loggers in up to three of the test borings for groundwater level monitoring over the winter months.
- B. Laboratory Testing – Conduct appropriate laboratory tests on selected samples in accordance with appropriate American Society for Testing and Materials (ASTM) methods. Infiltration tests will be conducted within the laboratory. Natural moisture content and grain size distribution tests will be conducted on soil samples. Other laboratory tests (such as cation exchange capacity) will be performed on an as-needed basis, based on the types of soils encountered.
- C. Engineering Analyses – Perform engineering analyses to address geotechnical engineering issues that may be associated with the project improvements. These include the foundation design for new buried City-owned utilities, backfill requirements, dewatering, and subgrade preparation requirements for pavement and structures.
- D. Report – A geotechnical subconsultant will prepare a draft report which will be submitted to the City by Gray & Osborne. The draft report will summarize the results of the geotechnical study and include a site map with approximate test locations, descriptions of surface and subsurface

conditions (soil and groundwater), design parameters, and earthwork recommendations. Gray & Osborne will submit one copy of the draft report to the City for its review. Our geotechnical subconsultant will revise the draft report to address review comments provided by the City and/or Gray & Osborne. Gray & Osborne will submit three copies of the signed and stamped final report to the City.

Task 5 – Prepare Predesign Report (Technical Memorandum)

Objective: Prepare a Predesign Report (or technical memorandum) summarizing the project understanding, design criteria, regulatory requirements, and general design guidelines and standards which govern the project design. The memorandum will analyze the feasibility of various LID elements and treatment alternatives along with the analysis of methods to improve safety and provide education along the roadway and easements. The LID and water quality elements will follow the guidance of the 2012 *Low Impact Development Technical Guidance Manual* and/or the 2012 Washington State Department of Ecology *Stormwater Manual for Western Washington*.

- A. Incorporate all utility as-built information, plat map (property line) information, survey data, and other available and relevant information into the development of a base map.
- B. Prepare a written technical memorandum (letter report) summarizing the project understanding, grant requirements, project sites, design alternatives including low impact development and water quality facilities, pertinent design criteria such as sizing of the facilities, regulatory requirements, and general design guidelines and standards which govern the project design. The memorandum will incorporate input from staff regarding the intended aesthetics and water quality goals for the sites. Consideration of the use of available grant funds to construct improvements will be incorporated as well.
- C. Submit the technical memorandum to City staff and solicit comments and/or clarifications. A meeting will be held with City staff to discuss the alternatives presented in the draft technical memorandum. We will incorporate all relevant review comments into the memorandum and will issue the final memorandum to the City and Ecology for their 45-day review. The final memorandum will state the recommended alternative for design.

Task 6 –Design Plans, Specifications and Cost Estimates

Objective: Prepare 30, 60, and 90 percent project design plans and/or renderings of the recommended alternative for the Cedar Valley Elementary pond retrofit, bioretention improvements within the conveyance system at the drainage crossing of 188th Avenue SE, 192nd Avenue SE, the inlet to the culvert at approximately 186th Place SE, and the daylighting and bioretention within the existing culvert alignment and access from the entrance of the Jenkins Creek Park near the northwest corner of Jenkins Creek Elementary School to the outlet of the culvert in Jenkins Creek Park. These plans and renderings will be available for City review and use at Council workshops, staff meetings, and stakeholder meetings if necessary. Specifications and cost estimates of the project representing 60 and 90 percent design efforts will also be prepared for City review and comment. Specifications will be prepared in WSDOT format. Ninety percent design plans will be submitted to Ecology for their 45-day review period after the City’s review of the documents is completed and all comments have been addressed.

Subtask 6.1 – Plans

- A. For the 30 percent plans, we will prepare the alignment, profile, and typical cross sections illustrating the proposed improvements. These proposed improvements will be designed on the base map developed from the project survey. The 60 and 90 percent plans will be provided in a City-approved format to include title sheet, legend, location and vicinity maps, plan and profile sheets, special notes, special details, etc.

Subtask 6.2 – Specifications

- A. Prepare project specifications in WSDOT format referencing the 2012 *Standard Specifications for Road, Bridges and Municipal Construction*. Specifications to include City-approved bid schedule and technical specifications.

Subtask 6.3 – Quantities and Cost Estimates

- A. Calculate bid quantities and prepare construction cost estimates.

Subtask 6.4 – Review Meetings

- A. Meet with City staff as may be required to review project status and solicit concerns/comments.

Task 7 – Final Design

Objective: Prepare final design drawings and specifications for use as bid documents suitable for bidding, award, and construction of the project. Specifications will be prepared in WSDOT format, meeting minimum City requirements, adhering to City codes and state guidelines where and when applicable. Plans shall be prepared in City-approved format to include plan and profile sheets and special details.

Subtask 7.1 – Final Plans

- A. Prepare final bid/construction plans in City-approved format to include title sheet, legend, vicinity and location map, plan and profile sheets, special notes, special details, etc.

Subtask 7.2 – Specifications (Final)

- A. Prepare final specifications in WSDOT format to include bid schedule and technical specifications.

Subtask 7.3 – Quantities and Cost Estimates

- A. Prepare final quantity takeoff and construction-level construction cost estimate.

Task 8 – Public Meetings

If requested, Gray & Osborne will assist the City with presenting information to the community regarding the alternatives available. This scope assumes one community meeting.

Task 9 – Education

Gray & Osborne will work with the City in preparing educational information (such as signage) to help inform local citizens of the benefits of low impact/water quality facilities.

Task 10 – Quality Assurance/Quality Control

- A. Oversee four, in-house, quality assurance/quality control (QA/QC) meetings at Gray & Osborne’s office during the course of the design project. The meetings will include senior project staff, selected design team members, and City staff (as required and/or desired). Meetings are to take place at the following levels:
 - Thirty Percent Design

- Sixty Percent Design
 - Ninety Percent Design
- B. Ensure incorporation of relevant recommendations and suggestions into bid/construction documents resulting from QA/QC reviews.

SCHEDULE

The City desires 90 percent project plans to be done by July 1, 2014. We anticipate the following schedule:

30 Percent Design Effort/Pre-design Report	January 31, 2014
60 Percent Design Effort	May 2, 2014
90 Percent Design Effort	July 1, 2014
Final Design Effort (after Ecology’s 45-day review period)	September 15, 2014

BUDGET

The maximum amount payable to the Engineer for completion of work associated with this scope of work, including contingencies, salaries, overhead, direct non-salary costs, and net fee, is set forth in the attached Exhibit B. This amount will not be exceeded without prior written authorization of the City.

DELIVERABLES

At the conclusion of the design effort and during the course of the project, as applicable, the Engineer will deliver to the City the following documents:

1. Three paper copies of the final geotechnical report.
2. Technical memoranda:
 - a. Three draft copies,
 - b. Four final copies, and
 - c. One electronic copy in PDF format.
3. Four copies of full-scale drawings at 30 percent, 60 percent, and 90 percent design effort levels.
4. Four copies of project specifications and cost estimate at 60 percent and 90 percent design effort levels.
5. One electronic set of final construction drawings (PDF and CAD formats).
6. One electronic set of final project specifications (PDF and Word formats).

7. Five half-scale 11" x 17" and two full-scale paper copy sets of final construction drawings.
8. Five paper copy of final project specifications.

PROJECT ASSUMPTIONS REGARDING CITY RESPONSIBILITIES

This scope of work and the resulting maximum amount payable is based on the following assumptions as required for the development of the project. See also item assumptions noted in the aforementioned tasks. Changes in these assumptions and responsibilities may cause a change in scope of the services being offered and result in a corresponding adjustment of the contract price.

1. This scope of work assumes that the City will provide overall coordination and approval of the project, including timely (2 weeks) review of all submittals.
2. This scope of work assumes that the City will provide Gray & Osborne with relevant capacity requirements and record drawings of existing storm infrastructure along the project alignment as may be available and/or pertinent to the project.
3. The City will address all permitting needs associated with this project.

EXHIBIT E-2

**Consultant Fee Determination - Summary Sheet
(Cost Plus Fixed Fee)**

Project: City of Covington: Timberlane/Jenkins Park Stormwater Retrofit Project

Additional Engineering Costs

Direct Salary Cost (DSC):

Discipline Required	Estimated Hours	Estimated Rate	Estimated Amount
Principal	42	\$32 to \$58	\$ 2,100
Project Manager	146	\$32 to \$55	\$ 5,840
Project Engineer	298	\$24 to \$36	\$ 11,324
AutoCAD/GIS Tech./Eng. Intern	188	\$18 to \$31	\$ 4,888
Professional Land Surveyor	14	\$33 to \$42	\$ 504
Land Surveyor Tech	8	\$25 to \$35	\$ 272
Field Survey	48	\$43 to \$96	\$ 2,688

Subtotal Direct Labor costs (DLC) \$ 27,616

Indirect Labor Costs (Overhead) @ DLC x 192.26% \$ 53,095

Fee @ DLC x 24% \$ 6,628

Direct Non-Salary Cost:

Mileage (at \$0.56/mile), Printing, Photographs, Misc. Expenses \$ 700

Subconsultants \$ 15,000

Subconsultant Overhead @ 10% \$ 1,500

Supplement Total Estimated Cost \$ 104,539

Agenda Item 1
Covington City Council Meeting
Date: November 26, 2013

SUBJECT: PUBLIC HEARING TO RECEIVE TESTIMONY FROM THE PUBLIC REGARDING PROPOSED FISCAL YEAR 2014 BUDGET [**SECOND OF TWO PUBLIC HEARINGS**].

ATTACHMENT(S):

RECOMMENDED BY: Rob Hendrickson, Finance Director

EXPLANATION:

This is the second and final public hearing to receive testimony from the public on the 2014 proposed operating and capital budget and proposed increases in property tax revenues. This hearing is required to be held on or before the first Monday in December (December 2) and may be continued from day-to-day, but no later than the 25th day prior to the next fiscal year.

It is the policy of the city to follow applicable laws as they relate to the budget process.

ALTERNATIVES:

N/A

FISCAL IMPACT:

N/A

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

SUBJECT: PROPOSED ORDINANCE TO SET THE 2013 PROPERTY TAX LEVY FOR COLLECTION IN 2014.

ATTACHMENT(S):

1. Proposed Ordinance
2. Property Tax Worksheet

EXPLANATION:

Property taxes for the City of Covington are currently one of three main sources of revenue for the city. Property taxes are subject to a variety of legal limitations, including limits on growth (the 101%), limits on tax rates, and limits on total rate for overlapping districts. Property taxes are the most stable form of taxation – one that is not portable.

Staff has proposed an estimated property tax increase of 2.0%. The increase will allow for any adjustments in revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred, and refunds made that are added to the worksheet by the county after adoption of the property tax levy ordinance.

A public hearing required under state law (RCW 84.55.120) to consider the city's revenue sources and potential adjustments to property tax revenues was held on November 26, 2013. The deadline for setting 2014 property tax levies for cities in King County is November 30, 2013.

It is the policy of the city to follow applicable laws as they relate to the budget process.

ALTERNATIVES:

This is a significant revenue source for the city. Should the council elect to make any significant changes to the levy that has been projected in the preliminary budget and the 6-Year Forecast Model, a corresponding change in the budgeted expenditures may need to be made.

FISCAL IMPACT:

This ordinance sets the 2013 property tax levy for taxes to be collected in 2014. Covington's estimated assessed value (AV) for 2014 is \$1,615,949,504 including (estimated) \$28,844,061 for new construction.

Based on the AV, the estimated total levy is \$2,472,813. This includes the beginning levy of \$2,364,797, plus one percent of the beginning levy equaling \$23,648, plus an estimated amount for new construction of \$44,638, and prior year refunds of \$39,730. A final amount to be levied for new construction, the state-assessed public utility value, and prior year refunds made will be determined by the assessor's office.

The estimated dollar increase over the actual 2013 levy amount, excluding new construction, annexations, increase in utility value, and prior year refunds, is \$47,470, or 2.0%.

2014 expense request amount	\$ 2,500,000
Subtract last year's actual levy	<u>(2,368,162)</u>
	\$ 131,838
Subtract new construction	(44,638)
Subtract annexation	-
Subtract refunds	<u>(39,730)</u>
Increase Amount	<u>\$ 47,470</u>

Divide increased amount over last year's actual levy:

$$\$47,470/\$2,368,162 = 2.00\%$$

Because the county does not have the final numbers for items such as new construction, the state-assessed public utility value, and refunds made at this time, language is included in the ordinance that gives the county permission to make changes based on the final numbers. This would result in additional taxes for the city. Therefore, the amount that will be included in the ordinance to cover any additional revenue not included in the preliminary worksheet will be **\$2,500,000**.

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

Councilmember _____ moves, Councilmember _____ seconds, to pass an ordinance setting the 2013 property tax levy for collection in 2014 at \$2,500,000.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, ADOPTING THE REGULAR PROPERTY TAX LEVY FOR 2013 FOR COLLECTION IN 2014.

