

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 ta	-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, boo	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:	111,380.68
			<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	<u><u>\$ 147,185.90</u></u>
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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

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.

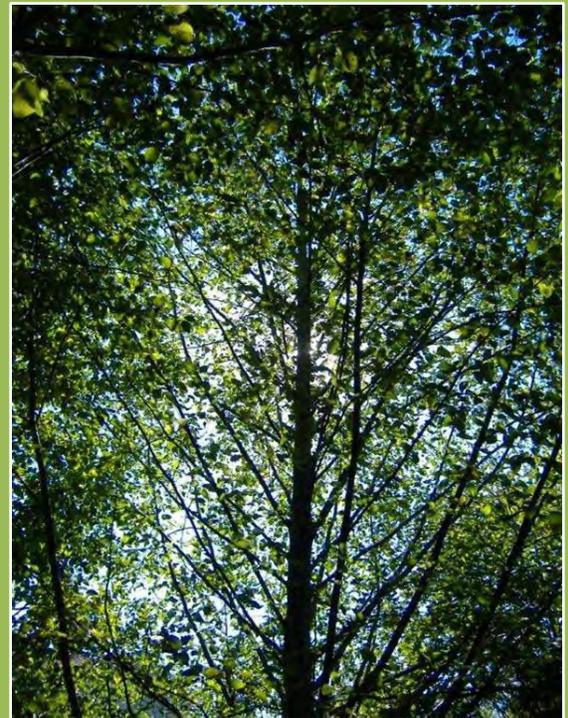
REVIEWED BY: City Manager, City Attorney, Finance Director, Parks Director

ATTACHMENT 1

City of
Covington

Urban Forestry Strategic Plan

For Publicly-Managed Trees



Final Draft

March 2013

City of Covington

Urban Forestry Vision

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.



The nation behaves well if it treats its natural resources as assets which it must turn over to the next generation increased, and not impaired, in value.

- Theodore Roosevelt

ACKNOWLEDGEMENTS

City Council

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Mark Lanza
Margaret Harto, Mayor
David Lucavish
Wayne L. Snoey
Jim Scott
Jeff Wagner

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Executive Summary

Purpose

Covington is a rapidly growing new suburb and needs a logical direction for its urban forestry program. The city population has grown more than 40% during the 15 years since incorporation, and thousands of trees have been planted along new arterials, neighborhood streets and in parks. New trails and park facilities have been developed alongside existing trees. Conflicts with maturing trees and other maintenance issues require a reasonable and defensible strategic plan for responsible stewardship and management.

Introduction

Like other progressive municipalities, Covington has a goal to better manage its urban forest, however, it's a small city with limited resources. Currently the city has thousands of trees that provide tremendous benefit and have high value, but no cohesive plan for managing these assets. With a grant from the Washington State Department of Natural Resources, in partnership with the USDA Forest Service, the City now has a clear direction for a more effective and cost-efficient management of public trees and urban forest. Terra Firma Consulting was contracted to work with City staff to develop a strategic plan that addresses how to manage and maintain public trees and lead the City to more specific action plans and budgets over time.

The development of a strategic plan was a collaborative process between the consultants and an assembly of City staff from the Planning, Parks and Public Works departments. The group was known as the "Tree Team" throughout the project. The main outcomes of the process were 1) a general assessment of the city's tree canopy cover; 2) a vision statement for urban forestry; and 3) key objectives and strategies for the Tree Team to build upon for a successful urban forestry program.

The recommendations in this plan are provided to guide the community over the next five years regarding planning, management and maintenance of trees on publicly-managed properties (street rights-of-way, stormwater facilities, developed parks, and open space parks). The plan will also help promote a more unified effort to manage the entire urban forest between the City and residents, business owners, utilities, and other tree stewards in the community.

Tree Canopy Cover

Before one can define strategies for managing a resource, it is critical to understand the existing condition and extent of the resource itself. Terra Firma, in partnership with Plan-it Geo, provided a snapshot of the amount of urban tree cover in the city limits (private and public) as well as potential space for additional trees and other land cover, such as impervious surface. Using the i-Tree Canopy program, 600 random points were made throughout the city and designated as one of the three cover categories. Results utilizing 2012 high-resolution satellite imagery reveal that Covington's overall Urban Tree Cover stands at approximately 37%. The nationally recommended goal for average cover is at least 40%. This general cover assessment is useful in setting goals to maintain a highly functioning urban forest, especially during growth and development. The data

and software can be used by City staff to further refine public tree cover analysis as well as gauge the change in tree cover levels over time.

Vision Statement

The City has several established documents and plans that have guided its programs and policies. The two plans that resonate well with an urban forest strategy are the Comprehensive Plan and the Parks, Recreation and Open Space Plan (2010). Upon review of the language in these plans around the environment and natural resources, the Tree Team proposes the Urban Forest Vision Statement as follows:

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.



Strategic Plan

Utilizing a model urban forest sustainability matrix, the consultants developed a survey on key criteria and objectives for an urban forestry program. Each Tree Team member weighed in on both current and desired levels for each criterion, and collectively, the group proposes six major objectives for the City's urban forest strategy:

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.

Summary Recommendations



The six key objectives identified by the Tree Team, and supported by the Parks & Recreation Commission and interested public, provide a solid basis for a reasonable and doable strategic plan and annual work plans that are appropriate for the City. Logically, the priority objective is to understand more about the public tree resource in order to better direct its management and maximize its benefits and function in the community. The recognition of good coordination with and within the City and other parties, including citizens and businesses, is also vital in achieving the urban forest vision.

