

Covington: Unmatched quality of life
CITY OF COVINGTON
CITY COUNCIL REGULAR MEETING AGENDA
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Tuesday, April 23, 2013
7:00 p.m.

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

Council and Budget Priorities Advisory Committee will have dinner together in the Community Room beginning at 5:30 p.m.

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

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION

- National Building Safety Month Proclamation – May 2013 (Hart)
- National Transportation Week Proclamation – May 12-18, 2013 (Akramoff)
- National Public Works Week Proclamation – May 19-25, 2013 (Akramoff)
- National Water Safety Month Proclamation – May 2013 (Newton)
- Recognition of Budget Priorities Advisory Committee (Council)

PUBLIC COMMENT *Persons addressing the Council shall state their name, address, and organization for the record. Speakers shall address comments to the City Council, not the audience or the staff. Public Comment shall be for the purpose of the Council receiving comment from the public and is not intended for conversation or debate. Public comments shall be limited to no more than four minutes per speaker. If additional time is needed a person may request that the Council place an item on a future agenda as time allows.**

APPROVE CONSENT AGENDA

- C-1. Minutes: March 26, 2013 Special & Regular Meeting Minutes and April 9, 2013 Special & Regular Meeting Minutes (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Accept City Hall Carpet Replacement Project (Scott)

REPORTS OF COMMISSIONS

- Human Services Chair Haris Ahmad: April 11 meeting.
- Arts Chair Sandy Bisordi: April 11 meeting.
- Parks & Recreation Chair Steven Pand: April 17 meeting.
- Planning Chair Daniel Key: April 4 and April 18 meetings.
- Economic Development Council Co-Chair Jeff Wagner: March 28 meeting.

CONTINUED BUSINESS

1. Discuss Aquatics Fees (Thomas/Newton)
2. Discuss Field Use Fees (Thomas/Patterson)

NEW BUSINESS

3. Surface Water Management Programs Presentation & Reissuance of Permit (Akramoff/Parrish)
4. Discuss and Consider Urban Forestry Strategic Plan (Akramoff)
5. Discuss Parks and Recreation Commission Recommendation for Park Name (Thomas)
6. Town Center Update (Matheson)
7. New City Hall Feasibility Update (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

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

Consent Agenda Item C-1

Covington City Council Meeting

Date: April 23, 2013

SUBJECT: APPROVAL OF MINUTES: MARCH 26, 2013 CITY COUNCIL SPECIAL & REGULAR MEETING MINUTES AND APRIL 9, 2013 CITY COUNCIL SPECIAL & REGULAR MEETING MINUTES

RECOMMENDED BY: Sharon G. Scott, City Clerk

ATTACHMENT(S): Proposed Summary

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 March 26, 2013 City Council Special & Regular Meeting Minutes and April 9, 2013 City Council Special & Regular Meeting Minutes.

**City of Covington
Special & Regular City Council Meeting Minutes
Tuesday, March 26, 2013**

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

INTERVIEWS– 5:40-7:00 P.M.:

The Council conducted interviews for openings on the Covington Human Services Commission. Applicants interviewed included Joyce Bowling, Tracy Sorensen, Lesley Schlesinger, and Haris Ahmad.

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, March 26, 2013, at 7:05 p.m., with Mayor Harto presiding.

COUNCILMEMBERS PRESENT:

Margaret Harto, Mark Lanza (arrived @ 7:06 p.m.), David Lucavish, Marlla Mhoon, Jim Scott, Wayne Snoey (arrived @ 7:17 p.m.), and Jeff Wagner.

Council Action: Councilmember Scott moved and Councilmember Wagner seconded to excuse Councilmembers Lanza and Snoey who would be arriving late. Vote: 5-0. Motion carried.

STAFF PRESENT:

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

Mayor Harto opened the meeting with the Pledge of Allegiance.

APPROVAL OF AGENDA:

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

PUBLIC COMMUNICATION:

- Parks & Recreation Commission Chair Steven Pand accepted the April 26, 2013 Arbor Day Proclamation and the April 22, 2013 Earth Day Proclamation.
- Managing Librarian Mary Jo Edelman accepted the April 1, 2013 Covington Library 20th Anniversary Proclamation.
- Finance Director Rob Hendrickson and Accountant Casey Parker accepted the Certificate of Achievement for Excellence in Financial Reporting awarded to the City of Covington

by the Government Finance Officers Association of the United States and Canada for its Comprehensive Annual Financial Report.

- Council presented proclamations to Japanese exchange students and teachers from Abuno High and Kitano High in Osaka, Japan, in recognition of March 26, 2013 as International Student Exchange Day in Covington.

Council recessed from 7:32 to 7:45 p.m. for a brief reception to welcome the exchange students and teachers.

PUBLIC COMMENT:

Mayor Harto called for public comments.

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

APPROVE CONSENT AGENDA:

- C-1. Minutes: March 12, 2013 Study Session Minutes and March 12, 2013 Regular Meeting Minutes.
- C-2. Vouchers: Vouchers #29089—29161, in the Amount of \$156,264.47, Dated March 5, 2013; Vouchers #29162-29163, in the Amount of \$7,619.05, Dated March 12, 2013; and Paylocity Payroll Checks #1001107961-1001107975 Inclusive, Plus Employee Direct Deposits in the Amount of \$144,673.08, Dated March 15, 2013.
- C-3. Approve Contract with SBS Legal Services, PLLC for City Attorney Services.
- C-4. Interlocal Agreement with the City of Black Diamond for Building Code Administration, Inspection, and Plan Review.
- C-5. Accept Billing Agreement with Soos Creek Water & Sewer District for Lift Station 46.
- C-6. Accept Engineering Contract for Project Design.

Council Action: Councilmember Wagner moved and Councilmember Lucavish seconded to approve the Consent Agenda. Vote: 7-0. Motion carried.

REPORTS OF COMMISSIONS:

Human Services Commission – Chair Haris Ahmad reported on the March 14 meeting.

Arts Commission – Chair Sandy Bisordi reported on the March 14 meeting.

Parks & Recreation Commission – Chair Steven Pand reported on the March 20 meeting.

Planning Commission – Community Development Director Richard Hart reported on the March 7 meeting. The March 21 meeting was canceled.

Economic Development Council – Co-Chair Jeff Wagner reported on the February 28 meeting.

NEW BUSINESS:

1. Consider Appointments to Human Services Commission.

Council Action: Councilmember Mhoon moved and Councilmember Scott seconded to appoint Joyce Bowling to fill open Position No. 3 on the Human Services Commission with a term expiring March 31, 2016. Vote: 7-0. Motion carried.

Council Action: Councilmember Wagner moved and Councilmember Lucavish seconded to appoint Lesley Schlesinger to fill open Position No. 6 on the Human Services Commission with a term expiring March 31, 2016. Vote: 7-0. Motion carried.

Council Action: Councilmember Lucavish moved and Councilmember Wagner seconded to appoint Haris Ahmad to fill open Position No. 7 on the Human Services Commission with a term expiring March 31, 2016. Vote: 7-0. Motion carried.

2. Discuss Citizen Survey Questions.

Community Relations Coordinator Karla Slate gave the staff report on this item and handed out survey questions.

Councilmembers provided comments and asked questions, and Ms. Slate and Mr. Matheson provided responses.

Council Action: Councilmember Wagner moved and Councilmember Mhoon seconded to move forward with the 2013 Covington Citizen Survey as presented giving staff discretion to fine tune it as needed. Vote: 4-3 (voting yes: Harto, Lanza, Mhoon, and Wagner; voting no: Lucavish, Scott, and Snoey). Motion carried.

Council Action: There was Council consensus to direct staff to proceed with web-based surveying in addition to the telephone survey.

3. Update on Aquatic Center Renovations.

Parks & Recreation Director Scott Thomas introduced this item, and Aquatics Supervisor Ethan Newton gave the staff report on this item.

Councilmembers asked questions and Mr. Newton provided responses.

4. Discussion on Aquatics and Field Use Fees.

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

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

COUNCIL/STAFF COMMENTS:

Councilmembers and staff discussed Future Agenda Topics and made comments.

Council Action: Councilmember Snoey moved and Councilmember Lucavish seconded to extend the meeting to 10:10 p.m. Vote: 6-1 (voting yes: Harto, Lanza, Lucavish, Mhoon, Scott, and Snoey; voting no: Wagner). Motion carried.

PUBLIC COMMENTS:

Mayor Harto called for public comments.

Mary Pritchard, 26103 197th Avenue SE, Covington resident, spoke regarding her attendance at the Community Workshop the previous evening and how nice it was to see so many new people participating. Mrs. Pritchard also advised the council that she felt the Parks & Recreation Commission's chosen name of "Covington Community Park" was boring and suggested that council should look over the entire list of names that were submitted as she felt there were quite a few good ones.

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

ADJOURNMENT:

There being no further business, the meeting was adjourned at 10:06 p.m.

Prepared by:

Submitted by:

Joan Michaud
Senior Deputy City Clerk

Sharon Scott
City Clerk

**City of Covington
Special & Regular City Council Meeting Minutes
Tuesday, April 9, 2013**

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

INTERVIEWS– 5:40-7:00 P.M.:

The Council conducted interviews for openings on the Covington Arts Commission. Applicants interviewed included Sandy Bisordi and Leslie Spero.

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, April 9, 2013, at 7:03 p.m., with Mayor Harto presiding.

COUNCILMEMBERS PRESENT:

Margaret Harto, Mark Lanza, David Lucavish, Marlla Mhoon, Wayne Snoey (arrived @ 7:06 p.m.), and Jeff Wagner.

COUNCILMEMBERS ABSENT:

Jim Scott.

Council Action: Councilmember Wagner moved and Councilmember Mhoon seconded to excuse Councilmember Snoey who would be arriving late and Councilmember Scott who was out of town. Vote: 5-0. Motion carried.

STAFF PRESENT:

Derek Matheson, City Manager; Glenn Akramoff, Public Works Director; Richard Hart, Community Development Director; Rob Hendrickson, Finance Director; Kevin Klason, Covington Police Chief; Karla Slate, Community Relations Coordinator; Scott Thomas, Parks & Recreation Director; Sara Springer, City Attorney; and Joan Michaud, Senior Deputy City Clerk.

Mayor Harto opened the meeting with the Pledge of Allegiance.

APPROVAL OF AGENDA:

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

Mayor Harto acknowledged Star Scout Benjamin Strous from Troop 711 in Maple Valley who was working on his Citizen in the Community Merit Badge.

PUBLIC COMMENT:

Mayor Harto called for public comments.

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

APPROVE CONSENT AGENDA:

C-1. Vouchers: Vouchers #29164—29224, in the Amount of \$297,969.27, Dated March 18, 2013; and Paylocity Payroll Checks #1001141788-1001141802 Inclusive, Plus Employee Direct Deposits in the Amount of \$146,186.67, Dated March 29, 2013.

RESOLUTION NO. 13-02

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

C-2. Resolution to Authorize Surplus Vehicles.

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

PUBLIC HEARING:

1. Receive Comments from the Public and Consider Ordinance Creating Transportation Benefit District.

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

Mayor Harto called for public comments for the public hearing.

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

ORDINANCE NO. 02-13

AN ORDINANCE OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT; SPECIFYING THE BOUNDARIES FOR THE TRANSPORTATION BENEFIT DISTRICT; SPECIFYING THE TRANSPORTATION IMPROVEMENTS TO BE FUNDED BY THE TRANSPORTATION BENEFIT DISTRICT; AND CREATING A NEW CHAPTER 12.125 OF THE COVINGTON MUNICIPAL CODE ENTITLED “TRANSPORTATION BENEFIT DISTRICT.”

Council Action: Councilmember Lanza moved and Councilmember Snoey seconded to adopt Ordinance No. 02-13 adding a new Chapter 12.125 to the City of Covington Municipal Code establish a Transportation Benefit District, the boundaries of the Transportation Benefit District and the associated projects to be funded by the TBD. Vote: 6-0. Motion carried.

CONTINUED BUSINESS:

2. Consider Solid Waste Contract with Republic Services.

Councilmember Wagner recused himself from this item and left the room.

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

Councilmembers provided comments and feedback.

Council Action: Councilmember Lanza moved and Councilmember Snoey seconded to authorize the City Manager to execute a contract for solid waste services with Republic Services. Vote: 5-0. Motion carried.

NEW BUSINESS:

3. Consider Appointments to Arts Commission.

Council Action: Councilmember Lucavish moved and Councilmember Mhoon seconded to appoint Sandy Bisordi to fill open Position No. 1 on the Arts Commission with a term expiring May 31, 2016. Vote: 6-0. Motion carried.

Council Action: Councilmember Mhoon moved and Councilmember Lucavish seconded to appoint Leslie Spero to fill vacant Position No. 2 on the Arts Commission for the remainder of the term expiring May 31, 2013 and fill the open Position No. 2 for the following term expiring May 31, 2016. Vote: 6-0. Motion carried.

4. Discuss Covington Community Park Fencing.

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

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

Council Action: Councilmember Wagner moved and Councilmember Mhoon seconded to authorize staff to proceed with the staff's recommendation for the installation of fencing at Covington Community Park: split rail fencing for the right-of-way perimeter on SE 240th Street and 180th Avenue SE; four foot high chain link gate at the southeast corner of the property, at the old home location; and city standard six foot black vinyl chain link with gates for maintenance access around the perimeter of the two retention ponds. Vote: 6-0. Motion carried.

