

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



**Tuesday, March 25, 2014**  
**7:00 p.m.**

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

---

*Council will interview Human Services Commission applicants beginning at 5:00 p.m.*

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

**ROLL CALL/PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PUBLIC COMMUNICATION**

- International Student Exchange Day Proclamation (Kentlake and Kentwood High Schools)

**RECEPTION TO WELCOME EXCHANGE STUDENTS AND TEACHERS**

**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: February 11, 2014 Regular Meeting and February 25, 2014 Special Study Session (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Consider Amendment to Contract for Covington Community Park Maintenance (Vondran)
- C-4. Resolution Authorizing LWCF Grant Application for Covington Community Park Construction (Feser)
- C-5. Resolution Authorizing WWRP Grant Application for Covington Community Park Construction (Feser)
- C-6. Resolution Authorizing WWRP Grant Application for South Covington Park Acquisition (Feser)

**REPORTS OF COMMISSIONS**

- Human Services Vice-Chair Leslie Hamada: March 13 meeting.
- Arts Chair Sandy Bisordi: March 13 meeting.
- Parks & Recreation Chair Steven Pand: March 19 meeting.
- Planning Chair Sean Smith: March 6 meeting; March 20 meeting canceled.
- Economic Development Council Co-Chair Jeff Wagner: February 27 meeting.

**NEW BUSINESS**

1. Consider Appointments to Human Services Commission (Council)
2. Discuss Covington Community Park Phase II 50% Design Alternatives (Feser)
3. Present and Discuss Parks CIP/CFP (Feser)
4. Presentation of 2013 Year End Financials (Hendrickson)
5. Discuss Council's Commissioner Interview Procedures (Matheson)

**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: March 25, 2014

SUBJECT: APPROVAL OF MINUTES: FEBRUARY 11, 2014 CITY COUNCIL REGULAR MEETING MINUTES AND FEBRUARY 25, 2014 CITY COUNCIL SPECIAL STUDY SESSION 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 February 11, 2014 City Council Regular Meeting Minutes and the February 25, 2014 City Council Special Study Session Minutes.**

**City of Covington  
Regular City Council Meeting Minutes  
Tuesday, February 11, 2014**

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

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271<sup>st</sup> Street, Suite 100, Covington, Washington, Tuesday, February 11, 2014, at 7:05 p.m., with Mayor Margaret Harto presiding.

**COUNCILMEMBERS PRESENT:**

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

**COUNCILMEMBERS ABSENT:**

Jeff Wagner.

**Council Action: Councilmember Scott moved and Councilmember Snoey seconded to excuse Mayor Pro Tem Wagner who had a sick family member. Vote: 6-0. Motion carried.**

**STAFF PRESENT:**

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

Mayor Harto opened the meeting with the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

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

**PUBLIC COMMUNICATION:**

- Planning Commissioner Bill Judd was honored as the 2013 Commissioner of the Year.
- Austin Anderson of Kentlake Leadership accepted the National Teen Dating Violence Awareness and Prevention Month Proclamation.

The Council recessed at 7:15 p.m. for a reception honoring the 2013 Commissioner of the Year and reconvened at 7:30 p.m.

**PUBLIC COMMENT:**

Mayor Harto called for public comments.

**David Aldous, Parks & Recreation Commissioner**, thanked Council for support of parks and recreation in Covington.

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

**APPROVE CONSENT AGENDA:**

- C-1. Minutes: January 14, 2014 City Council Special & Regular Meeting Minutes; January 28, 2014 City Council Special Joint Study Session with Planning Commission Minutes; and January 28, 2014 City Council Regular Meeting Minutes.
- C-2. Vouchers: Vouchers #30597-30664, Including Vendor ACH Payments, in the Amount of \$333,212.98, Dated January 21 2014; and Paylocity Payroll Checks #1002015111-1002015119 Inclusive, Plus Employee Direct Deposits in the Amount of \$150,755.10, Dated January 31, 2014.

RESOLUTION NO. 14-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, AUTHORIZING THE PURCHASE OF A USED 2013 HITACHI ZX60 MINI-EXCAVATOR FROM PAPE MACHINERY.

- C-3. Approve Purchase of Mini Excavator.

RESOLUTION NO. 14-02

A RESOLUTION OF THE CITY OF COVINGTON APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE COVINGTON TRANSPORTATION BENEFIT DISTRICT AND THE CITY OF COVINGTON, KING COUNTY, WASHINGTON.

- C-4. Approve Interlocal Agreement Between City of Covington and Covington Transportation Benefit District.

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

**NEW BUSINESS:**

- 1. Accept Department of Commerce Grant for Covington Community Park.

Parks & Recreation Director Scott Thomas gave the staff report on this item.

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

**Council Action: Councilmember Snoey moved and Councilmember Cimaomo seconded to authorize the City Manager to sign the grant contract for construction of Covington Community Park Phase 2. Vote: 5-1 (Voting yes: Cimaomo, Harto, Mhoon, Scott, and Snoey; voting no: Lanza). Motion carried.**

2. Discuss and Consider Approval of Hawk Property Subarea Plan and Planned Action Ordinances.

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

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

ORDINANCE NO. 01-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON ADOPTING THE HAWK PROPERTY SUBAREA PLAN; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

**Council Action: Councilmember Snoey moved and Councilmember Scott seconded to pass Ordinance No. 01-14 to approve the Hawk Property Subarea Plan. Vote: 6-0. Motion carried.**

ORDINANCE NO. 02-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON ADOPTING COMPREHENSIVE PLAN AND FUTURE LAND USE MAP AMENDMENTS PERTAINING TO THE HAWK PROPERTY SUBAREA; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

**Council Action: Councilmember Snoey moved and Councilmember Mhoon seconded to pass Ordinance No. 02-14 to adopt certain Comprehensive Plan Amendments supporting the implementation of the Hawk Property Subarea Plan. Vote: 6-0 (Abstaining: Lanza). Motion carried.**

ORDINANCE NO. 03-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON ADOPTING NEW PROVISIONS TO CHAPTER 18 OF THE COVINGTON MUNICIPAL CODE PERTAINING TO THE

HAWK PROPERTY SUBAREA; PROVIDING FOR  
SEVERABILITY AND ESTABLISHING AN EFFECTIVE  
DATE.

**Council Action:** Councilmember Scott moved and Councilmember Snoey seconded to pass Ordinance No. 03-14 adopting amendments to the city’s development regulations supporting future development of the Hawk Property Subarea. Vote: 6-0. Motion carried.

ORDINANCE NO 04-14

AN ORDINANCE OF THE CITY OF COVINGTON,  
WASHINGTON, ESTABLISHING A PLANNED ACTION  
FOR THE HAWK PROPERTY PURSUANT TO THE STATE  
ENVIRONMENTAL POLICY ACT.

**Council Action:** Councilmember Mhoon moved and Councilmember Snoey seconded to pass Ordinance No. 04-14 adopting the Hawk Property Subarea Planned Action Ordinance. Vote: 6-0. Motion carried.

**COUNCIL/STAFF COMMENTS:**

Councilmembers and staff discussed Future Agenda Topics and made comments.

Councilmember Mhoon requested clarification regarding the Council’s position on the King County Transportation Benefit District issue to bring to her Public Issues Committee meeting; and Council reaffirmed that the Council’s position would remain neutral.

**PUBLIC COMMENTS:**

Mayor Harto called for public comments.

**Brian Ross, CEO of Oak Pointe Holdings,** thanked the Council, staff, and consultants for vision on Hawk Property item and praised them for being a city where they want to do business.

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

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:28 p.m.

Prepared by:

Submitted by:

---

Joan Michaud  
Senior Deputy City Clerk

---

Sharon Scott  
City Clerk

**City of Covington  
City Council Special Study Session Minutes  
Tuesday, February 25, 2014**

The Special Study Session was called to order in the City Council Chambers, 16720 SE 271<sup>st</sup> Street, Suite 100, Covington, Washington, Tuesday, February 25, 2014, at 6:04 p.m., with Mayor Harto presiding.

**COUNCILMEMBERS PRESENT:**

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

**STAFF PRESENT:**

Derek Matheson, City Manager; Don Vondran, Public Works Director; Rob Hendrickson, Finance Director; Kevin Klason, Covington Police Chief; Richard Hart, Community Development Director; Scott Thomas, Parks & Recreation Director; Sara Springer, City Attorney; Salina Lyons, Principal Planner; Nelson Ogren, Development Review Engineer; Robert Lindskov, City Engineer; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Margaret Harto called the study session to order.

**APPROVAL OF AGENDA:**

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

**ITEMS FOR DISCUSSION:**

1. Report from Town Center Development Partner.

City Manager Derek Matheson gave an overview of this item and then introduced Bart Brynestad, Partner & Senior Vice President with Panattoni Development. Panattoni and the partnership team consisting of Helix Design Group, Adolfson & Peterson Construction, and Pardini Design Group then proceeded with a brief presentation on their qualifications, why they are interested, and what they hope to accomplish in Covington Town Center.

Council provided comments, asked questions, and expressed admiration for Panattoni's projects.

**Council Action: There was Council consensus to authorize staff to partner with Panattoni Development Company to explore development opportunities in the Town Center and direct staff to provide updates and seek direction from the council at key intervals.**

**PUBLIC COMMENT:**

Mayor Harto called for public comments.

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

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 6:40 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: March 25, 2014

SUBJECT: APROVAL OF VOUCHERS.

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #30781-30826, Including Vendor ACH Payments in the Amount of \$127,843.96, Dated March 4, 2014; Vouchers #30827-30827 in the Amount of \$57.05, Dated March 13, 2014; and Paylocity Payroll Checks #1002169557-1002169562 Inclusive, Plus Employee Direct Deposits in the Amount of \$159,827.92, Dated March 14, 2014.

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION: Not applicable.

ALTERNATIVES: Not applicable.

FISCAL IMPACT: Not applicable.

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

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds, to approve for payment Vouchers #30781-30826, Including Vendor ACH Payments in the Amount of \$127,843.96, Dated March 4, 2014; Vouchers #30827-30827 in the Amount of \$57.05, Dated March 13, 2014; and Paylocity Payroll Checks #1002169557-1002169562 Inclusive, Plus Employee Direct Deposits in the Amount of \$159,827.92, Dated March 14, 2014.**

March 4, 2014

City of Covington

City of Covington

City of Covington  
Voucher/Check Register

Check # 30781 through Check # 30826, including vendor ACH payments

In the Amount of \$127,843.96

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

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

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

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

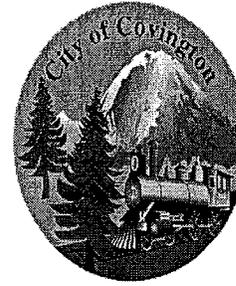
\_\_\_\_\_  
Marlla Mhoon  
City Councilmember

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

# Accounts Payable

## Checks by Date - Detail by Check Date

User: scles  
 Printed: 3/6/2014 11:19 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0418 20142	Olympic Environmental Resource Spring recycling program implementation	03/04/2014	5,215.25
Total for this ACH Check for Vendor 0418:				5,215.25
ACH	0706 4229 4229 4230 4230	Covington Retail Associates 1st floor; operating expenses, March 1st floor; building lease, March 2nd floor; operating expenses, March 2nd floor; building lease, March	03/04/2014	10,040.02 25,717.00 1,509.81 3,280.83
Total for this ACH Check for Vendor 0706:				40,547.66
ACH	1103 1103-3	Pat Patterson Patterson; Totem award presentation, mileage/pa	03/04/2014	38.54
Total for this ACH Check for Vendor 1103:				38.54
ACH	2250 C036	SBS Legal Services Legal services; February	03/04/2014	6,493.50
Total for this ACH Check for Vendor 2250:				6,493.50
ACH	2500 50771880 50772006	Tetra Tech, Inc. Hazard Mitigation Plan; services to 12/29/13 Hazard Mitigation Plan; services to 2/21/14	03/04/2014	16,827.55 10,338.08
Total for this ACH Check for Vendor 2500:				27,165.63
ACH	2555 41000307 41149964	NuCO2 LLC Aquatics; CO2 lease Aquatics; CO2 for pH control	03/04/2014	66.90 77.64
Total for this ACH Check for Vendor 2555:				144.54
ACH	2752 7009033-R 7009033-R 709035 709035	SMS Parks; landscaping, January Streets; landscaping, January Parks; landscaping, February Streets; landscaping, February	03/04/2014	452.86 1,072.97 905.72 2,145.94
Total for this ACH Check for Vendor 2752:				4,577.49
30781	2625 1180963-5298559	ACCIS Morrissey; ACCIS membership dues	03/04/2014	75.00
Total for Check Number 30781:				75.00
30782	0473 REN1R04	Alexander Hamilton Inst, Inc. Payroll Legal Alert; 5/1/14-4/30/15	03/04/2014	147.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30782:	147.00
30783	0088 086536-13113	American Planning Association Mueller; APA/AICP membership, 4/1/14-3/31/15	03/04/2014	340.00
			Total for Check Number 30783:	340.00
30784	0254 692932 692932 692932	American Public Works Assoc APWA agency dues, 4/1/14-3/31/15 APWA agency dues, 4/1/14-3/31/15 APWA agency dues, 4/1/14-3/31/15	03/04/2014	10.00 20.00 20.00
			Total for Check Number 30784:	50.00
30785	2033 5976 5977	Aquatic Specialty Services Aquatics; clean/calibration services, February Aquatics; pool chemicals	03/04/2014	124.90 681.86
			Total for Check Number 30785:	806.76
30786	2753 1169	ArchiveSocial Web/social media archiving; 2/8/14-2/7/15	03/04/2014	588.00
			Total for Check Number 30786:	588.00
30787	2215 21751	The Bag Lady, Inc. Sand bags; flooding of Gardner property	03/04/2014	358.38
			Total for Check Number 30787:	358.38
30788	2754 2754-3	Joshua Bowen Aquatics; pressure washer fuel/oil reimbursemen	03/04/2014	42.69
			Total for Check Number 30788:	42.69
30789	0026 140087 140087 140087 140087 140087	C&B Awards Parker; desk sign Buck; name badge Parrish; name badge Lindskov; name/desk badge Lindskov; name/desk badge	03/04/2014	7.87 8.96 8.96 10.10 6.74
			Total for Check Number 30789:	42.63
30790	2016 2016-2013 2016-2013 2016-2013 2016-2013	Richard Callahan Utility tax rebate; solid waste Utility tax rebate; cable Utility tax rebate; telephone Utility tax rebate; electricity	03/04/2014	19.42 54.10 10.32 113.67
			Total for Check Number 30790:	197.51
30791	2748 1000172.003	Eleanor Camacho Refund; community room rental deposit less add	03/04/2014	186.00
			Total for Check Number 30791:	186.00
30792	1997 117987675211 117987675211 117987675211	Capital One Commercial City hall; creamer, cocoa, paper products Maint shop; coffee, paper towels Maint shop; coffee, paper towels	03/04/2014	278.57 29.23 29.23

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	117987675211	Maint shop; coffee, paper towels		14.62
			Total for Check Number 30792:	351.65
30793	2270 6317966698B-3	CenturyLink City hall; telephone, 2/13-3/13/14	03/04/2014	47.75
			Total for Check Number 30793:	47.75
30794	0366 0366-3	City of Covington SWM utility tax; January	03/04/2014	357.89
			Total for Check Number 30794:	357.89
30795	1091 1045151-0	Complete Office Solutions Storage files	03/04/2014	154.16
			Total for Check Number 30795:	154.16
30796	0537 104587-3 105731-3 132670-3	Covington Water District Crystal view; water, 1/18-2/21/14 SR 516; water, 1/18-2/21/14 CCP; water, 1/18-2/21/14	03/04/2014	28.50 54.50 97.75
			Total for Check Number 30796:	180.75
30797	0771 341559	David Evans & Associates, Inc. Traffic concurrency; Wendy's Restaurant	03/04/2014	3,120.00
			Total for Check Number 30797:	3,120.00
30798	0765 92781360	ESRI ArcGIS/ArcPad maintenance; 5/5/14-5/4/15	03/04/2014	705.90
			Total for Check Number 30798:	705.90
30799	2012 2012-2013 2012-2013 2012-2013 2012-2013	Thomas Gates Utility tax rebate; natural gas Utility tax rebate; solid waste Utility tax rebate; cable Utility tax rebate; electricity	03/04/2014	28.74 28.12 42.26 67.12
			Total for Check Number 30799:	166.24
30800	2626 USINVMM0036384	GFI Software Spam filter service; 3/1/14-2/28/15	03/04/2014	1,404.00
			Total for Check Number 30800:	1,404.00
30801	1770 1770-3 1770-3	Richard Hart Hart; Chamber auction ticket reimbursement Hart; Chamber auction ticket reimbursement	03/04/2014	38.50 16.50
			Total for Check Number 30801:	55.00
30802	2648 2648-3	Hart's Gymnastics Gymnastics; instructors payment, 2/1-2/22/14	03/04/2014	70.00
			Total for Check Number 30802:	70.00
30803	1722 1-855543 1-859690	Honey Bucket Skate park; portable toilet rental, 2/5-3/4/14 CCP; portable toilet service, 2/13-3/12/14	03/04/2014	204.75 258.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30803:	462.75
30804	0902 1044146	Institute of Transp Engineers Lindskov; ITE membership dues	03/04/2014	304.28
			Total for Check Number 30804:	304.28
30805	0143 34298	King County Finance WRIA watershed planning; 3rd trimester 2013	03/04/2014	2,469.34
			Total for Check Number 30805:	2,469.34
30806	0204 0204-3	King County Pet Licensing Pet license remittance; February	03/04/2014	390.00
			Total for Check Number 30806:	390.00
30807	0600 0600-3	King County Recorder Oaths of office; additional recording fee	03/04/2014	3.00
			Total for Check Number 30807:	3.00
30808	1405 12038589MB	Lakeside Industries Asphalt tack bucket	03/04/2014	70.60
			Total for Check Number 30808:	70.60
30809	1622 14-CV02	Law Offices of Thomas R Hargan, PLLC Prosecution services through 2/28/14	03/04/2014	4,552.06
			Total for Check Number 30809:	4,552.06
30810	2020 2020-2013 2020-2013 2020-2013 2020-2013	Judy LeBlanc Utility tax rebate; electricity Utility tax rebate; natural gas Utility tax rebate; solid waste Utility tax rebate; cable	03/04/2014	64.58 58.87 12.89 55.97
			Total for Check Number 30810:	192.31
30811	1431 1431-3	Valerie Lyon Reimbursement; council meeting flowers and fru	03/04/2014	28.91
			Total for Check Number 30811:	28.91
30812	2263 2263-3	Hailey MacConaghy MacConaghy; mileage reimbursement, February	03/04/2014	7.84
			Total for Check Number 30812:	7.84
30813	2621 2621-3 2621-3	Jaquelyn Martinsons Instructor payment, Safe at home, 2/15 Instructor payment, Super sitters, 2/15	03/04/2014	168.00 378.00
			Total for Check Number 30813:	546.00
30814	1921 0647103	Mastermark Ink pads	03/04/2014	19.01
			Total for Check Number 30814:	19.01
30815	2013	Manfred Nitzsche	03/04/2014	