WHEREAS, the city council of the City of Covington has met and considered its budget for the calendar year 2014; and

WHEREAS, the city council held a public hearing on November 26, 2013, and heard and duly considered relevant evidence and testimony regarding an increase in property tax revenues from January 1, 2014, to December 31, 2014; and

WHEREAS, the population of the City of Covington is more than 10,000;

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

Section 1. The city council hereby establishes a regular property tax levy for 2013 for collection in 2014 in the amount of \$2,500,000, which is a 2.0% increase in property tax revenue from the previous year, in addition to revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred, and refunds made in order to discharge the expected expenses and obligations of the city and in its best interest.

Section 2. This ordinance shall be in full force and effect five (5) days after proper posting and publication. A summary of this ordinance may be published in lieu of publishing the ordinance in its entirety.

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

ADOPTED by the City of Covington City Council at a regular meeting thereof held on the 26th day of November 2013.

Mayor Margaret Harto

ATTESTED:

PUBLISHED: December 6, 2013
EFFECTIVE: December 11, 2013

Sharon Scott, City Clerk

APPROVED AS TO FORM:

Sara Springer, City Attorney

**City of Covington
Estimated Property Tax
2014**

ATTACHMENT 2

2014 Levy Amount=	\$	2,364,797
	x1%	23,648
Increase in utility value		-
Plus: New Construction		44,638
Relevy for prior year refunds		39,730
2014 Property Tax Levy	\$	2,472,813
Estimated Levy for County purposes	\$	2,500,000
Assessed Valuation		
	\$	1,615,949,504
2014 Estimated Levy Rate=		
	\$	1.54708
(based on the estimated levy of \$2,500,000)		

¹ The estimated levy amount is based on King County's request that the city estimate above the expected levy to allow for additional adjustments that may occur after the city adopts the ordinance. Additional revenue may come from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred, and refunds made. If the levy amount is not requested the city could lose out on the additional revenue.

SUBJECT: PROPOSED ORDINANCE AUTHORIZING A PROPERTY TAX INCREASE IN TERMS OF BOTH DOLLARS AND PERCENTAGES AS REQUIRED BY RCW 84.55.120.

ATTACHMENT(S):

1. Proposed Ordinance.

EXPLANATION:

To increase the regular property tax levy to be collected in the 2014 tax year, the City Council needs to adopt a separate ordinance as required by RCW 84.55.120 which states in part:

“No increase in property tax revenue, other than that resulting from the addition of new construction, increases in assessed value due to construction of electric generation wind turbine facilities classified as personal property, and improvements to property and any increase in the value of state-assessed property, **may be authorized by a taxing district**, other than the state, **except by adoption of a separate ordinance** or resolution, pursuant to notice, **specifically authorizing the increase in terms of both dollars and percentage**. The ordinance or resolution may cover a period of up to two years, but the ordinance shall specifically state for each year the dollar increase and percentage change in the levy from the previous year.”

This year the King County Assessor’s office has asked us to calculate the percent increase differently than in previous years. The calculation is as follows:

2014 expense request amount ¹	\$ 2,500,000
Subtract last year's actual levy	<u>(2,368,162)</u>
	\$ 131,838
Subtract new construction	(44,638)
Subtract annexation	-
Subtract refunds	<u>(39,730)</u>
Increase Amount	<u><u>\$ 47,470</u></u>

Divide increased amount over last year's actual levy:
 $\$47,470 / \$2,368,162 = 2.00\%$

The attached ordinance meets the requirements of RCW 84.55.120.

FISCAL IMPACT:

This ordinance states the property tax increase as 2.0%, or \$47,470, pursuant to state statute.

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

Councilmember _____ moves, and Councilmember _____ seconds, to pass an ordinance authorizing a property tax increase of two percent (2.0%), or \$47,470, pursuant to RCW 84.55.120.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, SPECIFICALLY AUTHORIZING A PROPERTY TAX INCREASE IN TERMS OF BOTH DOLLARS AND PERCENTAGES AS PURSUANT TO RCW 84.55.120.

WHEREAS, the city council of the City of Covington has met and considered its budget for the calendar year 2014; and

WHEREAS, the city’s actual levy amount from the previous year was \$2,368,162; and

WHEREAS, the population of the city is more than 10,000;

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

Section 1. An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2014 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$47,470, which is a percentage increase of 2.0% from the previous year. The increase is in addition to revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred, and refunds made.

Section 2. This ordinance shall be in full force and effect five (5) days after proper posting and publication. A summary of this ordinance may be published in lieu of publishing the ordinance in its entirety.

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

ADOPTED by the City of Covington City Council at a regular meeting thereof held on the 26th day of November, 2013.

Mayor Margaret Harto

ATTESTED:

PUBLISHED: December 6, 2013

Sharon Scott, City Clerk

EFFECTIVE: December 11, 2013

APPROVED AS TO FORM:

Sara Springer, City Attorney

Agenda Item 2

Covington City Council Meeting

Date: November 26, 2013

SUBJECT: CONSIDER RESOLUTION AMENDING THE DEVELOPMENT, BUILDING PERMIT, ADMINISTRATIVE, AND TRANSPORTATION IMPACT FEES FOR 2014.

RECOMMENDED BY: Richard Hart, Community Development Director

ATTACHMENT(S):

1. Resolution adopting the 2014 Fee Resolution -
 - a. Exhibit A Proposed 2014 Development, Building Permit, Administrative, and Transportation Impact Fees Tables

PREPARED BY: Salina Lyons, Principal Planner and Kelly Thompson, Permit Center Coordinator

EXPLANATION:

Adjustments to the development and permit fees, administrative fees, and transportation impact fees have historically been adjusted with the Consumer Price Index of Seattle-Tacoma (CPI-W), based on June to June of the previous year. The CPI from June 2012- June 2013 was 1.16%; therefore, the council has the option to increase the 2014 development and permitting fees, administrative fees, and transportation impact fees by 1.16% CPI. As proposed, all 2014 fees show an increase of 1.16%, with the exception of the following specifically adjusted fees.

Specifically Adjusted Development Fees

Staff has been able to build on the work from the 2008 Fee Study and staff time-tracking efforts to identify a few fee categories that need to be modified to align with the actual costs to perform the review and inspection services. Adjustments to the fees are based on an estimation of hours at the 2014 hourly billable rate of \$138. Some proposed fees are decreased and some are increased.

1. Traffic Concurrency and Modeling (Schedule A): The fees shown in Schedule A were adopted in May 2012. At that time the council directed staff to apply a 62.5% “overhead” factor for the David Evans & Associates (DEA) cost for review. Due to the recent implementation of these fees and the set overhead factor to cover costs, staff is recommending that Traffic Concurrency and Modeling Fees (Schedule A) not be included in the annual CPI adjustment and instead be amended at such time DEA proposes rate changes that affect how we cover our costs for traffic and concurrency modeling review.
2. Residential Land Development: Staff is proposing to adjust the Request for Extension for Short Subdivision fee from \$266 to \$276, the equivalent of two hours staff time. This change is proposed to keep the Request for Extension fee for a short plat consistent with the Request for Extension fee for a subdivision.

3. Engineering Review: Staff is proposing to reduce the base fee for a Short Subdivision from \$8,395 to \$6,210. Staff estimates approximately 45 hours of staff time at a rate of \$138.
4. Shoreline Management Fee: The fee was increased from \$25 to \$138 to reflect one hour of staff time.
5. Transportation Impact Fee: There is no proposed increase to Transportation Impact Fees for 2014. The fees were reviewed in 2013 as they pertain to the Institute of Traffic Engineers (ITE) Manual 9th Edition trip rates and the city's Transportation Capital Program (TCP). There have been no changes in the ITE manual or TCP, so no new fees or adjustments are requested. Staff will be evaluating the Transportation Capital Program as part of the Comprehensive Plan update, and at that time there may be further adjustments to the Transportation Impact Fee structure, based on added infrastructure projects. Until then, staff is recommending no change in the Transportation Impact Fees.
6. Development Agreement Fee: This is a new fee based on the adoption of the development agreement ordinance. Development agreements require intensive effort on the part of city staff, city attorney and hearing examiner. Based on staff experience and discussions with other cities it is estimated that a development agreement will take a minimum of 30 hours of various staff time. Based on this assumption, staff proposes a base fee of \$4,140 for the first 30 hours of review. An hourly fee of \$138 will be assessed for each hour of review that exceeds the base fee.
7. Sign Permit Fee: Staff proposes the Wall-Mounted Sign Permit fee be reduced from \$606 to \$414, the equivalent of three hours staff time. The permit will continue to allow up to three (3) wall signs under a single permit. Additional wall signs under the same permit will be billed at \$138 per sign.
8. Manufactured Home Placement: This fee is proposed to increase from \$197 to \$414 per unit, the equivalent of three hours staff time. This fee will more accurately capture actual staff time spent on review and inspection.
9. Demolition: This fee is proposed to increase from \$261 to \$414, the equivalent of three hours staff time. This fee will more accurately capture actual staff time spent on review and inspection.
10. Mechanical Permit Issuance: This fee is proposed to increase from \$38 to \$50 to account for additional inspection time for air leakage test report review and filing and verification of carbon monoxide detectors.
11. Valuation Tables: The CPI was not applied to the valuation tables for clearing and grading, construction and maintenance inspections, building permits, and fire fees because the CPI will be reflected in the labor, materials, and contractor's time and profit (cost of the project), which is used to determine valuation.

ALTERNATIVES:

1. Do not implement the standard inflation rate of 1.16% to the fees.
2. Adjust the Transportation Impact Fee average daily trip rate by 1.16% and adopt the fee resolution as proposed.
3. Direct staff to make any other changes.

FISCAL IMPACT:

The fees that have been adjusted upward by the standard inflation factor and the associated fiscal impacts will vary based on the application type. The proposed individual fee changes as outlined above should have minimal cumulative fiscal impact on the overall development services budget.

CITY COUNCIL ACTION: ___Ordinance X Resolution ___Motion ___Other

Council member _____ moves, council member _____ seconds, to pass a resolution amending the development, building permit, administrative, and transportation impact fees for 2014, as proposed.

REVIEWED BY: Community Development Director
 Finance Director
 City Manager
 City Attorney

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, AMENDING THE DEVELOPMENT AND PERMIT FEES, ADMINISTRATIVE FEES, AND TRANSPORTATION IMPACT FEES FOR 2014.

WHEREAS, certain sections of the Covington Municipal Code authorize the city to charge a fee for services; and

WHEREAS, the Council has established a 100% cost recovery policy for land use, development, and building permits; and

WHEREAS, the Council desires to maintain administrative fees for certain products and services; and

WHEREAS, the Council desires to maintain transportation impact fees to fund capital improvements; and

WHEREAS, the Council desires to modify the fee resolution to amend specific fees to reflect the actual time and cost of providing these services and to make other minor changes to the fee resolution; and

WHEREAS, the Council desires to apply a 1.16% cost of living adjustment to the 2014 development and permit fees, administrative fees, and transportation impact fees; and

WHEREAS, the 1.16% cost of living adjustment is based on the CPI.-W Seattle-Tacoma June to June Index published by the Bureau of Labor Statistics for the period 2012-2013; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Adoption of Fees. Effective January 1, 2014, the city’s development and permit fees, administrative fees, and transportation impact fees are hereby amended and adopted in the form as attached hereto as Exhibit “A” incorporated fully herein by this reference as if fully set forth.

Section 2. Fee Waiver. The city manager shall have the right to waive a fee if deemed in the best interest of the city.

PASSED in open and regular session on this 26th day of November 2013.