5. Landscape Maintenance Agreement for Covington Community Park.

Mayor Harto turned the gavel over to Mayor Pro Tem Wagner due to her severe cough/cold.

Public Works Director Glenn Akramoff gave the staff report for this item.

Councilmembers provided comments and asked questions, and Mr. Akramoff, Mr. Matheson, and City Attorney Sara Springer provided responses.

Council Action: Councilmember Snoey moved and Councilmember Lucavish seconded to authorize the City Manager to execute an agreement with Canber Corps for landscape maintenance at Covington Community Park. Vote: 6-0. Motion carried.

6. Preliminary Public Education Plan re Transportation Benefit District.

Community Relations Coordinator Karla Slate gave the staff report on this item.

Councilmembers asked questions and Ms. Springer provided responses.

Council Action: There was Council consensus to direct staff to move forward with the Public Education Plan as presented.

COUNCIL/STAFF COMMENTS:

Councilmembers and staff discussed Future Agenda Topics and made comments.

PUBLIC COMMENTS:

Mayor Pro Tem Wagner called for public comments.

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

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:23 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: April 23, 2013

SUBJECT: APROVAL OF VOUCHERS.

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #29225—29280, in the Amount of \$111,380.68, Dated April 3, 2013; and Paylocity Payroll Checks #1001172694-1001172704 Inclusive, Plus Employee Direct Deposits in the Amount of \$147,185.90, Dated April 12, 2013.

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION: Not applicable.

ALTERNATIVES: Not applicable.

FISCAL IMPACT: Not applicable.

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

Councilmember _____ moves, Councilmember _____ seconds, to approve for payment: Vouchers #29225—29280, in the Amount of \$111,380.68, Dated April 3, 2013; and Paylocity Payroll Checks #1001172694-1001172704 Inclusive, Plus Employee Direct Deposits in the Amount of \$147,185.90, Dated April 12, 2013.

April 3, 2013

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check # 29225 Through Check # 29280

In the Amount of \$111,380.68

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

Cassandra Parker
Accountant

Mark Lanza
City Councilmember

Wayne Snoey
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved _____

Accounts Payable

Checks by Date - Detail By Check Date

User: scles
 Printed: 4/5/2013 - 10:02 AM



| | | | Check Amount |
|-----------|-------|--|--------------|
| Check No: | 29225 | Check Date: 04/03/2013 | |
| Vendor: | 0473 | Alexander Hamilton Inst, Inc. | |
| RENIR04 | | Payroll Legal Alert; 1 year subscription | 147.00 |
| | | | <hr/> 147.00 |
| Check No: | 29226 | Check Date: 04/03/2013 | |
| Vendor: | 2033 | Aquatic Specialty Services | |
| 4102 | | Aquatics; clean/calibration service, March | 124.90 |
| | | | <hr/> 124.90 |
| Check No: | 29227 | Check Date: 04/03/2013 | |
| Vendor: | 2105 | Rachel Bahl | |
| 2105-4 | | Bahl; mileage reimbursement, March | 25.31 |
| | | | <hr/> 25.31 |
| Check No: | 29228 | Check Date: 04/03/2013 | |
| Vendor: | 0499 | Bank of America | |
| 0411-4 | | Aquatics; office chair rubber casters | 147.48 |
| 0411-4 | | Aquatics; office chair rubber casters | -11.68 |
| 0411-4 | | Aquatics; gift cards for staff recognition | 75.00 |
| 0411-4 | | Bahl; ActiveNet conference, registration | 598.00 |
| 0848-4 | | Classified ads; lifeguards/seasonal maintenance | 75.00 |
| 0848-4 | | Meyers; Leadership seminar | 99.00 |
| 0848-4 | | Meyers; Fire Marshal online training | 69.00 |
| 0848-4 | | Meyers; recertification fees | 80.00 |
| 0848-4 | | Meyers; The 8th Habit workbook | 15.29 |
| 0848-4 | | Streamlight stinger switch module | 19.48 |
| 0848-4 | | Streamlight stinger switch module, use tax | -1.54 |
| 0848-4 | | Hart; PAW conference, registration | 175.00 |
| 0848-4 | | Hart; PAW conference, registration | 75.00 |
| 0848-4 | | Mueller/Lyons; Hawk Subarea Design meeting, 1 | 34.16 |
| 0848-4 | | Vondran; Hawk Subarea Design meeting, parking | 10.25 |
| 0848-4 | | Vondran; Hawk Subarea Design meeting, parking | 6.83 |
| 0848-4 | | Thomas; Hawk Subarea Design meeting, parking | 17.08 |
| 0848-4 | | PermitTrax; SSL, 1 year certificate | 61.78 |
| 0848-4 | | Spam filter service | 5.00 |
| 0848-4 | | Data cable, memory, webcam, adapters, splitter c | 531.17 |
| 0848-4 | | Desktop switch, power adapter supply | 28.65 |
| 1030-4 | | ISA PNW Chapter membership dues | 24.00 |
| 1030-4 | | ISA PNW Chapter membership dues | 24.00 |
| 1030-4 | | ISA PNW Chapter membership dues | 12.00 |
| 1030-4 | | Fealy; certification study guide | 29.64 |
| 1030-4 | | Fealy; certification study guide | 29.64 |
| 1030-4 | | Fealy; certification study guide | 14.81 |
| 1030-4 | | Junkin; APWA conference, hotel/train/dinner | 200.72 |
| 1030-4 | | Junkin; APWA conference, hotel/train/dinner | 200.72 |
| 1030-4 | | Junkin; APWA conference, hotel/train/dinner | 100.36 |

| | | |
|--------|--|--------|
| 1030-4 | Public works administration retreat; lunch | 27.78 |
| 1030-4 | Public works administration retreat; lunch | 27.78 |
| 2923-4 | Heavy weight paper for brochures/flyers | 18.45 |
| 2923-4 | Commissioner/voluneers; thank you cards | 158.84 |
| 2923-4 | Commissioner/voluneers; thank you cards, use tax | -12.58 |
| 2959-4 | Maint shop; additional power supply for tablets | 29.53 |
| 2959-4 | Maint shop; additional power supply for tablets | 29.53 |
| 2959-4 | Maint shop; additional power supply for tablets | 14.77 |
| 2959-4 | Maint shop; additional power supply for tablets, | -1.17 |
| 2959-4 | Maint shop; additional power supply for tablets, | -2.34 |
| 2959-4 | Maint shop; additional power supply for tablets, | -2.34 |
| 2959-4 | Maint shop; (2) Samsung Ativ tablets | 736.74 |
| 2959-4 | Maint shop; (2) Samsung Ativ tablets | 736.74 |
| 2959-4 | Maint shop; (2) Samsung Ativ tablets | 368.36 |
| 2959-4 | Maint shop; digitizer pens | 10.86 |
| 2959-4 | Maint shop; digitizer pens | 21.71 |
| 2959-4 | Maint shop; digitizer pens | 21.71 |
| 2959-4 | Maint shop; digitizer pens, use tax | -1.72 |
| 2959-4 | Maint shop; digitizer pens, use tax | -1.72 |
| 2959-4 | Maint shop; digitizer pens, use tax | -0.86 |
| 2959-4 | (2) Digital cameras/memory cards | 295.35 |
| 2959-4 | Management Policies in Local Government, book | 96.62 |
| 2959-4 | GASB User Guide | 21.67 |
| 2959-4 | GASB User Guide, use tax | -1.72 |
| 2959-4 | Hendrickson; PSFOA luncheon | 25.00 |
| 3544-4 | Matheson; lunch/breakfast meetings | 61.92 |
| 4230-4 | Wesley; APWA conference, hotel | 222.60 |
| 4935-4 | National Public Works poster | 17.38 |
| 4935-4 | National Public Works poster | 17.37 |
| 4935-4 | National Public Works poster, use tax | -1.37 |
| 4935-4 | National Public Works poster, use tax | -1.38 |
| 4935-4 | Morrissey; ACCIS conference, 1 night deposit | 92.92 |
| 7620-4 | Matheson; Chamber luncheon | 20.00 |
| 7620-4 | Hart; Chamber luncheon | 14.00 |
| 7620-4 | Hart; Chamber luncheon | 6.00 |
| 7620-4 | Skirting sample | 6.51 |
| 7620-4 | Skirting sample, use tax | -0.52 |
| 7620-4 | Mhoon; SCA networking dinner, 3/20/13 | 45.00 |
| 7620-4 | Chamber auction event | 330.00 |
| 7768-4 | Patterson; Seafair meeting, parking | 0.60 |
| 9737-4 | Vondran; APWA conference, hotel | 133.56 |
| 9737-4 | Vondran; APWA conference, hotel | 89.04 |
| 9737-4 | Maint shop; protectiv sleeves, HDMI cable | 44.19 |
| 9737-4 | Maint shop; protectiv sleeves, HDMI cable | 44.20 |
| 9737-4 | Maint shop; protectiv sleeves, HDMI cable | 22.10 |
| 9737-4 | SWM team; notebook case | 19.68 |

6,546.63

Check No: 29229 Check Date: 04/03/2013
 Vendor: 0637 Bill's Locksmith Service, Inc.
 105933 CCP; lock for bollard

20.75

20.75

Check No: 29230 Check Date: 04/03/2013
 Vendor: 1868 The Brickman Group Ltd, LLC
 5102624536 Moss crane fly application

401.82

401.82

| | | | | |
|-----------------|-------|---|------------|----------|
| Check No: | 29231 | Check Date: | 04/03/2013 | |
| Vendor: | 2151 | Shawn Buck | | |
| 2151-4 | | Maint crew training; lunch | | 8.64 |
| 2151-4 | | Maint crew training; lunch | | 8.65 |
| 2151-4 | | Maint crew training; lunch | | 4.32 |
| | | | | <hr/> |
| | | | | 21.61 |
| Check No: | 29232 | Check Date: | 04/03/2013 | |
| Vendor: | 1460 | Business & Legal Reports Inc. | | |
| 15129215 | | Washington Employment Law Letter; 1 year ren | | 417.00 |
| | | | | <hr/> |
| | | | | 417.00 |
| Check No: | 29233 | Check Date: | 04/03/2013 | |
| Vendor: | 0026 | C&B Awards | | |
| 25543 | | Parks commission name badges/plates; L. Morris | | 33.67 |
| | | | | <hr/> |
| | | | | 33.67 |
| Check No: | 29234 | Check Date: | 04/03/2013 | |
| Vendor: | 1997 | Capital One Commercial | | |
| 024700 | | Scott; office chair | | 177.19 |
| 163373755211 | | City hall; paper products, batteries, coffee suppli | | 284.80 |
| 163373755211 | | Maint shop; paper towels, coffee creamer | | 32.90 |
| 163373755211 | | Maint shop; paper towels, coffee creamer | | 32.89 |
| 163373755211 | | Maint shop; paper towels, coffee creamer | | 16.45 |
| | | | | <hr/> |
| | | | | 544.23 |
| Check No: | 29235 | Check Date: | 04/03/2013 | |
| Vendor: | 2270 | CenturyLink | | |
| 6317699698B-4 | | City hall; telephone, 3/13-4/13/13 | | 47.18 |
| | | | | <hr/> |
| | | | | 47.18 |
| Check No: | 29236 | Check Date: | 04/03/2013 | |
| Vendor: | 1960 | Gregg Christenson | | |
| 1960-4 | | Christenson; WABO seminar, parking | | 12.00 |
| | | | | <hr/> |
| | | | | 12.00 |
| Check No: | 29237 | Check Date: | 04/03/2013 | |
| Vendor: | 2382 | Close Call Plumbing | | |
| ROBI-02-13 | | Minor housing repair; #ROBI-02-13 | | 249.62 |
| | | | | <hr/> |
| | | | | 249.62 |
| Check No: | 29238 | Check Date: | 04/03/2013 | |
| Vendor: | 0184 | Cordi & Bejarano | | |
| 171 | | Public defender services; 2/26-3/12/13 | | 2,180.00 |
| 172 | | Public defender services; 3/26/13 | | 1,900.00 |
| | | | | <hr/> |
| | | | | 4,080.00 |
| Check No: | 29239 | Check Date: | 04/03/2013 | |
| Vendor: | 0706 | Covington Retail Associates | | |
| 2012 CAM REC CI | | 1st floor; operating expenses, Jan - April | | 2,417.64 |
| 2012 CAM REC CI | | 1st floor; prior year reconciliation credit | | -442.99 |
| 2012 CAM REC CI | | 2nd floor; prior year reconciliation credit | | -91.39 |
| 2012 CAM REC CI | | 2nd floor; operating expenses, Jan - April | | 213.12 |
| | | | | <hr/> |
| | | | | 2,096.38 |
| Check No: | 29240 | Check Date: | 04/03/2013 | |
| Vendor: | 0537 | Covington Water District | | |