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2014-2013	Utility tax rebate; solid waste		16.42
	2014-2013	Utility tax rebate; cable		27.04
	2014-2013	Utility tax rebate; telephone		10.57
	2014-2013	Utility tax rebate; electricity		39.47
Total for Check Number 30822:				150.27
30823	2103	US Bancorp Equip Finance Inc.	03/04/2014	
	247368061	Workroom copier lease, March		639.10
	247704422	Reception copier; lease, March		93.40
	247826969	Police copier; lease, March		93.40
Total for Check Number 30823:				825.90
30824	2254	Washington Department of Revenue	03/04/2014	
	1712-2013-Qtr4	Business license credit card fees; 4th Qtr 2013		255.08
Total for Check Number 30824:				255.08
30825	2652	Wells Fargo Financial Leasing	03/04/2014	
	5000915424	Plotter/scanner; lease, 3/10-4/9/14		228.97
Total for Check Number 30825:				228.97
30826	1894	Diana Ziolkowski	03/04/2014	
	1894-3	Facility monitoring; 3/2/14		99.00
Total for Check Number 30826:				99.00
Total for 3/4/2014:				127,843.96
Report Total (53 checks):				127,843.96

March 13, 2014

City of Covington

City of Covington

City of Covington  
Voucher/Check Register

Check # 30827 through Check # 30827

In the Amount of \$57.05

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

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

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

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

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

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

# Accounts Payable

## Checks by Date - Detail by Check Date

User: scles  
Printed: 3/13/2014 1:57 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
30827	0366 0366-3	City of Covington Certified check for auction bid deposit	03/13/2014	57.05
Total for Check Number 30827:				57.05
Total for 3/13/2014:				57.05
Report Total (1 checks):				57.05

March 14, 2014

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 03/14/14 consisting of:

PAYLOCITY CHECK # 1002169557 through PAYLOCITY CHECK # 1002169562 inclusive,  
plus employee direct deposits

IN THE AMOUNT OF \$159,827.92

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

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

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

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

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

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

**03/14/14 Payroll Voucher**

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
106984	Regular	3/14/2014	377	Bates, Krista	99.73
106985	Regular	3/14/2014	246	Kirshenbaum, Kathleen	519.87
106986	Regular	3/14/2014	243	Lyon, Valerie	1,452.27
106987	Regular	3/14/2014	278	Matheson, Derek M	4,697.15
106988	Regular	3/14/2014	234	Mhoon, Darren S	1,397.09
106989	Regular	3/14/2014	162	Michaud, Joan M	1,909.58
106990	Regular	3/14/2014	123	Scott, Sharon G	2,488.18
106991	Regular	3/14/2014	313	Slate, Karla J	2,332.63
106992	Regular	3/14/2014	275	Hart, Richard	3,565.43
106993	Regular	3/14/2014	368	Mueller, Ann M	1,354.65
106994	Regular	3/14/2014	180	Cles, Staci M	1,780.71
106995	Regular	3/14/2014	146	Hagen, Lindsay K	1,536.57
106996	Regular	3/14/2014	235	Hendrickson, Robert	3,695.77
106997	Regular	3/14/2014	105	Parker, Cassandra	2,556.85
106998	Regular	3/14/2014	374	Allen, Joshua C	1,888.39
106999	Regular	3/14/2014	353	Dalton, Jesse J	1,715.74
107000	Regular	3/14/2014	373	Fealy, William J	1,901.04
107001	Regular	3/14/2014	301	Gaudette, John J	1,984.67
107002	Regular	3/14/2014	186	Junkin, Ross D	2,799.60
107003	Regular	3/14/2014	252	Wesley, Daniel A	2,175.39
107004	Regular	3/14/2014	268	Bykonen, Brian D	2,100.68
107005	Regular	3/14/2014	279	Christenson, Gregg R	2,091.38
107006	Regular	3/14/2014	270	Lyons, Salina K	2,323.13
107007	Regular	3/14/2014	269	Meyers, Robert L	3,285.62
107008	Regular	3/14/2014	284	Ogren, Nelson W	2,751.58
107009	Regular	3/14/2014	266	Thompson, Kelly	2,107.91
107010	Regular	3/14/2014	307	Morrissey, Mayson	2,778.58
107011	Regular	3/14/2014	199	Bahl, Rachel A	2,010.82
107012	Regular	3/14/2014	292	Carkeek, Lena	1,482.88
107013	Regular	3/14/2014	428	Feser, Angela M	2,741.43
107014	Regular	3/14/2014	293	MacConaghy, Hailey	2,065.51
107015	Regular	3/14/2014	397	Martinsons, Jaquelyn	221.81
107016	Regular	3/14/2014	195	Patterson, Clifford	2,430.73
107017	Regular	3/14/2014	306	Thomas, Scott R	3,509.33
107018	Regular	3/14/2014	106	Bates, Shellie L	2,004.16
107019	Regular	3/14/2014	349	Buck, Shawn M	1,622.43
107020	Regular	3/14/2014	273	French, Fred	989.44
107021	Regular	3/14/2014	436	Lindskov, Robert T	2,885.16
107022	Regular	3/14/2014	257	Parrish, Benjamin A	1,926.60
107023	Regular	3/14/2014	173	Vondran, Donald M	3,614.61
107024	Regular	3/14/2014	431	Allen, Kaitlyn	273.66
107025	Regular	3/14/2014	388	Andrews, Kaitlyn E	106.40
107026	Regular	3/14/2014	393	Blakely, Coleman P.	52.83
107027	Regular	3/14/2014	385	Cranstoun, Alexander M	141.49
107028	Regular	3/14/2014	417	Hendricks, Cole M	61.17
107029	Regular	3/14/2014	359	Houghton, Cassandra L	53.10
107030	Regular	3/14/2014	305	Kiselyov, Tatyana	170.23
107031	Regular	3/14/2014	425	Knox, John Q	27.81
107032	Regular	3/14/2014	423	McCarthy, Joseph	300.19
107033	Regular	3/14/2014	319	Praggastis, Alexander	390.10

107034 Regular	3/14/2014	429 Sizemore, Christine A	158.53
107035 Regular	3/14/2014	390 Tomalik, Stefan A	463.41
107036 Regular	3/14/2014	392 Wardrip, Spencer A	332.72
107037 Regular	3/14/2014	432 Wilton, Sara J	77.85
107038 Regular	3/14/2014	116 Beaufrere, Noreen	2,780.90
107039 Regular	3/14/2014	137 Throm, Victoria J	1,901.86
1002169557 Regular	3/14/2014	364 Newell, Nancy J	38.79
1002169558 Regular	3/14/2014	403 Bowen, Joshua W	563.73
1002169559 Regular	3/14/2014	430 Hanson, Sean C	44.49
1002169560 Regular	3/14/2014	412 Reynolds, Shannon J.	168.53
1002169561 Regular	3/14/2014	415 Rinck, Tyler P	77.85
<b>Totals for Payroll Checks 61 Items</b>			<b>94,980.74</b>

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
107040	AGENCY	3/14/2014	401SS	ICMA Retirement Trust	15,297.08
107041	AGENCY	3/14/2014	457Ex	Vantagepoint Transfer Agent-	10,767.64
107042	AGENCY	3/14/2014	CICOV	City of Covington	2,815.23
107043	AGENCY	3/14/2014		Emp City of Covington Employee	85.00
107044	AGENCY	3/14/2014	IC401	ICMA Retirement Trust	13,382.04
107045	AGENCY	3/14/2014	IC457	ICMA Retirement Trust	1,691.70
107046	AGENCY	3/14/2014	ROTH	ICMA Retirement Trust	100.00
107047	AGENCY	3/14/2014	VEBA	HRA VEBA Trust	1,976.06
1002169562	AGENCY	3/14/2014	JG1	WASH CHILD SUPPORT	110.41
<b>Totals for Third Party 9 Items</b>					<b>46,225.16</b>

Tax Liabilities	18,458.72
Paylocity Fees	163.30
<b>Grand Total</b>	<b><u>\$ 159,827.92</u></b>

## Consent Agenda Item C-3

Covington City Council Meeting

Date: March 25, 2014

SUBJECT: AUTHORIZE THE CITY MANAGER TO EXECUTE AMENDMENT #1 TO THE AGREEMENT FOR SERVICES WITH CANBER CORPS FOR MAINTENANCE AT COVINGTON COMMUNITY PARK.

RECOMMENDED BY: Don Vondran, Public Works Director

ATTACHMENT(S):

1. Amendment #1 to Agreement for Services with Canber Corps

PREPARED BY: Ross Junkin, Maintenance Supervisor

EXPLANATION:

On April 9, 2013 the City Council awarded the Covington Community Park Maintenance Agreement to the lowest, most qualified bidder, Canber Corps, to provide maintenance services for the landscaping and grounds at Covington Community Park as outlined in the agreement.

The process that resulted in the selection of Canber Corps included requesting bids from all landscape maintenance contractors on the Municipal Research and Services (MRSC) Small Works Roster. Twenty-three (23) companies requested bid specifications and plans. We received bids from six (6) companies. The lowest bid was from Canber Corps.

Canber Corp has done an acceptable job maintaining the landscaping and grounds at Covington Community Park for the past year including opening and closing the gates for the park at the beginning and end of each day. Therefore, Staff recommends extending the term of this agreement for another twelve months.

ALTERNATIVES:

Not to extend the agreement and advertise the project for competitive bids.

FISCAL IMPACT:

The contract is \$58,139.01 including sales tax (same as last year). The contract has provisions that allow discretionary work (extra costs) that will be approved by the city prior to any work being started. These funds are included in the 2014 Parks Maintenance budget.

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

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds, to authorize the City Manager to execute Amendment #1 to the Agreement for Services with Canber Corps for maintenance at Covington Community Park.**

REVIEWED BY: City Manager, City Attorney, Finance Director

CITY OF COVINGTON  
AGREEMENT FOR SERVICES

**ATTACHMENT 1**

**Amendment #1**

**Between the City of Covington and Canber Corps**

That portion of Contract No. 1179-13 between the City of Covington and Canber Corps is amended as follows:

1. Term of Agreement. Section 3 of the Agreement shall be amended to extend the term of the Agreement until April 30, 2015.
2. Compensation. Section 4.1 of the Agreement shall be amended to increase the amount not to exceed to \$208,000.

All other provisions of the contract shall remain in full force and effect.

Dated this 25<sup>th</sup> day of March, 2014.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

CITY OF COVINGTON

\_\_\_\_\_  
By: Derek Matheson  
Its: City Manager

Attest:

Approved as to form:

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

\_\_\_\_\_  
Sara Springer, City Attorney

CANBER CORPS

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

**Consent Agenda Item C-4**

Covington City Council Meeting

Date: March 25, 2014

SUBJECT: ADOPT RESOLUTION AUTHORIZING THE CITY MANAGER TO COMPLETE AN APPLICATION FOR FUNDING ASSISTANCE FROM LAND AND WATER CONSERVATION FUND (LWCF) FOR THE COVINGTON COMMUNITY PARK PHASE 2 CONSTRUCTION PROJECT.

RECOMMENDED BY: Scott Thomas, Parks and Recreation Director

ATTACHMENT(S):

1. Land and Water Conservation Fund Authorization Resolution

PREPARED BY: Angie Feser, Parks Planner

EXPLANATION:

Covington Community Park Phase 1 was completed in June of 2013. Currently, Phase 2 design is in progress, with construction scheduled in 2015. Although cost estimates are being refined during the existing design work, there is still a known shortfall of construction funding. Staff recommends the council to pass the attached resolution authorizing the city manager to apply for a grant from the Land and Water Conservation Fund for the Covington Community Park Phase 2 Construction project.

ALTERNATIVES:

1. Not adopt the resolution.

FISCAL IMPACT:

There is no net cost. Grant funds will off-set the financial impact of the city's portion of the project.

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

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_ seconds, to adopt a resolution authorizing the city manager to apply for LWCF grant funding for the Covington Community Park Phase 2 Construction project.**

REVIEWED BY: City Manager; City Attorney and Finance Director

**Local Agency**  
**Land and Water Conservation Fund**  
**Authorizing Resolution      ATTACHMENT 1**  
Development Type Projects

Organization Name City of Covington Resolution No. 14-06

Project Name(s) Covington Community Park Phase 2

This is a resolution that authorizes submitting application(s) for grant funding assistance for Land and Water Conservation Fund project(s) to the Recreation and Conservation Office as provided in Title 16, USC, Chapter 4601-4 as amended; WAC 286 and subsequent Legislative action.

WHEREAS, our organization has approved a comprehensive parks and recreation plan that includes this project; and

WHEREAS, under the provisions of the Land and Water Conservation Fund (LWCF) program, state grant assistance is requested to aid in financing the cost of facility development; and

WHEREAS, our organization considers it in the best public interest to complete the project described in the application(s);

NOW, THEREFORE, BE IT RESOLVED that:

1. The city manager is authorized to make formal application to the Recreation and Conservation Office for grant assistance;
2. Any grant assistance received will be used for direct costs associated with implementation of the project referenced above;
3. Our organization hereby certifies that our matching share of project funding will be derived from City Parks Capital Improvement Program and that we are responsible for supporting all non-cash commitments to this project should they not materialize.
4. We acknowledge that the grant assistance, if approved, will be paid on a reimbursement basis, meaning we will only request payment from the Recreation and Conservation Office after eligible and allowable costs have been incurred and payment remitted to our vendors, and that the Recreation and Conservation Office will hold retainage until the project is deemed complete.
5. We acknowledge that any facility developed through grant assistance from the Recreation and Conservation Funding Board must be reasonably maintained and made available to the general public at reasonable hours and times of the year according to the type of area or facility unless other restrictions have been agreed to by the Recreation and Conservation Office Director or the Recreation and Conservation Funding Board and the National Park Service.
6. We acknowledge that any facility developed with grant assistance from the Recreation and Conservation Funding Board must be dedicated for public outdoor recreation purposes, and be retained and maintained for such use for perpetuity unless otherwise provided and agreed to by our organization and the Recreation and Conservation Funding Board and the National Park Service.
7. We have read both the federal guidelines and state policies for the LWCF program and agree to abide by those guidelines and policies, and as LWCF grants are federal funds, our organization must comply with all applicable federal laws.
8. This resolution becomes part of a formal application to the Recreation and Conservation Office for grant assistance; and
9. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held:

Location Covington, Washington Date March 25, 2014

Signed and approved by the following authorized representative:

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date March 25, 2014

Attest: \_\_\_\_\_

Approved as to form \_\_\_\_\_

1/30/12  
Ref. #2012 LWCF- D

**Consent Agenda Item C-5**

Covington City Council Meeting

Date: March 25, 2014

**SUBJECT:** ADOPT RESOLUTION AUTHORIZING THE CITY MANAGER TO COMPLETE AN APPLICATION FOR FUNDING ASSISTANCE FROM WASHINGTON WILDLIFE AND RECREATION PROGRAM (WWRP) FOR THE COVINGTON COMMUNITY PARK PHASE 2 CONSTRUCTION PROJECT.

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

**ATTACHMENT(S):**

1. Washington Wildlife and Recreation Program Authorization Resolution

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

**EXPLANATION:**

Covington Community Park Phase 1 was completed in June of 2013. Currently, Phase 2 design is in progress, with construction scheduled in 2015. Although cost estimates are being refined during the existing design work, there is still a known shortfall of construction funding. Staff recommends the council to pass the attached resolution authorizing the city manager to apply for a grant from the Washington Wildlife and Recreation Program for the Covington Community Park Phase 2 Construction project.

**ALTERNATIVES:**

1. Not adopt the resolution.

**FISCAL IMPACT:**

There is no net cost. Grant funds will off-set the financial impact of the city's portion of the project.

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

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_ seconds, to adopt a resolution authorizing the city manager to apply for WWRP grant funding for the Covington Community Park Phase 2 Construction project.**

**REVIEWED BY:** City Manager; City Attorney and Finance Director

**Local Agency  
Washington Wildlife and Recreation Program  
Authorizing Resolution  
Development Type Projects**

Organization Name City of Covington Resolution No. 14-07

Project Name(s) Covington Community Park Phase 2 Construction

This is a resolution that authorizes submitting application(s) for grant funding assistance for Washington Wildlife and Recreation Program project(s) to the Recreation and Conservation Office as provided in Chapter 79A.15 RCW, Acquisition of habitat conservation and outdoor recreation lands, WAC 286 and subsequent Legislative action.