ATTESTED:

MAYOR MARGARET HARTO

Sharon Scott, City Clerk

APPROVED AS TO FORM:

Sara Springer, City Attorney

ATTACHMENT 1a

DEVELOPMENT AND PERMIT CHARGES

I. DEVELOPMENT FEES

RESOLUTION NO. 13-09

EXHIBIT A

A. Integrated Traffic Concurrency Modeling and Reports

1. Integrated Traffic Concurrency Modeling & Traffic Analysis Reports	See Schedule A	2013 Fee	1.16% Increase	2014 Fee	CMC 12.100.090
2. Request for Extension of Concurrency and Traffic Report Approval		\$402	4.66	\$407	
3. Request for an individually-determined transportation impact fee		\$408	4.73	\$413	CMC 12.105.050(5)
PLUS consultant costs	Billed separately				

B. Pre-application Conferences/Use Determinations

1. Pre-application conference		\$726	8.42	\$734	CMC 14.30.030(1)
2. Downtown permitted use determination		\$677	7.85	\$685	CMC 18.31.085

C. Residential Land Development

1. Short Subdivisions					
a. Preliminary application review fees		\$11,594	134.49	\$11,728	CMC 17.20.010
b. Request for extension		\$266	3.09	\$276	CMC 17.20.040
c. Final short plat		\$5,761	66.83	\$5,828	CMC 17.25.030
d. Alteration to recorded short plat		\$1,632	18.93	\$1,651	CMC 17.25.080
e. Vacation of short plat		\$761	8.83	\$770	CMC 17.25.090
f. Affidavit of correction		\$487	5.65	\$493	CMC 17.15.120(5)
2. Subdivisions					
a. Preliminary application review fees		\$26,193	303.84	\$26,497	CMC 17.20.010
PLUS per lot fee		\$300	3.48	\$303	
b. Major revision to approved preliminary subdivision		\$6,848	79.44	\$6,927	CMC 17.02.030
c. Request for extension		\$273	3.17	\$276	CMC 17.20.020
d. Final subdivision					
(i) Final subdivision fee		\$9,782	113.47	\$9,895	CMC 17.25.030
PLUS per lot fee		\$83	0.96	\$84	
(ii) Subdivision alteration		\$2,174	25.22	\$2,199	CMC 17.25.070(1)
e. Vacation of plat		\$761	8.83	\$770	CMC 17.25.090
f. Affidavit of correction		\$487	5.65	\$493	CMC 17.15.120(5)

D. Commercial Development				
1. Commercial Site Development Permit (includes multifamily)	\$12,680	147.09	\$12,827	CMC 18.110.010(2)
2. Binding Site Plan				
a. Binding site plan	\$13,284	154.09	\$13,438	CMC 17.30.020
b. Binding site plan, in conjunction with commercial site development permit	\$1,082	12.55	\$1,095	CMC 17.30.020
c. Alteration of binding site plan	\$13,284	154.09	\$13,438	CMC 17.30.040
d. Vacation of binding site plan	\$13,284	154.09	\$13,438	CMC 17.30.050
3. Condominium Survey Map Review	\$1,082	12.55	\$1,095	CMC 17.35.010

E. Boundary Line Adjustment				
Request for boundary line adjustment	\$908	10.53	\$919	CMC 17.40.010

F. Environmental Review				
1. State Environmental Policy Act (SEPA) Review				CMC 16.10.260(1)
a. Environmental checklist & Threshold Determination	\$1,088	12.62	\$1,101	
b. Determination of Significance (DS) Threshold determination	\$5,440	63.10	\$5,503	
PLUS hourly fee to review EIS (Required when review exceeds 40 staff hours)	\$136	1.58	\$138	
c. SEPA Threshold Determination Amendment	\$680	7.89	\$688	
2. Critical Area Review Fees				
a. Reviews associated with single-family residential building permits, shoreline permits, boundary line adjustments, right-of-way permits, variances, and individual grading permits (Level 1 Report)	\$908	10.53	\$919	CMC 18.65.100(1)
b. Reviews associated with commercial and/or multifamily building permits, commercial site development, subdivisions, short subdivisions, rezones, and conditional use permits (Level 1 Report), to be collected as follows:				CMC 18.65.100(1)
(i) at time of application	\$2,113	24.51	\$2,138	
(ii) at time of engineering review	\$1,056	12.25	\$1,068	
(iii) at commencement of monitoring	\$2,024	23.48	\$2,047	
c. If Level 2, 3, or 4 critical area report required		Same fees as in (b) above		CMC 18.65.100(1)
PLUS hourly fee	\$136	1.58	\$138	
e. Critical area exceptions/reasonable use	\$2,521	29.24	\$2,550	CMC 18.65.070(4)
3. Flood Damage Prevention Variance	\$1,082	12.55	\$1,095	CMC 16.15.180(1)

G. Parking Demand/Trip Reduction				
1. Parking Management Plan Review Fee	\$271	3.14	\$274	CMC 18.31.110(6)
2. Commute Trip Reduction				CMC 12.90.050
a. Program review	\$136	1.58	\$138	
b. Request for extension	\$136	1.58	\$138	
c. Request for modification	\$136	1.58	\$138	

H. Engineering Review				
1. Engineering Plan Review Fees				CMC 17.15.145(3)
a. Short subdivision				
(i) Base fee	\$8,395		\$6,210	
(ii) Resubmittal or revision, each occurrence				
Base fee	\$136	1.58	\$138	
PLUS hourly fee	\$136	1.58	\$138	
b. Subdivision				
(i) Application plan review				
Base fee	\$8,008	92.89	\$8,101	
PLUS per lot fee	\$63	0.73	\$64	
(ii) Resubmittal or revision, each occurrence				
Base fee	\$136	1.58	\$138	
PLUS hourly fee	\$136	1.58	\$138	
c. Commercial/multifamily				CMC 18.110.030(b)
(i) Base fee	\$5,435	63.05	\$5,498	
(ii) Resubmittal or revision, each occurrence				
Base fee	\$136	1.58	\$138	
PLUS hourly fee	\$136	1.58	\$138	
2. Engineering Design Review				
a. Design and Construction Standards design deviation (Type 1)	\$406	4.71	\$411	CMC 12.60.050 (Standards 1.08G)
b. Design and Construction Standards design variance (Type 2)	\$677	7.85	\$685	CMC 12.60.050 (Standards 1.08)
3. Drainage Review Fees				
a. Drainage plan review	\$136	1.58	\$138	CMC 13.25.040(3)
b. Storm water Manual design deviation (Type 1)	\$406	4.71	\$411	CMC 13.25.050(1) Standards 1.08G)
c. Storm water Manual design variance (Type 2)	\$793	9.20	\$802	CMC 13.25.050(6,7)

I. Clearing and Grading

1. Clearing and Grading Permit Plan Review Fees CMC 18.60.035(1)

a. The Clearing and Grading fee shall be calculated by adding the applicable amounts from Clearing and Grading Fee Tables.

Clearing Fee Table

Clearing Fee (ac)		Fee		+ Per/1 ac over Min
Min	Max	Min	Max	
-	1	\$ 680.00	\$ 680.00	\$ -
1	10	680.00	1,112.00	48.00
10	40	1,112.00	2,072.00	32.00
40	120	2,702.00	3,352.00	16.00
120	-	3,352.00	-	3.00

Grading Fee Table

Grading Volume (cv)		Fee		+ Per/100 cv over Min
Min	Max	Min	Max	
-	50	\$ 408.00	\$ 408.00	\$ -
50	100	408.00	432.00	48.00
100	1,000	432.00	720.00	32.00
1,000	10,000	720.00	2,160.00	16.00
10,000	100,000	2,160.00	4,860.00	3.00
100,000	-	4,860.00	-	0.30

b. Plan revision fee

Base fee, each occurrence \$403 4.67 \$408

PLUS hourly fee \$136 1.58 \$138

2. Grading Permit Fee Reductions

Grading fee reduction for projects reviewed in conjunction with building permits, subdivisions or short subdivisions 30%

3. Tree Removal and Clearing Fees

a. Minor tree removal \$269 3.12 \$272 CMC 18.45.060(6)

b. Major tree removal \$808 9.37 \$817 CMC 18.45.060(6)

J. Construction Inspection

1. Construction and Maintenance Inspection Fee Table CMC 17.15.145(4)

Bond Quantity Worksheet		Fee		+ Per/1,000 over BQW Min
Min	Max	Min	Max	
\$ -	\$ 100,000.00	\$ 5,168.00	\$ 9,248.00	\$ 40.80
100,000.00	500,000.00	9,248.00	22,848.00	34.00
500,000.00	1,000,000.00	22,848.00	36,448.00	27.20
1,000,000.00	+	36,448.00	-	27.40

2. Landscape Installation Inspection & Bond Release	\$408	4.73	\$413	CMC 18.40.150(4)
3. Request for Extension of Performance Guarantee	\$270	3.13	\$273	CMC 18.40.150(4)
4. Inspection outside of business hours - Weekdays, Billed at 2 hour minimum	\$136	1.58	\$138	
5. Inspection on weekend/holidays - Billed at 4 hour minimum	\$136	1.58	\$138	

K. Re-inspections and Missed Appointments

(Construction, Planning, Engineering, Fire)

Re-inspection fees will be assessed at **\$138 per occurrence** when an inspection has been requested or is required and (1) the previous inspection correction items are not complete, and/or (2) access to the site is not provided, and/or (3) approved plans are not on-site.

L. Latecomers' Agreements

1. Application Fee				CMC 13.45.020(1)
a. Latecomer's costs \$20,000 or less	\$561	6.51	\$568	
b. Latecomer's costs \$21,001-\$100,000	\$1,122	13.02	\$1,135	
c. Latecomer's costs more than \$100,000	\$2,244	26.03	\$2,270	
2. Review by City Engineer; 4-hour deposit required	\$136	1.58	\$138	CMC 13.45.020(2)
3. Processing fee	\$136	1.58	\$138	CMC 13.45.050(6)
4. Segregation Processing Fee	\$136	1.58	\$138	CMC 13.45.060(1)

M. Shoreline Management Fees

1. Substantial Development Permit

CMC. 16.05.050

a.

Total Cost of Proposed Development	Fee
\$5,001 - 10,000	\$ 1,652.00
\$10,001 - 100,000	3,303.00
\$100,001 - 500,000	8,254.00
\$500,001 - 1,000,000	12,378.00
\$1,000,000 +	16,501.00

b. Single-family Joint-Use Dock	\$3,623	42.03	\$3,665
2. Shoreline Conditional Use Permit	\$12,680	147.09	\$12,827
3. Shoreline Variance			
Up to \$10,000 project value	\$3,744	43.43	\$3,787
Over \$10,000 project value	\$9,904	114.89	\$10,019
4. Shoreline Environment Redefinition			
Base fee	\$18,617	215.96	\$18,833
PLUS per shoreline lineal foot	\$38	0.44	\$38
Maximum charge	\$69,807	809.76	\$70,617
5. Shoreline Exemption	\$25		\$138
6. Supplemental Fees			
a. Request for extension, calculated as % of original permit	20%		20%
b. Revision, as % of original permit	20%		20%
c. Surcharge when public hearing required, as % of original permit	12%		12%
Minimum charge	\$3,864	44.82	\$3,909
d. Compliance investigation not to exceed cost of permit (including travel time)	\$136	1.58	\$138

N. Administrative Fees				
1. Administrative fee for school impact fees, per residential unit	\$68	0.79	\$69	CMC 18.120.030(1)
2. Administrative fee for development permits subject to transportation impact fees, per lot	\$68	0.79	\$69	CMC 12.105.070 (3)

O. Consultant Pass-Through Fees	
<p>In the review of a land-use permit application, including but not limited to environmental (SEPA) review, the City may determine that such review requires the retention of professional consultant services. In addition to the above development fees that an applicant is required to submit, the applicant shall also be responsible for reimbursing the City for the cost of professional consultant services if the City determines that such services are necessary to complete its review of the application submittal. The City may also require the applicant to deposit an amount with the City which is estimated, at the discretion of the Community Development Director, to be sufficient to cover anticipated costs of retaining professional consultant services and ensure reimbursement to the City for such costs.</p> <p style="text-align: right;">CMC 14.30.040(6)</p>	
1. Consultant costs	Actual costs
2. Administrative fee	10% of actual consultant costs

Traffic Review Fee Table/ SCHEDULE A
Per Council Direction 1/10/2012
Formula 1 - SMALL Developments

Formula: Total Fee = Base Fee + Rate per Unit * DevelopmentUnits
 If calculated fee is **MORE** than \$10,563 use formula for Large Developments instead

Land Use Category	Typical examples or indicators	Development Unit	(a) Base Fee ¹	(b) Rate ¹ Per Unit	(c) Enter Development Size	(a)+(b)*(c) Calculate Total Fee	MAXIMUM No. of Units for this formula
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RESIDENTIAL

Residential - independent living	Single family, apartments, townhomes, condos	DU	\$ 2,437.50	\$ 81.25		\$0	100
Assisted living facilities	Residents don't drive; caregivers are employed	<i>bed</i>	\$ 2,437.50	\$ 20.31		\$0	400

RETAIL BUSINESS

Small Retail < 10KSF	Restaurants, banks, mini-mart ¹	1000sf	\$ 2,437.50	\$812.50		\$0	10
General Retail 10KSF-200KSF	Most stores, small shopping centers	1000sf	\$ 2,437.50	\$203.13		\$0	40
Large Retail >200ksf	Most shopping centers, superstores				use other table	use other table	NA
Day care	Child-care facilities	1000sf	\$ 2,437.50	\$203.13		\$0	40
Medical facilities - all	Clinic, hospital, dental, veterinary	1000sf	\$ 2,437.50	\$203.13		\$0	40
Hotel, motel by size	All types of rooms for rent	1000sf	\$ 2,437.50	\$ 81.25		\$0	100
Automotive services	Gas station, car wash, quick lube, tire store ¹	<i>vehicle servicing position</i>	\$ 2,437.50	\$203.13		\$0	40

¹ If vehicle servicing is secondary to convenience market or fast food business, use small retail rate above for building space only

NONRETAIL BUSINESS

Office	Workers at desks	1000sf	\$ 2,437.50	\$101.56		\$0	80
Industrial	Workers on shop floor	1000sf	\$ 2,437.50	\$101.56		\$0	80
Education	Schools, colleges	1000sf	\$ 2,437.50	\$101.56		\$0	80
Warehouse	Storage with minimal employment	1000sf	\$ 2,437.50	\$ 20.31		\$0	400