| | | | Check Amount |
|-----------------|-------------------------------|---|----------------|
| 115324-4 | Aquatics; water, 1/19-3/15/13 | | 1,170.55 |
| | | | <hr/> 1,170.55 |
| Check No: | 29241 | Check Date: 04/03/2013 | |
| Vendor: | 2503 | D&D Custom Fabricators, Inc. | |
| 21225 | | Repair of aluminum beehive grate | 309.51 |
| | | | <hr/> 309.51 |
| Check No: | 29242 | Check Date: 04/03/2013 | |
| Vendor: | 2468 | Jesse Dalton | |
| 2468-4 | | Dalton; Pacific NW Resource Management scho | 43.24 |
| 2468-4 | | Dalton; Pacific NW Resource Management scho | 43.24 |
| 2468-4 | | Dalton; Pacific NW Resource Management scho | 21.62 |
| | | | <hr/> 108.10 |
| Check No: | 29243 | Check Date: 04/03/2013 | |
| Vendor: | 1983 | De Lage Landen Financial Svcs | |
| 17390437 | | Copier; lease, 3/15-4/14/13 | 120.08 |
| | | | <hr/> 120.08 |
| Check No: | 29244 | Check Date: 04/03/2013 | |
| Vendor: | 0699 | Department of Licensing | |
| 0699-4 | | Annual drivers abstract requests | 290.00 |
| | | | <hr/> 290.00 |
| Check No: | 29245 | Check Date: 04/03/2013 | |
| Vendor: | 0913 | Dept. of Transportation | |
| RE313ATB3031212 | | CIP 1127; engineering, 2/1-2/28/13 | 195.83 |
| | | | <hr/> 195.83 |
| Check No: | 29246 | Check Date: 04/03/2013 | |
| Vendor: | 1710 | The Falconer Group | |
| 13-003 | | Management team retreat facilitation services | 2,160.00 |
| | | | <hr/> 2,160.00 |
| Check No: | 29247 | Check Date: 04/03/2013 | |
| Vendor: | 1875 | FirstChoice | |
| 531701 | | Coffee service | 140.88 |
| | | | <hr/> 140.88 |
| Check No: | 29248 | Check Date: 04/03/2013 | |
| Vendor: | 2038 | Rollin Herbst | |
| 2038-2012 | | Utility tax rebate; electricity | 104.99 |
| 2038-2012 | | Utility tax rebate; solid waste | 12.98 |
| 2038-2012 | | Utility tax rebate; telephone | 29.49 |
| | | | <hr/> 147.46 |
| Check No: | 29249 | Check Date: 04/03/2013 | |
| Vendor: | 1342 | Integra Telecom | |
| 10685181 | | City hall; telephone, 3/8-4/7/13 | 1,260.84 |
| 10685181 | | Maint shop; telephone, 3/8-4/7/13 | 177.23 |
| 10685181 | | Maint shop; telephone, 3/8-4/7/13 | 177.23 |
| 10685181 | | Maint shop; telephone, 3/8-4/7/13 | 88.61 |
| 10685181 | | Aquatics; telephone, 3/8-4/7/13 | 90.20 |
| | | | <hr/> 1,794.11 |
| Check No: | 29250 | Check Date: 04/03/2013 | |

| | | | |
|---------------|-------|--|--------|
| Vendor: | 0143 | King County Finance | |
| 3000468 | | Jail costs, February | 416.49 |
| | | | <hr/> |
| | | | 416.49 |
| Check No: | 29251 | Check Date: 04/03/2013 | |
| Vendor: | 0204 | King County Pet Licensing | |
| 0204-4 | | Pet license remittance; March | 410.00 |
| | | | <hr/> |
| | | | 410.00 |
| Check No: | 29252 | Check Date: 04/03/2013 | |
| Vendor: | 1131 | Lincoln Equipment, Inc. | |
| SI208054 | | Aquatics; vacuum filter bag, bottom lid assy | 181.77 |
| | | | <hr/> |
| | | | 181.77 |
| Check No: | 29253 | Check Date: 04/03/2013 | |
| Vendor: | 2236 | Donna McGrath | |
| 2236-4 | | Utility tax rebate; electricity | 91.02 |
| 2236-4 | | Utility tax rebate; solid waste | 23.54 |
| 2236-4 | | Utility tax rebate; cable | 55.27 |
| 2236-4 | | Utility tax rebate; telephone | 18.10 |
| 2236-4 | | Utility tax rebate; cellular/pager | 14.88 |
| | | | <hr/> |
| | | | 202.81 |
| Check No: | 29254 | Check Date: 04/03/2013 | |
| Vendor: | 1866 | Minuteman Press | |
| 29207 | | (1000) 6x9 booklet envelopes | 275.78 |
| | | | <hr/> |
| | | | 275.78 |
| Check No: | 29255 | Check Date: 04/03/2013 | |
| Vendor: | 1327 | Ethan Newton | |
| 1327-4 | | Newton; mileage reimbursement, March | 129.55 |
| | | | <hr/> |
| | | | 129.55 |
| Check No: | 29256 | Check Date: 04/03/2013 | |
| Vendor: | 0682 | Nextel Communications | |
| 591066496-050 | | Internet connection card, 3/21-4/20/13 | 20.49 |
| 591066496-050 | | Internet connection card, 3/21-4/20/13 | 61.49 |
| 591066496-050 | | Internet connection card, 3/21-4/20/13 | 49.99 |
| | | | <hr/> |
| | | | 131.97 |
| Check No: | 29257 | Check Date: 04/03/2013 | |
| Vendor: | 1948 | George Nomura | |
| 1948-2012 | | Utility tax rebate; electricity | 18.23 |
| 1948-2012 | | Utility tax rebate; natural gas | 40.93 |
| 1948-2012 | | Utility tax rebate; solid waste | 12.07 |
| 1948-2012 | | Utility tax rebate; cable | 54.52 |
| 1948-2012 | | Utility tax rebate; telephone | 16.24 |
| | | | <hr/> |
| | | | 141.99 |
| Check No: | 29258 | Check Date: 04/03/2013 | |
| Vendor: | 2555 | NuCO2 LLC | |
| 37041824 | | Aquatics; CO2 for pH control | 46.55 |
| | | | <hr/> |
| | | | 46.55 |
| Check No: | 29259 | Check Date: 04/03/2013 | |
| Vendor: | 0004 | Office Depot | |
| 1559354271 | | Specialty paper | 15.11 |

| | | |
|-----------------|---|----------|
| 648986046001 | Specialty paper, supplies | 110.15 |
| 648986046001 | Office supplies | 235.76 |
| 648988805001 | Office supplies | 202.84 |
| | | <hr/> |
| | | 563.86 |
| Check No: 29260 | Check Date: 04/03/2013 | |
| Vendor: 0418 | Olympic Environmental Resource | |
| 20132 | Spring recycling program implementation | 1,085.00 |
| | | <hr/> |
| | | 1,085.00 |
| Check No: 29261 | Check Date: 04/03/2013 | |
| Vendor: 1452 | Palmer Coking Coal Company | |
| IN029954 | Pea gravel | 2.42 |
| | | <hr/> |
| | | 2.42 |
| Check No: 29262 | Check Date: 04/03/2013 | |
| Vendor: 1407 | Parametrix, Inc. | |
| 14-79799 | Plan review services; 1/27-2/23/13 | 412.61 |
| | | <hr/> |
| | | 412.61 |
| Check No: 29263 | Check Date: 04/03/2013 | |
| Vendor: 0056 | Cassandra Parker | |
| 13-09 | Parker; 2013 flexible spending | 97.00 |
| 13-10 | Parker; 2013 flexible spending | 332.15 |
| | | <hr/> |
| | | 429.15 |
| Check No: 29264 | Check Date: 04/03/2013 | |
| Vendor: 2535 | The Part Works, Inc. | |
| 355485 | Aquatics; water diaphragm assembly | 171.23 |
| | | <hr/> |
| | | 171.23 |
| Check No: 29265 | Check Date: 04/03/2013 | |
| Vendor: 2250 | SBS Legal Services | |
| C024 | Legal services; March | 5,000.00 |
| | | <hr/> |
| | | 5,000.00 |
| Check No: 29266 | Check Date: 04/03/2013 | |
| Vendor: 1905 | Sharp Electronics Corporation | |
| C770561-701 | Copier; usage, 2/1-3/1/13 | 319.45 |
| C771492-701 | Copier; usage, 2/15-3/18/13 | 33.13 |
| C771492-701 | Copier; usage, 2/15-3/18/13 | 49.70 |
| | | <hr/> |
| | | 402.28 |
| Check No: 29267 | Check Date: 04/03/2013 | |
| Vendor: 2044 | Karla Slate | |
| 8015189 | Slate; jury duty check reimbursement | 66.60 |
| | | <hr/> |
| | | 66.60 |
| Check No: 29268 | Check Date: 04/03/2013 | |
| Vendor: 0736 | Sound Security, Inc. | |
| 0626304-IN | Security monitoring; April | 964.00 |
| | | <hr/> |
| | | 964.00 |
| Check No: 29269 | Check Date: 04/03/2013 | |
| Vendor: 1158 | Sprint Rothhammer Intl, Inc. | |
| 87624A | Aquatics; resale items, goggles, caps, earplugs | 276.00 |

| | | | |
|----------------|-------|---|-----------|
| | | | 276.00 |
| Check No: | 29270 | Check Date: 04/03/2013 | |
| Vendor: | 0281 | Standard Insurance Company | |
| 006355510001-4 | | Life Insurance Premiums, April | 94.59 |
| 006355510001-4 | | Life Insurance Premiums, April | 100.83 |
| 006355510001-4 | | Life Insurance Premiums, April | 69.52 |
| 006355510001-4 | | Life Insurance Premiums, April | 170.68 |
| 006355510001-4 | | Life Insurance Premiums, April | 164.72 |
| 006355510001-4 | | Life Insurance Premiums, April | 464.34 |
| 006355510001-4 | | Life Insurance Premiums, April | 272.89 |
| 006355510001-4 | | Life Insurance Premiums, April | 555.99 |
| 006355510001-4 | | Life Insurance Premiums, April | 182.94 |
| 006355510001-4 | | Life Insurance Premiums, April | 93.44 |
| 006355510001-4 | | Life Insurance Premiums, April | 7.91 |
| 006355510001-4 | | Life Insurance Premiums, April | 565.22 |
| 006355510001-4 | | Life Insurance Premiums, April | 355.08 |
| | | | 3,098.15 |
| Check No: | 29271 | Check Date: 04/03/2013 | |
| Vendor: | 2515 | Terra Firma Consulting | |
| 13-04 | | Urban Forestry Statgic Plan; final work | 1,000.00 |
| | | | 1,000.00 |
| Check No: | 29272 | Check Date: 04/03/2013 | |
| Vendor: | 2500 | Tetra Tech, Inc. | |
| 50659203 | | CIP 1127; engineering, 1/26-2/22/13 | 43,205.92 |
| | | | 43,205.92 |
| Check No: | 29273 | Check Date: 04/03/2013 | |
| Vendor: | 2028 | Scott Thomas | |
| 2028-4 | | Thomas; WRPA Legislative Day, parking | 12.00 |
| 2028-4 | | Thomas; WRPA Legislative Day, lunch | 18.30 |
| | | | 30.30 |
| Check No: | 29274 | Check Date: 04/03/2013 | |
| Vendor: | 2103 | US Bancorp Equip Finance Inc. | |
| 224430223 | | Copier MX6240N; lease | 639.10 |
| 224950865 | | Reception copier; lease, 3/19-4/15/13 | 77.40 |
| | | | 716.50 |
| Check No: | 29275 | Check Date: 04/03/2013 | |
| Vendor: | 0357 | Valley Communications | |
| 0013899 | | 800 MHz access; March | 75.00 |
| | | | 75.00 |
| Check No: | 29276 | Check Date: 04/03/2013 | |
| Vendor: | 2262 | Voyager Fleet Systems Inc. | |
| 869285460313 | | Vehicle fuel | 866.37 |
| | | | 866.37 |
| Check No: | 29277 | Check Date: 04/03/2013 | |
| Vendor: | 2061 | WA Wildlife & Recreation Coalition | |
| 01-10-13 | | 2013 Annual Agency Membership | 125.00 |
| | | | 125.00 |
| Check No: | 29278 | Check Date: 04/03/2013 | |

| | | | |
|-----------|-------|--|-------------------|
| Vendor: | 1441 | Watson Security | |
| 10575RKS | | Lockwork for sonitrol card reader to community | 1,345.01 |
| | | | <u>1,345.01</u> |
| Check No: | 29279 | Check Date: 04/03/2013 | |
| Vendor: | 2506 | Wilson Fleet Services | |
| 41946 | | #3420; 2006 Ford F550 Dump truck replacing #2 | 28,334.75 |
| | | | <u>28,334.75</u> |
| Check No: | 29280 | Check Date: 04/03/2013 | |
| Vendor: | 0355 | WRPA | |
| 12-763 | | Thomas; WRPA People, Parks & Politics class | 69.00 |
| | | | <u>69.00</u> |
| | | | <u>111,380.68</u> |
| | | Date Totals: | 111,380.68 |
| | | | <u>111,380.68</u> |
| | | Report Total: | <u>111,380.68</u> |

April 12, 2013

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 04/12/13 consisting of:

PAYLOCITY CHECK # 1001172694 through PAYLOCITY CHECK # 1001172704 inclusive,
plus employee direct deposits