WHEREAS, our organization has approved a comprehensive parks and recreation plan or habitat conservation plan that includes this project; and

WHEREAS, under the provisions of the Washington Wildlife and Recreation Program (WWRP), state grant assistance is requested to aid in financing the cost of facility development; and

WHEREAS, our organization considers it in the best public interest to complete the project described in the application(s);

NOW, THEREFORE, BE IT RESOLVED that:

1. The city manager is authorized to make formal application to the Recreation and Conservation Office for grant assistance;
2. Any grant assistance received will be used for direct costs associated with implementation of the project referenced above;
3. Our organization hereby certifies that our matching share of project funding will be derived from Parks Capital Improvement Program and that we are responsible for supporting all non-cash commitments to this project should they not materialize.
4. We acknowledge that the grant assistance, if approved, will be paid on a reimbursement basis, meaning we will only request payment from the Recreation and Conservation Office after eligible and allowable costs have been incurred and payment remitted to our vendors, and that the Recreation and Conservation Office will hold retainage until the project is deemed complete.
5. We acknowledge that any facility developed through grant assistance from the Recreation and Conservation Funding Board must be reasonably maintained and made available to the general public at reasonable hours and times of the year according to the type of area or facility unless other restrictions have been agreed to by the Recreation and Conservation Office Director or the Recreation and Conservation Funding Board.
6. We acknowledge that any facility developed with grant assistance from the Recreation and Conservation Funding Board must be dedicated for public outdoor recreation purposes, and be retained and maintained for such use for perpetuity unless otherwise provided and agreed to by our organization and the Recreation and Conservation Funding Board.
7. This resolution becomes part of a formal application to the Recreation and Conservation Office for grant assistance; and
8. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held:

Location Covington, Washington Date March 25, 2014

Signed and approved by the following authorized representative:

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date March 25, 2014

Attest: \_\_\_\_\_

Approved as to form \_\_\_\_\_

**Consent Agenda Item C-6**

Covington City Council Meeting

Date: March 25, 2014

SUBJECT: ADOPT RESOLUTION AUTHORIZING THE CITY MANAGER TO COMPLETE AN APPLICATION FOR FUNDING ASSISTANCE FROM WASHINGTON WILDLIFE AND RECREATION PROGRAM (WWRP) FOR THE SOUTH COVINGTON PARK ACQUISITION PROJECT.

RECOMMENDED BY: Scott Thomas, Parks and Recreation Director

ATTACHMENT(S):

- 1. Washington Wildlife and Recreation Program Authorization Resolution

PREPARED BY: Angie Feser, Parks Planner

EXPLANATION:

South Covington (SoCo) Park consists of three parcels between Jenkins Creek and Wax Road and is located due east of Town Center. The city has begun the due diligence process for all three parcels and is working with each of the willing land owners. Grant funding awarded in 2013 of \$200,000 from King County Conservation Futures Trust (CFT) provides partial matching money.

Staff recommends the council to pass the attached resolution authorizing the city manager to apply for a grant from the Washington Wildlife and Recreation Program for the South Covington Park Acquisition project.

ALTERNATIVES:

- 1. Not adopt the resolution.

FISCAL IMPACT:

There is no net cost. Grant funds will off-set the financial impact of the city's portion of the project.

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

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_ seconds, to adopt a resolution authorizing the city manager to apply for WWRP grant funding for the South Covington Park Acquisition project.**

REVIEWED BY: City Manager; City Attorney and Finance Director

Local Agency **ATTACHMENT 1**  
**Washington Wildlife and Recreation Program**  
**Authorizing Resolution**  
Projects with Acquisition - Recreation

Organization Name City of Covington Resolution No. 14-08

Project Name(s) South Covington Park

This is a resolution that authorizes submitting application(s) for grant funding assistance for Washington Wildlife and Recreation Program project(s) to the Recreation and Conservation Office as provided in Chapter 79A.15 RCW, Acquisition of habitat conservation and outdoor recreation lands, WAC 286 and subsequent Legislative action.

WHEREAS, our organization has approved a comprehensive parks and recreation or habitat conservation plan that includes this project; and

WHEREAS, under the provisions of the Washington Wildlife and Recreation Program (WWRP), state grant assistance is requested to aid in financing the cost of land acquisition; and

WHEREAS, our organization considers it in the best public interest to complete the project described in the application(s);

NOW, THEREFORE, BE IT RESOLVED that:

1. The City Manager is authorized to make formal application to the Recreation and Conservation Office for grant assistance;
2. Any grant assistance received will be used for direct costs associated with implementation of the project referenced above;
3. Our organization hereby certifies that our matching share of project funding will be derived from the Parks Capital Improvement Program and that we are responsible for supporting all non-cash commitments to this project should they not materialize.
4. We acknowledge that the grant assistance, if approved, will be paid on a reimbursement basis, meaning we will only request payment from the Recreation and Conservation Office after eligible and allowable costs have been incurred and payment remitted to our vendors, and that the Recreation and Conservation Office will hold retainage until the project is deemed complete.
5. We acknowledge that any property acquired and/or facility developed through grant assistance from the Recreation and Conservation Funding Board must be reasonably maintained and made available to the general public at reasonable hours and times of the year according to the type of area or facility unless other restrictions have been agreed to by the Recreation and Conservation Office Director or the Recreation and Conservation Funding Board.
6. We acknowledge that any property acquired and/or facility developed with grant assistance from the Recreation and Conservation Funding Board must be dedicated for public outdoor recreation purposes, and be retained and maintained for such use for perpetuity unless otherwise provided and agreed to by our organization and the Recreation and Conservation Funding Board.
7. We acknowledge that any property acquired using Recreation and Conservation Funding Board assistance must be developed within five years of the acquisition closing.
8. This resolution becomes part of a formal application to the Recreation and Conservation Office for grant assistance; and
9. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held:

Location Covington, Washington Date March 25, 2014

Signed and approved by the following authorized representative:

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date March 25, 2014

Attest: \_\_\_\_\_

Approved as to form \_\_\_\_\_

**Agenda Item 1**  
Covington City Council Meeting  
Date: March 25, 2014

SUBJECT: APPOINTMENTS TO THE HUMAN SERVICES COMMISSION

RECOMMENDED BY: Victoria Throm, Personnel & Human Services Analyst

ATTACHMENTS: See Interview Schedules and Applications provided separately.

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION:

**Human Services Commission – Seven Members (Two of which must be Youth):**

- Five positions open (three adults; two youth).
- One adult position is a replacement position for a partial term.
- Two of the three adult positions can be outside; both youth positions can be inside or outside.

<b><u>Name of Applicant (Adults)</u></b>	<b><u>Resides or Works</u></b>
Brian Lord (interviewed March 11; interested in Planning also)	Resides Inside Covington
Leslie Hamada (interviewed March 11; currently in Pos. 2)	Resides Outside Covington*
Joseph Cimaomo, Sr. (interviewed March 11; interested in Planning also)	Resides Outside Covington*
Fran McGregor (interviewed March 11; currently in Pos. 1)	Resides Inside Covington
Nancy Larson (interviewed March 25)	Resides Inside Covington

<b><u>Name of Applicant (Youth)</u></b>	<b><u>Resides or Works</u></b>
Lexi Ford (youth; interviewed March 11)	Resides Inside Covington
Jared McMeen (youth; interviewed March 25)	Resides Outside Covington*
Connor Martin (youth; interviewed March 25)	Resides Inside Covington
Nia Dhillon (youth; interviewed March 25)	Resides Inside Covington
Adam Wheeler (youth; interviewed March 25)	Resides Outside Covington*
Austin Anderson (youth; interviewed March 25)	Resides Outside Covington*

\*within three-mile radius of Covington city limits

**NOTE:** Ordinance Nos. 10-13, 04-05 § 1, and 22-02 § 1) *Membership, terms, residence requirement:* “Three members shall be adults residing or working within the City of Covington, two shall be adults residing inside or outside of the City of Covington but within a three-mile radius of the City limits and two shall be youth members between the ages of 14 and 18 years at the start of their terms residing in or within a three-mile radius of the City of Covington.

ALTERNATIVES:

Not appoint at this time and direct staff to continue to advertise for additional applicants to be considered for the open positions.

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

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds, to appoint \_\_\_\_\_ to fill adult open Position No. 1 on the Human Services Commission with a term expiring March 31, 2017.**

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds, to appoint \_\_\_\_\_ to fill adult open Position No. 2 on the Human Services Commission with a term expiring March 31, 2017.**

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds, to appoint \_\_\_\_\_ to fill adult replacement Position No. 7 on the Human Services Commission with a term expiring March 31, 2016.**

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds, to appoint \_\_\_\_\_ to fill youth open Position No. 4 on the Human Services Commission with a term expiring March 31, 2015.**

**Councilmember \_\_\_\_\_ moves, Councilmember \_\_\_\_\_ seconds, to appoint \_\_\_\_\_ to fill youth open Position No. 5 on the Human Services Commission with a term expiring March 31, 2015.**

REVIEWED BY:   Derek Matheson, City Manager  
                      Sharon Scott, City Clerk/Executive Assistant  
                      Noreen Beaufriere, Personnel Manager  
                      Victoria Throm, Personnel & Human Services Analyst

## **Agenda Item 2**

Covington City Council Meeting

Date: March 25, 2014

SUBJECT: CONSULTANT PRESENTATION OF 50% DESIGN ALTERNATIVES FOR COVINGTON COMMUNITY PARK PHASES 2 AND 3.

RECOMMENDED BY: Scott Thomas, Parks and Recreation Director

ATTACHMENTS:

1. 50% Design Site Plan

PREPARED BY: Angie Feser, Parks Planner

EXPLANATION:

Covington Community Park Phase 1 was completed in June 2013 and included a multi-purpose grass field, 1.5 miles of trail through forest and meadows, portable restrooms, parking lot, bleachers, restored wetlands and natural areas. In December 2013, the city council approved a contract with MacLeod Reckord Landscape Architects to prepare a 60% design plan for completing the park. The consultant team will present two design alternatives at the 50% design level showing options for dividing park features between phases two and three. Staff seeks direction regarding which park elements council wishes to include in phase two.

Alternative #1 includes the elements specified in the legislative appropriation - parking, a community event stage with grass meadow seating area, large and small group picnic shelters, a tennis court, outdoor exercise equipment, expanded trail system, temporary restrooms, additional wetland restoration and necessary infrastructure.

Alternative #2 includes all of the above, plus a universal access playground for 5-12 year olds, outdoor classroom picnic shelter, second tennis court and/or multipurpose court, disc golf course and additional parking.

The consultants will use feedback from the council, Parks and Recreation Commission and two public open houses to refine and further develop the program to the 60% design level. The park plan and cost estimate will be provided to the city council in June to consider for adoption. The 60% design and cost estimate will then be the basis for grant applications to the Washington State Recreation and Conservation Office (RCO) this summer.

ALTERNATIVES:

1. Do nothing.
2. Return the issue to city staff for further study and analysis.

FISCAL IMPACT:

Covington Community Park Phase 2 currently has funding of \$2.1 million from a legislative appropriation/Commerce grant awarded in 2013. If successful, application to the 2014 RCO grant program could produce additional funding of \$500,000 available next year.

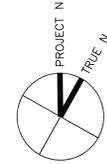
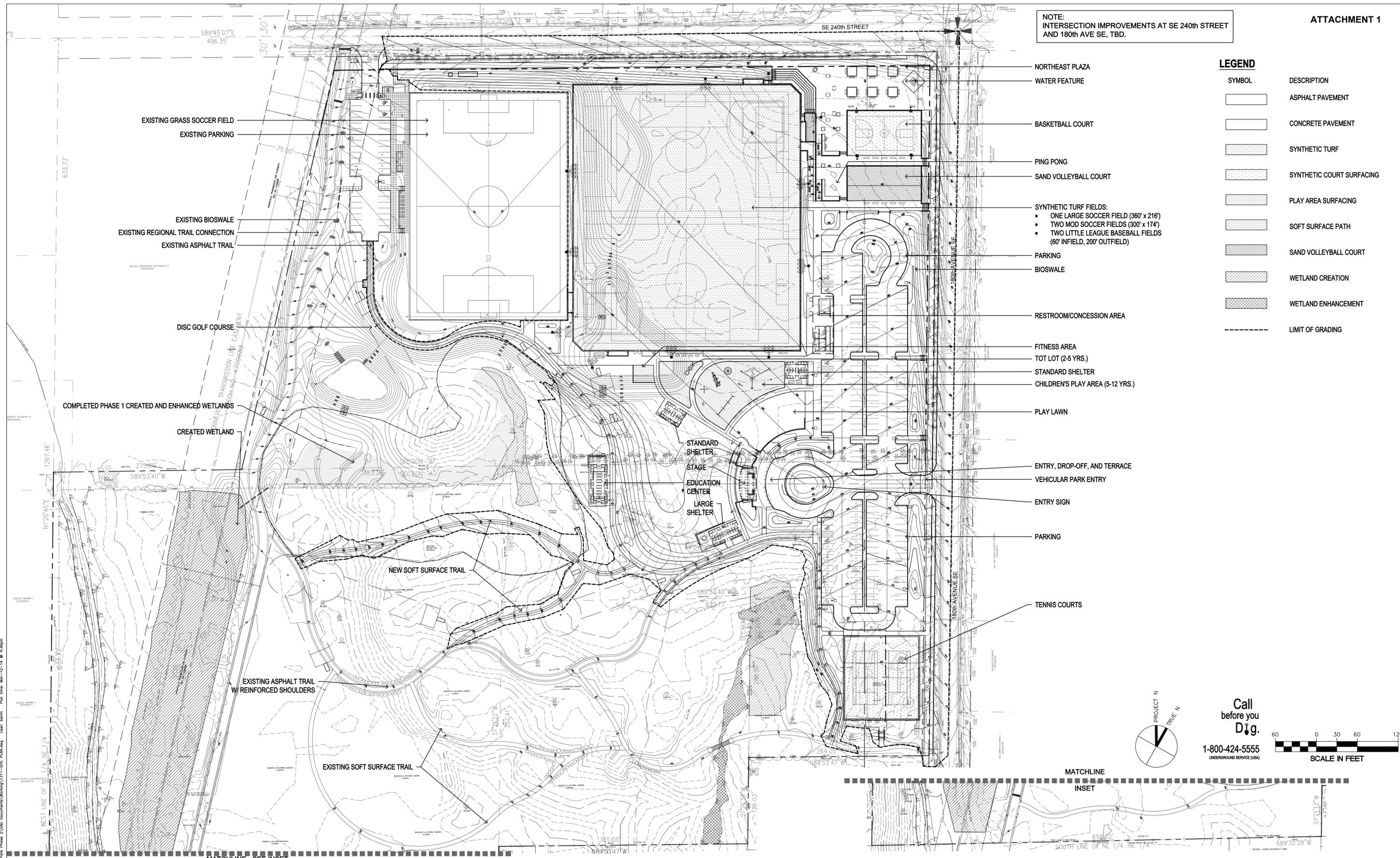
CITY COUNCIL ACTION: \_\_\_\_\_Ordinance \_\_\_\_\_Resolution \_\_\_\_\_Motion \_\_\_\_\_X Other

**PROVIDE INPUT TO STAFF**

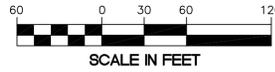
REVIEWED BY: Parks & Recreation Director, City Manager, Finance Director

NOTE:  
INTERSECTION IMPROVEMENTS AT SE 240th STREET  
AND 180th AVE SE, TBD.

LEGEND	
SYMBOL	DESCRIPTION
[Pattern]	ASPHALT PAVEMENT
[Pattern]	CONCRETE PAVEMENT
[Pattern]	SYNTHETIC TURF
[Pattern]	SYNTHETIC COURT SURFACING
[Pattern]	PLAY AREA SURFACING
[Pattern]	SOFT SURFACE PATH
[Pattern]	SAND VOLLEYBALL COURT
[Pattern]	WETLAND CREATION
[Pattern]	WETLAND ENHANCEMENT
[Dashed Line]	LIMIT OF GRADING



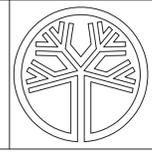
Call before you Dig.  
1-800-424-5555  
UNDERGROUND SERVICE (USA)



MATCHLINE  
INSET

REVISIONS:	DATE

CLIENT AGENCY:  
**CITY OF COVINGTON  
PARKS & RECREATION**  
  
16720 SE 271ST STREET  
COVINGTON, WA 98042



STATE OF WASHINGTON  
LICENSED  
LANDSCAPE ARCHITECT  
**MacLeod Reckord PLLC**  
83 Columbia Street, Suite 306  
Seattle, Washington 98104  
P 206-323-7919  
F 206-323-9242  
CONNIE RECKORD  
LICENSE NO. 418  
EXPIRES ON 4/28/2014

SCALE:  
DATE: MARCH, 2014  
DRAWN BY: BM  
CHECKED BY: JK  
JOB NO.: 1311

**COVINGTON COMMUNITY PARK**  
  
**SITE PLAN**

SHEET  
**K2.0**

## **Agenda Item 3**

Covington City Council Meeting

Date: March 25, 2014

**SUBJECT:** PRESENTATION OF THE DRAFT PARKS SIX-YEAR (2015 – 2020) CAPITAL IMPROVEMENT PROGRAM (CIP)

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

**ATTACHMENT(S):**

1. 6-Year Parks Capital Improvement Program (CIP) Summary
2. 6-Year Parks CIP Map
3. 6-Year Parks CIP Project Descriptions
4. 20-Year Parks Capital Facilities Plan (CFP) Project List

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

**EXPLANATION:**

In order to develop the park system envisioned by Covington residents in 2009 during the parks, recreation and open space planning process, we need a plan of action for parks capital projects. Staff is currently updating the 2005 Parks Capital Improvement Program (CIP) to serve this purpose. At this stage of the process staff is seeking guidance from council regarding the priorities and timing of future parks capital projects.

Based on review of the city's Comprehensive Plan Parks and Recreation Element, the Budget Priorities Advisory Committee final report and council Summit goals, the top four categories of parks capital projects include (1) town center, (2) maintenance of current facilities, (3) additional community and neighborhood parks and (4) trail development. These parameters helped to determine how the park projects are grouped and prioritized. As shown in the 20-year Park Capital Facilities Plan (CFP) project list (Attachment 4), the projects are grouped into four categories, A-D, with A being the highest and most pressing priority. Group B includes projects that are important and if an opportunity became available, should be acted on. Group C are long-term projects that help fulfill the city's complete park system. Group D contains bike and shared lanes in the street system and reside in the Parks CIP as a placeholder for a future non-motorized plan and are relevant to the parks trail system.

Staff is presenting this draft CIP to the council in order to discuss the projects included in the list; seek input if projects should be added, removed, or moved forward or back in the annual scheduling, and to answer any questions that the council may have. All of this information is beneficial in evaluating and prioritizing projects in the CIP due to the need to balance priorities, expenditures, funding allocations and work plan capabilities.

Reviewing the priorities is the first step of the Parks CIP process. The next step includes council review and discussion of CIP including the cost estimates associated with each park project.