OTHER

Church, theater	Large space used in off-hours	1000sf	\$ 2,437.50	\$ 61.10		\$0	133
Recreation bldg	Health club, community center	1000sf	\$ 2,437.50	\$ 81.25		\$0	100
Movie theater	single or multi-screen	1000sf	\$ 2,437.50	\$ 81.25		\$0	100
Recreation land	Golf course, park	<i>acre</i>	\$ 2,437.50	\$ 20.31		\$0	400
Marina	Moorage for boats	<i>slip</i>	\$ 2,437.50	\$ 12.19		\$0	667
Park & Ride	Transit related car parking	<i>stall</i>	\$ 2,437.50	\$ 61.10		\$0	133

SPECIAL CASES

Not specified above	Use rate per peak hour trip	<i>pk hr trip</i>	\$ 2,437.50	\$ 81.25		\$0	100
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Fee schedule is based on typical trip generation rates, standardized across groups of similar land use categories

Formula 2 - LARGE Developments

Fee = Base Fee + Rate per Unit * DevelopmentUnits

If calculated fee is **LESS** than \$10,563, use formula for Small Developments instead

Land Use Category	Typical examples or indicators	Development Unit	(a) Base Fee ¹	(b) Rate ¹ Per Unit	(c) Enter Development Size	(a)+(b)*(c) Calculate Total Fee	MINIMUM No. of Units for this formula
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RESIDENTIAL

Residential - independent living	Single family, apartments, townhomes, condos	DU	\$ 6,500.00	\$ 40.63		\$0	100
Assisted living facilities	Residents don't drive; caregivers are employed	<i>bed</i>	\$ 6,500.00	\$ 10.16		\$0	400

RETAIL BUSINESS

Small Retail < 10KSF	Restaurants, banks, mini-mart ¹	1000sf	\$ 6,500.00	\$ 406.25	use other table	use other table	NA
General Retail 10KSF-200KSF	Most stores, small shopping centers	1000sf	\$ 6,500.00	\$101.57		\$0	40
Large Retail >200ksf	Most shopping centers, superstores	1000sf	\$ 6,500.00	\$ 18.75		\$0	200
Day care	Child-care facilities	1000sf	\$ 6,500.00	\$101.57		\$0	40
Medical facilities - all	Clinic, hospital, dental, veterinary	1000sf	\$ 6,500.00	\$101.57		\$0	40
Hotel, motel by size	All types of rooms for rent	1000sf	\$ 6,500.00	\$ 40.63		\$0	100
Automotive services	Gas station, car wash, quick lube, tire store ¹	<i>vehicle servicing position</i>	\$ 6,500.00	\$101.57		\$0	40

¹ If vehicle servicing is secondary to convenience market or fast food business, use small retail rate above for building space only

NONRETAIL BUSINESS

Office	High density employment	1000sf	\$ 6,500.00	\$ 50.78		\$0	80
Industrial	Low density employment	1000sf	\$ 6,500.00	\$ 50.78		\$0	80
Education	Schools, colleges	1000sf	\$ 6,500.00	\$ 50.78		\$0	80
Warehouse	Storage with minimal employment	1000sf	\$ 6,500.00	\$ 10.16		\$0	400

OTHER

Church, theater	Large space used in off-hours	1000sf	\$ 6,500.00	\$ 30.55		\$0	133
Recreation bldg	Health club, community center	1000sf	\$ 6,500.00	\$ 40.63		\$0	100
Movie theater	single or multi-screen	1000sf	\$ 6,500.00	\$ 40.63		\$0	100
Recreation land	Golf course, park	<i>acre</i>	\$ 6,500.00	\$ 10.16		\$0	400
Marina	Moorage for boats	<i>slip</i>	\$ 6,500.00	\$ 6.10		\$0	667
Park & Ride	Transit related car parking	<i>stall</i>	\$ 6,500.00	\$ 30.55		\$0	133

SPECIAL CASES

Not specified above	Use rate per peak hour trip	<i>pk hr trip</i>	\$ 6,500.00	\$ 40.63		\$0	100
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Fee schedule is based on typical trip generation rates, standardized across groups of similar land use categories

ZONING AND LAND USE FEES

II. ZONING AND LAND USE FEES

A. Zoning Fees

	2013 Fee	1.16% Increase	2014 Fee	
1. Annexation Petitions and Election Requests ²				
Base Fee	\$13,154	152.59	\$13,307	
PLUS per acre	\$79	0.92	\$80	
2. Comprehensive Plan Amendment (includes \$500 non-refundable docketing fee)	\$3,927	45.55	\$3,973	CMC 14.25.020(2)
PLUS consultant costs if accepted by Planning Commission		Billed separately		
3. Development Regulation Amendment (includes \$500 non-refundable docketing fee)	\$3,366	39.05	\$3,405	
PLUS consultant costs if accepted by Planning Commission		Billed separately		
4. Land Use Written Determination/Certification ¹ Type 1 decision letter	\$425	4.93	\$430	Multiple citations
5. Development Agreement Fee			\$4,140	
Plus hourly fee exceeding 30 hours of staff time			\$138	

1. Some written determinations may require additional consultant pass-through costs as authorized by the Covington Municipal Code.

2. Fee does not include any costs associated with development of Sub-Area Plans and development regulations.

B. Conditional Use Permits

1. Conditional Use Permit (CUP)				CMC 18.125.020
a. CUP (stand alone permit)	\$10,395	120.58	\$10,516	
b. CUP w/ Commercial Site Development	\$2,958	34.31	\$2,992	
c. Amendment to CUP	\$3,635	42.17	\$3,677	

C. Temporary Use/Re-use of a Facility

1. Temporary Use Permit	\$270	3.13	\$273	CMC 18.85.100
2. Re-use of Closed Public School Facilities	\$1,808	20.97	\$1,829	CMC 18.85.220

D. Zoning Variance/Downtown Design Departure/Appeals				
1. Zoning Variance (Type 3)	\$6,800	78.88	\$6,879	CMC 18.125.030
2. Design Departure from the City of Covington Design Guidelines and Standards	\$270	3.13	\$273	CMC 18.31.050
3. Appeals to Hearing Examiner	\$636	7.38	\$643	CMC 14.35.110(1)

E. Sign Permits				
1. Sign Permits				CMC 18.55.050(1)
a. Freestanding sign, each	\$606	7.03	\$613	
b. Wall-mounted sign (up to 3)	\$606		\$414	
Additional per sign over 3 signs	\$136	1.58	\$138	
c. Temporary sign permit	\$136	1.58	\$138	
2. Sign Variance	\$6,800	78.88	\$6,879	CMC 18.55.090

F. Wireless Communications Facilities				
1. Wireless Communications Facilities (WCF)				CMC 18.70
a. WCF - Type 1	\$407	4.72	\$412	
b. WCF - Type 2 Administrative	\$1,491	17.30	\$1,508	
c. WCF - Type 3 - New WCF Tower or Height Waiver	\$1,955	22.68	\$1,978	

G. Multifamily Tax Exemption Fees				
1. Multifamily property tax exemption application	\$780	9.05	\$789	CMC 3.80
2. Amendment of approved contract	\$542	6.29	\$548	
3. Extension time for the conditional tax exempt certificate	\$271	3.14	\$274	
4. Application for final certificate of tax exemption	\$780	9.05	\$789	

1. If approved, a \$150 processing fee for filing with King County Department of Records and Elections will be required.

H. Other Services (per hour fee)	\$136	1.58	\$138	
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III. RIGHT-OF-WAY FEES

	2013 Fee	1.16% Increase	2014 Fee	
A. Right-of-Way Use Permit ¹				CMC 12.35.040
Up to 300 lineal feet	\$437	5.07	\$442	
Over 300 lineal feet	\$690	8.00	\$698	
PLUS \$2.00 per foot over 300 lineal feet				
B. Right-of-Way Use Permit Extension				CMC 12.35.050(4)
Up to 300 lineal feet	\$437	5.07	\$442	
Over 300 lineal feet	\$690	8.00	\$698	
PLUS \$2.00 per foot over 300 lineal feet				
C. Right-of-Way Use - Non-Construction (e.g. parade. Block party. Oversize load, etc.)	\$138	1.60	\$139	CMC 12.35.040
D. Right-of-Way Construction Permit (Franchised Utility)				CMC 12.65.040(1)
Up to 300 lineal feet	\$437	5.07	\$442	
Over 300 lineal feet	\$690	8.00	\$698	
PLUS \$2.00 per foot over 300 lineal feet				
E. Right-of-Way Placement Permit (Non-franchised Utility)				CMC 12.67.050(5)
Up to 300 lineal feet	\$437	5.07	\$442	
Over 300 lineal feet	\$690	8.00	\$698	
PLUS \$2.00 per foot over 300 lineal feet				
F. Right-of-Way Use Permit - Aerial Work				
Base fee (non-construction)	\$138	1.60	\$139	
Per pole fee	\$138	1.60	\$139	
G. Right-of-Way Use Permit - Aerial & Pole Replacement				
Base fee (construction)	\$437	5.07	\$442	
Per pole fee	\$273	3.17	\$276	
H. Failure to Call in Job Start	\$138	1.60	\$139	
I. Petition for Vacation of Right-of-Way	\$983	11.41	\$995	CMC 12.55.070
PLUS pass through consultant costs		Billed separately		
J. Limited Special Permit to Exceed Bridge Load Limit (hourly rate)	\$136	1.58	\$138	CMC 12.20.020

1. The fee is applicable to a request for the relocation of an existing driveway.

IV. BUILDING FEES

A. Building Code Fees

CMC 15.05.060

1. Building Permit Fee Table

Project Value	Fee
\$1 - \$500	\$35
\$500 - \$2,000	\$35 for first \$500, plus \$7 per each additional \$100 or fraction thereof up to and including \$2,000
\$2,001 - \$25,000	\$140 for first \$2,000, plus \$17 per each additional \$1,000 or fraction thereof up to and including \$25,000
\$25,001 - \$50,000	\$531 for first \$25,000, plus \$14 per each additional \$1,000 or fraction thereof up to and including \$50,000
\$50,001 - \$100,000	\$881 for first \$50,000, plus \$13 per each additional \$1,000 or fraction thereof up to and including \$100,000
\$100,001 - \$500,000	\$1,531 for first \$100,000, plus \$13 per each additional \$1,000 or fraction thereof up to and including \$500,000
\$500,001 - \$1,000,000	\$6,731 for first \$500,000, plus \$9 per each additional \$1,000 or fraction thereof up to and including
\$1,000,001 +	\$11,231 for first \$1,000,000, plus \$9 per each additional \$1,000 or fraction thereof

2. Other Inspections and Fees

2013 Fee 1.16% Increase 2014 Fee

a. Inspections outside of normal business hours

Base fee

\$272 3.16 \$275

PLUS hourly rate beyond two hours

\$136 1.58 \$138

b. Reinspecton fees assessed per IBC 305.8

\$136 1.58 \$138

c. Other inspections

\$136 1.58 \$138

d. Additional plan review

\$136 1.58 \$138

e. Plan review and/or inspection by outside consultants

Actual costs

3. Building Permit Plan Review (due at time of application)

65% of building permit fee

4. Misc. Single-Family Residential Building Permit Fees

a. Re-roofs

\$197 2.29 \$199

b. Manufactured home placement, per unit

\$197 \$414

c. Fences over 6 feet tall

Valuation-based

d. Demolition, per site

\$261 \$414

e. Permit Extension Request

\$136 1.58 \$138

5. Miscellaneous Commercial Building Permit Fees			
a. Permit Extension Request	\$136	1.58	\$138
b. Temporary Certificate of Occupancy	\$271	3.14	\$274

B. Mechanical Permit Fees			CMC 15.05.060
1. Permit Issuance	\$38		\$50 CMC 18.125.020
2. Supplemental Permit Issuance	\$15	0.17	\$15
3. Mechanical Unit Fee Schedule			
a. Furnace	\$23	0.27	\$23
b. Furnace over 100,000 Btu/h (29.3 kw)	\$26	0.30	\$26
c. Floor furnace	\$23	0.27	\$23
d. Unit heater	\$23	0.27	\$23
e. Appliance vent	\$12	0.14	\$12
f. Boiler or compressor up to 3 hp, or absorption system up to 100,000	\$22	0.26	\$22
g. Boiler or compressor over 3 up to 15 hp, or absorption system 100,001-500,000 Btu/h	\$36	0.42	\$36
h. Boiler or compressor over 30 up to 50 hp, or absorption system 1,000,001-1,750,000 Btu/h	\$72	0.84	\$73
i. Boiler or compressor over 50 hp or absorption system over 1,750,00	\$119	1.38	\$120
j. Air-handling unit up to 10,000 cfm	\$15	0.17	\$15
k. Air-handling unit over 10,000 cfm	\$26	0.30	\$26
l. Evaporative cooler	\$15	0.17	\$15
m. Ventilation fan	\$12	0.14	\$12
n. Mechanical hood	\$15	0.17	\$15
o. Domestic-type incinerator	\$26	0.30	\$26
p. Commercial or industrial-type incinerator	\$22	0.26	\$22
q. Miscellaneous appliance	\$15	0.17	\$15
r. Gas piping system, 1-5 outlets Each outlet over 5	\$6	0.07	\$6
s. Hazardous process piping system (HPP), 1-4 outlets	\$10	0.12	\$10
t. Hazardous process piping system (HPP), 5 or more outlets, each	\$6	0.07	\$6
4. Commercial Mechanical Permit Plan Review	65% of mechanical permit fee		