IN THE AMOUNT OF \$147,185.90

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

Robert M. Hendrickson
Finance Director

Mark Lanza
City Councilmember

Wayne Snoey
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved: _____

04/12/13 Payroll Voucher

Payroll Checks for Account Paylocity Account

| Check/Voucher | Check Type | Check Date | Employee Name | Net Amount |
|---------------|------------|------------|-----------------------|------------|
| 104771 | Regular | 4/12/2013 | Bates, Krista | 99.73 |
| 104772 | Regular | 4/12/2013 | Kirshenbaum, Kathleen | 691.59 |
| 104773 | Regular | 4/12/2013 | Lyon, Valerie | 1,491.43 |
| 104774 | Regular | 4/12/2013 | Matheson, Derek M | 4,505.61 |
| 104775 | Regular | 4/12/2013 | Mhoon, Darren S | 1,350.39 |
| 104776 | Regular | 4/12/2013 | Michaud, Joan M | 1,859.54 |
| 104777 | Regular | 4/12/2013 | Scott, Sharon G | 2,465.06 |
| 104778 | Regular | 4/12/2013 | Slate, Karla J | 2,456.13 |
| 104779 | Regular | 4/12/2013 | Hart, Richard | 3,529.65 |
| 104780 | Regular | 4/12/2013 | Mueller, Ann M | 1,352.84 |
| 104781 | Regular | 4/12/2013 | Cles, Staci M | 1,766.42 |
| 104782 | Regular | 4/12/2013 | Hagen, Lindsay K | 1,425.43 |
| 104783 | Regular | 4/12/2013 | Hendrickson, Robert | 3,647.90 |
| 104784 | Regular | 4/12/2013 | Parker, Cassandra | 2,406.24 |
| 104785 | Regular | 4/12/2013 | Allen, Joshua C | 1,815.65 |
| 104786 | Regular | 4/12/2013 | Dalton, Jesse J | 1,680.99 |
| 104787 | Regular | 4/12/2013 | Fealy, William J | 1,746.19 |
| 104788 | Regular | 4/12/2013 | Gaudette, John J | 1,954.09 |
| 104789 | Regular | 4/12/2013 | Junkin, Ross D | 2,773.93 |
| 104790 | Regular | 4/12/2013 | Wesley, Daniel A | 2,091.14 |
| 104791 | Regular | 4/12/2013 | Bykonen, Brian D | 2,964.00 |
| 104792 | Regular | 4/12/2013 | Christenson, Gregg R | 2,703.01 |
| 104793 | Regular | 4/12/2013 | Lyons, Salina K | 2,104.44 |
| 104794 | Regular | 4/12/2013 | Meyers, Robert L | 3,194.82 |
| 104795 | Regular | 4/12/2013 | Ogren, Nelson W | 2,650.65 |
| 104796 | Regular | 4/12/2013 | Thompson, Kelly | 2,032.77 |
| 104797 | Regular | 4/12/2013 | Morrissey, Mayson | 2,683.49 |
| 104798 | Regular | 4/12/2013 | Bahl, Rachel A | 1,631.35 |
| 104799 | Regular | 4/12/2013 | Martinsons, Jaquelyn | 181.23 |
| 104800 | Regular | 4/12/2013 | Newton, Ethan A | 2,135.72 |
| 104801 | Regular | 4/12/2013 | Patterson, Clifford | 2,418.70 |
| 104802 | Regular | 4/12/2013 | Thomas, Scott R | 3,422.09 |
| 104803 | Regular | 4/12/2013 | Akramoff, Glenn A | 3,469.14 |
| 104804 | Regular | 4/12/2013 | Bates, Shellie L | 1,931.73 |
| 104805 | Regular | 4/12/2013 | Buck, Shawn M | 1,513.97 |
| 104806 | Regular | 4/12/2013 | French, Fred | 147.68 |
| 104807 | Regular | 4/12/2013 | Parrish, Benjamin A | 1,785.70 |
| 104808 | Regular | 4/12/2013 | Vondran, Donald M | 3,460.53 |
| 104809 | Regular | 4/12/2013 | Andrews, Kaitlyn E | 157.14 |
| 104810 | Regular | 4/12/2013 | Blakely, Coleman P. | 102.24 |
| 104811 | Regular | 4/12/2013 | Campbell, Noel M | 7.12 |
| 104812 | Regular | 4/12/2013 | Carter, Megan L | 599.73 |
| 104813 | Regular | 4/12/2013 | Cox, Cory R | 54.94 |
| 104814 | Regular | 4/12/2013 | Cox, Melissa | 666.32 |
| 104815 | Regular | 4/12/2013 | Felcyn, Adam | 667.56 |
| 104816 | Regular | 4/12/2013 | Foxworthy, Rebecca | 105.56 |
| 104817 | Regular | 4/12/2013 | Halbert, Mitchell S | 56.59 |
| 104818 | Regular | 4/12/2013 | Houghton, Cassandra L | 136.38 |
| 104819 | Regular | 4/12/2013 | Kim, Tabitha J | 112.79 |
| 104820 | Regular | 4/12/2013 | Kiselyov, Tatyana | 445.57 |

| | | | |
|---|-----------|--------------------------|------------------|
| 104821 Regular | 4/12/2013 | Loeppky, Janna | 555.74 |
| 104822 Regular | 4/12/2013 | MacConaghy, Hailey | 921.34 |
| 104823 Regular | 4/12/2013 | Mooney, Lynell | 312.56 |
| 104824 Regular | 4/12/2013 | Praggastis, Alexander | 219.69 |
| 104825 Regular | 4/12/2013 | Reese, Rachel E | 122.66 |
| 104826 Regular | 4/12/2013 | Tomalik, Stefan A | 104.39 |
| 104827 Regular | 4/12/2013 | Tran, Jenifer | 165.43 |
| 104828 Regular | 4/12/2013 | von Michalofski, Kayla M | 243.08 |
| 104829 Regular | 4/12/2013 | Wardrip, Spencer A | 377.62 |
| 104830 Regular | 4/12/2013 | Beaufre, Noreen | 2,733.78 |
| 104831 Regular | 4/12/2013 | Throm, Victoria J | 1,922.54 |
| 1001172694 Regular | 4/12/2013 | Newell, Nancy J | 66.50 |
| 1001172695 Regular | 4/12/2013 | Bell, Colin Q | 272.69 |
| 1001172696 Regular | 4/12/2013 | Bowen, Joshua W | 393.59 |
| 1001172697 Regular | 4/12/2013 | Carkeek, Lena | 689.40 |
| 1001172698 Regular | 4/12/2013 | Jensen, Emily A | 32.96 |
| 1001172699 Regular | 4/12/2013 | Johansen, Andrea | 254.37 |
| 1001172700 Regular | 4/12/2013 | Panzer, Erika | 316.04 |
| 1001172701 Regular | 4/12/2013 | Praggastis, Elena C | 125.04 |
| 1001172702 Regular | 4/12/2013 | Vieira, Logan G | 32.96 |
| 1001172703 Regular | 4/12/2013 | Wunschel, Ethan G. | 21.98 |
| Totals for Payroll Checks 71 Items | | | 94,537.27 |

Third Party Checks for Account Paylocity Account

| Check/Voucher | Check Type | Check Date | Employee Name | Net Amount |
|--|------------|------------|------------------------------|------------|
| 104832 | AGENCY | 4/12/2013 | ICMA Retirement Trust | 15,072.83 |
| 104833 | AGENCY | 4/12/2013 | Vantagepoint Transfer Agent- | 368.37 |
| 104834 | AGENCY | 4/12/2013 | City of Covington | 2,865.63 |
| 104835 | AGENCY | 4/12/2013 | Paylocity Corporation | 125.00 |
| 104836 | AGENCY | 4/12/2013 | City of Covington Employee | 80.00 |
| 104837 | AGENCY | 4/12/2013 | ICMA Retirement Trust | 13,217.78 |
| 104838 | AGENCY | 4/12/2013 | ICMA Retirement Trust | 1,642.79 |
| 104839 | AGENCY | 4/12/2013 | ICMA Retirement Trust | 192.00 |
| 104840 | AGENCY | 4/12/2013 | HRA VEBA Trust | 1,116.00 |
| 1001172704 | AGENCY | 4/12/2013 | WASH CHILD SUPPORT | 110.41 |
| Totals for Third Party 10 Items | | | 34,790.81 | |

| | |
|-----------------|-----------|
| Tax Liabilities | 17,683.82 |
| Paylocity Fees | 174.00 |

Grand Total \$ 147,185.90

Consent Agenda Item C-3

Covington City Council Meeting

Date: April 23, 2013

SUBJECT: ACCEPTANCE OF THE CITY HALL CARPET REPLACEMENT PROJECT

RECOMMENDED BY: Sharon Scott, Executive Assistant/City Clerk

ATTACHMENT(S): None

PREPARED BY: Darren Mhoon, Management Assistant

EXPLANATION:

On November 13, 2012 the Covington City Council awarded the contract for the City Hall carpet replacement to Legacy Group.

All carpet on the lower level of City Hall was replaced with the exception of the public hallway that passes through the building.

The project was completed on time and within budget pending the release of retainage.

FISCAL IMPACT:

The awarded contract amount was \$54,590.12. The sum paid to date is \$51,478.15. The retainage amount is \$2,709.38. Upon closeout the total expenditure will be \$54,187.53. Acceptance of the project is the first step towards releasing that retainage.

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

Council member _____ moves, Council member _____ seconds, to accept the City Hall Carpet Replacement Project as completed and process final closeout paperwork.

REVIEWED BY: City Manager
City Attorney
Finance Director

SUBJECT: DISCUSSION ON AQUATIC FEES

RECOMMENDED BY: Scott Thomas, Parks and Recreation Director

ATTACHMENTS: None

PREPARED BY: Scott Thomas, Parks and Recreation Director

EXPLANATION:

At the March 23rd Council meeting staff provided a review of the current philosophies and method for setting aquatics fees. Council discussed performance goals and priorities that could be used to guide fee setting for 2013 in the future, especially regarding Kent School District's request for the city to waive fees for their boys and girls swim and dive teams.

During the Council's discussion staff discerned the following guidance:

- The current fee setting approach is working well, providing a balance between revenues and access to various types of users, especially youth;
- The current fee discount for school district swim and dive teams is reasonable, Council does not support waiving fees entirely;
- Explore creative ways to reduce the cost impact on the swim and dive teams, such as lower-cost off-hours use of the pool. Staff will work with both school districts and discuss options;
- Reduce the impact of future fee increases on school swim and dive teams, if possible.

At this time staff is available to answer further questions about pool operations and implications of fee setting strategies and seeks input from Council to confirm or adjust the guidance outlined above. If necessary, staff could provide options and impacts for further discussion in May, which will be the final opportunity to provide guidance before the city manager updates the fee schedule in June.

ALTERNATIVES:

This is a discussion item only for which no alternatives are provided.

FISCAL IMPACT:

This is a discussion item only for which no financial impact is provided.

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

PROVIDE INPUT TO STAFF

REVIEWED BY: Parks and Recreation Director, City Manager

SUBJECT: DISCUSSION ON FIELD USE FEES

RECOMMENDED BY: Scott Thomas, Parks and Recreation Director

ATTACHMENTS: None

PREPARED BY: Scott Thomas, Parks and Recreation Director

EXPLANATION:

On June 8th the City Council will cut the ribbon at the grand opening ceremony for the field at Covington Community Park. After a ten year process of acquiring, designing and developing phase one of the park it is now time to establish fees and scheduling priorities for our first multi-use field.

Since this is the city's first time to manage a field we are working hard to get it right but also anticipate that we'll learn a lot and make appropriate adjustments over the next few years. We plan to start out simple for the first scheduling period of fall 2013. At this time we are working with our main youth recreation providers, primarily the city's recreation program, Covington Community Sports (CCS), Kent Youth Soccer Association (KYSA), Kent Little League (KLL), and the school district to determine their grass field needs. We are also identifying other providers, for instance Kids Love Soccer, and we will reach out to learn of other groups that might want field time. For starters, we anticipate using a block schedule in which we allocate a block of time, for instance Monday and Wednesday afternoons, and the recreation provider then schedules their own activities or teams within the time window. The city will not be scheduling individual sports teams for the leagues.

At the March 23rd meeting Council received a review of the current philosophies for setting fees and discussed performance goals and priorities – primarily for the pool but also including field use fees. For this meeting we would like to continue the discussion and focus on field use fees and scheduling priorities. Based on previous discussions staff can base field scheduling priorities and fees on the following guidance:

- Generate revenue to offset operating and capital costs
- Provide a balance between revenues, affordability and time to various types of users

Staff also seeks guidance from Council about other preferences that can be used when allocating field time and setting fees, for example, which does Council prefer?

- City run programs, such as Dash and Splash Camp, concerts, movies in the park or other recreation providers, such as Covington Community Sports and Kent Youth Soccer
- Youth programs and teams or adult programs and teams
- Recreational/no-cut teams or competitive/cut teams

- Provide a balance among various types of activities, such as: soccer, t-ball, flag football, ultimate Frisbee, concerts, movies, performing arts, farmers market, community events, and festivals or prioritize one particular use. If so, what use?
- Provide preferential pricing for priority users, e.g. charge higher prices to adult v. youth sports or provide flat rate pricing for all users
- Charge higher prices based on wear and tear on the field or flat rate pricing for all users, e.g. charge more for youth premiere soccer compared to youth recreation soccer

Staff is available to answer further questions about implications of field scheduling and fee setting strategies and seeks input from Council regarding the tradeoffs outlined above and any other issues. If necessary, staff could provide options and impacts for further discussion in May, which will be the final opportunity to provide guidance before the city manager updates the fee schedule in June.

ALTERNATIVES:

This is a discussion item only for which no alternatives are provided.

FISCAL IMPACT:

This is a discussion item only for which no financial impact is provided.

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

PROVIDE INPUT TO STAFF

REVIEWED BY: Parks and Recreation Director, City Manager

Agenda Item 3
Covington City Council Meeting
Date: April 23, 2013

SUBJECT: PRESENTATION ON SURFACE WATER MANAGEMENT PROGRAMS AND THE REISSUANCE OF THE WESTERN WASHINGTON PHASE II MUNICIPAL STORMWATER PERMIT.