ALTERNATIVES:

1. Do nothing.
2. Return the issue to city staff for further study and analysis.

FISCAL IMPACT:

The estimated cost of each proposed project will be shown in the next step of the CIP review process. The specific revenue sources for the city portion of the funds for each project is determined each year during the budget process. Additional revenues are needed to fund these projects. Possible sources are a bond, a levy, grants, legislative appropriations and park impact fees.

CITY COUNCIL ACTION:     Ordinance     Resolution     Motion     Other

**PROVIDE INPUT TO STAFF**

REVIEWED BY: City Manager, Finance Director, Parks and Recreation Director

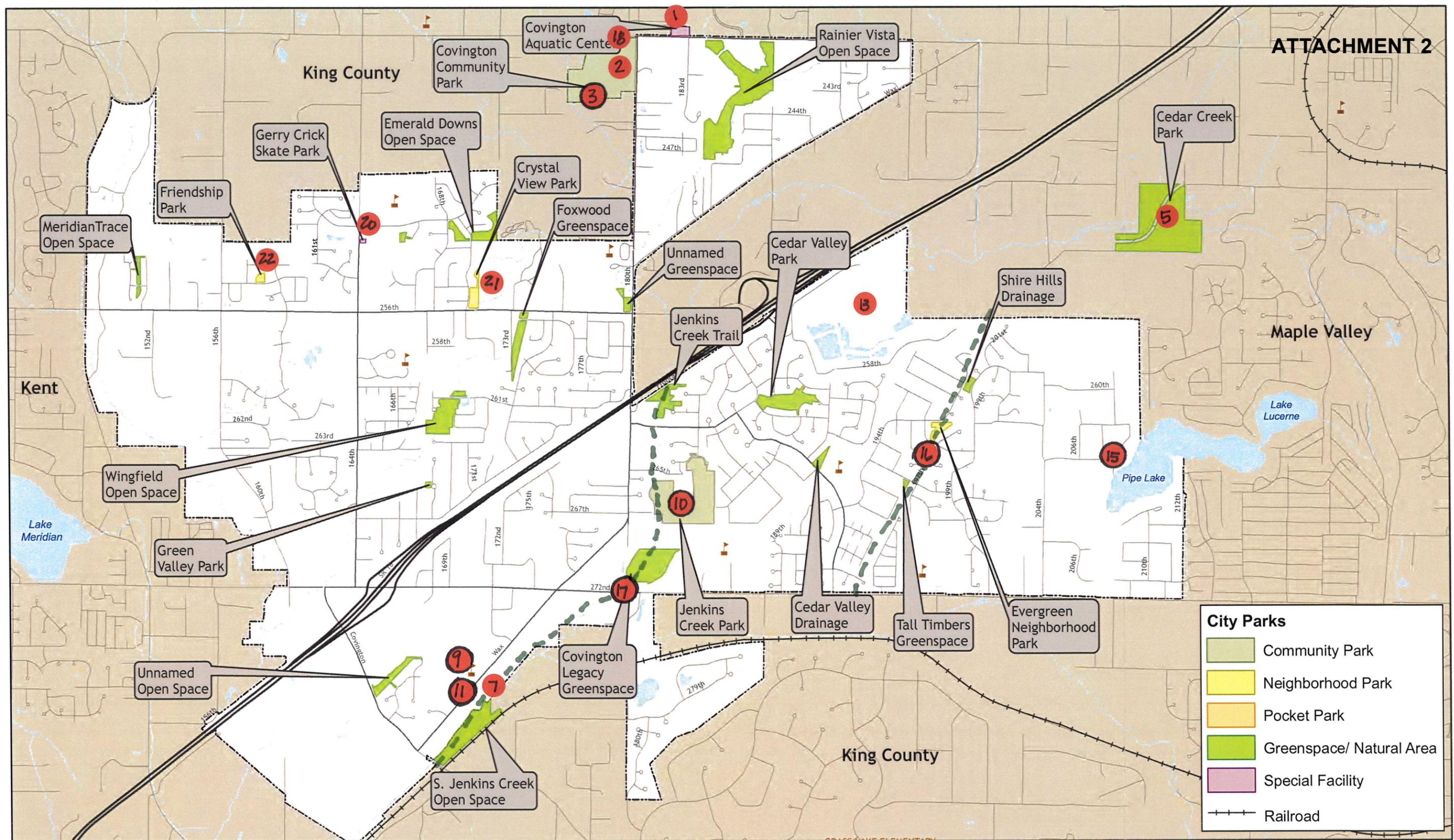
City of Covington  
**Parks 20-Year Capital Facilities Program**  
*DRAFT*

**ATTACHMENT 1**

Rank	CIP #	Project	Detail	2014	2015	2016	2017	2018	2019	2020+
1	2010	Covington Aquatic Center	Renovation	X	X					
2	1010	Covington Community Park (CCP)	Phase 2	X	X					
3	1010	Covington Community Park (CCP)	Phase 1 completion (Reforestation, Interpretive Signs - KCD)	X						
4	3001	Capital Improvement Plan (CIP) update	Update of Parks Capital Improvement Plan	X						
5	2008	Cedar Creek Park	Demolition of two residences and clean-up to fulfill King County grant funding requirement	X						
6	3002	Park Impact Fee (PIF) Study	Park Impact Fee program development	X						
7	1019	South Covington (SoCo) Park	Park east of Wax Road to support and expand Town Center facility	X	X			X		
8	3002	City Comp Plan Update	Parks and Recreation and Parks CFP Elements Update of City's Comprehensive Plan	X	X					
9	<b>2011</b>	<b>Town Center Park Plaza</b>	<b>Park within new Town Center development</b>		<b>X</b>	X		X		
10	<b>1014</b>	<b>Jenkins Creek Park</b>	<b>Improvements</b>		<b>X</b>	X	X			
11	<b>1000</b>	<b>City Hall</b>	<b>Design and construction</b>		<b>X</b>					
12	3003	Parks, Recreation and Open Space (PROS) Plan update	PROS Plan Update		X					
13	1009	Hawk Park	New planned development		X	X	X			
14	3003	Covington Elementary Ballfields study	Ballfields at the new Covington Elementary School		X					
15	<b>1017</b>	<b>Pipe Lake Park</b>	<b>Park providing water access (Acquisition)</b>		<b>X</b>	X				
16	<b>1101</b>	<b>Pipeline Trail North</b>	<b>Trail north of 272nd (1.5 miles) ties into Tri-City trail</b>		<b>X</b>		X			
17	<b>1110</b>	<b>Jenkins Creek Trail (JCT)</b>	<b>JCT North (Kent-Kangley to Hawk Trail) and JCT South (Kent-Kangley to SoCo to Covington Way)</b>		<b>X</b>			X		
18	<b>1010</b>	<b>Covington Community Park (CCP)</b>	<b>Phase 3</b>		<b>X</b>			X		
19	<b>1178</b>	<b>Community Park #3</b>	<b>Acquisition and development of Community Park #3 (possibilities: Covington Pit Park, Camp McCollough, Eastern Covington parcels)</b>		<b>X</b>				X	
20	1013	Gerry Crick Skate Park	Renovation			X				
21	1094	Crystal View Park	Renovation			X				
22	2002	Friendship Park	Renovation			X				
23	3003	Dog Park	Location and development of an off-leash dog park				X			
24	3004	Community Forestry Plan	Update and adoption of Community Forestry Plan					X		
			SUBTOTAL							
		In-Process								
		Renovations								
		Community/Neighborhood Park								
		Trails								
		Planning								
		Water								
		Other/Special Facility								

- Prioritization Criteria:
1. Maintain existing facilities
  2. Addition of community and neighborhood parks
  3. Trail development

<b>X</b>	<i>Committed project</i>
<b>X</b>	<i>bold type and "x" denotes Bond consideration</i>



**City Parks**

- Community Park
- Neighborhood Park
- Pocket Park
- Greenspace/ Natural Area
- Special Facility
- Railroad

Map 1. Existing City Park & Recreation Facilities Map

Covington  
 Parks Recreation & Open Space (PROS) Plan  
 Source: King County  
 Author: KV and HK  
 Date: April 2010  
 Updated March 2014

- 4 CIP Update
- 14 Ballfield Study
- 19 Community Park #3
- 6 Park Impact Fee
- 24 Community Forestry Plan
- 23 Off-Leash Dog Park
- 8 City Comp Plan Update
- 12 PROS Plan Update

N 0 0.25 0.5 Miles  
● Bond Consideration



City of Covington  
**Parks 6-Year Capital Improvement Program (CIP) Project Descriptions**  
*DRAFT*

**ATTACHMENT 3**

<i>Rank</i>	<i>CIP #</i>	<i>Project</i>	<i>Detail</i>	<i>Description</i>
1	2010	Covington Aquatic Center	Renovation	
2	1010	Covington Community Park (CCP)	Phase 2	Project consists of 60% design for Phase 2 and 3 and 100% for Phase 2.
3	1010	Covington Community Park (CCP)	Phase 1 completion (Reforestation, Interpretive Signs - KCD)	CCP Phase 1 consisted of design and construction of multi-purpose grass field, 1.5 miles of paved and natural surface trails through forest and meadows, portable restrooms, parking lot, bleachers, restored wetlands and natural areas.
4	3001	Capital Improvement Plan (CIP) update	Update of Parks Capital Improvement Plan	Update of Parks Capital Improvement Plan; identifying and cost estimating all park facility projects for next 20 years. Document used for park planning, development of Park Impact Fee program and City's Comp Plan.
5	2008	Cedar Creek Park	Demolition of two residences and clean-up to fulfill King County grant funding requirement	Residences demolition (one manufactured home, one 2-story stick-built)
6	3002	Park Impact Fee (PIF) Study	Park Impact Fee program development	Development of the City's Park Impact Fee to sustain parks level of service for new development.
7	1019	South Covington (SoCo) Park	Park east of Wax Road to support and expand Town Center facility	Acquire, plan, design and construct park across Wax Road from the Town Center. Park features could include holiday lighting tree, play equipment, lawn area, trails, picnic tables/shelter, benches, interpretive signs and creek access.
8	3002	City Comp Plan Update	Parks and Recreation and Parks CFP Elements Update of City's Comprehensive Plan	Parks and Recreation and Parks CFP Elements Update of City's Comprehensive Plan
9	<b>2011</b>	<b>Town Center Park Plaza</b>	<b>Park within new Town Center development</b>	Acquire, plan, design and construct Downtown Plaza Park. Park features could include stage, flexible large gathering hardscaped area capable of being smaller areas, public art, seating areas, water feature, shade trees and plantings.
10	<b>1014</b>	<b>Jenkins Creek Park</b>	<b>Improvements</b>	Plan, design and construct park improvements to include replacing damaged signs and tables, boardwalk, viewing deck, paved trails, lawn areas and meadows; features identified in planning phase including play and other park amenities, equipment, picnic shelter and tables
11	<b>1000</b>	<b>City Hall</b>	<b>Design and construction</b>	Develop a conceptual plan and cost estimate for a new City Hall facility located in the Town Center.
12	3003	Parks, Recreation and Open Space (PROS) Plan update	PROS Plan Update	Update of the 2010 Parks, Recreation and Open Space Plan (PROS)
13	1009	Hawk Park	New planned development	Monitoring and possible partnering of Hawks Subarea neighborhood park development.
14	3003	Covington Elementary Ballfields study	Ballfields at the new Covington Elementary School	In-depth study of ballfield need in Covington and surround area for youth and adult athletics. (In-house)
15	<b>1017</b>	<b>Pipe Lake Park</b>	<b>Park providing water access (Acquisition)</b>	Acquire, design and construct park improvement to include waterfront access to water, dock, picnic tables, benches, restrooms and parking.
16	<b>1101</b>	<b>Pipeline Trail North</b>	<b>Trail north of 272nd (1.5 miles) ties into Tri-City trail</b>	Acquire access and create shared-used paved trail from Hawk Trail south to 272nd on Williams Gas Line corridor.
17	<b>1110</b>	<b>Jenkins Creek Trail (JCT)</b>	<b>JCT North (Kent-Kangley to Hawk Trail) and JCT South (Kent-Kangley to SoCo to Covington Way)</b>	Plan, design and construct park improvements to include replacing damaged signs and tables, boardwalk, viewing deck, paved trails, lawn areas and
18	<b>1010</b>	<b>Covington Community Park (CCP)</b>	<b>Phase 3</b>	Complete phase 3 of CCP to include lighted artificial turf ball and sport fields, play equipment, public art, plaza, basketball court, sand volleyball court, ping
19	<b>1178</b>	<b>Community Park #3</b>	<b>Acquisition and development of Community Park #3 (possibilities: Covington Pit Park, Camp McCollough, Eastern Covington parcels)</b>	Acquire, plan, design and construct a community park to include lighted ball fields and sports courts, play equipment, group picnic shelters, public art, trails, interpretive signs, restroom/storage/concession building(s) and parking.
20	1013	Gerry Crick Skate Park	Renovation	Replacement of ramps and features, demolition of camera/light pole.
21	1094	Crystal View Park	Renovation	Plan, design and construct park improvements to include upgrade irrigation system, expand area for and upgrade play equipment, provide ADA access to
22	2002	Friendship Park	Renovation	Plan, design and construct park improvements to include install irrigation system, upgrade play equipment and park furnishings.
23	3003	Dog Park	Location and development of an off-leash dog park	Acquire, plan, design and construct an off-leash dog park with parking, fencing and trash receptacles.
24	3004	Community Forestry Plan	Update and adoption of Community Forestry Plan	Update and adoption of existing Community Forestry Plan for improved urban forestry management.

City of Covington  
**Parks 20-Year Capital Facilities Program**  
*DRAFT*

**ATTACHMENT 4**

<i>Rank</i>	<i>CIP #</i>	<i>Project</i>	<i>Detail</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020+</i>	
<b>GROUP B (not prioritized)</b>	1001	SR 516 West City Gateway	City Gateway sign/landscape							X	
	1008	Cedar Valley Elementary	Programming of vacated elementary school							X	
	1011	Suncrest Park	HOA and Water District (Neighborhood Park NH-3)							X	
	1015	Monument park signs	Park Name Signs, replacement of existing signs and new signs						X		
	1016	Park directional street signs	Way-Finding signs for existing parks						X		
	1117	Covington Pit Park	South of RR, north of 280th, west of 180th, Outside city limits, owned by King County DOT								
	1093	Evergreen Park	Improvements - play equipment, signage, trail							X	
	1111	Little Soos Creek Trail North	Connecting Tahoma High School to BPA Trail							X	
	1112	North City/PSE Trail (Tri-City Trail)	(Seg 1 of 4 Highland Trail) from Soos Creek Trail to 180th.						X		
	1112	180th - Hawk Trail (Tri-City Trail)	(Seg 2 of 4 Highland Trail) 180th to Hawk Trail, outside city limits						X		
	1112	Hawk Trail (formerly known as Timberline Trail) (Tri-City Trail)	(Seg 3 of 4 Highland Trail) Connects 256th to Cedar Downs Trail						X		
	1112	Cedar Creek Park Trail (Tri-City Trail)	(Seg 4 of 4 Highland Trail) Connecting Cedar Downs, Cedar Creek to Maple Valley Library/Roundabout						X		
	2027	BPA Trail (Tri-City Trail)	Along northeast BPA corridor to Tahoma High School								X
	2030	Jenkins Creek Trail Connector	Along greenspace between 266th and 268th, connecting Cedar Valley and Jenkins Creek Elementary								X
	2033	Timberlane Way SE Trail	Widening of existing sidewalk								X
	3005	Non-Motorized Plan	Development and adoption of City's Non-Motorized Plan								X
3006	Community/Recreation/Aquatic Center Study	Needs study for community/recreation/aquatic center					X				

SUBTOTAL

City of Covington  
**Parks 20-Year Capital Facilities Program**  
*DRAFT*

<i>Rank</i>	<i>CIP #</i>	<i>Project</i>	<i>Detail</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020+</i>
<b>GROUP C (not prioritized)</b>	1007	Jenkins Creek Elementary Park	10 acres east of Jenkins Creek Elementary, owned by DOT							X
	1013	Skate Park Expansion	Addition of 14 acres							X
	1094	Crystal View Expansion	Addition of 9.8 acres to the east							X
	1102	Highpoint Trail North	Northern end of Highpoint trail to 256th							X
	1102	Highpoint Trail South	Southern end of Highpoint trail to Little Soos Creek trail							X
	1105	Soos Creek Trail Park	Soos Creek Trail Park expansion							X
	1111	Little Soos Creek Trail South	Connection BPA, Highpoint and Soos Creek trails							X
	1171	Fire Station Park	Renovation to park facility after maintenance facility relocates							X
	1173	Park Maintenance Facility	New, larger facility for park maintenance services							X
	2003	Neighborhood Park NH-1	North of 256th/East of 164th (North West Covington)							X
	2004	Neighborhood Park NH-2	South of SR18/West of 180th (Central Covington)							X
	2005	Neighborhood Park NH-3	East of 164th/North of SR18/West of 171st (West Central Covington)							X
	2006	Neighborhood Park NH-4	East of 173th/North of SR18/West of 180th (North Central Covington)							X
	2007	Neighborhood Park NH-5	East of 199th (East Covington)							X
	2009	Natural Area NA-1	South of Jenkins Creek Park							X
	2029	Soos Creek Trail Connect	Along 260th St connecting Soos Creek Trail to new school site/156th							X
	2032	194th Ave Trail Widening	Widening of existing sidewalk							X
	2034	Neighborhood Park NH-6	East of Jenkins Creek Elementary (South East Covington)							X
	1002	SR 516 East City Gateway	Design of City Gateway sign/landscape							X
	1003	SE 256th West Gateway	Design of City Gateway sign/landscape							X
	1004	SE 256th East Gateway	Design of City Gateway sign/landscape							X
	1005	Covington Way South Gateway	Design of City Gateway sign/landscape							X
	1020	Little Soos Creek Park	NE corner of 180th/Hwy 18 (King Co)							X
	1101	Pipeline Trail South	Pipeline Trail south to Winterwood Development							X
1103	267th Place to 204th Trail	Connects Pipeline Trail to Camp McCullough (east-west)							X	
1116	Calhoun Pit Park	NE corner of 272nd/160th							X	