C. Plumbing Permit Fees

CMC 15.05.060

1. Permit Issuance	\$38	0.44	\$38
2. Supplemental Permit Issuance	\$15	0.17	\$15
3. Plumbing Unit Fee Schedule			
a. One trap or set of fixtures on one trap	\$12	0.14	\$12
b. Building sewer and each trailer park sewer	\$23	0.27	\$23
c. Rainwater systems, per drain (inside building)	\$12	0.14	\$12
d. Water heater and/or vent	\$12	0.14	\$12
e. Gas-piping system, 1-5 outlets	\$10	0.12	\$10
f. Additional outlet exceeding 5, each	\$6	0.07	\$6
g. Industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as	\$12	0.14	\$12
h. Installation or alteration of drainage or vent piping and/or water treating equipment, each	\$12	0.14	\$12
i. Repair or alteration of drainage or vent piping, each fixture	\$12	0.14	\$12
j. Lawn sprinkler system on any one meter including backflow protection devices	\$12	0.14	\$12
k. Atmospheric-type vacuum breakers, 1-5	\$10	0.12	\$10
l. Additional breakers exceeding 5, each	\$6	0.07	\$6
m. Backflow device other than atmospheric-type vacuum breakers, 2-inch or smaller	\$12	0.14	\$12
n. Backflow device other than atmospheric-type vacuum breakers, over 2 inches	\$23	0.27	\$23
o. Initial installation and testing for reclaimed water system	\$40	0.46	\$40
p. Annual cross-connection testing of reclaimed water system (excluding initial test)*	\$40	0.46	\$40
q. Medical gas piping system serving 1-5 inlets/outlets for a specific	\$67	0.78	\$68
r. Additional medical gas inlets/outlets, each	\$10	0.12	\$10
*Additional hourly rate may apply to complex systems			
4. Commercial Plumbing Permit Plan Review	65% of plumbing permit fee		

V. FIRE FEES	
A. Fire Permit Fee Table CMC 15.20.010	
Project Value	Fee
\$1-\$500	\$198
\$501 - \$2000	\$198 for first \$501, plus \$7 per eac additional \$100 or fraction thereof up to and including \$2000
\$2001 - \$25,000	\$303 for first \$2,001, plus \$3 per each additional \$1,000 or fraction thereof up to and including \$25,000
\$25001 - \$50,000	\$372 for first \$25,001, plus \$8 per each additional \$100 or fraction thereof, up to and including \$100,000
\$50,001 - \$100,000	\$572 for first \$50,001, plus \$6 per each additional \$1,000 or fraction thereof, up to and including \$100,000
\$100,001 - \$500,000	\$872 for first \$100,001, plus \$4 per each additional \$10,000 or fraction thereof, up to and including \$500,000
\$500,0001+	\$1,032 for first \$500,001, plus \$4 per each additional \$10,000 or fraction thereof

B. Fire Code Construction Permit CMC 15.20.010					
1. Plan Review Fee (due at application)	65% of fire permit fee	2013 Fee	1.16% Increase	2014 Fee	CMC 18.125.020
2. Permit Fee (due at issuance)	See fire permit fee table				
3. Commercial Tanks					
a. First tank		\$271	3.14	\$274	
b. Additional tanks		\$271	3.14	\$274	
4. Residential Tanks					
a. First tank		\$271	3.14	\$274	
b. Additional tanks		\$136	1.58	\$138	
5. Residential tank removal/fill		\$203	2.35	\$205	
6. Commercial tank removal/fill		\$271	3.14	\$274	
7. Residential Emergency Generator		\$271	3.14	\$274	
8. Commercial Emergency Generator		\$542	6.29	\$548	
9. Hazardous Materials (oer hour)		\$136	1.58	\$138	
10. Permit extensions or approvals					
a. Single family residential		\$162	1.88	\$164	
b. Final and correction inspections		\$261	3.03	\$264	
c. Full fire inspection	20% of original permit fee				

C. Building and Land Use Plan Review				CMC 15.20.010
1. Commercial Building Permit				
0-10,000 sq. ft.		\$542	6.29	\$548
10,001 - 50,000 sq. ft.		\$1,491	17.30	\$1,508
50,001 sq. ft. and up		\$2,033	23.58	\$2,057
2. Multi-Family Building Permit	5% of building permit fee			
3. Single-family Permit	5% of building permit fee			
4. Subdivisions (at preliminary plat review)		\$677	7.85	\$685
5. Short subdivisions (at preliminary plat review)		\$609	7.06	\$616
6. Boundary line adjustments (case by case)		\$136	1.58	\$138
7. Commercial Site Development and Multi-Family				
0-10,000 sq. ft.		\$542	6.29	\$548
10,001 - 50,000 sq. ft.		\$1,084	12.57	\$1,097
50,001 sq. ft. and up		\$1,355	15.72	\$1,371
8. Binding site plan, in conjunction with commercial site development permit		\$203	2.35	\$205

D. Annual Fire Code Enforcement Inspection				CMC 15.20.010
1. Fire Code Permitted Business (per hour)		\$136	1.58	\$138
2. General Business (per hour)		\$136	1.58	\$138

E. Fireworks				CMC 15.20.250
1. Fireworks stands (rate set by state law)		\$100		\$100
2. Fireworks displays (rate set by state law)		\$100		\$100

F. Other				CMC 15.20.010
1. Inspections outside of normal business hours				
Base fee		\$272	3.16	\$275
PLUS hourly rate beyond two hours (per hour)		\$136	1.58	\$138
2. Re-inspection (per hour)		\$136	1.58	\$138
3. Other inspections (per hour)		\$136	1.58	\$138
4. Additonal plan review (per hour)		\$136	1.58	\$138
5. Request for a code modification (per hour)		\$136	1.58	\$138
6. Request for alternative material and method (per hour)		\$136	1.58	\$138
7. Plan review and/or inspection by outside consultants	Actual costs			

VI. TECHNOLOGY MANAGEMENT FEE

A **\$40.00 technology surcharge** is assessed for each of the following transactions: Building permit, plumbing permit, mechanical permit, fire permit, sign permit, demolition permit, right-of-way use permit, etc. The fee is collected at the time of issuance for the building specific permits and right-of-way use permits. A technology surcharge will be assessed for development projects at each step in the land-use process (Concurrency Review, Preliminary, Engineering, Notice to Proceed and Final approvals). Individual impact fees not paid with an associated building permit will be required to pay a separate technology surcharge fee at the time of payment.

ADMINISTRATIVE CHARGES			
A. Business Licenses	2013 Fee	1.16% Increase	2014 Fee
1. Business license fee, (New)	\$60		
2. Business license for home occupation or home industry (New)	\$60		
3. Business license renewal fee	\$60		
4. Peddler's permit fee	\$99	\$ 1.15	\$100
PLUS technology surcharge	\$40		
5. Special event license (3-day license)	\$141	\$ 1.64	\$143
PLUS technology surcharge	\$40		
B. City Clerk's Office			
1. Agenda-only subscription (City Council and all commissions)	No charge		
2. Copies of audio tapes of meetings, per tape	Actual cost		
3. Verbatim transcripts, requires \$400 deposit when ordered	Actual cost		
4. Copy - CD ROM	Actual cost		
5. Paper copies on copier (no charge first 5 pages), per page	\$0.15		
C. Finance Department			
1. Finance Documents - copies available at City Hall for viewing			
a. Final Budget	Actual Cost		
b. Preliminary Budget	No charge		
c. Financial Statement	Actual Cost		
2. Returned item fee (i.e. NSF, chargeback, etc.)	Actual Cost		

D. Miscellaneous Fees	
1. Maps larger than 11" x 17"	Actual Cost
2. Community Room	
a. Reservation fees - Weekdays during normal City Hall business hours (8am to 5pm)	\$28/hour
b. Reservation fees - Weekends, holidays, times other than normal City Hall business hours	\$64/hour
c. Facility monitor hourly rate (set by Executive Department)	\$12/hour
d. Kitchen use fee (set by Executive Department)	\$30
e. Refundable damage/cleaning deposit	\$250
f. Processing fee for refunds for cancellations (set by Executive Department)	\$10/per transaction
3. Promotional Items	
a. City of Covington hats, mugs, etc.	Actual Cost
b. Covington historical books	Actual Cost

Impact Fees / Other Section A

Transportation Impact Fees (TIF) CMC Chapter 12. 105

Residential Subdivisions: The TIF is based on fees in effect at the time of building permit issuance. Fees are calculated on a per lot basis and are paid prior to (or at time of) building permit issuance.

Commercial Site Development (includes multi-family): The TIF is based on fees in effect at the time of the building permit issuance. Fees are paid prior to (or at time of) building permit issuance.

Fees are determined by the City on a project by project basis, same methodology set forth in the code section cited above.

Refer to the Traffic Impact Fee Rate Table and Calculation Sheet for specific fees.

Worksheet for Transportation Impact Fee of New Development

Pursuant to Ordinance No. 08-10 (Effective October 1, 2010)

Development Name:

Street Location:

City Case Number:

Size of Development:

Residential: Enter number of dwelling units:

Other: Enter building square feet / 1000, or other unit if applicable. (see Table 1)

Total sq. ft. / units

Enter ITE Land Use Code (or word description) from Table 1 columns 1-2, for reference:

ITE L.U. Code:

 (a)

Transportation Impact Fee Rate per Unit of Development:

Enter corresponding Fee per Land Use Unit from Table 1 last column:

Note: Fee rate per Land Use Unit is based on adopted Fee per Vehicle-Mile of impact at top of Table 1.

 (b)

Transportation Impact Fee:

Size of Development x Impact Fee Rate:

(a) x (b) =

 (c)

Total Transportation Impact Fee Due for this Development:

 (c)

Appendix B. Traffic Impact Rate Table

PM Avg K-factor = 0.091 Avg Daily Fee/Trip = \$ 406

This table uses ITE⁽¹⁾ driveway trip rates, with adjustments, to derive the net new impact per unit of development, in vehicle-miles-traveled (VMT). See ITE for details of land use categories.⁽⁹⁾

ITE LAND USE NAME	ITE LAND USE CODE	ITE LAND USE UNIT ⁽¹¹⁾	ITE Avg SIZE ⁽⁹⁾	ITE GROSS TRIP RATE / UNIT ⁽³⁾		DISCOUNT PASS-BY TRIPS ⁽⁴⁾	ITE Pk/Daily K-Factor	NET DAILY VMT IMPACT RATE / UNIT ⁽⁵⁾	FEE PER LAND USE UNIT
				PM	DAILY				
RESIDENTIAL									
<i>Signature elements: places where people live with active lifestyles. Afternoon peak hour traffic is mainly inbound.</i>									
Single-Family (Detached) Housing	210	Dwelling	214	1.00	9.52	0%	10.5%	9.52	\$ 4,461
Duplex (Detached) Housing	use 210	Dwelling	same	1.00	9.52	0%	10.5%	9.52	\$ 4,461
Multifamily, 3+ Bedrooms	use 231	Dwelling	234	0.78	7.41	0%	10.5%	7.41	\$ 3,479
Multifamily, under 3 Bedrooms	blend 220, 221, 230	Dwelling	250	0.60	6.00	0%	10.0%	6.00	\$ 2,676
Mobile Home Park	240	Dwelling	168	0.59	4.99	0%	11.8%	4.99	\$ 2,632
Self-contained Retirement Community ⁽⁷⁾	251	Dwelling	862	0.27	3.68	0%	7.3%	3.68	\$ 1,204
Senior Adult Housing-Attached	252	Dwelling	147	0.25	3.44	0%	7.3%	3.44	\$ 1,115
Congregate Care Facility, Nursing Home, Elderly Housing (Attached) <i>please see Non-Retail, assisted living facilities</i>									
NON-RETAIL									
<i>Signature elements: places where most traffic is generated by employees, rather than customers, patrons or residents. Includes some public facilities and some assisted-living types of residential facilities. Peak hour main direction varies.</i>									
Employment Centers									
Office Building (Single Building)	blend 710, 714, 715	1000 sq. ft.	150-300	1.50	11.42	0%	13.1%	11.42	\$ 6,691
Office Park (Multiple Buildings)	750	1000 sq. ft.	370	1.48	11.42	0%	13.0%	11.42	\$ 6,602
Business Park (Multiple Buildings)	770	1000 sq. ft.	379	1.26	12.44	0%	10.1%	12.44	\$ 5,621
Research & Development Center	760	1000 sq. ft.	306	1.07	8.11	0%	13.2%	8.11	\$ 4,773 %T ⁽¹⁰⁾
General Light Industrial	110	1000 sq. ft.	357	0.97	6.97	0%	13.9%	6.97	\$ 4,327 %T ⁽¹⁰⁾
Industrial Park	130	1000 sq. ft.	447	0.85	6.83	0%	12.4%	6.83	\$ 3,792 %T ⁽¹⁰⁾
Manufacturing	140	1000 sq. ft.	325	0.73	3.82	0%	19.1%	3.82	\$ 3,256 %T ⁽¹⁰⁾
General Heavy Industrial	120	1000 sq. ft.	1544	0.68	1.50	0%	45.3%	1.50	\$ 3,033 %T ⁽¹⁰⁾
Trucking and Storage Facilities									
1 Warehousing (Industrial)	150	1000 sq. ft.	354	0.32	3.56	0%	9.0%	3.56	\$ 1,427 %T ⁽¹⁰⁾
2 Mini-Warehouse (Self-Service Storage)	151	1000 sq. ft.	58	0.26	2.50	0%	10.4%	2.50	\$ 1,160
High-Cube Warehouse/Distribution Center	152	1000 sq. ft.	302	0.12	1.68	0%	7.1%	1.68	\$ 535 %T ⁽¹⁰⁾
4 Intermodal Truck Terminal	30	Acres	12	6.55	81.90	0%	8.0%	81.90	\$ 29,218 %T ⁽¹⁰⁾
Institutions									
Church, with Weekday Programs	560	1000 sq. ft.	17	2.00	30.00	20%	6.7%	24.00	\$ 7,137
High School	530	1000 sq. ft.	225	0.97	12.89	10%	7.5%	11.60	\$ 3,894
Elementary and Junior High School	520	1000 sq. ft.	55	0.20	14.49	20%	1.4%	11.59	\$ 714
Church, No Weekday Programs	560	1000 sq. ft.	17	0.40	6.00	0%	6.7%	6.00	\$ 1,784
Assisted Living Facilities									
Nursing Home	620	Beds	99	0.22	2.74	10%	8.0%	2.47	\$ 883
Congregate Care Facility, Elderly Housing (Attached)	253	Living unit	164	0.17	2.02	10%	8.4%	1.82	\$ 682