RECOMMENDED BY: Glenn Akramoff, Public Works Director

ATTACHMENT(S):

1. PowerPoint Presentation Documentation. **(TO BE PROVIDED AT MEETING)**

PREPARED BY: Ben Parrish, Engineering Technician II

EXPLANATION:

February 15, 2012 marked the fifth year of implementation and the expiration of the City's Western Washington Phase II Municipal Stormwater Permit. Later that year the Department of Ecology reissued a new Stormwater Permit that will cover the City through 2018. The reissued permit requires that the City maintain the compliance program required by the original permit but also adds new requirements and deadlines. Ben Parrish will be updating the City Council on the new permit requirements and the compliance programs that will need to be implemented throughout the six year term of this permit.

ALTERNATIVES:

None

FISCAL IMPACT:

None

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

Ask questions of staff.

REVIEWED BY: City Manager; City Attorney, Finance Director

SUBJECT: CONSIDER ADOPTION OF THE URBAN FORESTRY STRATEGIC PLAN

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):

1. Final Draft Urban Forestry Strategic Plan (attached separately)

PREPARED BY: Glenn Akramoff, Public Works Director

EXPLANATION:

In recent years it has become apparent that the City of Covington has no established process or plan to manage publicly-owned trees. These include right of way, storm water, open space and park trees. Tree concerns are the most common citizen action requests on an annual basis. The past practice has been to deal with issues as they arise rather than take a proactive approach. This is inconsistent with other city practices. Developing a strategic plan to guide the city's management of publicly owned trees will increase efficiency and consistency particularly among the three most impacted departments: Community Development, Parks and Recreation, and Public Works.

History

In early 2012 Parks Director Scott Thomas secured a grant from Washington Department of Natural Resources for \$10,000 to complete an Urban Forestry Strategic Plan. In May 2012 the Public Works Department solicited requests for proposals from consultants to lead the effort. Five consultants provided proposals. The proposals were reviewed by staff and Terra Firma Consulting was chosen as the consultant. The project has progressed in three phases. Phase one included research and beginning a draft of the plan, phase two was the public input phase and we are currently in phase three, the adoption process.

Process

In order to have diverse input a tree team was formed with staff from Community Development, Parks and Recreation, and Public Works. The team, utilizing the Matrix in Appendix C, determined where we are with public managed trees and where we thought we should be. As part of the process of determining where we are today the consultant completed a tree canopy assessment summarized in Appendix B. The next steps included developing a vision statement and draft objectives. The public process followed with comments on the vision statement and objectives. The public input process included two meetings and full review of the city's tree board, the Parks and Recreation Commission, and a presentation and plan review to the Planning Commission and the Economic Development Council. The Parks and Recreation Commission forwarded the plan to City Council with their recommendation to adopt in February.

Summary

The key results of the plan are the vision statement and six key objectives which are listed below.

Covington is dedicated to protect and manage the urban forest in order to preserve and enhance its benefit to the environment and the livability of the community.

Six major Objectives:

1. A **comprehensive inventory of the tree resource** to direct its management.
2. A detailed understanding of the **condition and risk potential** of all publicly-managed trees in order to be more responsive.
3. All publicly-owned, highly managed trees are **maintained to maximize current and future benefits.**
4. A detailed understanding of ecological structure and function of all **publicly-owned natural areas to implement best management practices** appropriately.
5. Ensure all **city departments cooperate** with common goals and objectives for urban forest management.
6. The **urban forest is recognized by the public as vital** to the community's environmental, social and economic well-being.

Staff is seeking adoption of the Urban Forestry Strategic Plan. This plan will guide the city's management of publicly-owned trees, future budget requests to achieve the six major objectives, and increase efficiency and consistency among the three most impacted departments.

ALTERNATIVES:

Not adopt the Urban Forestry Strategic Plan.

FISCAL IMPACT:

NONE

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

Council member _____ moves, Council member _____ seconds, to adopt the Urban Forestry Strategic Plan.

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

SUBJECT: DISCUSS PARKS AND RECREATION COMMISSION RECOMMENDATION FOR PARK NAME

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

ATTACHMENT(S): None

PREPARED BY: Darren Mhoon, Management Assistant

EXPLANATION:

On March 1st 2013 a naming process for the park property at 180th Avenue SE and SE 240th Street began. We advertised requesting name suggestions to be submitted in writing by mail, email, in person at city hall, on Facebook, or oral suggestions at the commission meeting. These names were provided to the Parks and Recreation Commission who selected one of these suggestions and made their selection known and open for public comment. We received comments and additional suggestions. After the public comment period the commissions met again, considered all the comments, and are presenting *Covington Community Park* to you as their recommended park name.

This is your opportunity to deliberate, take public comment and additional suggestions. In order to have time to make a permanent sign before the park grand opening on June 8th we need to have a final determination by the Council meeting on May 14th.

ALTERNATIVES:

The Council can formally name the park tonight if no further public comment is necessary.

FISCAL IMPACT:

There is no fiscal impact to naming the park. It will allow us to use the official name on the website, flyers and informational materials. We will then also be purchasing and installing a monument sign to officially identify the park.

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

Discuss park name as recommended by the Parks and Recreation Commission.

OR

Council member _____ moves, Council member _____ seconds, to accept *Covington Community Park* as recommended by the Parks and Recreation Commission.

REVIEWED BY: Parks and Recreation Director
City Manager

SUBJECT: TOWN CENTER UPDATE

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S): None

PREPARED BY: Derek Matheson, City Manager

EXPLANATION:

Following is an update on the Town Center Project since its inception:

- Regulatory Environment
 - 2008: Council adopted an Economic Development Element for the Comprehensive Plan.
 - 2009-2011: Council adopted a Downtown Plan and Zoning Study, Comprehensive Plan amendments, and a new section of the Covington Municipal Code that created the Town Center.
 - 2010: Council adopted local amendments to the state building code to allow five-story wood-frame-over-concrete construction.
 - 2012-13: The Planning Commission is working on a new section of the Covington Municipal Code to allow the city to enter into development agreements that are more flexible than the existing zoning and development regulations yet still true to the Town Center vision.
- Infrastructure
 - 2006-Ongoing: The city provides excellent maintenance of Town Center and other infrastructure.
 - 2008: The city constructed 168th/165th Place SE, which provides access to the Town Center.
 - 2008-Present: The city constructed other transportation infrastructure that enhances access to the Town Center.
 - 2008-Present: The Southeast Area Transportations Solutions Coalition (SEATS) advocates for improved transit service to the Town Center.
 - 2011-Present: The city is working actively to fund a Town Center Economic Impact and Infrastructure Cost Study (TCEIICS).
 - 2011-Present: The city's lobbyist is advocating for state funding.

- 2012: Staff met with the state’s Community Economic Revitalization Board (CERB) to evaluate whether the study was a viable candidate for CERB funding.
 - 2012: Council budgeted \$35,000 of the \$50,000 needed to complete the study.
 - 2013: Staff will complete the study.
 - 2012: Staff made several presentations to the Budget Priorities Advisory Committee (BPAC) about the Town Center, including infrastructure needs, but BPAC chose not to recommend funding.
 - 2012-13: Staff hopes to complete, as part of TCEIICS this year, a grants strategy to identify which grants are the best match for Town Center infrastructure.
 - 2012-13: Staff and the city’s architect prepared a New City Hall Feasibility Study and have updated it to reflect council input from the January summit.
 - 2012-Present: The city is updating the parks and recreation capital improvement plan (CIP), which is a first step toward creating a parks impact fee that can support Town Center Park and South Covington Park.
 - 2012-14: Council is scheduled to insert Town Center infrastructure such as streets, parks, and stormwater into the Transportation Improvement Plan and capital improvement plans this year and the Comprehensive Plan next year.
 - 2012-2014: The Soos Creek Water and Sewer District is in the midst of a \$40 million project to provide sewers throughout the Town Center.
 - 2013: Staff has begun pursuing options to acquire property for South Covington Park and Jenkins Creek Trail, across Wax Road from the Town Center.
- Incentives
 - 2007: The city transformed its permit process to offer more rapid permitting and excellent customer service.
 - 2007: The city created a Traffic Impact Fee Funding Source Adjustment Program, which allows certain developers to “borrow” against future sales tax revenue to pay their traffic impact fees.
 - 2012: Council adopted and amended a Multifamily Property Tax Exemption Program to incentivize mixed-use development.
 - 2012-13: Council is discussing a Town Center Alternative Process (TCAP) whereby the city would use a competitive process to select a developer and then work with that developer to create a development concept, negotiate a development agreement that supports the concept, pursue grants and other funding for infrastructure, perform TCEIICS-type work, negotiate (private) acquisition of the Covington Elementary School property, promote development

opportunities, etc. Staff has prepared a draft request for qualifications should the council elect to move forward.

- Ongoing: Covington Economic Development Council (CEDC) investigates economic-development incentives as it becomes aware of new tools in use around the region.
- Marketing
 - 2010-11: Staff proposed to hire a firm such as Buxton to identify retailers that are a match for Covington and then help us create a strategy to recruit those retailers. Council opted instead to pursue an economic development resource (see below).
 - 2011: CEDC produced Destination Covington. The event brought together developers, property managers, real estate agents, and local leaders to showcase why Covington is ideal for investment.
 - 2011-2012: Council reviewed decision cards to fund an economic development resource, i.e. a part-time staff position or consultant to coordinate the city's marketing efforts, but financial conditions and other council priorities have intervened.
 - 2012-Present: The city is in the midst of a branding process that will benefit the Town Center.
 - Ongoing: CEDC and staff are in regular contact with commercial realtors who work in Covington, one of whom serves on CEDC.
- Partnering
 - 2010-Present: The city began to recruit and promote relationships among Green River Community College, Renton Technical College, MultiCare, the Kent School District, and the city. GRCC has begun to offer courses in Covington, and RTC has begun to offer college degrees in the medical field at Kentlake High School.
 - 2010-Present: The city began to work with Valley Medical Center on a freestanding emergency room (later urgent-care facility) and future medical office buildings.
 - 2011-12: The city and Kent School District entered into a "right of first offer" in 2012 to purchase Covington Elementary School if and when the district is ready to sell the property.
 - 2012-13: Council is discussing a Town Center Alternative Process (TCAP) whereby the city would use a competitive process to select a developer and then work with that developer to create a development concept, negotiate a development agreement that supports the concept, pursue grants and other funding for infrastructure, perform TCEIICS-type work, negotiate (private) acquisition of the Covington Elementary School property, promote development

opportunities, etc. Staff has prepared a draft Request for Qualifications should the council elect to move forward.

- 2012-13: The city is working on a new section of the Covington Municipal Code to allow the city to enter into development agreements that are more flexible than the existing zoning and development regulations, yet still true to the Town Center vision.
- 2013: The city began to work with the King County Library System to explore a “Library Connection” or kiosk in the Town Center, potentially as part of a new city hall.
- 2013: The city is beginning to meet with representatives of the state’s university system in an effort to recruit a four-year university presence in the Town Center.

ALTERNATIVES:

FISCAL IMPACT:

CITY COUNCIL ACTION: ___Ordinance ___Resolution ___Motion X Other

Ask questions of staff

REVIEWED BY: Town Center Team; City Attorney

SUBJECT: NEW CITY HALL FEASIBILITY STUDY UPDATE

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):

1. New City Hall Feasibility Study as updated on April 16, 2013
2. Town Center Alternative Process memo dated January 7, 2013

PREPARED BY: Derek Matheson, City Manager

EXPLANATION:

Staff and David A. Clark Architects presented a New City Hall Feasibility Study at the City Council's Strategic Planning Summit on January 26, 2013. The council directed staff to update the study to assume that future expansion space could be leased until the city needs it, thereby creating an additional revenue stream to fund the project. However, even with this additional revenue stream, the study continues to show a large gap between project costs and funding sources – see Attachment 1, especially page 6.

In a different discussion at the summit, council directed staff to create a process, based on the successful Budget Priorities Advisory Committee process, to evaluate a future ballot measure to provide stable and sustainable funding for parks and recreation. The council could direct that New City Hall funding and perhaps Town Center Park funding be explored as part of that process.

In yet another discussion at the summit, staff presented a "Town Center Alternative Process" (TCAP) whereby the city would use a competitive process to select a developer and then work with that developer to create a development concept, negotiate a development agreement that supports the concept, pursue grants and other funding for infrastructure, perform Town Center Economic Impact and Infrastructure Cost Study-type work, negotiate (private) acquisition of the Covington Elementary School property, promote development opportunities, etc.

In response to the TCAP, council directed staff first to update the city hall study and then to inquire again about the TCAP. Council's rationale was that a new city hall is something of value the city could bring to a partnership, along with the right of first offer to purchase Covington Elementary School. Staff has begun work on a draft request for qualifications (RFQ) and can present it to council if council elects to move forward with exploration of the TCAP.

ALTERNATIVES:

FISCAL IMPACT:

CITY COUNCIL ACTION: ___Ordinance ___Resolution ___Motion XOther

Provide input to staff on the New City Hall Feasibility Study as updated.

Provide guidance to staff on whether to include a New City Hall and Town Center Park in the process to evaluate a future ballot measure for parks and recreation.

Provide guidance to staff whether to schedule a council review of the draft TCAP RFQ.

REVIEWED BY: Town Center Team; City Attorney

DAVID A. CLARK ARCHITECTS, PLLC



April 16, 2013

City of
Covington
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Appendix C, Estimated Payments and Tax Levy Impacts *one page*

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❖ **Report Summary**

This feasibility study evaluates the current and future spatial needs requirements of the city of Covington to determine the size and cost of a new City Hall building. This summary offers an overview by answering five essential questions.