SUBTOTAL

City of Covington  
**Parks 20-Year Capital Facilities Program**  
*DRAFT*

<b>Rank</b>	<b>CIP #</b>	<b>Project</b>	<b>Detail</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020+</b>
<b>BIKE LANES (not prioritized)</b>	1097	SE 261st St Bike Lane	Connects 180th and SR 18 to Little Soos Creek Trail							
	2012	256th Street Bike Lane A	256th between Soos Creek and 156th							
	2012	256th Street Bike Lane B	256th between 167th and 176th							
	2013	180th Ave Bike Lane	180th between 256th and 240th							
	2014	240th Street Bike Lane	Soos Creek Trail and Wax Road							
	2015	Wax Road Bike Lane A	Wax Road between 240th Street and 180th Ave							
	2015	Wax Road Bike Lane B	Wax Road between 272nd Street and Covington Way							
	2016	156th Ave Bike Lane	156th between 260th Ave and North City Trail							
	2017	173rd - 176th Aves to 264th Bike Lanes	Between BPA trail and SR 18 along 173rd Ave, 176th Ave and 264th Street with SR overcrossing							
	2018	Downtown Bike Lanes	Between SR 18 overcrossing and Wax Road along 171st Ave, 171st/275th St, 270th Pl, 276th St							
	2019	252nd Street Bike Lane	252nd Street between Little Soos Creek Trail North and BPA Trail							
	2020	184th Pl, 247th Pl, 246th Pl, 188th Ave Shared Roadway	Roadway markings between Little Soos Creek Trail North and Jenkins Creek Trail North along 184th Pl, 247th Pl, 246th Pl, 188th Ave							
	2021	260th Ave Shared Roadway	Roadway markings between Soos Creek Connector Trail and Highpoint Trail North							
	2022	168th Ave Shared Roadway	Roadway markings between Coho Creek Trail and Kentwood High School							
	2023	264th Street to 171st Ave Shared Roadway	Roadway markings between Little Soos Creek Trail South and southern SR 18 bike/pedestrian overcrossing along 264th St to 171st Ave							
	2024	267th Pl and 268th St Shared Roadways	Roadway markings between the western entrance of Jenkins Creek Park and 180th Ave and between the eastern entrance of Jenkins Creek Park and 268th St							
	2025	262nd Pl Shared Roadway	Roadway markings between 180th Ave and Timberlane Way							
2026	184th Ave and 264th Pl Shared Roadways	Roadway markings between 262nd Pl and the northern entrance of Jenkins Creek Park								
2028	272nd Ave Downtown Connection	18th Ave - 169th Ave and 174th Ave - Wax Rd (.23 miles)								

**SUBJECT:** PRESENT 2013 YEAR END FINANCIALS

**PREPARED BY:** Rob Hendrickson, Finance Director

**ATTACHMENT(S):**

1. 2013 Fourth Quarter and Annual Report
2. Quarterly Performance Report Charts for All Funds
3. Major Revenue Comparison

**EXPLANATION:**

Attached are reports and charts that provide both summary and detailed information on revenues and expenditures for each of the city's operational funds.

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

**FISCAL IMPACT:**

No impact. This is an update on 2013 operational activity through fourth quarter as compared to budget.

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

**ASK QUESTIONS OF STAFF**

**REVIEWED BY:** City Manager

# Economic & Revenue Summary

~WA State Economic & Revenue Forecast Council



- December U.S. employment growth of 74,000 jobs was much weaker than expected.
- Third quarter real U.S. GDP growth was revised up to 4.1%, with increases in consumer spending and investment as well as inventory accumulation.
- U.S. residential sales in November were down for both new and existing homes, but housing starts were up strongly.
- Washington job growth in November was weaker than expected.
- Recent Washington housing data have been largely in line with our forecast.
- Major General Fund-State revenue collections for the December 11, 2013—January 10, 2014 collection period were \$8.8 million (0.7%) lower than the November forecast.
- Cumulatively, collections are now \$4.8 million (0.2%) lower than forecasted.

## 2013 Fourth Quarter

First, a disclaimer: the numbers reported are on a cash basis and will not match the financial statements. Since the budget is presented as cash the numbers herein are also stated as cash for comparison purposes .

The city ended the year on a high note as several revenue sources exceeded forecast and expenditures came in under budget in most cases. Estimated fund balances are projected to be higher than forecast which is good news. Fund balances need to be managed to keep them from being too much or too little.

- Rob Hendrickson, Finance Director

**Inside this issue:**

Property Tax	2	Cash and Investments	6
Real Estate Excise Tax	2	Capital Investment Program	7
Retail Sales and Use Tax	3		
Utility Tax	3		
General Fund	4		
Public Works	5		
Development Services	5		
Parks and Recreation	5		

# Property Tax

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

Through the fourth quarter the City received \$2,278,336 or 97.4% of budget. It is \$85,612 or 3.6% below 2012 fourth quarter collections. A \$32,000 property tax refund in January contributed to reduced overall collections.

Thru 12/2011	Thru 12/2012	Thru 12/2013
\$ 2,339,013	\$ 2,363,948	\$ 2,278,336

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

Property taxes are classified as an unrestricted tax i.e. there are no restrictions on what the revenue can be used to purchase within the

City. Currently property taxes are allocated 100% to the General Fund.

This 2012 assessment for the 2013 tax year is \$2,340,000 and the levy rate is \$1.55/\$1,000 assessed value. The cap for property tax collections is \$2.10/\$1,000 assessed value.

The City’s assessed valuation is \$1.53 billion—a decrease of \$48.5 million or 3.07% over the previous year.

**\*\*Note:** Since 2009, overall assessed valuation has declined almost 28% or over \$582.6 million!\*\*

## Real Estate Excise Tax (REET)

REET is a restricted revenue dedicated to paying debt service on the 2007 transportation bonds which paid for 168th Place SE/165th Place SE and loans from the Public

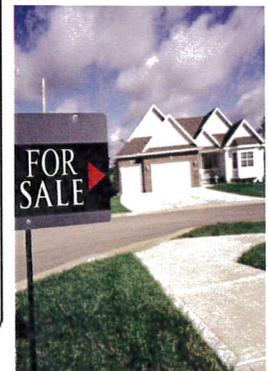
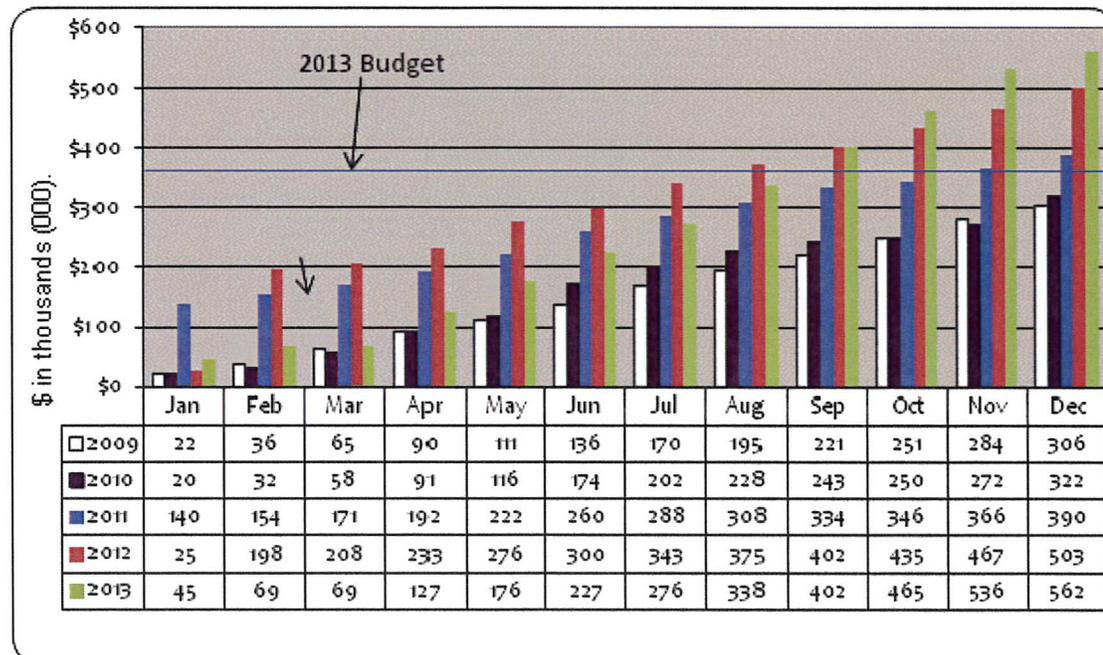
Works Trust Fund. This tax is levied by the City on all sales of real estate at the rate of one-half percent (two quarter percents).

Through December, collections are

at \$562,456 or 154.9% of the \$363,000 budget.

There were 161 new home sales, 221 existing home sales, seven land only sales and three buildings and one commercial sale through December.

Currently, existing home sales are driving REET, confirming a solid base is forming for future REET collections after the recession.



## Retail Sales & Use Tax

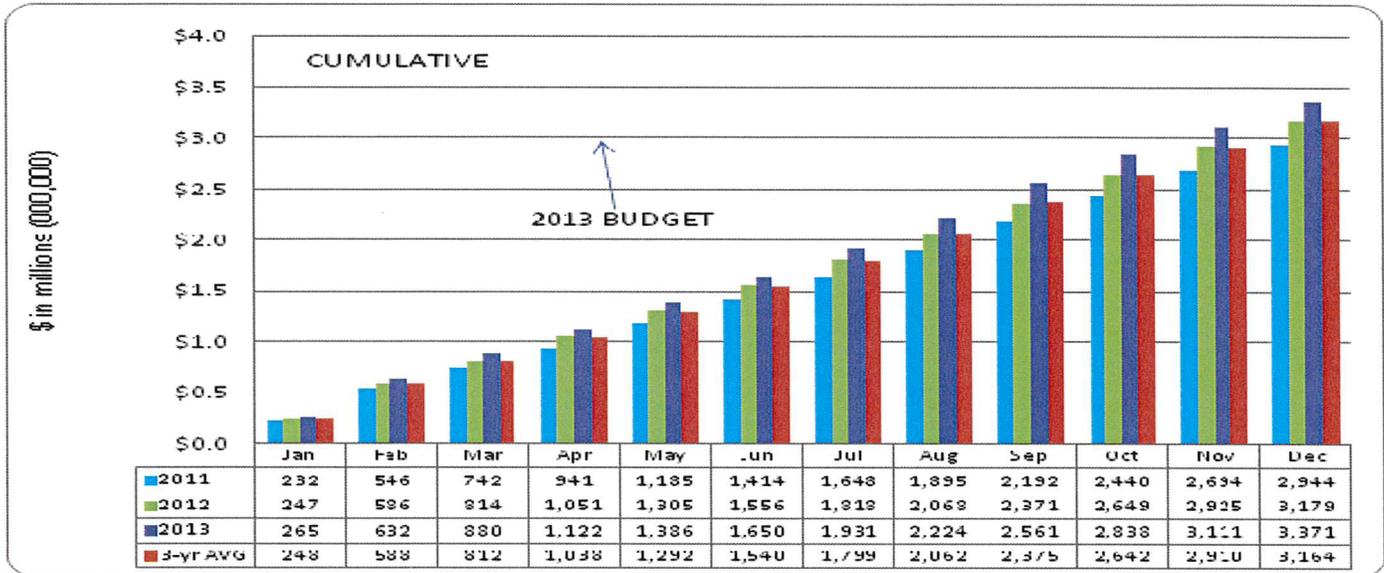
Sales and Use Tax is the largest revenue source available to the City. It currently supports the General Fund at 84% and the Parks and Recreation Fund at 16%. The fourth quarter is above 2012 levels by \$191,266 or 6.0% (on a cash basis). Total collections are at \$3,370,592

or 112.3%. The budget for 2013 is \$2,988,000.

This is the largest amount collected since incorporation. In year over year comparisons, retail sales increased by 4.6%, construction increased 16.7%, food services was up

2.6%, and the all other categories increased 9.3%.

Holiday sales figures will come in late February. Staff will continue to monitor sales tax and keep the council apprised of significant changes.



## Utility Tax

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

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

Utility tax finished the year at 95.9% of budget. Total collections exceeded 2012 by \$47,778.

Fourth quarter collections were \$541,562 versus \$549,021 during the same period in 2012. Natural gas and telephone collections came in lower than 2012.

The MuniService utility tax audit of Comcast continues to move along incrementally.

Staff will keep council apprised as this audit progresses.



Utility	2012	2013
Electricity	\$677,986	\$703,332
Natural Gas	345,364	332,675
Solid Waste	158,419	197,733
Cable	267,999	289,208
Telephone	505,398	456,912
SWM	48,437	72,374
Interest/Penalties	1,224	371
<b>Total</b>	<b>\$2,004,827</b>	<b>\$2,052,605</b>

## GENERAL FUND

Total revenues for the year ended at 104.2% of budget or \$8,671,836. This exceeded 2012 levels by \$240,896. Sales tax, on a cash basis, is 4.5% or \$121,273 higher than 2012 while utility tax is 2.4% or \$47,778 higher than 2012 collections. Property taxes are 3.6% lower than 2012.

Total expenditures including transfers out through December are \$8,184,528. This is an increase in spending of 5.2% or \$407,743 over last year.

Overall, 97.4% of the budget has been spent. All departments with

the exception of Community Development spent below 100% of their budget. Community Development expenditures came in at 170.8% or \$571,342. Community Development paid for the Hawk Property Sub-Area Plan, adding to their year end total thus skewing the reporting for the year. There is a revenue offset to the Hawk Plan that will be paid out over 2013/2014.

Beginning fund balance is \$3,506,626—an increase of \$501,659. This is a result of under spending and increased revenues

during 2012.

For 2013, there was a \$487,308 surplus. Of this surplus, \$265,115 was additional unanticipated revenue and \$222,193 were funds that were under-expended. Of the \$222,193, \$214,891 or 96.7% are funds that were not expended in intergovernmental services which includes police. These funds will be rolled into fund balance at year end.\*

*\*These numbers are on a cash basis and unaudited.*

### GENERAL FUND DEPARTMENT BUDGET UPDATE

Department	YTD - 2012	% of Budget	YTD - 2013	% of Budget
City Council	\$ 337,173	84.7%	\$ 433,303	90.2%
Municipal Court	563,386	85.1%	443,627	69.7%
City Manager	894,384	94.6%	894,922	91.0%
Finance	521,567	99.3%	511,004	95.0%
Legal	61,859	77.3%	68,289	91.1%
Personnel	341,952	95.0%	322,215	90.2%
Solid Waste	-0-	-0-	690	0.0%
Central Services	482,789	53.0%	496,467	88.8%
Law Enforcement	2,919,182	94.7%	3,108,853	98.9%
Community Development	313,167	80.3%	571,342	170.8%
Operating Transfers Out	1,341,326	94.4%	1,333,815	102.6%
<b>TOTAL</b>	<b>\$ 7,776,785</b>	<b>88.6%</b>	<b>\$ 8,184,528</b>	<b>97.4%</b>

## PUBLIC WORKS

---

Public Works consists of Street Operations and Surface Water Management (SWM).

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

Franchise fees are ahead of forecast at 130.6% or \$259,889. This increase is due in part to the lump sum payment received resulting from the recent MuniServices audit findings.

Total operating revenues are \$640,552 and other financing

sources are \$253,692. At \$894,244, this puts total revenues at 108.9% for year end.

The gas tax is right on target. The forecast is generated through Municipal Research Services Corporation (MRSC). The amount received is \$367,150 or 100.2% of budget. This amount is slightly ahead of 2012 by \$6,583.

Total year-end expenditures are under budget at 93.2% or \$817,226. For the Street Operations Fund, revenues exceeded expenditures by \$77,018.

SWM is primarily funded through drainage fees that are collected by King County. The City has received \$1,751,467 or 101.1%. Total revenues are at 101.6% or \$1,816,705.

Operating expenditures are at 94.8% or \$1,616,953. CIP 1026 Aqua Vista has expenditures of \$32,837.

Transfers out for the year total \$136,467.

Total revenues exceed total uses which includes transfers out by \$30,448.

## DEVELOPMENT SERVICES

---

Total revenue is \$870,558 or 66.4% of forecast. Permit revenue was 68.4% or \$487,938. 2012 permit revenue was higher by \$366,869. Charges for services accounts for the remaining bulk of revenues. They are at \$280,943 or 51.8%.

Year-to-date permits for single family residences stand at 74 compared to 141 in 2012. There were no new commercial permit applications during the year.

Operational expenditures came in at 94.9% or \$975,192.

2013 expenditures exceed revenues by \$104,634.

The 2013 beginning fund balance (BFB) is \$2,016,483—an increase of \$453,750 over the 2012 BFB. Higher than forecast revenues in 2012 contributed to this increase.

## PARKS and RECREATION

---

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

Revenue (excluding transfers in) is below forecast at 90.0% or \$1,296,099. Sales tax collections are 112.8% or \$539,294 and aquatics revenue is \$656,651 or 128.0%.

Both these categories exceed 2012 in year over year comparisons. Grant revenue was below forecast due to the Aquatics Center project that was postponed until 2014. Ongoing operational revenues came in ahead of forecast.

Total sources are \$1,683,661 or 89.3%. This includes a transfer in from the General Fund of \$386,000.

Final year to date attendance is 110,000—ahead of 2012 by 17,051 or 18%!

Overall operating expenditures for the four divisions are 83.1% or \$1,556,135. Operating revenues are below operating expenditures by \$260,036. Transfers in help balance the fund.

The beginning fund balance is \$321,824 which is an *increase* of \$89,433.

## Cash & Investments

Total cash and investments total \$12,405,763. This exceeds December 2012 by \$422,727. The largest gainer is the General Fund followed by SWM.

The Local Government Investment Pool (LGIP) is currently earning 0.10% (net earnings rate as of December 31). The City has \$9,208,928 invested with the LGIP.

Investments outside the LGIP total \$2,124,431 (market value). That is split between US Government Agencies at \$1,560,000 (par value)

and Municipal Securities at \$565,000 (par value).