Notes:

- (1) V.S.P. (Vehicle Servicing Position) = space provided for one vehicle to be fueled or washed; not necessarily "pumps" or "hoses"
- (2) Use total rooms for hotel/motel; 15% vacancy factor is incorporated in gross trip rate. Excludes facilities with major restaurants and meeting places.
- (3) ITE Trip Generation Manual, 9th edition. Some ITE rates are smoothed and averaged to eliminate statistically insignificant differences.
- (4) Pass-by Reduction eliminates trips diverted from the stream of traffic "passing by" a retail site, which add no vehicle-miles of impact on the road system.
- (5) Net New VMT Impact Trip Rate = ITE Gross Trip Rate * (1 - % Pass-by)
- (6) For shopping centers over 65,000 sq. ft., see ITE for logarithmic trip rate formula.
- (7) A retirement community is "self-contained" only if it provides a full range of facilities on-site for medical care, recreation, shopping, dining, etc.
For "assisted living" retirement facilities serving the non-driving elderly with caregivers employed on-site, use Congregate Care Centers under NON-RETAIL.
- (8) Average size of developments comprising the ITE database. May be useful to distinguish between otherwise similar-sounding classes.
- (9) Trip rate for any land use not covered by this table shall be determined by the Director of Public Works.
- (10) This land use generates heavy truck travel. Truck surcharge must be calculated.
- (11) Units expressed as 1000 sq. ft. refer to habitable gross building area, not land area. Units expressed as "acres" refer to land area.

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PM Avg K-factor = 0.091 Avg Daily Fee/Trip = \$ 406

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				PM	DAILY				
RETAIL									
<i>Signature elements: non-residential activity with traffic generated mainly by customers or patrons, not employees. Inbound and outbound are roughly equal most of the day. Some public facilities are thus "retail".</i>									
Automobile-related Sales									
Auto Parts Sales	843	1000 sq. ft.	8	5.98	61.91	50%	9.7%	30.96	\$ 13,338
Auto Care Center (Multiple Stores)	942	1000 sq. ft.	12	3.11	38.87	20%	8.0%	31.10	\$ 11,098
Car Sales, New and Used	841	1000 sq. ft.	30	2.62	32.30	10%	8.1%	29.07	\$ 10,518
Automobile Servicing									
Gasoline/Service Station no Mini-Mart	944	V.S.P. ⁽¹⁾	8	13.87	168.56	80%	8.2%	33.71	\$ 12,374
Self-Service Car Wash	947	V.S.P. ⁽¹⁾	7	5.54	75.00	50%	7.4%	37.50	\$ 12,356
Gasoline/Service Station with Mini-Mart	945	V.S.P. ⁽¹⁾	10	13.51	162.78	80%	8.3%	32.56	\$ 12,053
Quick-Lube Vehicle Shop	941	V.S.P. ⁽¹⁾	2	5.19	40.00	50%	13.0%	20.00	\$ 11,576
Tire Store	848, 849	V.S.P. ⁽¹⁾	8	3.32	32.00	50%	10.4%	16.00	\$ 7,405
Social-Recreational Activities									
Coffee and Donut Shop w/o Drive-Through Window	936	1000 sq. ft.	4	40.75	503.09	80%	8.1%	100.62	\$ 36,355
Fast-Food Restaurant with Drive-Through Window	934	1000 sq. ft.	4	32.65	496.12	80%	6.6%	99.22	\$ 29,128
Library	590	1000 sq. ft.	16	7.30	56.24	10%	13.0%	50.62	\$ 29,307
Quality Restaurant	931	1000 sq. ft.	9	7.49	89.95	20%	8.3%	71.96	\$ 26,729
Sit-Down Restaurant	932	1000 sq. ft.	6	9.85	127.15	50%	7.7%	63.58	\$ 21,969
Lodge/Fraternal Organization, with dining facilities	591	1000 sq. ft.	n/a	6.00	48.00	10%	12.5%	43.20	\$ 24,088
Health/Fitness Club	492	1000 sq. ft.	36	3.53	32.93	10%	10.7%	29.64	\$ 14,172
Bowling Alley	437	1000 sq. ft.	24	1.71	33.33	10%	5.1%	30.00	\$ 6,865
Recreational Community Center	495	1000 sq. ft.	65	2.74	33.82	10%	8.1%	30.44	\$ 11,000
Racquet/Tennis Club	491	1000 sq. ft.	48	0.84	14.03	10%	6.0%	12.63	\$ 3,372

Notes:

- (1) V.S.P. (Vehicle Servicing Position) = space provided for one vehicle to be fueled or washed; not necessarily "pumps" or "hoses"
- (2) Use total rooms for hotel/motel; 15% vacancy factor is incorporated in gross trip rate. Excludes facilities with major restaurants and meeting places.
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- (5) Net New VMT Impact Trip Rate = ITE Gross Trip Rate * (1 - % Pass-by).
- (6) For shopping centers over 65,000 sq. ft., see ITE for logarithmic trip rate formula.
- (7) A retirement community is "self-contained" only if it provides a full range of facilities on-site for medical care, recreation, shopping, dining, etc.
For "assisted living" retirement facilities serving the non-driving elderly with caregivers employed on-site, use Congregate Care Centers under NON-RETAIL.
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				PM	DAILY				
RETAIL									
<i>Signature elements: non-residential activity with traffic generated mainly by customers or patrons, not employees. Inbound and outbound are roughly equal most of the day. Some public facilities are thus "retail".</i>									
Community Retail Focus									
Walk-in Bank	911	1000 sq. ft.	5	12.13	156.48	65%	7.8%	54.77	\$ 18,938
Drive-in Bank	912	1000 sq. ft.	4	24.30	148.15	75%	16.4%	37.04	\$ 27,099
Convenience Market	851 - 853	1000 sq. ft.	3	50.00	640.00	85%	7.8%	96.00	\$ 33,455
DVD/Video Rental Store	896	1000 sq. ft.	7	13.60	140.00	55%	9.7%	63.00	\$ 27,300
Pharmacy/Drug Store	880, 881	1000 sq. ft.	13	8.71	89.10	30%	9.8%	62.37	\$ 27,203
Supermarket and Discount Supermarket	850, 854	1000 sq. ft.	62	10.45	102.24	45%	10.2%	56.23	\$ 25,638
Hardware/Paint Store	816	1000 sq. ft.	21	4.84	51.29	25%	9.4%	38.47	\$ 16,192
Building Materials & Lumber Store	812	1000 sq. ft.	11	4.49	45.16	20%	9.9%	36.13	\$ 16,023
Apparel Store	876	1000 sq. ft.	5	3.83	66.40	20%	5.8%	53.12	\$ 13,668
Shopping Center, under 65,000 sq. ft. ⁽⁶⁾	820	1000 sq. ft.	50	3.71	42.70	50%	8.7%	21.35	\$ 8,275
Specialty Retail Center (Strip Mall)	826	1000 sq. ft.	105	2.71	44.32	20%	6.1%	35.46	\$ 9,671
Destination Retail Focus									
1 Free-Standing Discount Store	815	1000 sq. ft.	111	4.98	57.24	30%	8.7%	40.07	\$ 15,550
2 Toy/Children's Superstore	864	1000 sq. ft.	46	4.99	60.00	30%	8.3%	42.00	\$ 15,581
3 Discount Club (Membership Warehouse Store)	857	1000 sq. ft.	112	4.18	41.80	20%	10.0%	33.44	\$ 14,917
4 Electronics Superstore	863	1000 sq. ft.	37	4.50	45.04	30%	10.0%	31.53	\$ 14,051
5 Free-Standing Discount Superstore	813	1000 sq. ft.	154	4.35	50.75	20%	8.6%	40.60	\$ 15,523
6 Factory Outlet Center	823	1000 sq. ft.	146	2.29	26.59	10%	8.6%	23.93	\$ 9,194
7 Home Improvement Superstore	862	1000 sq. ft.	100	2.33	30.74	10%	7.6%	27.67	\$ 9,354
8 Furniture Store	890	1000 sq. ft.	67	0.45	5.06	10%	8.9%	4.55	\$ 1,807
11 Nursery (Garden Center)	817	Acres	4	8.06	108.10	10%	7.5%	97.29	\$ 32,358
12 Nursery (Wholesale)	818	Acres	24	0.45	19.50	10%	2.3%	17.55	\$ 1,807
SPECIAL CASES									
<i>Signature Elements: Characteristics not matched with groups above</i>									
State Motor Vehicles Department/Licensing Agency	731	1000 sq. ft.	10	17.09	166.02	30%	10.3%	116.21	\$ 53,364
US Post Office	732	1000 sq. ft.	31	11.22	108.19	60%	10.4%	43.28	\$ 20,020
Medical/Dental Office or Clinic	630, 720	1000 sq. ft.	71	3.66	33.00	10%	11.1%	29.70	\$ 14,694
Day Care Center	565	1000 sq. ft.	4	12.34	74.06	80%	16.7%	14.81	\$ 11,009
Hospital	610	1000 sq. ft.	500	0.93	13.22	10%	7.0%	11.90	\$ 3,734
Hotel/Motel - No Convention Facilities	310-312, 320	Total Rooms⁽²⁾	200	0.53	6.50	10%	8.2%	5.85	\$ 2,128

Notes:

- (1) V.S.P. (Vehicle Servicing Position) = space provided for one vehicle to be fueled or washed; not necessarily "pumps" or "hoses"
- (2) Use total rooms for hotel/motel; 15% vacancy factor is incorporated in gross trip rate. Excludes facilities with major restaurants and meeting places.
- (3) ITE Trip Generation Manual, 9th edition. Some ITE rates are smoothed and averaged to eliminate statistically insignificant differences.
- (4) Pass-by Reduction eliminates trips diverted from the stream of traffic "passing by" a retail site, which add no vehicle-miles of impact on the road system.
- (5) Net New VMT Impact Trip Rate = ITE Gross Trip Rate * (1 - % Pass-by)
- (6) For shopping centers over 65,000 sq. ft., see ITE for logarithmic trip rate formula.
- (7) A retirement community is "self-contained" only if it provides a full range of facilities on-site for medical care, recreation, shopping, dining, etc.
For "assisted living" retirement facilities serving the non-driving elderly with caregivers employed on-site, use Congregate Care Centers under NON-RETAIL.
- (8) Average size of developments comprising the ITE database. May be useful to distinguish between otherwise similar-sounding classes.
- (9) Trip rate for any land use not covered by this table shall be determined by the Director of Public Works.
- (10) This land use generates heavy truck travel. Truck surcharge must be calculated.
- (11) Units expressed as 1000 sq. ft. refer to habitable gross building area, not land area. Units expressed as "acres" refer to land area.

Impact Fees / Other Section B

School Impact Fee

CMC Chapter 18.120

The School Impact Fee is collected for residential development projects or projects with a residential component.

For a Plat/Subdivision, 100% of the fees can be paid per the fee schedule that is in effect at the time of Final Plat approval. Alternately, the School Impact Fee for each individual single family residence can be paid prior to issuance of the building permit for that SF residence, based on the impact fees in effect at the time of application for that building permit.