❖ **Summary Questions**

1. Is the Covington Elementary School property appropriate for a new City Hall site?

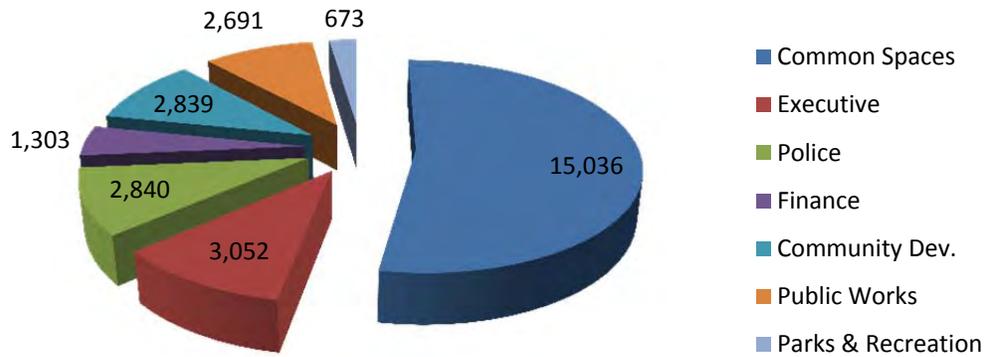
The goal of the 2012 Covington Downtown Plan is to “Establish Downtown Covington as a vibrant residential, commercial, social, and cultural gathering place that is safe, pedestrian-friendly, well designed and well maintained.” It continues to say that the City’s “...goals and vision for downtown Covington places a strong emphasis on creating a smaller focus area known as the Town Center, which includes a future civic plaza, a new City Hall, major public open space, and other community buildings, and sets the tone for that special place known as downtown Covington.” The Town Concept Plan identifies the school property site as the site of “Civic Buildings”, and would anchor the east end of the Town Center concept, encouraging development to the west. 5.4 acres of the property is large enough to support a City Hall and a city hall entry plaza (0.1 acres). This project would likely act as an anchor for town center and spur additional development. Please see question 6 regarding property for a large public plaza/Town Center park and community center. A larger Town center Park (not included in this study) would require an additional 2 to 4 acres of property.



School property

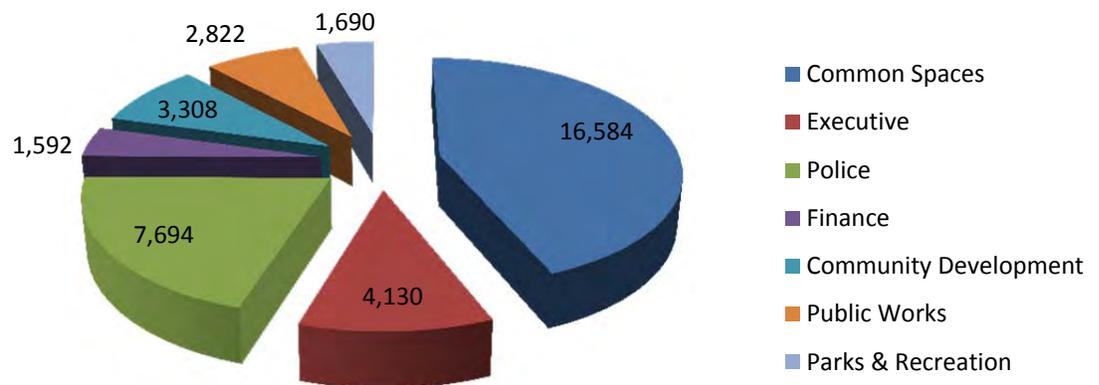
2. *How much space does the city need for today and for twenty years in the future?*

We reviewed the existing city hall building and department configurations, as well as the current off-site storage and parking needs. This review indicated that the city has current needs of 28,435 square feet to meet the staffing and operational needs. A new standard for staff space based on job description was applied to this study. The current city hall has a significant lack of storage space, meeting space and has no recreation program rooms. The proposed areas allow for these spaces to better serve the public needs and staff efficiency.



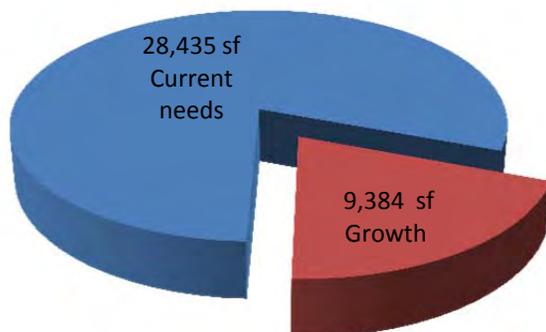
2013 space needs

Over the next twenty years, the city will need an additional 9,384 square feet for a total of 37,819 square feet. This growth includes additional staff, storage and program growth to serve the population. Please see space plan attached as Appendix A.



2033 space needs

3. *How can we use the unoccupied square footage indicated as future growth to offset some of the development cost?*



The areas of future growth, while not 100% adaptable for leasing in large enough blocks to match potential opportunities, can be designed to meet the needs of non-profits for partnering, or in the case of smaller agencies, tenants. This potential income can offset the bond repayment impact or in the initial cost of the bond amount.

The rents, while in a class A office space, would be less than similar spaces. Projections indicate the space could be leased within an \$18/SF range, based on a review of similar lease space. Rent subsidies may be necessary if public or non-profit tenants are not interested. Other concerns lie in project completion dates and how that coincides with the supply of existing or new office spaces in the greater Covington area.

Assuming that up to 70% of the expansion space (the difference between the current and future needs of the City, approximately 6,600 square feet of space would be available for leasing. Assuming \$18/SF lease rates and an 80% occupancy, the potential exists to have annual income in the range of \$95,000.

Current Tenant:

Currently, the King County Sheriff’s office leases space in the City Hall building, but has expressed concern that the space is not adequate for their needs. The new City Hall building would give ample space and shared resources with the Covington police department. When the Covington Police department grows, they would take over the KCSO tenant space.

Partnering:

The City does have options to partner with or lease to other governmental, non-profit or similar type agencies:

Higher Education:

- Green River Community College: The College has classroom space in four locations: The main campus in Lea Hill (Auburn) and three smaller remote campuses in Downtown Auburn, Kent and Enumclaw.
- Central Washington University: CWU currently has branch campuses in Des Moines, Everett, Kent, Lynnwood, Lakewood, Moses Lake, Wenatchee and Yakima, although mostly in other college campus settings.
- Washington State University: WSU currently has branch campuses in Spokane, Tri-Cities and Vancouver.
- Eastern Washington University: EWU has smaller campus locations in Bellevue, Everett, Kirkland, Longview North Seattle, Spokane,

Tacoma, Vancouver and Yakima, although mostly in other college campus settings.

- University of Washington: A potential exists that the UW will start to pursue smaller campus settings.
- Western Washington University: The trend of expanding to smaller off site locations will likely include Western.

Smaller Tenants:

The City does have options to partner with or rent to other governmental, non-profit or seminal use type agencies:

- Smaller public service partners: Smaller public agencies may be well suited as a tenant. Theoretical tenants include:
 - Utility Districts
 - Seattle-King County Public Health
 - King County Sheriff's office
 - Veteran's programs
 - Fire Authority
- King County Library: Active discussions indicate the KCLS would keep the existing Covington library location, but would be open to a self-serve kiosk or "Library Connection" to serve the area east of the freeway. This would be a smaller need on the main floor.
- Other Non-profit partners: Non-profits in human services prefer to co-locate to better serve the public, in a space that is on transit and in a visible, easily identifiable public space. This could include groups similar to:

- Catholic Community Services
- DAWN
- Community Center for Educational Results
- Washington Women's Employment and Education
- Community Schools Collaboration
- Big Brothers Big Sisters
- Salvation Army
- KentY&FS
- Community in Schools
- Valley Cities Housing Authorities
- Navos
- Senior Services
- YouthCare
- Jewish Family Services
- Lutheran Community Svcs
- YWCA

4. How much would the property and building cost?

Property costs based on recent appraisals range from \$21 per square foot for a small parcel (2012 Crowson Street vacation) to \$11.50 per square foot for 10 acres (2010 Valley Medical Center Site). The school district property is 704,000 sf, or 16.2 acres. Based on the size and zoning of the school district property, a reasonable cost for the property acquisition would be in the \$13 to \$19 range. A city hall project would require 5.4 acres.

| | Low | Median | High |
|------------------------|----------------|----------------|----------------|
| | \$13/sf | \$16/sf | \$19/sf |
| Purchase of 16.2 acres | \$ 9,174,000 | \$ 11,291,000 | \$ 13,408,000 |
| Sale of 10.8 acres | \$ (6,116,000) | \$ (7,528,000) | \$ (8,939,000) |
| Net purchase cost | \$ 3,058,000 | \$ 3,763,000 | \$ 4,469,000 |

Building costs were developed based on current construction costs and comparable costs at similar city hall buildings in the area. As no design currently exists, the costs developed are on a “per square foot basis” and will vary once the final design is developed. Based on this method of evaluation, the construction costs project are estimated to be \$275 to \$330 per square foot.

| | Low | Median | High |
|--|----------------------|----------------------|----------------------|
| | \$275/sf | \$302/sf | \$330/sf |
| Demolition costs | \$ 251,000 | \$ 326,000 | \$ 440,000 |
| Building costs 38,000 sf) | \$ 10,450,000 | \$ 11,476,000 | \$ 12,540,000 |
| Town Center Park (future) | \$ - | \$ - | \$ - |
| Green construction | \$ - | \$ 1,140,000 | \$ 2,660,000 |
| Wax road half street (700 lf) | \$ 1,060,000 | \$ 1,060,000 | \$ 1,060,000 |
| 276 th Road costs (500 lf) | \$ 1,120,000 | \$ 1,120,000 | \$ 1,120,000 |
| Utility & Site Development | \$ 494,200 | \$ 667,170 | \$ 731,416 |
| Technology | \$ 75,000 | \$ 200,000 | \$ 250,000 |
| Furniture | \$ 276,000 | \$ 331,000 | \$ 373,000 |
| Subtotal construction costs | \$ 13,726,200 | \$ 16,320,170 | \$ 19,174,416 |
| Project costs (Sales tax, A/E fees, 1% arts, moving, project manager, commissioning, etc) | \$ 3,602,744 | \$ 4,232,327 | \$ 4,928,074 |
| Owner's 10% contingency | \$ 1,372,620 | \$ 1,632,017 | \$ 1,917,442 |
| Subtotal | \$ 18,701,564 | \$ 22,184,514 | \$ 26,019,932 |
| Net Land cost (assuming re-sale of 11 acres) | \$ 3,058,000 | \$ 3,763,000 | \$ 4,469,000 |
| Total costs including property, assuming resale of 11 acres | \$ 21,759,564 | \$ 25,947,514 | \$ 30,488,932 |

5. How do those costs relate to the rent the city is paying now?

Currently, the city is paying \$475,000 annually in rent for city hall office space. Using that amount as the annual debt service, a 30 year bond amount of \$ 8,710,162 could be issued.

Using the low, medium and high costs estimated in question 4, the following options apply:

| | Low | Median | High |
|--|---------------------|---------------------|---------------------|
| Construction costs | \$ 21,759,564 | \$ 25,947,514 | \$ 30,488,932 |
| Interest for 30 year bond | \$ 13,839,518 | \$ 16,503,138 | \$ 19,391,571 |
| Total debt service costs | \$ 35,599,082 | \$ 42,450,652 | \$ 49,880,503 |
| Annual debt service costs | \$ 1,186,636 | \$ 1,415,022 | \$ 1,662,683 |
| Potential Rent offset for years 1-10 | \$ (85,000) | \$ (95,000) | \$ (105,000) |
| Annual debt service years 1-10 | \$ 1,101,636 | \$ 1,320,022 | \$ 1,557,683 |
| Annual debt service years 11-30 | \$ 1,186,636 | \$ 1,415,022 | \$ 1,662,683 |

Notes:

1. Construction Costs include: Demolition costs, building costs, green construction, Wax Road half street, utility and site development, technology, furniture, project costs, contingency and net land costs.
2. The road and land costs may be required to be financed under a 20-year bond with a different coupon rate.
3. All costs are rolled into a 30-year bond assuming an underlying rating of "A2" rating.
4. Debt service costs are preliminary and subject to change.
5. These scenarios do not take into account ongoing maintenance costs or increased utility costs.
6. The current annual lease cost is \$475,000. However, current city hall lease rates will increase at the end of 2022. A rent increase is expected at that time.
7. The cost of inflation was not included in this study, as all projections are in 2013 dollars. We recommend that inflation be addressed in the next phase of this process.