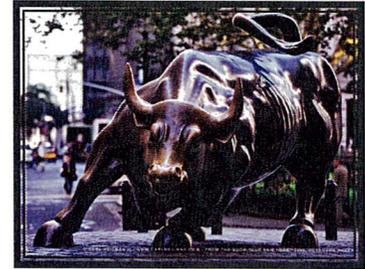
The weighted yield of the portfolio with the state pool is 0.19% and without the pool is 0.53%. Average days to maturity with the pool is 80.9 days or 0.2 years and without the pool is 370.2 days or 1.0 years.

Investment activity for the quarter included the maturity of \$935,000 in municipal securities. The proceeds were temporarily invested in the state pool while cash flow needs are analyzed.

Cash on hand is kept at US Bank

and various petty cash funds throughout the City.

The chart below reflects the amount of cash and investments allocated to each fund within the City compared to 2012. This is reconciled and updated on a monthly basis.



### TOTAL GENERAL LEDGER ACCOUNTS

	as of 12/31/12	as of 12/31/13	Δ
GENERAL FUND	\$2,853,609.97	\$3,085,150.35	\$231,540.38
STREET FUND	302,579.43	378,478.34	75,898.91
CONTINGENCY FUND	414,911.07	418,360.59	3,449.52
CUMULATIVE RESERVE FUND	1,374,878.83	1,377,099.88	2,221.05
REET 1 <sup>ST</sup> 1/4% FUND	76,181.14	80,761.86	4,580.72
REET 2 <sup>ND</sup> 1/4% FUND	76,181.15	80,761.73	4,580.58
DEVELOPMENT SERVICES FUND	2,036,242.59	1,901,943.90	(134,298.69)
PARKS FUND	260,504.88	293,041.53	32,536.65
LID 99-01 GUARANTY FUND	52,360.28	52,430.78	70.50
LID 99.01 FUND	264.84	7,354.23	7,089.39
CAPITAL IMPROVEMENT PROGRAM	1,956,266.21	1,985,612.97	29,346.76
SURFACE WATER MANAGEMENT	2,104,177.96	2,278,963.39	174,785.43
UNEMPLOYMENT INSURANCE	150,304.16	185,245.21	34,941.05
EQUIPMENT REPLACEMENT	<u>324,573.30</u>	<u>280,557.82</u>	<u>(44,015.48)</u>
<b>TOTAL ALL FUNDS</b>	<b><u>\$11,983,035.81</u></b>	<b><u>\$12,405,762.58</u></b>	<b><u>\$422,726.77</u></b>

# Capital Investment Program

---

The chart below reflects activity in currently active CIP projects. Not all revenues have been booked as of the publication of this report.

A total of \$165,057 in mitigation fees were collected through December. The cash balance for all CIP funds is \$1,985,613.

Project #	Project Description	Revenues	Expenditures
1010	Covington Community Park	\$78,420	\$244,288
1028	Annual Road Overlay	0	\$157,923
1029	Annual Traffic Safety	\$26,599	\$31,436
1057	SR 516 Safety Widening	\$11,404	\$12,943
1127	SR 516 Widening at Jenkins Creek	\$116,884	\$430,420

## CITY OF COVINGTON FINANCE DEPARTMENT

16720 SE 271st St  
Suite 100  
Covington, WA 98042

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

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

# City of Covington

## ATTACHMENT 2

### Quarterly Performance Report - General Fund

#### as of 12/31/2013

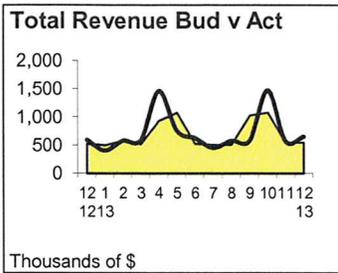


Chart 1

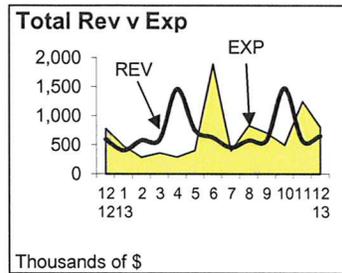


Chart 2

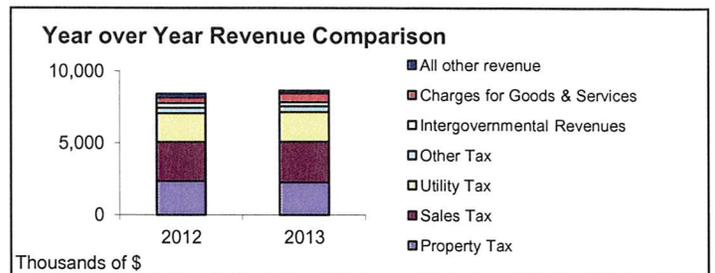


Chart 3

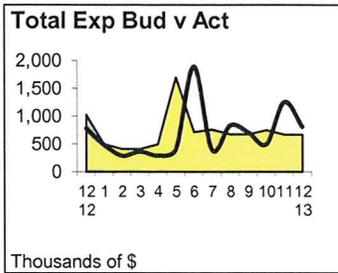


Chart 4

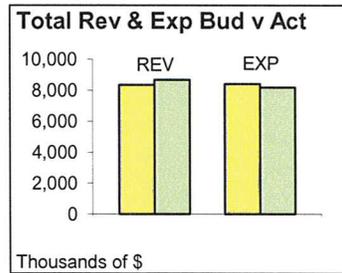


Chart 5

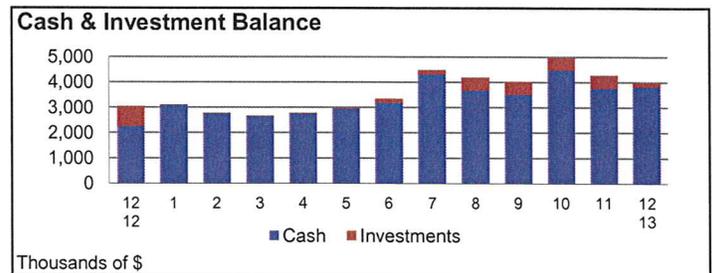


Chart 6

Rev & Exp - YTD	2013 Budget	2013 Actual	\$ Rem	% Coll YTD	2012 Actual
Property Tax	\$ 2,340.0	\$ 2,278.3	\$ 61.7	97.4%	\$ 2,363.9
Sales Tax	2,510.0	2,831.3	(321.3)	112.8%	2,710.0
Utility Tax	2,140.1	2,052.2	87.9	95.9%	2,004.8
Other Tax	369.9	394.2	(24.3)	106.6%	370.0
Licenses & Permits	-	37.5	(37.5)	0.0%	-
Intergovernmental Rev	291.2	278.9	12.3	95.8%	336.1
Charges for Goods & Svcs	396.9	593.8	(196.9)	149.6%	376.6
Fines & Penalties	161.4	122.8	38.6	76.1%	163.0
Investment Interest	12.0	7.1	4.9	59.5%	11.9
Miscellaneous	50.0	64.7	(14.7)	129.5%	94.5
<b>Total Operating Revenues</b>	<b>8,271.5</b>	<b>8,660.9</b>	<b>(389.4)</b>	<b>104.7%</b>	<b>8,430.9</b>
Other Financing Sources	60.8	10.9	49.9	18.0%	-
<b>Total Sources</b>	<b>\$ 8,332.3</b>	<b>\$ 8,671.8</b>	<b>\$ (339.6)</b>	<b>104.1%</b>	<b>\$ 8,430.9</b>
Salaries & Wages	\$ 1,380.2	\$ 1,292.7	\$ 87.5	93.7%	\$ 1,344.6
Benefits	498.0	495.7	2.4	99.5%	475.3
Supplies	57.7	54.9	2.8	95.1%	47.2
Charges for Services	1,776.8	1,846.9	(70.1)	103.9%	1,422.3
Intergovernmental Svcs	3,756.0	3,541.1	214.9	94.3%	3,498.0
Capital	54.8	39.5	15.3	72.1%	-
<b>Total Operating Expenses</b>	<b>7,523.4</b>	<b>7,270.7</b>	<b>252.8</b>	<b>96.6%</b>	<b>6,787.3</b>
Other Financing Uses	883.3	913.9	(30.6)	103.5%	980.7
<b>Total Uses</b>	<b>\$ 8,406.7</b>	<b>\$ 8,184.5</b>	<b>\$ 222.2</b>	<b>97.4%</b>	<b>\$ 7,768.1</b>

Chart 7

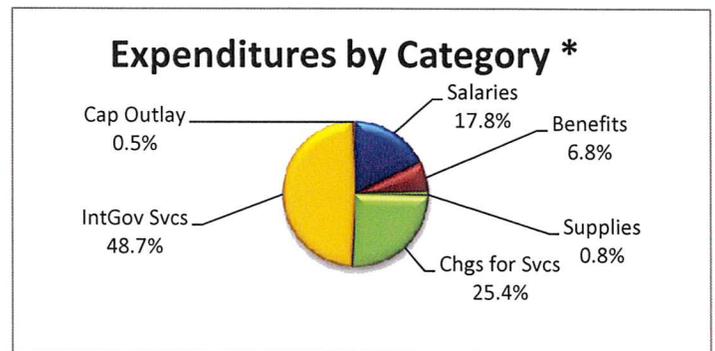
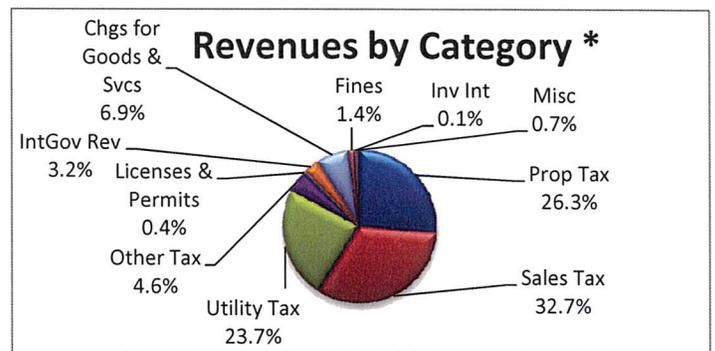
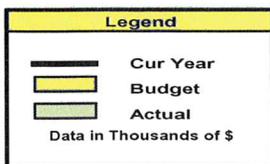


Chart 8 & 9



\* Due to rounding some percentages may not add up to 100%

# City of Covington

## Quarterly Performance Report - Street Operations

### as of 12/31/2013

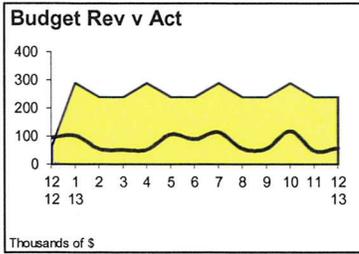


Chart 1

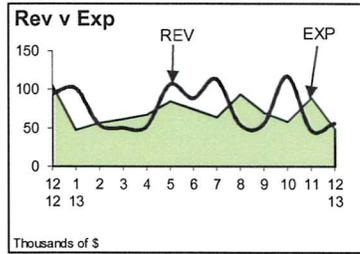


Chart 2

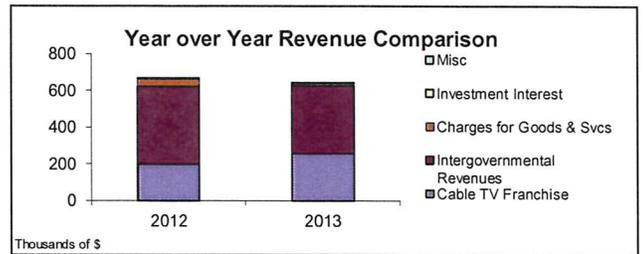


Chart 3

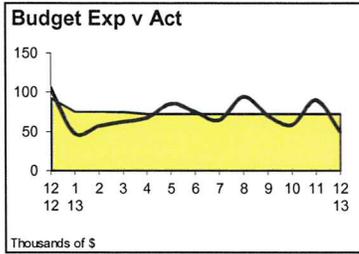


Chart 4

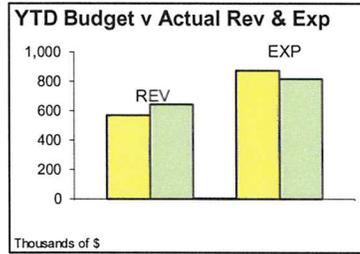


Chart 5

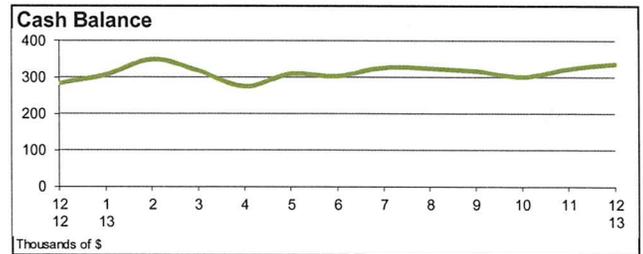


Chart 6

Rev & Exp - YTD	2013	2013	\$ Rem	% Coll	2012
	Budget	Actual			Actual
Cable TV Franchise	\$ 199.0	\$ 259.9	\$ (60.9)	130.6%	\$ 201.0
Intergovernmental Revenues	366.6	367.1	(0.6)	100.2%	424.0
Charges for Goods & Svcs	4.9	12.0	(7.1)	245.3%	41.6
Investment Interest	0.2	0.4	(0.2)	215.1%	0.5
Miscellaneous	-	1.1	(1.1)	0.0%	-
<b>Total Operating Revenues</b>	<b>570.6</b>	<b>640.6</b>	<b>(69.9)</b>	<b>112.3%</b>	<b>667.1</b>
Operating Transfer In	250.4	253.7	(3.3)	101.3%	367.0
<b>Total Sources</b>	<b>\$ 821.0</b>	<b>\$ 894.2</b>	<b>\$ (73.2)</b>	<b>108.9%</b>	<b>\$ 1,034.0</b>
Salaries & Wages	\$ 281.3	\$ 277.1	\$ 4.3	98.5%	\$ 281.1
Benefits	110.9	109.7	1.2	99.0%	104.5
Supplies	58.3	41.4	17.0	70.9%	31.6
Charges for Services	323.8	300.8	23.0	92.9%	333.3
Intergovernmental	100.5	86.4	14.1	86.0%	121.5
Capital	-	-	-	0.0%	13.0
<b>Total Operating Expenses</b>	<b>874.8</b>	<b>815.4</b>	<b>59.4</b>	<b>93.2%</b>	<b>885.0</b>
Other Financing Uses	1.9	1.8	0.1	96.6%	97.2
<b>Total Uses</b>	<b>\$ 876.7</b>	<b>\$ 817.2</b>	<b>\$ 59.5</b>	<b>93.2%</b>	<b>\$ 982.2</b>

Chart 7

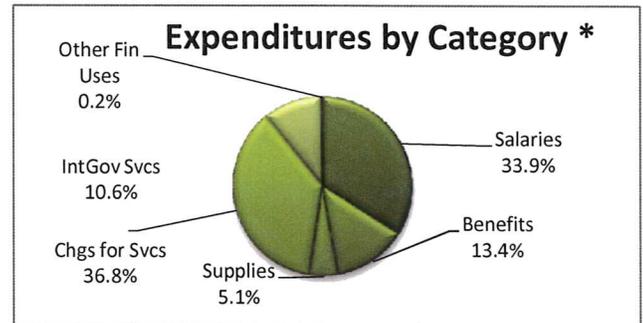
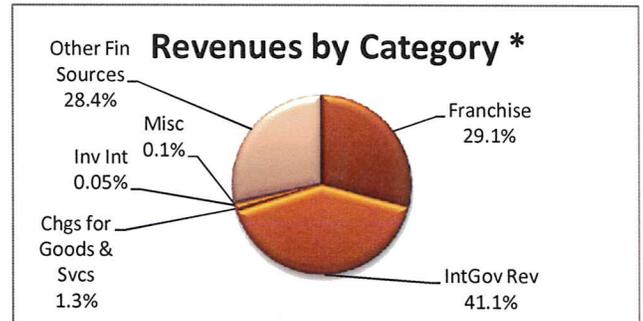