For development of existing lots (including plats that were finalized without payment of school impact fees) 100% of the fees are to be paid per the schedule in effect at the time of building permit application, and are to be paid prior to building permit issuance (or at time of issuance).

The only exception to the above references of when fees are assessed and paid are: 1) lots covered under a Plat Condition of Approval with different requirements.

ORDINANCE NO. 12-11 (Exhibit B)

2013 Kent School District Impact Fee Schedule

Single-family, per dwelling unit	\$ 5,486.00
Multi-family, per dwelling unit	\$ 3,378.00

Impact Fees / Other Section C

Park Impact Fee CMC 14.92

Park Impact Fees have been authorized by City Council, but are not being collected at this time.

Impact Fees / Other Section D

Fee-in-Lieu of Recreation Space CMC 18.35.160

Most residential developments are required to provide on-site recreation space. The City may, at its sole discretion, allow the applicant to meet some or all of the on-site recreational space requirements by paying a fee in lieu of recreation space. Fees are determined by the City on a project-by-project basis, using the methodology set forth in the code section cited above.



CITY OF COVINGTON
 Permit Services
 16720 SE 271st Street, Suite 100
 Covington, WA 98042

Phone: 253-480-2400
 Fax: 253-480-2401
 www.covingtonwa.gov

FEE-IN-LIEU OF OPEN SPACE CALCULATION SHEET

Plat Name: _____ Plat Number: _____

Zoning: _____ Date: _____

- | | |
|--|--|
| 1. Valuation per Residential Acre | \$5.00 SF multiplied by required SF* |
| Valuation per Commercial Acre | \$18.00 SF multiplied by required SF** |
| Valuation of Improvements | \$6.00 SF multiplied by required SF*** |

2. Required Open Space:

$$\text{_____ sq. ft.} \times \text{_____} = \text{_____ sq. ft. (____ acres)****}$$

$$\text{Open space per unit / lot} \times \text{\# of units / lots} = \text{required open space}$$

3. Fee-in-Lieu of Open Space:

$$\text{_____} + \$ \text{_____} \times \text{_____} = \$ \text{_____}$$

$$\text{Improvement Value**} + \text{Land Value} \times \text{required open space} = \text{Fee DUE}$$

- * Value based on Department estimates of land value, as amended annually; King County Office of Assessment data or average land cost in King County indicates a land value of \$199,170 per acre in 1999. Covington area value ranges from \$100,000 to \$150,000 per acre.
- ** Value based on Department estimates of land value, as amended annually; Today's Real Estate, Inc. data on average commercial land cost in Covington area, year 2000 sales.
- *** Improvement value is calculated by the Department based on an average cost for providing improvements (\$4.00 per SF).
- **** 43,560 sq. ft./acre

**Impact Fees / Other
Section E**

Storm and Surface Water Service Charge

SUBJECT: CONSIDER ORDINANCE REVISING COUNCIL COMPENSATION.

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENTS:

1. Proposed Ordinance Amending Ordinance No. 8-97 to Revise the Salaries of the Mayor and Councilmembers.
2. Ordinance No. 8-97, “An Ordinance of the City of Covington, Washington, Confirming the Salaries of the Mayor and Councilmembers.”
3. Ordinance No. 19-99, “An Ordinance of the City Council of the City of Covington, King County, Washington, Amending Ordinance No. 8-97 to Revise the Salaries of the Mayor and Councilmembers.”

PREPARED BY: Noreen Beaufreere, Personnel Manager

EXPLANATION:

At the October 22, 2013, regular council meeting, Personnel Manager Noreen Beaufreere presented the results of a comprehensive salary survey conducted to collect data on mayor and councilmember salaries from select comparable cities, pursuant to the city’s Compensation Program procedure (“2013 Survey”). The 2013 Survey results showed that Covington’s mayor’s salary is 61% below the average of the comparable cities, while Covington’s councilmembers’ salaries are 31.5% below the comparable average. These large deviations remained even after the salary data of one comparable city—University Place—was eliminated from the comparison data because their salaries were drastically higher than the remaining comparable cities.

The above-noted results were not unexpected for two reasons:

- 1) Council compensation had not been surveyed since 1999; and
- 2) Cost-of-living adjustments (COLAs) have never been applied to council salaries, though they have been applied annually to staff salaries.

The October 22, 2013, salary survey agenda bill contained a chart demonstrating how much closer present-day council compensation would be to the comparable cities in the 2013 Survey if the same annual COLAs approved for city staff had been applied since the last council compensation revision in January, 2000 (-16.2% for the mayor and +13.1% for councilmembers). Even further, the compensation increases adopted in January 2000 were less than the amount recommended by staff at that time (based on the 1999 salary survey results of comparable cities). Had the revised compensation rates in January 2000 been increased by the full amount recommended by staff, and if annual COLAs were applied to that rate, there would be almost no present-day salary deviation from the 2013 Survey results (just -1.1% for the mayor’s compensation and 0% for councilmember compensation).

As a result of the 2013 Survey findings, staff was directed by council at the city’s October 26, 2013 Budget Workshop to prepare an ordinance to bring councilmember and mayor

compensation rates on par with those of the comparable cities and to apply the same annual COLAs approved for city staff to councilmember and mayor compensation rates.

It is to be emphasized that if council adopts the compensation rate adjustments as presented in the proposed ordinance (Attachment 1), those rate adjustments will not take immediate effect. The Washington State constitution provides that the salary of a councilmember cannot be increased or decreased during their term of office (or, in other words, after they have already been elected). Pursuant to RCW 35A.13.040, the implementation of an ordinance that changes compensation rates must be delayed for each council position until after the next election for that position has occurred following the adoption of said ordinance. The implementation date of the salary increase for each councilmember position and the appointed mayor position is specified below and in the proposed ordinance.

ALTERNATIVES:

1. Not to implement the salary revisions based on the 2013 Survey or to delay implementation.
2. To implement different salary revisions than those based on the 2013 Survey.

Staff does not recommend either of the alternatives, as the mayor and councilmembers' salaries are currently grossly misaligned when compared to those of the comparable cities. That misalignment will only continue to increase unless corrective action is taken to place and maintain the compensation rates on par with those of the comparable cities.

FISCAL IMPACT:

The fiscal impact of bringing the compensation for the mayor and councilmember positions on par with the comparable market will not occur until after the next council election takes place in November 2015 and will be staggered based on the election cycle for each council position, pursuant to state statute. Accordingly, starting January 1, 2016, the monthly compensation assigned to Council Position Nos. 1, 3, 5 and 7, will increase to \$600.00 plus the amount of approved COLAs for 2014, 2015, and 2016, and then each approved COLA annually thereafter. Starting January 1, 2018, the monthly compensation assigned to Council Position Nos. 2, 4 and 6 will each increase to \$600.00 plus the amount of approved COLAs for 2014, 2015, 2016, 2017, and 2018, and then each approved COLA annually thereafter. The implementation date of the additional \$200.00 per month stipend for the position of mayor will depend on the council position the mayor holds at the time of appointment (i.e. if the mayor appointed on January 1, 2016, holds Council Position No. 1, 3, 5, or 7, the stipend will be implemented on that date; if on January 1, 2016, the appointed mayor holds Council Position No. 2, 4, or 6, the stipend would not be implemented until January 1, 2018).

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

Councilmember _____ moves, and Councilmember _____ seconds, to adopt an ordinance amending Ordinance No. 8-97 to revise the salaries of the mayor and councilmembers; establishing a compensation implementation date; and establishing an effective date.

REVIEWED BY: City Manager, City Attorney, Finance Director

ATTACHMENT 1

ORDINANCE NO. 13-13

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 8-97 TO REVISE THE SALARIES OF THE MAYOR AND COUNCILMEMBERS; ESTABLISHING A COMPENSATION IMPLEMENTATION DATE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, RCW 35A.13.040 directs that the salaries of the city's mayor and councilmembers be fixed by ordinance and may be revised from time to time by ordinance; and

WHEREAS, pursuant to RCW 35A.13.040, implementation of an ordinance adjusting the compensation of either the mayor or councilmember positions must be delayed until a position has passed the next election following adoption of said ordinance; and

WHEREAS, the city council previously passed Ordinance No. 8-97 on June 10, 1997, which set the salaries of the mayor and councilmembers during their initial term of office; and

WHEREAS, the city council subsequently passed Ordinance No. 19-99 on July 20, 1999, revising the mayor's compensation from \$187.50 per month to \$500.00 per month and the councilmembers' compensation from \$150.00 per month to \$450.00 per month based upon the salaries paid to the mayors and councilmembers of comparable cities surveyed in 1999; and

WHEREAS, taking into account the results of a survey, conducted by city staff in 2013, of mayor and councilmembers' compensation in comparable cities and presented to the city council for their discussion at the council's regular meeting of October 29, 2013; the significant time commitment and workload demands placed upon said elected officials to attend a multitude of council, local, and regional meetings; and because it has been fourteen years since the city council revised the compensation for the mayor and councilmember positions, the city council has determined that the mayor and councilmember compensation established by Ordinance No. 19-99 is no longer on par with those of comparable cities and it is, therefore, appropriate that the current salary structure be revised;

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

Section 1. Amendment to Ordinance No. 8-97. Section 1 of Ordinance No. 8-97 shall be and hereby is amended in whole part to read as follows:

Section 1. Salaries of the Mayor and Councilmembers. City councilmembers shall each be paid compensation at the rate of \$150.00 per month. The Mayor shall be paid compensation at the rate of \$187.50 per month. Commencing January 1, 2000, city councilmembers shall each be paid monthly compensation at the rate of \$450.00 and the mayor shall be paid monthly compensation at the rate of \$500.00. Commencing January 1, 2014, the base rate of compensation for each and every councilmember position shall

be \$600.00 per month and the appointed position of mayor shall receive an additional stipend of \$200.00 per month. Also commencing January 1, 2014, an annual cost-of-living adjustment (COLA) shall be applied to the councilmember base compensation rate in the same manner as applied to city staff compensation. The annual COLA shall not apply to the appointed mayor's additional stipend. The compensation schedule as provided hereinabove is in addition to other benefits provided the council by ordinance or resolution including, but not limited to, social security replacement and life insurance.

Section 2. Implementation Dates of Compensation Increases. In accordance with RCW 35A.13.040, requiring implementation of an ordinance adjusting the compensation of either the mayor or councilmember positions to be delayed until a position has passed the next election following adoption of such ordinance, the councilmember compensation established in this ordinance shall be implemented on January 1, 2016, for Council Position Nos. 1, 3, 5 and 7; and shall be implemented on January 1, 2018, for Council Position Nos. 2, 4 and 6. The additional stipend for the position of mayor shall either be implemented on January 1, 2016, if the councilmember appointed mayor on that same date holds Council Position No. 1, 3, 5, or 7; or shall be implemented on January 1, 2018, if the councilmember appointed mayor on January 1, 2016, holds Council Position No. 2, 4, or 6.

Section 3. Corrections. Upon the approval of the City Attorney, the City Clerk is authorized to make any necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 4. Severability. If any provision of this ordinance, or ordinance modified by it is determined to be invalid or unenforceable for any reason, the remaining provision of this ordinance and ordinances and/or resolutions modified by it shall remain in force and effect.

Section 5. Effective Date. This ordinance shall be in full force and effect five (5) days after its passage, approval, posting, and publication as provided by law. A summary of this ordinance may be published in lieu of publishing the ordinance in its entirety.

PASSED by the city council of the City of Covington on this 26th day of November, 2013.

Mayor Margaret Harto

ATTESTED:

PUBLISHED: December 6, 2013
EFFECTIVE: December 11, 2013

Sharon Scott, City Clerk

APPROVED AS TO FORM:

Sara Springer, City Attorney

ORDINANCE NO. 8-97

**AN ORDINANCE OF THE CITY OF COVINGTON, WASHINGTON,
CONFIRMING THE SALARIES OF THE MAYOR AND COUNCILMEMBERS**

WHEREAS, RCW 35A.13.040, provides for the compensation of Councilmembers during their initial term of office; and,

WHEREAS, the Mayor and the City Council of the City of Covington shall be entitled to a salary while serving as an elected official; NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL OF COVINGTON,
WASHINGTON, AS FOLLOWS:**

Section 1. Salaries of the Mayor and Councilmembers. The Mayor shall receive a salary of \$187.50 per month and Councilmembers shall receive a salary of \$150.00 per month.

This ordinance shall be in full force and effect five days, after its passage, approval, posting, and publishing as provided by law. A summary of this ordinance may be published in lieu of publishing the ordinance in its entirety.

ADOPTED BY THE CITY COUNCIL ON JUNE 10, 1997.



Pat Dull
Mayor

Delores A. Mead
City Clerk

APPROVED AS TO FORM:

[Signature]
Legal Consultant Duncan C. Wilson

ordsalaries97/jw
Published: 6/22/97
Effective: 6/27/97

ATTACHMENT 3

ORIGINAL

ORDINANCE NO. 19-99

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 8-97 TO REVISE THE SALARIES OF THE MAYOR AND COUNCILMEMBERS.