6. What assumptions did the study make that relate to the size and cost of the building?

The following assumptions were applied in the development of this limited study:

Sheriff: *Office space for the Sheriffs was not included in the area requirements. However, the section discussing lease and partnering option does include the sheriff's office.*

Land: *The 16 acre parcel is larger than necessary for the City Hall building. The study assumes that the remaining 10.8 acres is sold for other development to lower the cost. However, the land would be ideal for a future community center and future Town Center Park. As the cost of land will likely rise in the future, keeping the entire 16 acres would be a good investment for the community center and larger Town Square Park. The project does include a small City Hall entry plaza.*

Wax Road: *Half street improvements fronting the site were included in these costs. However, this could be completed under a TIP or CIP with significant savings to the project.*

276th Street: *500 lineal feet of full roadway along the north portion of the site were included in these costs. However, this work could be completed under a TIP or CIP with significant savings to the project.*

M&O Costs: *After completion of this project, the City will need to budget funds for continuing maintenance and operation issues.*

Comparable Costs: *Based on our experience in City Hall work, and from recent City Hall projects in the Puget Sound region. Please see Appendix B.*

**DAVID A. CLARK
ARCHITECTS, PLLC**

Covington City Hall

Space Plan summary

Prepared 3-Jan-13
Revised 18-Jan-13

| | Current | 2013 | | 2033 | |
|-----------------------|---------|---------|--------|---------|-----------------|
| | | Persons | Areas | Persons | Areas |
| Common Spaces | 9,883 | - | 15,036 | - | 16,584 |
| Executive | 2,065 | 16.5 | 3,052 | 21 | 4,130 |
| Police | 958 | 13 | 2,840 | 21 | 7,694 |
| Finance | 620 | 4 | 1,303 | 5 | 1,592 |
| Community Development | 2,750 | 7.75 | 2,839 | 11 | 3,308 |
| Public Works | 1,634 | 9 | 2,691 | 11 | 2,822 |
| Parks & Recreation | 186 | 10 | 673 | 12 | 1,690 |
| | 18,096 | 60.25 | 28,435 | 81.0 | 37,819 9,384 |

**DAVID A. CLARK
ARCHITECTS, PLLC**

Covington City Hall

Common spaces

Prepared 3-Jan-13

Revised 18-Jan-13

| | 2013 | | | 2033 | | | |
|--------------------------------|------|-------|---------------|------|-------|---------------|-----------|
| | Qty | Areas | Sum | Qty | Areas | Sum | |
| Public Spaces | | | | | | | |
| Council Chambers | 1 | 1,600 | 1,600 | 1 | 1,600 | 1,600 | sf |
| Exec Conf/EOC Policy room | 1 | 384 | 384 | 1 | 384 | 384 | sf |
| Council Storage | 1 | 150 | 150 | 1 | 150 | 150 | sf |
| Community room | 1 | 2,000 | 2,000 | 1 | 2,000 | 2,000 | sf |
| Community Room Storage | 3 | 80 | 240 | 3 | 80 | 240 | sf |
| Recreation room (aerobics) | 1 | 900 | 900 | 1 | 900 | 900 | sf |
| Art Room | 1 | 600 | 600 | 1 | 600 | 600 | sf |
| Multipurpose Room | 1 | 600 | 600 | 1 | 600 | 600 | sf |
| Public meeting room (CD) | 1 | 280 | 280 | 1 | 280 | 280 | sf |
| First floor lobby | 1 | 1,000 | 1,000 | 1 | 1,000 | 1,000 | sf |
| Second floor lobby | 1 | 400 | 400 | 1 | 400 | 400 | sf |
| Reception | 1 | 140 | 140 | 1 | 140 | 140 | sf |
| Human services office | | 220 | 220 | | 220 | 220 | sf |
| Restrooms | 4 | 240 | 960 | 4 | 240 | 960 | sf |
| Non- Public spaces | | | | | | | |
| Broadcast room | | | | 1 | 150 | 150 | sf |
| Chambers Kitchenette | 1 | 64 | 64 | 1 | 64 | 64 | sf |
| City lunchroom | 1 | 324 | 324 | 1 | 324 | 324 | sf |
| Workgroup Printer/Fax | 6 | 36 | 216 | 6 | 36 | 216 | sf |
| City Locker/shower rooms | | | | 2 | 276 | 552 | sf |
| Exercise room | | | | 1 | 400 | 400 | sf |
| EOC breakout room | 1 | 168 | 168 | 1 | 168 | 168 | sf |
| EOC storage | 1 | 120 | 120 | 1 | 120 | 120 | sf |
| Workrooms - Finance/Parks/Exec | | 224 | 224 | | 224 | 224 | sf |
| Workrooms - Police | | 192 | 192 | | 192 | 192 | sf |
| Workrooms - CD/PW | | 224 | 224 | | 224 | 224 | sf |
| Plotter & flat files | 1 | 120 | 120 | 1 | 120 | 120 | sf |
| Mailroom | 1 | 80 | 80 | 1 | 80 | 80 | sf |
| Quiet room | | | | 1 | 80 | 80 | sf |
| Restrooms | 4 | 56 | 224 | 4 | 56 | 224 | sf |
| Activity space | 1 | 48 | 48 | 1 | 48 | 48 | sf |
| | | | <u>11,478</u> | | | <u>12,660</u> | sf |
| Total Net Area | | | 11,478 | | | 12,660 | sf |
| Circulation/Walls | | 31% | 3,558 | | 31% | 3,925 | sf |
| Total Gross Area | | | 15,036 | | | 16,584 | sf |
| | | | year 2013 | | | year 2033 | |

**DAVID A. CLARK
ARCHITECTS, PLLC**

Covington City Hall

Prepared 3-Jan-13

Executive Department

Revised 18-Jan-13

| | 2013 | | | 2033 | | | |
|---------------------------------|-------------------------|----------|--------------|---------|----------|--------------|-----------|
| | Persons | Areas | Sum | Persons | Areas | Sum | |
| City Council | 7 | | | 7 | 25 | 175 | sf |
| City Manager | | | | | | | |
| CM | 1 | 220 | 220 | 1 | 220 | 220 | sf |
| Intern | | | | 1 | 100 | 100 | sf |
| Executive Assistant | | | | 1 | 100 | 100 | sf |
| City Attorney | 1 | 80 | 80 | 1 | 200 | 200 | sf |
| Assistant | | | | 1 | 150 | 150 | sf |
| City Clerk | | | | | | | |
| City Clerk | 1 | 150 | 150 | 1 | 150 | 150 | sf |
| Deputy City Clerk | 1 | 100 | 100 | 1 | 100 | 100 | sf |
| Office Tech II/rcpt | 1 | 100 | 100 | 1 | 100 | 100 | sf |
| Office Tech II/rcpt | 0.5 | 100 | 100 | 1 | 100 | 100 | sf |
| Management Asst | 1 | 100 | 100 | 1 | 100 | 100 | sf |
| Management Asst | | | | 1 | 100 | 100 | sf |
| Volunteer | | 80 | 80 | | 80 | 80 | sf |
| Community Relations Coordinator | 1 | 150 | 150 | 1 | 120 | 120 | sf |
| Personnel | | | | | | | |
| Manager | 1 | 150 | 150 | 1 | 120 | 120 | sf |
| Analyst | 1 | 120 | 120 | 1 | 120 | 120 | sf |
| Support spaces | | | | | | | |
| General storage | | | 0 | | | 48 | sf |
| Files | | | 60 | | | 120 | sf |
| Workroom | | | Shared | | | Shared | sf |
| Team meeting room | | 2 at 120 | 240 | | 2 at 120 | 240 | sf |
| Reception/waiting | | | 120 | | | 120 | sf |
| Wellness storage & display | | | 88 | | | 88 | sf |
| Food storage | | | 72 | | | 72 | sf |
| HS storage | | | 64 | | | 64 | sf |
| Storage (currently offsite) | | | 120 | | | 150 | sf |
| Community relations storage | | | 120 | | | 120 | sf |
| Clerk storage | | | 96 | | | 96 | sf |
| | Total FTE | 16.5 | | 21 | | | sf |
| | Total Net Area | | 2,330 | | | 3,153 | sf |
| | Circulation/Walls | | 31% 722 | | 31% | 977 | sf |
| | Total Gross Area | | 3,052 | | | 4,130 | sf |
| | | | year 2013 | | | year 2033 | |

**DAVID A. CLARK
ARCHITECTS, PLLC**

Covington City Hall

Prepared 3-Jan-13

Police

Revised 18-Jan-13

| | 2013 | | | 2033 | | | |
|--------------------------------------|---------|-------|--------------|---------|-------|--------------|-----------|
| | Persons | Areas | Sum | Persons | Areas | Sum | |
| Chief of Police | 1 | 200 | 200 | 1 | 50 | 50 | sf |
| Detective | 1 | 150 | 150 | 2 | 150 | 300 | sf |
| Supervisor | | | | 1 | 120 | 120 | sf |
| Traffic Officer (see report writing) | 1 | | | 2 | | | sf |
| Patrol Officers (see report writing) | 10 | | | 14 | | | sf |
| Reception/records | | 100 | 100 | 1 | 100 | 100 | sf |
| Volunteers | | | | | 48 | 96 | sf |
| Support spaces | | | | | | | |
| Police lobby | | | 180 | | | 180 | sf |
| Soft interview rooms | | 80 | 160 | | 80 | 160 | sf |
| Chief's storage | | | 48 | | | 48 | sf |
| Records storage | | | | | | 128 | sf |
| Supplies | | | 48 | | | 64 | sf |
| Small team meeting room | | | | | 120 | 240 | sf |
| Quartermaster's storage | | | 80 | | | 160 | sf |
| Evidence Storage | | | | | 150 | 150 | sf |
| Evidence Intake/processing | | | | | | 100 | sf |
| Evidence drying | | | | | | 48 | sf |
| Report writing area | | 24 | 264 | | 24 | 384 | sf |
| Armory | | | 80 | | | 120 | sf |
| Operations/Briefing room | | | | | | 352 | sf |
| Team meeting room (off ops) | | | | | | 144 | sf |
| Hard interview rooms | | 64 | 128 | | 64 | 128 | sf |
| Booking | | | | | | 320 | sf |
| BAC room | | | 96 | | | 96 | sf |
| Sallyport | | | | | | 900 | sf |
| General storage | | | 100 | | | 180 | sf |
| Locker room, Mens | | | 192 | | | 425 | sf |
| Locker room, Womens | | | 192 | | | 375 | sf |
| K9 storage & supplies | | | | | | 80 | sf |
| Break room w/ kitchenette | | | 150 | | | 225 | sf |
| Overnight bunk room | | | | | 100 | 200 | sf |
| Total FTE | 13 | | | 21 | | | |
| Total Net Area | | | 2,168 | | | 5,873 | sf |
| Circulation/Walls | | 31% | 672 | | 31% | 1,821 | sf |
| Total Gross Area | | | 2,840 | | | 7,694 | sf |
| | | | year 2013 | | | year 2033 | |

**DAVID A. CLARK
ARCHITECTS, PLLC**

Covington City Hall

Prepared 3-Jan-13

Revised 18-Jan-13

Finance

| | 2013 | | | 2033 | | | |
|-------------------------|---------|-------|--------------|---------|-------|--------------|-----------|
| | Persons | Areas | Sum | Persons | Areas | Sum | |
| Director | 1 | 200 | 200 | 1 | 220 | 220 | sf |
| Senior Accountant | 1 | 150 | 150 | 1 | 150 | 150 | sf |
| Finance Specialist | 1 | 120 | 120 | 1 | 120 | 120 | sf |
| Accounting Clerk | 1 | 100 | 100 | 1 | 100 | 100 | sf |
| Accounting Clerk | | | | 1 | 100 | 100 | sf |
| Support spaces | | | | | | | |
| Files | | | 150 | | | 250 | sf |
| Workroom/mailroom | | | Shared | | | Shared | sf |
| Team meeting room | | | 161 | | | 161 | sf |
| Safe | | | 50 | | | 50 | sf |
| Auditor | | | 64 | | | 64 | sf |
| Total FTE | 4 | | | 5 | | | sf |
| Total Net Area | | | 995 | | | 1,215 | sf |
| Circulation/Walls | | 31% | 308 | | 31% | 377 | sf |
| Total Gross Area | | | 1,303 | | | 1,592 | sf |
| | | | year 2013 | | | year 2033 | |

**DAVID A. CLARK
ARCHITECTS, PLLC**

**Covington City Hall
Community Development**

Prepared 3-Jan-13
Revised 18-Jan-13

| | 2013 | | | 2033 | | | |
|-----------------------------|---------|-------|--------------|---------|-------|--------------|-----------|
| | Persons | Areas | Sum | Persons | Areas | Sum | |
| Director | 1 | 200 | 200 | 1 | 200 | 200 | sf |
| Senior Planner | 2 | 150 | 300 | 2 | 150 | 300 | sf |
| Associate Planner | 0.5 | 100 | 100 | 1 | 100 | 100 | sf |
| Development Review Engineer | 1 | 120 | 120 | 1 | 120 | 120 | sf |
| Development Review Engineer | | | | 1 | 120 | 120 | sf |
| Code Enforcement | 0.5 | 100 | 100 | 1 | 100 | 100 | sf |
| Building Official | 1 | 150 | 150 | 1 | 150 | 150 | sf |
| Plans Examiner | 0.75 | 150 | 112.5 | 1 | 150 | 150 | sf |
| Plans Examiner | | | | 1 | 120 | 120 | sf |
| Permit center coordinator | 1 | 100 | 100 | 1 | 100 | 100 | sf |
| Volunteer | | | 80 | | 80 | 160 | sf |
| Support spaces | | | | | | | |
| Files | | | 240 | | | 240 | sf |
| Workroom | | | Shared | | | Shared | |
| Team meeting room | | | 120 | | | 120 | sf |
| Public meeting room | | | Shared | | | Shared | |
| Permit Counter | | | 120 | | | 120 | sf |
| Permit counter seating | | | 120 | | | 120 | sf |
| Self help area | | | 225 | | | 225 | sf |
| Storage | | | 80 | | | 80 | sf |
| Total FTE | 7.75 | | | 11 | | | |
| Total Net Area | | | 2,168 | | | 2,525 | sf |
| Circulation/Walls | | 31% | 672 | | 31% | 783 | sf |
| Total Gross Area | | | 2,839 | | | 3,308 | sf |
| | | | year 2013 | | | year 2033 | |