Chart 8 & 9

Legend	
	Cur Year
	Budget
	Actual
Data in Thousands of \$	

\* Due to rounding some percentages may not add up to 100%

# City of Covington

## Quarterly Performance Report - Development Services

### as of 12/31/2013

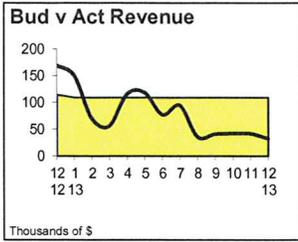


Chart 1

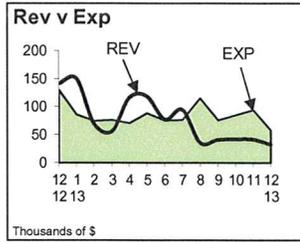


Chart 2

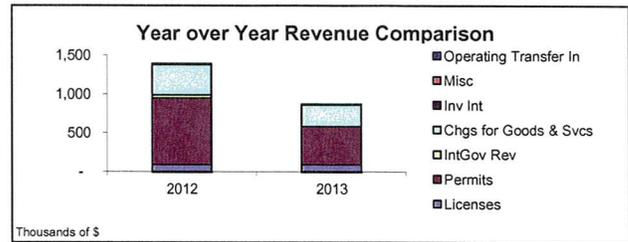


Chart 3

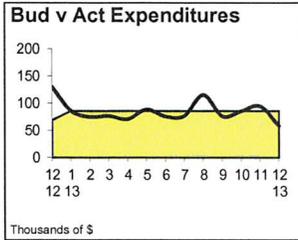


Chart 4

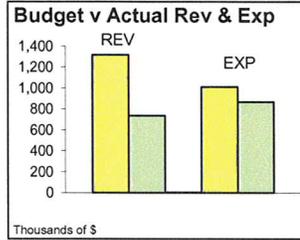


Chart 5

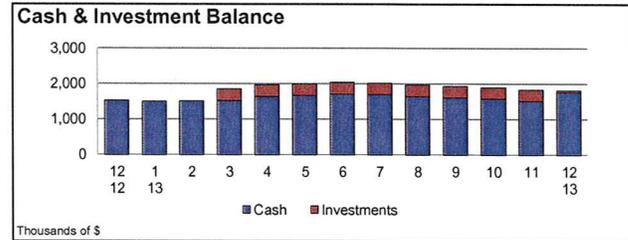


Chart 6

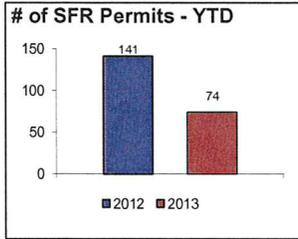


Chart 7

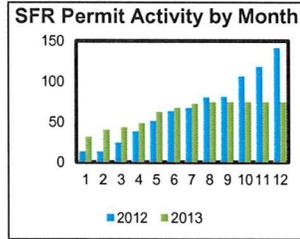


Chart 8

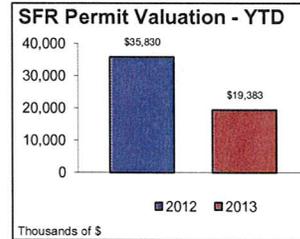
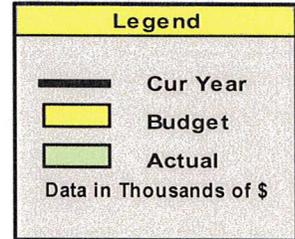
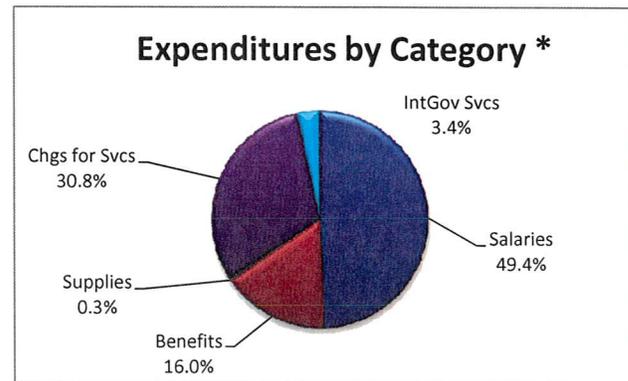
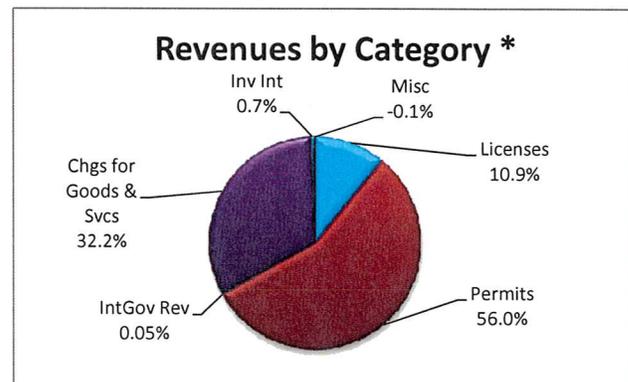


Chart 9



Rev & Exp - YTD	2013	2013	\$ Rem	% Coll YTD	2012
	Budget	Actual			Actual
Licenses	\$ 52.2	\$ 95.3	(43.1)	182.6%	\$ 94.0
Permits	713.8	487.9	225.9	68.4%	854.8
Intergovernmental Svcs	1.4	0.4	0.9	30.2%	41.6
Charges for Services	542.0	280.9	261.1	51.8%	394.4
Interest Income	1.3	6.5	(5.2)	496.2%	9.1
Miscellaneous	-	(0.5)	0.5	0.0%	(1.9)
<b>Total Operating Revenues</b>	<b>1,310.7</b>	<b>870.6</b>	<b>440.2</b>	<b>66.4%</b>	<b>1,392.0</b>
Operating Transfer In	-	-	-	0.0%	-
<b>Total Sources</b>	<b>\$ 1,310.7</b>	<b>\$ 870.6</b>	<b>\$ 440.2</b>	<b>66.4%</b>	<b>\$ 1,392.0</b>
Salaries & Wages	\$ 480.3	481.6	(1.4)	100.3%	475.0
Benefits	156.0	155.8	0.1	99.9%	148.2
Supplies	6.9	3.3	3.6	48.3%	4.5
Charges for Services	324.4	300.8	23.6	92.7%	39.2
Intergovernmental	60.6	33.6	27.0	55.5%	49.0
<b>Total Operating Expenses</b>	<b>1,028.1</b>	<b>975.2</b>	<b>52.9</b>	<b>94.9%</b>	<b>715.9</b>
Other Financing Uses	-	-	-	0.0%	234.9
<b>Total Uses</b>	<b>\$ 1,028.1</b>	<b>\$ 975.2</b>	<b>\$ 52.9</b>	<b>94.9%</b>	<b>\$ 950.7</b>



\* Due to rounding some percentages may not add up to 100%

# City of Covington

## Quarterly Performance Report - Parks and Recreation Services

### as of 12/31/2013

#### SUMMARY CHARTS

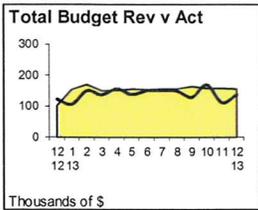


Chart 1

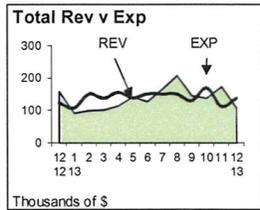


Chart 2

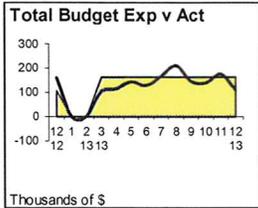


Chart 3

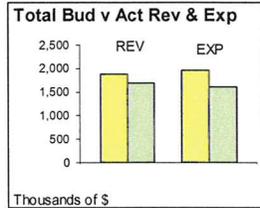


Chart 4

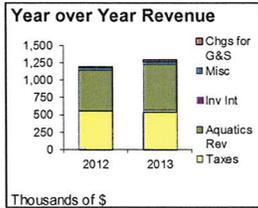


Chart 5

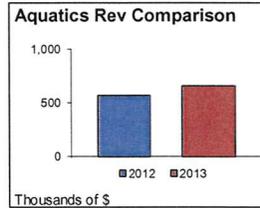


Chart 6

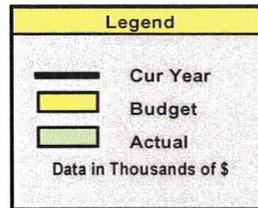
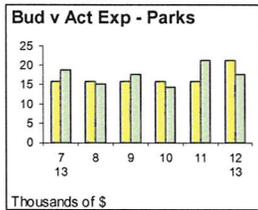
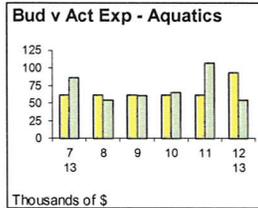


Chart 7

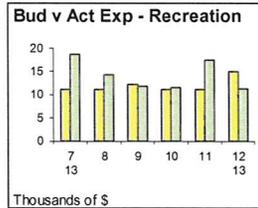
#### DEPARTMENTS



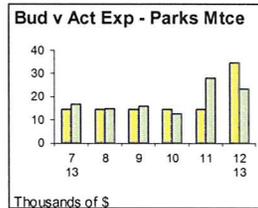
Exp - YTD	2013		\$ Rem	% Coll YTD	2012	
	Budget	Actual			YTD	Actual
Salaries & Wages	\$ 128.1	\$ 134.8	\$ (6.7)	105.3%	\$	\$ 121.6
Benefits	36.6	36.5	0.1	99.8%		34.7
Supplies	0.8	1.6	(0.8)	199.4%		0.6
Charges for Services	87.9	30.2	57.7	34.4%		9.0
Intergovernmental Svcs	1.0	0.3	0.6	33.6%		0.3
<b>Total Operating Expenses</b>	<b>254.3</b>	<b>203.5</b>	<b>50.8</b>	<b>80.0%</b>		<b>166.2</b>
Other Financing Uses	-	-	-	0.0%		25.2
<b>Total Uses</b>	<b>\$ 254.3</b>	<b>\$ 203.5</b>	<b>\$ 50.8</b>	<b>80.0%</b>		<b>\$ 191.4</b>



Exp - YTD	2013		\$ Rem	% Coll YTD	2012	
	Budget	Actual			YTD	Actual
Salaries & Wages	\$ 339.5	\$ 441.9	\$ (102.3)	130.1%	\$	\$ 375.8
Benefits	96.2	123.2	(27.1)	128.2%		91.9
Supplies	66.4	57.9	8.5	87.2%		84.3
Charges for Services	587.0	248.4	338.7	42.3%		116.0
Intergovernmental Svcs	-	-	-	0.0%		8.7
<b>Total Operating Expenses</b>	<b>1,089.1</b>	<b>871.3</b>	<b>217.7</b>	<b>80.0%</b>		<b>676.7</b>
Other Financing Uses	27.5	27.5	(0.0)	100.0%		84.5
<b>Total Uses</b>	<b>\$ 1,116.5</b>	<b>\$ 898.8</b>	<b>\$ 217.7</b>	<b>80.5%</b>		<b>\$ 761.2</b>

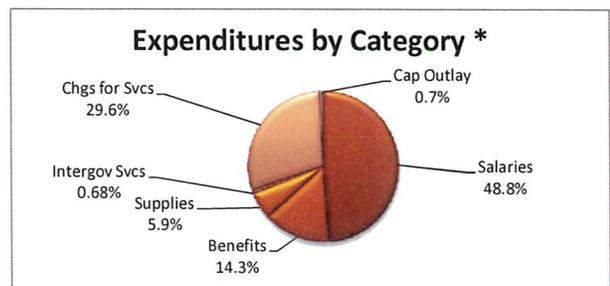
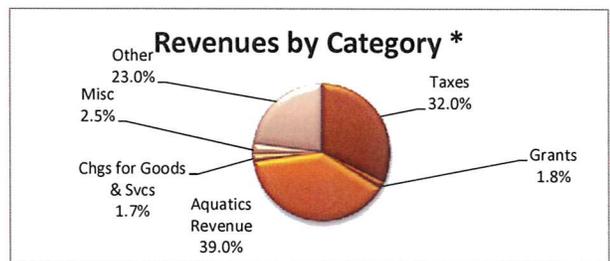


Exp - YTD	2013		\$ Rem	% Coll YTD	2012	
	Budget	Actual			YTD	Actual
Salaries & Wages	\$ 91.9	\$ 94.7	\$ (2.8)	103.0%	\$	\$ 66.5
Benefits	26.9	27.6	(0.7)	102.5%		19.3
Supplies	5.4	11.5	(6.1)	212.3%		12.1
Charges for Services	55.3	67.4	(12)	121.7%		19.1
Intergovernmental Svcs	-	10.3	(10.3)	0.0%		3.0
<b>Total Operating Expenses</b>	<b>179.6</b>	<b>211.4</b>	<b>(31.9)</b>	<b>117.7%</b>		<b>120.0</b>
Other Financing Uses	-	-	-	0.0%		20.0
<b>Total Uses</b>	<b>\$ 179.6</b>	<b>\$ 211.4</b>	<b>\$ (31.9)</b>	<b>117.7%</b>		<b>\$ 140.0</b>



Exp - YTD	2013		\$ Rem	% Coll YTD	2012	
	Budget	Actual			YTD	Actual
Salaries & Wages	\$ 68.3	\$ 88.2	\$ (19.8)	129.0%	\$	\$ 69.4
Benefits	30.3	35.2	(4.9)	116.0%		28.7
Supplies	20.0	21.0	(1.0)	105.0%		20.2
Charges for Services	218.7	114.6	104.1	52.4%		39.1
Capital Outlay	13.0	11.0	2.0	84.7%		-
<b>Total Operating Expenses</b>	<b>350.3</b>	<b>269.9</b>	<b>80.4</b>	<b>77.0%</b>		<b>157.5</b>
Other Financing Uses	64.2	28.4	35.8	44.2%		20.2
<b>Total Uses</b>	<b>\$ 414.6</b>	<b>\$ 298.3</b>	<b>\$ 116.2</b>	<b>72.0%</b>		<b>\$ 177.7</b>

Rev & Exp - YTD	2013		\$ Rem	% Coll YTD	2012	
	Budget	Actual			YTD	Actual
Taxes	\$ 478.0	\$ 539.3	\$ (61.3)	112.8%	\$	\$ 558.2
Grants	387.1	30.1	357.0	7.8%		9.8
Aquatics Revenue	512.8	656.7	(143.8)	128.0%		572.9
Investment Interest	0.2	0.4	(0.2)	212.0%		0.4
Charges for Goods & Services	25.4	28.3	(2.9)	111.2%		0.8
Miscellaneous	36.7	41.4	(4.7)	112.8%		46.4
<b>Total Operating Revenues</b>	<b>1,440.2</b>	<b>1,296.1</b>	<b>144.1</b>	<b>90.0%</b>		<b>1,188.4</b>
Other Financing Sources	445.2	387.6	57.7	87.0%		211.6
<b>Total Sources</b>	<b>\$ 1,885.4</b>	<b>\$ 1,683.7</b>	<b>\$ 201.8</b>	<b>89.3%</b>		<b>\$ 1,400.0</b>
Salaries & Wages	\$ 627.8	\$ 759.5	\$ (131.7)	121.0%	\$	\$ 633.3
Benefits	190.0	222.5	(32.5)	117.1%		174.7
Supplies	92.5	91.9	0.6	99.3%		117.2
Intergovernmental Svcs	1.0	10.6	(9.7)	1107.4%		183.3
Charges for Services	949.0	460.5	488.5	48.5%		12.0
Capital Outlay	13.0	11.0	2.0	84.7%		-
<b>Total Operating Expenses</b>	<b>1,873.3</b>	<b>1,556.1</b>	<b>317.1</b>	<b>83.1%</b>		<b>1,120.4</b>
Other Financing Uses	91.7	55.9	35.8	60.9%		149.9
<b>Total Uses</b>	<b>\$ 1,965.0</b>	<b>\$ 1,612.0</b>	<b>\$ 353.0</b>	<b>82.0%</b>		<b>\$ 1,270.3</b>



\* Due to rounding some percentages may not add up to 100%

# City of Covington

## Quarterly Performance Report - SWM Operations

### as of 12/31/2013

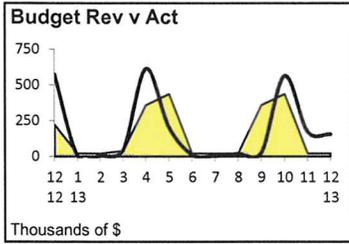


Chart 1

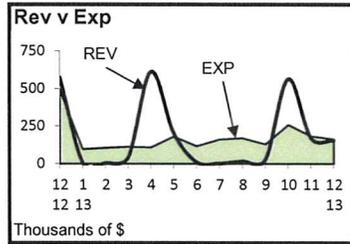


Chart 2

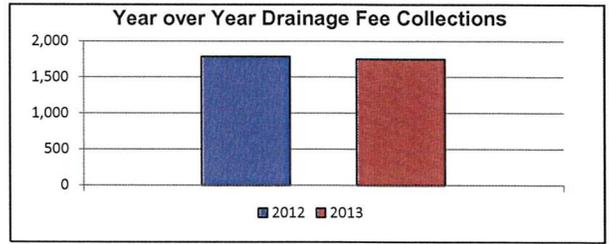


Chart 5

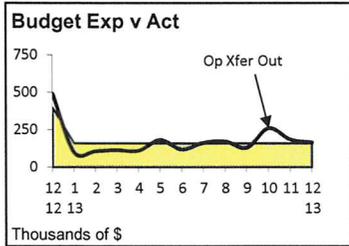


Chart 3

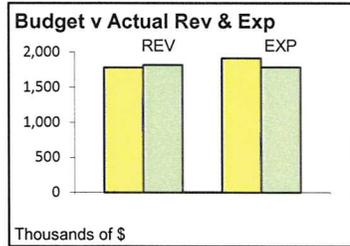


Chart 4

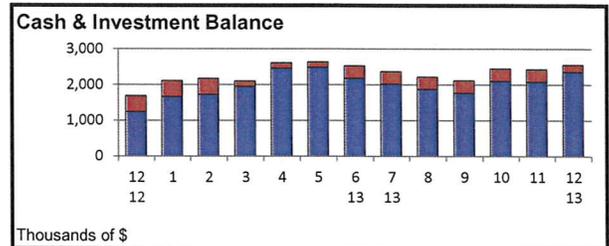


Chart 6

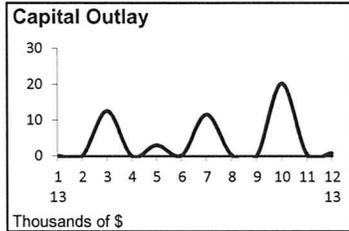
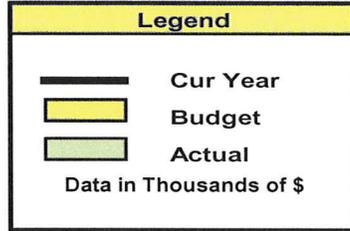
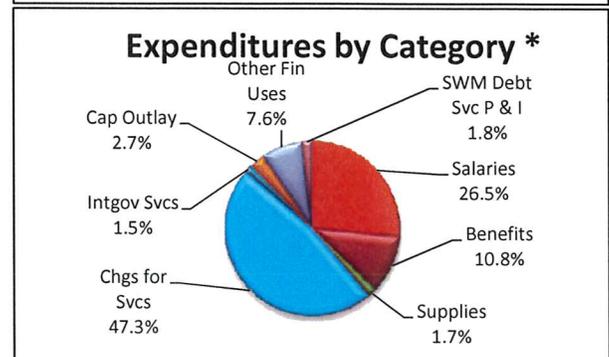
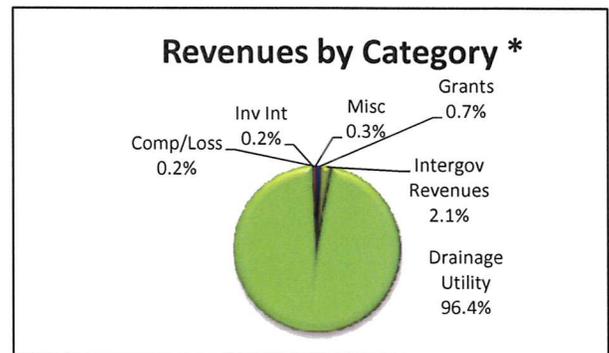