WHEREAS, the City Council previously passed Ordinance No. 8-97 which sets the salaries of the Mayor and Councilmembers during their initial term of office; and

WHEREAS, RCW 35A.13.040 directs that the salaries of the Mayor and Councilmembers be fixed by ordinance and may be revised from time to time by ordinance; and

WHEREAS, based upon the salaries paid to the mayor and councilmembers of comparable cities, as well as the significant time commitment and workload demands placed upon said elected officials in Covington, the City Council has determined that it is appropriate that the current salary structure be revised effective January 1, 2000;

Now, therefore, the City Council of the City of Covington, King County, Washington, do ordain as follows:

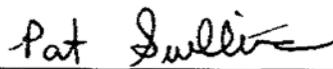
Section 1. Section 1 of Ordinance No. 8-97 shall be and hereby is amended to read as follows:

Section 1. Salaries of the Mayor and Councilmembers. City councilmembers shall each be paid compensation at the rate of \$150.00 per month. The Mayor shall be paid compensation at the rate of \$187.50 per month. Commencing January 1, 2000, city councilmembers shall each be paid monthly compensation at the rate of \$450.00 and the mayor shall be paid monthly compensation at the rate of \$500.00. The salary schedule as provided hereinabove is in addition to other benefits provided the Council by ordinance or resolution including but not limited to social security replacement and life insurance.

Section 2. This ordinance shall be in full force and effect five days after its passage, approval, posting and publication as provided by law. A summary of this Ordinance may be published in lieu of publishing the ordinance in its entirety.

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

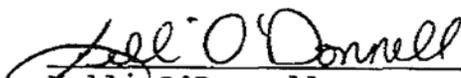
Passed by the City Council on the 20th day of July, 1999.



Mayor Pat Sullivan

PUBLISHED: July 30, 1999
EFFECTIVE: August 4, 1999

Attested:



Kelli O'Donnell
City Clerk

APPROVED AS TO FORM:



Duncan C. Wilson
City Attorney

SUBJECT: DISCUSSION OF CITY COUNCIL POLICY REGARDING ATTENDANCE AT COMMISSION MEETINGS.

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):
NA

PREPARED BY: Sara Springer, City Attorney

EXPLANATION:

A. Background

At a previous city council meeting, council expressed a desire to discuss the council’s policy regarding councilmember attendance at commission meetings, either in an official or unofficial capacity. Council raised the issue based on the perceived need for a consistent policy regarding councilmember attendance at commissions meetings, as well as a need to refresh councilmembers’ knowledge on legal and policy considerations regarding councilmember attendance at commission meetings.

The Covington City Council Rules of Procedure (ROP) currently do not address this issue.

B. Legal and Policy Considerations

The following are general legal and policy considerations for the council to weigh when discussing a potential policy regarding councilmember attendance at commission meetings. Of course, council is not limited to only these considerations when contemplating the adoption of a policy on this matter.

1. Appearance of Fairness Doctrine

Councilmember participation in, and discussion of, a quasi-judicial matter outside of the formal consideration of the matter by the council as a decision-making body should be carefully contemplated and ultimately avoided when possible. The doctrine is specifically applicable to councilmember interactions with the planning commission, which can and does consider quasi-judicial matters.

RCW 42.36.010 identifies quasi-judicial actions as “...those actions of the legislative body, planning commission, hearing examiner, ... or boards that determine the legal rights, duties or privileges of specific parties in a hearing or other contested case proceeding.” The following types of land use matters have been determined by the courts to be quasi-judicial if a public

hearing must be held: subdivisions, preliminary plat approvals, conditional use permits, SEPA appeals, rezones of specific parcels of property, variances, PUD approval and other types of discretionary zoning permits.

The appearance of fairness doctrine was developed as a method to assure that due process protections, normally applied in court proceedings, extend to certain administrative decision-making hearings—that the council's or planning commission's quasi-judicial actions are fair and unbiased in both appearance and fact. The courts have identified three major categories of bias that may serve as grounds for the disqualification of decision-makers who perform quasi-judicial functions: personal interest, prejudgment of issues, and partiality.

Councilmember participation at certain planning commission meetings could raise questions of bias based on prejudgment and/or impartiality. Decision-makers of quasi-judicial matters are expected to reserve judgment and not pre-judge an issue before the official testimony is presented. Impartiality in a proceeding may be undermined by a decision-maker's prejudgment of a pending quasi-judicial matter before the council. Accordingly, a councilmember's attendance and expression of opinions at a planning commission meeting when a quasi-judicial matter is being considered (and where the commission is in a position to make an advisory recommendation to the council) could rise to an appearance of fairness violation. The courts are so sensitive to the importance of this doctrine that merely showing an interest that might influence a member of the commission is sufficient enough to rise to an appearance of fairness violation—the interest does not have to actually affect the commissioner.

Even though RCW 42.36.070 states that a decision-maker who participated in earlier proceedings on the same matter that resulted in an advisory recommendation is not automatically disqualified from participating in the subsequent quasi-judicial proceedings, such participation could potentially affect the applicant's right to a fair hearing and provided a basis to challenge the council's decision on the matter.

If a councilmember does discuss a pending quasi-judicial matter outside of the administrative hearing process, the councilmember should place the substance of the written or oral communication on the record, make a public announcement of the content of the communication, and allow the public an opportunity to rebut the substance of the communication. This will not guarantee that the council's decision will not be challenged based upon the appearance of fairness doctrine; however, it is the best practice that courts have identified to attempt to cure a possible doctrine violation.

Given all of the above, the generally recommended policy is for councilmembers, at a minimum, to not attend planning commission hearings on quasi-judicial matters because of the possible appearance of fairness challenge of the council's final decision. A more conservative policy would prohibit councilmembers from attending any planning commission meetings, other than normally scheduled study sessions between the council and commission.

2. Councilmember Conduct Responsibilities

Councilmembers have the constitutional right to express their personal opinions on a topic and, in their personal time, attend any activities or events, including public meetings. However, whenever speaking publically outside of a council meeting, or attending activities or events, councilmembers must carefully distinguish between his/her personal opinion and the council's policy or majority position, when applicable. This responsibility should not be used to unduly prohibit councilmembers from speaking publically or attending activities or events of their choosing. Rather, this responsibility should govern councilmembers' mindfulness of their speech and actions in an official and unofficial capacity to avoid any undue influence or misrepresentation of the council's policies or majority opinions.

The rules of numerous other city councils contain provisions addressing councilmember conduct responsibilities in an official and unofficial capacity. Though such provisions do not expressly address councilmember attendance at commission meetings, the provisions are of a sufficiently general nature to govern all councilmember conduct outside of council meetings, including attendance at a public commission meeting.

3. Council / Commission Engagement

A final consideration when discussing a council policy regarding attendance of councilmembers at commission meetings relates to the council's desired form of engagement and interaction with the city's commissions. Unlike the prior two considerations, this consideration relates to softer factors regarding how the council wishes to engage and communicate with the city's commissions (i.e. if current communication channels between the council and the commissions are adequate; if a councilmember's appearance at a commission meeting is desired by a commission or inhibits the business of the commission, etc.). Council may collectively weigh the merits and relative priority of these considerations as part of the larger policy discussion.

C. Policy Options

The policy options for council to explore regarding this issue are many. Given the above considerations, potential policy options to consider include (but are not limited to):

1. Maintain the status quo of no formal or informal policy regarding councilmember attendance at commission meetings.
2. Adopt an informal policy amongst councilmembers regarding councilmember attendance at commission meetings and/or councilmember responsibilities regarding public speaking and actions in an official and unofficial capacity.
3. Adopt a formal policy on councilmember responsibilities regarding public speaking and actions in an official and unofficial capacity. Such policy could include the following:
 - Councilmembers have the right to express their personal opinions on a topic; provided, however, that whenever doing so outside of a council meeting, the

councilmember must carefully distinguish between his or her opinion and the council's policy or majority position, when such difference exists.

- Councilmembers, when expressing personal opinions or positions, should be careful to avoid undue influence of commissions and advisory boards.
4. Adopt a formal policy that allows councilmember attendance at commission meetings, with conditions. Such policy could include all or portions of the following:
- In general, individual councilmembers may attend commission meetings to observe the commission's discussion and action and should refrain from any comments or actions intended to influence the commission.
 - If a commission chair requests the presence of a councilmember at a Commission meeting, the councilmember shall inform the full council of the request.
 - If requested by the commission to express an opinion on an issue being discussed by the commission, the councilmember shall make it clear that the opinion they express is their own and should not be construed as reflecting the opinions of other councilmembers or of the full council.
5. Adopt a formal policy either strongly discouraging or prohibiting councilmember attendance at either certain commission meetings or all commission meetings generally.
- A complete restriction on councilmember attendance at all commission meetings is the most severe position that may be adopted and as such, is generally not recommended.
 - Rather, a policy either restricting councilmember attendance only at certain commission meetings (e.g. planning commission meetings with a quasi-judicial matter on the agenda), or strongly discouraging attendance (short of an actual prohibition), would be preferred.

ALTERNATIVES:

1. Provide additional direction to staff.

FISCAL IMPACT: None.

CITY COUNCIL ACTION: ___Ordinance ___Resolution ___Motion ___X___Other

Discussion item only.

REVIEWED BY: City Manager

DISCUSSION OF FUTURE AGENDA TOPICS:

**6:00 p.m., Tuesday, December 3, 2013 Special Meeting
Joint Meeting with CEDC and Chamber of Commerce Board**

**6:00 p.m. Tuesday, December 10, 2013 Special Meeting
Joint Meeting with Planning Commission**

7:00 p.m., Tuesday, December 10, 2013 Regular Meeting

**9:00 p.m. Tuesday, December 10, 2013 Transportation Benefit
District Special Meeting**

(Draft Agendas Attached)

*Draft*_{as}
of 11/21/2013

Covington: Unmatched quality of life



**CITY OF COVINGTON
SPECIAL MEETING AGENDA
CITY COUNCIL JOINT STUDY SESSION WITH ECONOMIC DEVELOPMENT
COUNCIL AND COVINGTON CHAMBER OF COMMERCE BOARD
Council Chambers – 16720 SE 271st Street, Suite 100, Covington**

Tuesday, December 3, 2013 - 6:00 p.m.

*****Please note meeting start time *****

GENERAL INFORMATION:

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

CALL CITY COUNCIL JOINT STUDY SESSION TO ORDER

ROLL CALL

APPROVAL OF AGENDA

ITEM(S) FOR DISCUSSION

1. Discuss Branding and CEDC Recommendation for Logo (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.

ADJOURN

For disability accommodations call 253-480-2400 at least 24 hours in advance. For TDD relay service call (800) 833-6384 and ask the operator to dial 253-480-2400.

Draft^{as}
of 11/21/2013

Covington: Unmatched quality of life



**CITY OF COVINGTON
SPECIAL MEETING AGENDA
CITY COUNCIL JOINT STUDY SESSION WITH PLANNING COMMISSION**
Council Chambers – 16720 SE 271st Street, Suite 100, Covington

Tuesday, December 10, 2013 - 6:00 p.m.

***Please note meeting start time ***

GENERAL INFORMATION:

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

CALL CITY COUNCIL JOINT STUDY SESSION TO ORDER

ROLL CALL

APPROVAL OF AGENDA

ITEM(S) FOR DISCUSSION

1. Receive Planning Commission Recommendation Regarding Hawk Property (Hart)
2. Discuss Town Center Design Guidelines (Hart)

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

ADJOURN

For disability accommodations call 253-480-2400 at least 24 hours in advance. For TDD relay service call (800) 833-6384 and ask the operator to dial 253-480-2400.

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



Covington: Unmatched quality of life
CITY OF COVINGTON
CITY COUNCIL REGULAR MEETING AGENDA
www.covingtonwa.gov



Tuesday, December 10, 2013
7:00 p.m.

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

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

CALL CITY COUNCIL REGULAR MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMENDATION

- Recognition of Councilmember David Lucavish

RECEPTION

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: November 26, 2013 Regular Meeting Minutes and December 3, 2013 Special Joint Meeting with CEDC & Chamber Board Minutes (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Authorize the City Manager to Execute an Agreement for Recycling Events for 2014 (Vondran)
- C-4. Pass Ordinance Adopting a 2013 Budget Amendment (Hendrickson)

NEW BUSINESS

- 1. MacLeod Reckord Covington Community Park Phase II Design Contract (Thomas)
- 2. Employee Pride Awards (Beaufreere)
- 3. Consider Ordinance Adopting the CY2014 Operating and Capital Budget (Hendrickson/Parker)

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.

Covington: Unmatched Quality of Life

DRAFT as of 11/21/13



CITY OF COVINGTON TRANSPORTATION BENEFIT DISTRICT SPECIAL MEETING

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

Tuesday, December 10, 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 Board, 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 July 9, 2013 Special Meeting and July 23, 2013 Special Meeting (Scott)

New Business

1. Funding; Next Steps

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.