**DAVID A. CLARK
ARCHITECTS, PLLC**

Covington City Hall

Public Works

Prepared 3-Jan-13

Revised 18-Jan-13

| | 2013 | | | 2033 | | | sf |
|--------------------------|----------|------------|--------------|-----------|------------|--------------|-----------|
| | Persons | Areas | Sum | Persons | Areas | Sum | |
| Director | 1 | 200 | 200 | 1 | 200 | 200 | sf |
| Office Supervisor | 1 | 150 | 150 | 1 | 150 | 150 | sf |
| Senior City Engineer | 1 | 150 | 150 | 1 | 150 | 150 | sf |
| Sr. Info Systems Admin | 1 | 120 | 120 | 1 | 120 | 120 | sf |
| Construction inspector | 1 | 100 | 100 | 2 | 100 | 200 | sf |
| Eng Tech III | 1 | 120 | 120 | 1 | 120 | 120 | sf |
| Eng Tech II | 1 | 100 | 100 | 2 | 100 | 100 | sf |
| Eng Tech I | 2 | 100 | 200 | 2 | 100 | 200 | sf |
| Maintenance Supervisor | 0 | 120 | 0 | 0 | 120 | 0 | sf |
| Maintenance Workers | | | | | | | |
| Seasonal Maint Workers | | | | | | | |
| Support spaces | | | | | | | |
| General storage | | | 80 | | | 80 | sf |
| Files | | | 100 | | | 100 | sf |
| Library | | | 80 | | | 80 | sf |
| Workroom | | | shared | | | shared | |
| Team meeting room | | | 120 | | | 120 | sf |
| Mud room | | | 160 | | | 160 | sf |
| IS Server room | | | 150 | | | 150 | sf |
| IS storage | | | 80 | | | 80 | sf |
| IS IDF | | | 80 | | | 80 | sf |
| Spill kit storage | | | 64 | | | 64 | sf |
| Total FTE | 9 | | | 11 | | | sf |
| Total Net Area | | | 2,054 | | | 2,154 | sf |
| Circulation/Walls | | 31% | 637 | | 31% | 668 | sf |
| Total Gross Area | | | 2,691 | | | 2,822 | sf |
| | | | year 2013 | | | year 2033 | |

**DAVID A. CLARK
ARCHITECTS, PLLC**

Covington City Hall

Prepared 3-Jan-13

Parks & Recreation

Revised 18-Jan-13

| | 2013 | | | 2033 | | | |
|-----------------------------|---------|--------|------------|---------|-------|--------------|-----------|
| | Persons | Areas | Sum | Persons | Areas | Sum | |
| Director | 1 | 200 | 200 | 1 | 200 | 200 | sf |
| Department Assistant | | | | 1 | 100 | 100 | sf |
| Park Planner | 1 | Shared | | 1 | 120 | 120 | sf |
| Recreation Manager | 1 | 150 | 150 | 1 | 150 | 150 | sf |
| Arts & Recreation Assistant | 1 | Shared | | 2 | 100 | 200 | sf |
| Recreation Assistants | 4 | Shared | 100 | 4 | 100 | 400 | sf |
| Aquatics Supervisor | 1 | | Off site | 1 | | Off site | |
| Aquatics Specialist | 1 | | Off site | 1 | | Off site | |
| Aquatics PT | | | Off site | | | Off site | |
| Support spaces | | | | | | | |
| Files | | | 64 | | | 120 | sf |
| Workroom | | | Shared | | | Shared | |
| Team meeting room | | | Shared | | | Shared | |
| <hr/> | | | | <hr/> | | | |
| Total FTE | 10 | | | 12 | | | |
| Total Net Area | | | 514 | | | 1,290 | sf |
| Circulation/Walls | | 31% | 159 | | 31% | 400 | sf |
| Total Gross Area | | | 673 | | | 1,690 | sf |
| | | | year 2013 | | | year 2033 | |

Comparable City Hall Costs

Costs were gathered from other local Cities and analyzed for comparable development and construction costs. These costs were back-checked with local and national cost estimating guides and our professional estimates on past projects. The numbers below reflect construction dollars, without any project costs (sales taxes, professional fees, insurance and the like.)

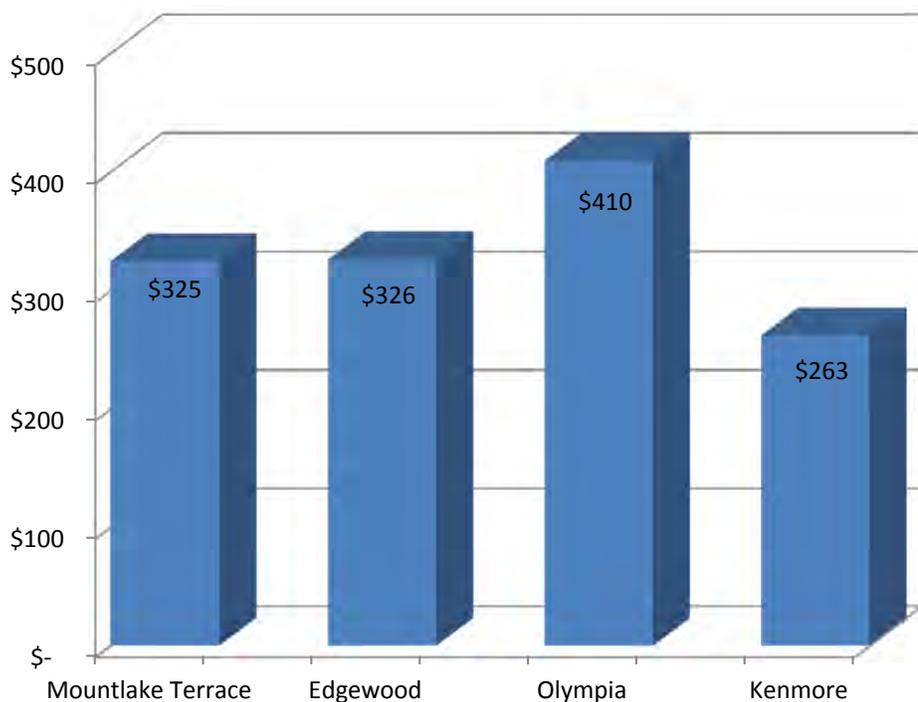
Medina City Hall (2011), \$192.46/sf, major remodel & addition, no site costs. As a remodel these costs are not comparable.

Mountlake Terrace City Hall pending (2010 estimate), **\$325.00/sf** New city hall & site.

Edgewood City Hall (2009) **\$326.30/sf.** New city hall and site.

Olympia City Hall (2011) **\$410.11/sf.** New city hall and site.

Kenmore City hall (2010) **\$263/sf.** New city hall and site.



Appendix C

City of Covington
ESTIMATED PAYMENTS AND TAX LEVY IMPACTS FOR VOTED BONDS

For Discussion Purposes (As of 4/12/13)

| | 30 Years (A2 Rated) |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Term: | | | | | | | |
| Bond Size: | \$1,000,000 | \$5,000,000 | \$10,000,000 | \$15,000,000 | \$20,000,000 | \$25,000,000 | \$30,000,000 |
| Est. Average Annual Payment: | \$54,534 | \$272,668 | \$545,336 | \$818,004 | \$1,090,671 | \$1,363,339 | \$1,636,007 |
| Est. True Interest Cost (TIC) (1): | 3.50% | 3.50% | 3.50% | 3.50% | 3.50% | 3.50% | 3.50% |
| 5 Tax Levy Impact: | \$0.04 | \$0.18 | \$0.36 | \$0.53 | \$0.71 | \$0.89 | \$1.07 |
| 10 Tax Levy Impact: | | | | | | | |
| 15 Tax Levy Impact: | | | | | | | |
| 20 Tax Levy Impact: | | | | | | | |
| Annual impact on a homeowner of: | \$300,000 | | | | | | |
| Annual Increase: | \$10.69 | \$53.46 | \$106.91 | \$160.37 | \$213.82 | \$267.28 | \$320.74 |
| Monthly Increase: | \$0.89 | \$4.45 | \$8.91 | \$13.36 | \$17.82 | \$22.27 | \$26.73 |

\$1,530,233,425

Assumptions:

1. The Net Borrowing Cost (i.e., TIC) is preliminary and subject to change, assumes a rating grade of "A2".
2. Assessed valuation for the City for the 2013 Tax Collection year is:

Memo

To: City Council

From: Town Center Team
 Derek Matheson, City Manager
 Richard Hart, Community Development Director
 Rob Hendrickson, Finance Director
 Scott Thomas, Parks & Recreation Director
 Glenn Akramoff, Public Works Director

Date: 1/17/2013

Re: **Town Center Alternative Process**

The city manager and department directors formed a Town Center Team in mid-2012 to ensure a sustained organizational focus on the City Council's downtown goal, which is to:

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

For the past several months, the team has focused on initiatives like funding the Town Center Economic Impact and Infrastructure Cost Study (TCEIICS), integrating town center infrastructure into the Comprehensive Plan and prioritized lists, creating a town center infrastructure grants strategy, supporting the Soos Creek Water & Sewer District's downtown sewer project, negotiating a "right of first offer" to purchase Covington Elementary, educating the Budget Priorities Advisory Committee on the town center vision, and considering an "economic development resource" such as a consultant or part-time employee who could promote development opportunities in the town center and citywide.

Last month, the team met with a developer who has built a number of mixed-use projects around the state. It became clear following the meeting that a different process – more like the Northern Gateway process in that it involves the development community earlier and unifies many of the above initiatives – might significantly increase the likelihood of a major development project in the town center.

In the Northern Gateway's South Subarea, the city is working with a single developer (who has a contract to purchase the property) to create a development concept, create zoning and development regulations that support the concept, and pursue grants and other funding for infrastructure.

In the town center, the city could use a competitive process to select a developer and then work with that developer to create a development concept, negotiate a development agreement that supports the concept, pursue grants and other funding for infrastructure, perform TCEIICS-type work, negotiate (private) acquisition of the Covington Elementary School property, promote development opportunities, and so forth.

For this alternative process to work in an area that already has zoning and development regulations in place (unlike the Northern Gateway), the Planning Commission and City Council would need to amend the city code to allow the negotiation of a development agreement. Such a development agreement would 1) memorialize a mutually-agreeable development concept and 2) create regulations that are

specifically tailored to the development concept, and more flexible than the existing zoning and development regulations, yet still true to the town center vision. In addition, the council would need to be flexible with funds currently set aside for the TCEIICS in case the city and developer see a higher and better use for the funds. One possible pathway is a contract with the developer to conduct the study and prepare a report based on the mutually-agreeable development concept.

If desired, the council could provide for public and expert input into the process. Major decisions like the selection of a developer and the adoption of a development agreement would require council approval.

Staff welcomes council discussion on this alternative process.

DISCUSSION OF FUTURE AGENDA TOPICS:

**6:00 p.m. Tuesday, May 14, 2013
Special Meeting - Joint Meeting with CEDC and Covington
Chamber of Commerce Board**

**7:00 p.m. Tuesday, May 14, 2013
Regular Meeting**

(Draft Agendas Attached)

Covington: Unmatched quality of life



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

Tuesday, May 14, 2013 - 6:00 p.m.

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

GENERAL INFORMATION:

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

CALL CITY COUNCIL JOINT STUDY SESSION TO ORDER

ROLL CALL

APPROVAL OF AGENDA

ITEM(S) FOR DISCUSSION

1. CEDC 2013 Initiatives

PUBLIC COMMENT *Persons addressing the Council shall state their name, address, and organization for the record. Speakers shall address comments to the City Council, not the audience or the staff. Public Comment shall be for the purpose of the Council receiving comment from the public and is not intended for conversation or debate. Public comments shall be limited to no more than four minutes per speaker. If additional time is needed a person may request that the Council place an item on a future agenda as time allows.*

ADJOURN

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

****Note* A Regular Council meeting will immediately follow at approximately 7:00 pm***



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



Tuesday, May 14, 2013
7:00 p.m.

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

****Note**** *A Special Meeting is scheduled from 6:00 to 7:00 p.m.*

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

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION - NONE

PUBLIC COMMENT *Persons addressing the Council shall state their name, address, and organization for the record. Speakers shall address comments to the City Council, not the audience or the staff. Public Comment shall be for the purpose of the Council receiving comment from the public and is not intended for conversation or debate. Public comments shall be limited to no more than four minutes per speaker. If additional time is needed a person may request that the Council place an item on a future agenda as time allows.**

APPROVE CONSENT AGENDA

- C-1. Minutes: April 23 Regular Meeting Minutes (Scott)
- C-2. Vouchers (Hendrickson)

NEW BUSINESS

1. Discussion and Adoption of 2013 International Building & Fire Codes (Hart/Meyers)
2. Present Draft Six-Year 2014-2019 Transportation Improvement Program (Vondran)
3. Consider Parks & Recreation Commission Recommendation for Park Name (Thomas)
4. Status and Progress of the Hawk Subarea Plan and Planned Action EIS (Hart)
5. Presentation of 2012 Year End Financials (Hendrickson)
6. First Quarter Financial Report (Hendrickson)

COUNCIL/STAFF COMMENTS - Future Agenda Topics

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

EXECUTIVE SESSION – If Needed

ADJOURN

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