Chart 7



Rev & Exp - YTD	2013 Budget	2013 Actual	\$ Rem	% Coll YTD	2012 Actual
Grants	\$ -	\$ 13.6	(13.6)	0.0%	\$ 231.2
KC Salmon Conservancy	-	-	-	-	-
Intergovernmental Revenues	42.0	37.7	4.3	89.9%	101.8
Drainage Utility	1,733.0	1,751.5	(18.5)	101.1%	1,784.9
Investment Interest	6.0	4.5	1.5	75.7%	8.7
Misc	6.6	6.2	0.4	-	0.9
Comp/Loss	-	3.1	(3.1)	-	-
Total Operating Revenues	1,787.6	1,816.7	(29.0)	101.6%	2,127.5
Transfers In	-	-	-	-	113.4
Total Sources	\$ 1,787.6	\$ 1,816.7	\$ (29.0)	101.6%	\$ 2,240.9
Salaries	\$ 545.1	\$ 472.5	\$ 72.6	86.7%	\$ 573.5
Benefits	205.2	192.5	12.7	93.8%	199.3
Supplies	49.6	30.9	18.8	62.2%	43.5
Charges for Services	851.7	845.4	6.3	99.3%	234.0
Intergovernmental	53.7	26.8	26.9	49.9%	127.3
Capital Outlay	-	48.8	(48.8)	-	246.0
Total Operating Expenditures	1,705.3	1,617.0	88.3	94.8%	1,423.6
Other Financing Uses	172.6	136.5	36.2	79.1%	406.2
SWM Debt Service P & I	32.8	32.8	(0.0)	100.0%	34.8
Total Uses	\$ 1,910.7	\$ 1,786.3	\$ 124.5	93.5%	\$ 1,864.6



\* Due to rounding some percentages may not add up to 100%

	Source/Data	Budget vs Actual	Revenue by Month (shown on a cash basis)	High/Low																			
<b>GENERAL FUND</b>	<b>Sales Tax</b>	<table border="1"> <tr> <td>4Q-12</td> <td>4Q-13</td> <td>% Diff</td> </tr> <tr> <td>3,179,326</td> <td>3,370,592</td> <td>6.0%</td> </tr> <tr> <td><b>Budget</b></td> <td><b>Actual</b></td> <td><b>% Collected</b></td> </tr> <tr> <td>2013 Annual Revenues \$ 2,988,000</td> <td>3,370,592</td> <td>112.8%</td> </tr> <tr> <td>2012 Annual Revenues \$ 2,850,000</td> <td>3,179,326</td> <td>111.6%</td> </tr> <tr> <td>2011 Annual Revenues \$ 2,904,000</td> <td>2,947,658</td> <td>101.5%</td> </tr> </table>	4Q-12	4Q-13	% Diff	3,179,326	3,370,592	6.0%	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>	2013 Annual Revenues \$ 2,988,000	3,370,592	112.8%	2012 Annual Revenues \$ 2,850,000	3,179,326	111.6%	2011 Annual Revenues \$ 2,904,000	2,947,658	101.5%			
	4Q-12	4Q-13	% Diff																				
	3,179,326	3,370,592	6.0%																				
	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>																				
2013 Annual Revenues \$ 2,988,000	3,370,592	112.8%																					
2012 Annual Revenues \$ 2,850,000	3,179,326	111.6%																					
2011 Annual Revenues \$ 2,904,000	2,947,658	101.5%																					
<b>Property Tax</b>	<table border="1"> <tr> <td>4Q-12</td> <td>4Q-13</td> <td>% Diff</td> </tr> <tr> <td>\$ 2,363,948</td> <td>\$ 2,278,336</td> <td>-3.6%</td> </tr> <tr> <td><b>Budget</b></td> <td><b>Actual</b></td> <td><b>% Collected</b></td> </tr> <tr> <td>2013 Annual Revenues \$ 2,340,000</td> <td>2,278,336</td> <td>97.4%</td> </tr> <tr> <td>2012 Annual Revenues \$ 2,340,000</td> <td>2,363,948</td> <td>101.0%</td> </tr> <tr> <td>2011 Annual Revenues \$ 2,356,779</td> <td>2,339,013</td> <td>99.2%</td> </tr> </table>	4Q-12	4Q-13	% Diff	\$ 2,363,948	\$ 2,278,336	-3.6%	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>	2013 Annual Revenues \$ 2,340,000	2,278,336	97.4%	2012 Annual Revenues \$ 2,340,000	2,363,948	101.0%	2011 Annual Revenues \$ 2,356,779	2,339,013	99.2%				
	4Q-12	4Q-13	% Diff																				
	\$ 2,363,948	\$ 2,278,336	-3.6%																				
	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>																				
2013 Annual Revenues \$ 2,340,000	2,278,336	97.4%																					
2012 Annual Revenues \$ 2,340,000	2,363,948	101.0%																					
2011 Annual Revenues \$ 2,356,779	2,339,013	99.2%																					
<b>Utility Tax</b>	<table border="1"> <tr> <td>4Q-12</td> <td>4Q-13</td> <td>% Diff</td> </tr> <tr> <td>\$ 2,004,827</td> <td>\$ 2,052,234</td> <td>2.4%</td> </tr> <tr> <td><b>Budget</b></td> <td><b>Actual</b></td> <td><b>% Collected</b></td> </tr> <tr> <td>2013 Annual Revenues \$ 2,140,140</td> <td>2,052,234</td> <td>95.9%</td> </tr> <tr> <td>2012 Annual Revenues \$ 2,012,475</td> <td>2,004,827</td> <td>99.6%</td> </tr> <tr> <td>2011 Annual Revenues \$ 2,016,000</td> <td>1,785,667</td> <td>88.6%</td> </tr> </table>	4Q-12	4Q-13	% Diff	\$ 2,004,827	\$ 2,052,234	2.4%	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>	2013 Annual Revenues \$ 2,140,140	2,052,234	95.9%	2012 Annual Revenues \$ 2,012,475	2,004,827	99.6%	2011 Annual Revenues \$ 2,016,000	1,785,667	88.6%				
	4Q-12	4Q-13	% Diff																				
	\$ 2,004,827	\$ 2,052,234	2.4%																				
	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>																				
2013 Annual Revenues \$ 2,140,140	2,052,234	95.9%																					
2012 Annual Revenues \$ 2,012,475	2,004,827	99.6%																					
2011 Annual Revenues \$ 2,016,000	1,785,667	88.6%																					
<b>STREET FUND</b>	<b>Fuel Tax</b>	<table border="1"> <tr> <td>4Q-12</td> <td>4Q-13</td> <td>% Diff</td> </tr> <tr> <td>\$ 360,567</td> <td>\$ 367,150</td> <td>1.8%</td> </tr> <tr> <td><b>Budget</b></td> <td><b>Actual</b></td> <td><b>% Collected</b></td> </tr> <tr> <td>2013 Annual Revenues \$ 366,566</td> <td>367,150</td> <td>100.2%</td> </tr> <tr> <td>2012 Annual Revenues \$ 371,700</td> <td>360,567</td> <td>97.0%</td> </tr> <tr> <td>2011 Annual Revenues \$ 378,202</td> <td>366,221</td> <td>96.8%</td> </tr> </table>	4Q-12	4Q-13	% Diff	\$ 360,567	\$ 367,150	1.8%	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>	2013 Annual Revenues \$ 366,566	367,150	100.2%	2012 Annual Revenues \$ 371,700	360,567	97.0%	2011 Annual Revenues \$ 378,202	366,221	96.8%			
	4Q-12	4Q-13	% Diff																				
	\$ 360,567	\$ 367,150	1.8%																				
	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>																				
2013 Annual Revenues \$ 366,566	367,150	100.2%																					
2012 Annual Revenues \$ 371,700	360,567	97.0%																					
2011 Annual Revenues \$ 378,202	366,221	96.8%																					
<b>Comcast Franchise Fees</b>	<table border="1"> <tr> <td>4Q-12</td> <td>4Q-13</td> <td>% Diff</td> </tr> <tr> <td>\$ 200,952</td> <td>\$ 259,889</td> <td>29.3%</td> </tr> <tr> <td><b>Budget</b></td> <td><b>Actual</b></td> <td><b>% Collected</b></td> </tr> <tr> <td>2013 Annual Revenues \$ 199,000</td> <td>259,889</td> <td>130.6%</td> </tr> <tr> <td>2012 Annual Revenues \$ 199,000</td> <td>200,952</td> <td>101.0%</td> </tr> <tr> <td>2011 Annual Revenues \$ 184,000</td> <td>196,256</td> <td>106.7%</td> </tr> </table>	4Q-12	4Q-13	% Diff	\$ 200,952	\$ 259,889	29.3%	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>	2013 Annual Revenues \$ 199,000	259,889	130.6%	2012 Annual Revenues \$ 199,000	200,952	101.0%	2011 Annual Revenues \$ 184,000	196,256	106.7%				
	4Q-12	4Q-13	% Diff																				
	\$ 200,952	\$ 259,889	29.3%																				
	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>																				
2013 Annual Revenues \$ 199,000	259,889	130.6%																					
2012 Annual Revenues \$ 199,000	200,952	101.0%																					
2011 Annual Revenues \$ 184,000	196,256	106.7%																					
<b>DEV SVCS FUND</b>	<b>Development Services Permitting Revenue/Activity</b>	<table border="1"> <tr> <td>4Q-12</td> <td>4Q-13</td> <td>% Diff</td> </tr> <tr> <td>\$ 854,807</td> <td>\$ 487,938</td> <td>-42.9%</td> </tr> <tr> <td><b>Budget</b></td> <td><b>Actual</b></td> <td><b>% Collected</b></td> </tr> <tr> <td>2013 Annual Revenues \$ 713,823</td> <td>487,938</td> <td>68.4%</td> </tr> <tr> <td>2012 Annual Revenues \$ 566,835</td> <td>845,807</td> <td>149.2%</td> </tr> <tr> <td>2011 Annual Revenues \$ 327,766</td> <td>566,842</td> <td>172.9%</td> </tr> </table>	4Q-12	4Q-13	% Diff	\$ 854,807	\$ 487,938	-42.9%	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>	2013 Annual Revenues \$ 713,823	487,938	68.4%	2012 Annual Revenues \$ 566,835	845,807	149.2%	2011 Annual Revenues \$ 327,766	566,842	172.9%			
	4Q-12	4Q-13	% Diff																				
	\$ 854,807	\$ 487,938	-42.9%																				
	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>																				
2013 Annual Revenues \$ 713,823	487,938	68.4%																					
2012 Annual Revenues \$ 566,835	845,807	149.2%																					
2011 Annual Revenues \$ 327,766	566,842	172.9%																					
<b>PARKS FUND</b>	<b>Aquatics Revenue/Attendance *</b>	<table border="1"> <tr> <td>4Q-12</td> <td>4Q-13</td> <td>% Diff</td> </tr> <tr> <td>\$ 572,887</td> <td>\$ 656,651</td> <td>14.6%</td> </tr> <tr> <td><b>Budget</b></td> <td><b>Actual</b></td> <td><b>% Collected</b></td> </tr> <tr> <td>2013 Annual Revenues \$ 512,820</td> <td>656,651</td> <td>128.0%</td> </tr> <tr> <td>2012 Annual Revenues \$ 498,880</td> <td>572,887</td> <td>114.8%</td> </tr> <tr> <td>2011 Annual Revenues \$ 486,330</td> <td>466,487</td> <td>95.9%</td> </tr> </table>	4Q-12	4Q-13	% Diff	\$ 572,887	\$ 656,651	14.6%	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>	2013 Annual Revenues \$ 512,820	656,651	128.0%	2012 Annual Revenues \$ 498,880	572,887	114.8%	2011 Annual Revenues \$ 486,330	466,487	95.9%			
	4Q-12	4Q-13	% Diff																				
	\$ 572,887	\$ 656,651	14.6%																				
	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>																				
2013 Annual Revenues \$ 512,820	656,651	128.0%																					
2012 Annual Revenues \$ 498,880	572,887	114.8%																					
2011 Annual Revenues \$ 486,330	466,487	95.9%																					
<b>SWM FUND</b>	<b>SWM Fees</b>	<table border="1"> <tr> <td>4Q-12</td> <td>4Q-13</td> <td>% Diff</td> </tr> <tr> <td>\$ 1,784,919</td> <td>\$ 1,751,467</td> <td>-1.9%</td> </tr> <tr> <td><b>Budget</b></td> <td><b>Actual</b></td> <td><b>% Collected</b></td> </tr> <tr> <td>2013 Annual Revenues \$ 1,733,000</td> <td>1,751,467</td> <td>101.1%</td> </tr> <tr> <td>2012 Annual Revenues \$ 1,704,052</td> <td>1,784,919</td> <td>104.7%</td> </tr> <tr> <td>2011 Annual Revenues \$ 1,542,260</td> <td>1,661,446</td> <td>107.7%</td> </tr> </table>	4Q-12	4Q-13	% Diff	\$ 1,784,919	\$ 1,751,467	-1.9%	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>	2013 Annual Revenues \$ 1,733,000	1,751,467	101.1%	2012 Annual Revenues \$ 1,704,052	1,784,919	104.7%	2011 Annual Revenues \$ 1,542,260	1,661,446	107.7%			
	4Q-12	4Q-13	% Diff																				
	\$ 1,784,919	\$ 1,751,467	-1.9%																				
	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>																				
2013 Annual Revenues \$ 1,733,000	1,751,467	101.1%																					
2012 Annual Revenues \$ 1,704,052	1,784,919	104.7%																					
2011 Annual Revenues \$ 1,542,260	1,661,446	107.7%																					
<b>REET FUND</b>	<b>Real Estate Excise Tax (REET)/Avg Sales Price/Unit</b>	<table border="1"> <tr> <td>4Q-12</td> <td>4Q-13</td> <td>% Diff</td> </tr> <tr> <td>\$ 502,510</td> <td>\$ 562,456</td> <td>11.9%</td> </tr> <tr> <td><b>Budget</b></td> <td><b>Actual</b></td> <td><b>% Collected</b></td> </tr> <tr> <td>2013 Annual Revenues \$ 350,000</td> <td>562,456</td> <td>160.7%</td> </tr> <tr> <td>2012 Annual Revenues \$ 325,000</td> <td>502,510</td> <td>154.6%</td> </tr> <tr> <td>2011 Annual Revenues \$ 300,000</td> <td>390,364</td> <td>130.1%</td> </tr> </table>	4Q-12	4Q-13	% Diff	\$ 502,510	\$ 562,456	11.9%	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>	2013 Annual Revenues \$ 350,000	562,456	160.7%	2012 Annual Revenues \$ 325,000	502,510	154.6%	2011 Annual Revenues \$ 300,000	390,364	130.1%			
	4Q-12	4Q-13	% Diff																				
	\$ 502,510	\$ 562,456	11.9%																				
	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>																				
2013 Annual Revenues \$ 350,000	562,456	160.7%																					
2012 Annual Revenues \$ 325,000	502,510	154.6%																					
2011 Annual Revenues \$ 300,000	390,364	130.1%																					

\* Attendance, permitting activity, and average unit sales price are shown on the secondary axis to compare with revenue intake.

SUBJECT: DISCUSS COUNCIL'S COMMISSIONER INTERVIEW PROCEDURES

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):

None

PREPARED BY: Derek Matheson, City Manager  
Sara Springer, City Attorney

EXPLANATION:

Council members Snoey, Scott, and Cimaomo requested this agenda item to discuss the council's current procedures for commissioner interviews, specifically, the location of those interviews. No specific procedures for commissioner interviews are prescribed in the Council Rules of Procedure.

All commissioner interviews are publically noticed as a special meeting held prior to the council's regular meeting and are open to the public. To create a less formal environment, council has historically held commissioner interviews in the city's conference room next to council chambers. The conference room has been considered the same location as the council's regular meetings, therefore the special meeting notices have not specified the location and signs are not posted outside the conference room. Though the interviews are open to the public, concern was raised that holding the interviews in the closed conference room was not a best practice, particularly concerning the security controls on the door between council chambers and the conference room.

Below are possible options for altering the council's procedures for commissioner interviews to follow best practices.

1. The door between the conference room and council chambers may be propped open so that the location of the interviews is openly visible and accessible from council chambers.
2. Special meetings may be held at a location other than where the council's regular meetings are held. Accordingly, rather than deeming the conference room as the same location as the council's regular meetings, the conference room may be treated as an alternative location that is specifically noted on the special meeting notice and indicated by signs placed outside each door to the conference room (pursuant to state statute). The conference room doors may then remain closed, though staff will need to arrange for the security controls on the conference room door to council chambers to be disabled during the interviews to allow the public to freely enter.

3. The interviews may be held in the council chambers.
4. Council may choose to not make the interviews public and avoid a quorum and public noticing requirements by interviewing commission applicants in smaller groups of three or fewer council members.

ALTERNATIVES: Continue to follow current procedures for commissioner interviews.

FISCAL IMPACT: None.

CITY COUNCIL ACTION: \_\_\_Ordinance \_\_\_Resolution \_\_\_Motion XOther

Provide direction to staff.

REVIEWED BY: City Attorney; City Manager; City Clerk

**DISCUSSION OF  
FUTURE AGENDA TOPICS:**

**5:40 p.m., Tuesday, April 8, 2014 Special Meeting for  
Planning Commission Interviews**

**7:00 p.m., Tuesday, April 8, 2014 Regular Meeting**

**(Draft Agenda Attached)**



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



Tuesday, April 8, 2014  
7:00 p.m.

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

*Council will interview Planning Commission applicants beginning at 5:40 p.m.*

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

**ROLL CALL/PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PUBLIC COMMUNICATION**

- King County Sheriff’s Office Report – Sheriff Urquhart
- National Building Safety Month Proclamation – May (Meyers)
- National Transportation Week Proclamation – May 11-17, 2014 (Vondran)
- National Public Works Week Proclamation – May 18-24, 2014 (Vondran)
- National Aquatics Month Proclamation – May 2014 (Bahl)
- Arbor Day Proclamation – April 25, 2014 (Vondran)

**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: February 25, 2014 Regular Meeting; March 11, 2014 Special & Regular Meetings; and March 25, 2014 Special & Regular Meetings (Scott)

C-2. Vouchers (Hendrickson)

**NEW BUSINESS**

1. Consider Appointments to Planning Commission (Council)

**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.*