The recommended urban forestry actions for the short-term are as follows:

1. Purchase a comprehensive tree inventory program and conduct an inventory of the public trees that includes condition and risk rating, where appropriate.
2. Generate a more accurate measurement of the public tree canopy cover by using the i-Tree software and initial database produced during this project. Establish a canopy goal for the City and commit to measure changes over time.
3. Develop an annual work plan for the maintenance of publicly-owned and managed trees based on the reports generated by the inventory program.
4. Recognize the interdepartmental Tree Team and enable them to develop work plans and budget requests, review policy, regulation and BMP's, and coordinate project-based urban forestry.
5. Strive to have more than one staff person (ideally one in each department – Parks, Public Works, Planning) acquire arborist certification to provide interdepartmental support, and provide necessary training to ensure qualified staff for the management of the urban forest.
6. Engage the community through neighborhood natural area planning (ex. Timberlane, Crofton Heights), annual work plan discussions, information on best management practices, and the general promotion of the benefits of the urban forest.
7. Update and adopt the Community Forestry Plan (2006) as the City's Best Management Practices for urban forestry.

Several actions will require staff time and resources to accomplish. Even with the coordinated Tree Team, some projects may require contracting with a qualified professional or specifying a designated staff person (part-time). The vision and key objectives all point toward an urban forestry program that will require dedicated staff resources over time.



1. Introduction/Background

There are many definitions for an *urban forest*, but it most commonly refers to all the trees and associated vegetation in a community. Often trees are planted as individuals in the suburban and urban environment, though many preserved natural areas in a city have remnant native forests. Vegetation in residential and commercial landscapes also contributes to the urban forest. Therefore, a healthy urban forest is best managed as an entire forest ecosystem.

The City of Covington understands that it needs to better manage its trees and urban forest. The City staff makes the connection that it's prudent to manage trees as *assets* because they provide many tangible benefits to the community. Some of the benefits from Covington's urban forest* are:

- Reduces stormwater runoff and erosion
- Provides shade and cooling
- Improves air quality and mitigates wind effects
- Provides wildlife habitat
- Increases property values



* For more information, see Appendix A.

Every tree also has a monetary value. For example, if one is damaged by a car crash, there is a landscape value that is considered in its replacement cost. Trees, like other assets, also have maintenance costs, such as pruning young trees for structural integrity or for clearance on roadways and trails. Trees also have public safety liabilities that must be accounted for, for instance, when they get structurally unsafe or die and fall into the road or onto a park trail or sports field. A proactive removal and replacement program of high risk trees is responsible stewardship of the urban forest.

Strategic Planning Process

With a grant from the USDA Forest Service administered by the Washington State Department of Natural Resources Urban and Community Forestry Program, Covington contracted with Terra Firma Consulting to help City staff develop a strategic plan for the management of public trees. Beginning in June of 2012, Terra Firma consultants met with the newly formed Covington "Tree Team" in order to develop the proposed strategic plan. This "Tree Team" consists of:

Glenn Akramoff, Public Works Director
Bill Fealy, Maintenance Worker (Arborist)
Richard Hart, Community Development Director
Salina Lyons, Senior Planner
Nelson Ogren, Development Review Engineer
Ben Parrish, Engineer Tech II
Scott Thomas, Parks and Recreation Director

The initial steps included a review and discussion of the current city policies and plans that related to trees and urban forestry; a basic Urban Tree Cover assessment; and a survey of the Tree Team to identify staff's key objectives and desired levels of service for an urban forestry program.

With the key objectives and levels of service identified, the Tree Team and consultant conducted a public meeting with the Parks & Recreation Commission in November 2012 for additional input. A Preliminary Plan was then prepared for review in January 2013 to finalize for estimated adoption by City Council in March 2013.

2. Covington's Urban Forest Assessment & Analysis

A. Current City Policy and Plan Review

Upon review of existing City plans and documents, several important items relating to urban forestry called out in the Parks, Recreation and Open Space (PROS) Plan (2010) were incorporated into the Comprehensive Plan and excerpted below:

Parks and Recreation Element (2010)

PRG 4.0 – Protect and manage the City's environmentally-sensitive land, remnant open spaces and natural and cultural resources to highlight their uniqueness and local history.

4.3 – Develop management plans for the City's larger natural areas and greenspaces and facilitate community-based volunteer restoration.

4.8 – Revise and adopt the Covington Community Forestry Plan to articulate a long-term strategy for tree protection, urban forestry management and public education and outreach.

4.9 – Consider creating community-based volunteer and stewardship opportunities as a way to inform and engage residents about urban forestry issues, such as tree planting, tree care and management and the benefits of urban trees.

4.10 – Analyze the City's existing tree canopy cover, establish canopy cover goals and promote urban forestry programs in order to maintain healthy atmospheric conditions [and other benefits].

4.11 – Establish a Heritage Tree program.

4.12 – Comply with Evergreen Communities Act and achieve status.

4.13 – Maintain Tree City USA.

4.14 – Promote the installation and management of street trees as an extension of urban habitat and providing green infrastructure benefits.

Environmental Element (2003)

EVP 7.5.1 – Foster recognition of the significant role played by natural features and systems in determining the overall environmental quality and livability of the community.

1.1 – Protect and enhance environmentally sensitive areas via the adoption of City regulations and programs that encourage well-designed land use patterns...in order to preserve natural features such as large wetlands, streams, steep slopes and wooded areas.



EVP 7.5.9 – Minimize the loss of vegetation as new development occurs. Continue to recognize the value of trees and other vegetation in increasing the livability of the City.

9.1 – Promote and support a systematic approach to enhancing the City through carefully-planned plantings and ongoing maintenance of street trees, public landscaping and public greenbelts.

9.4 – Utilize regulations, incentives and non-regulatory means to preserve, replace or enhance native vegetation that contributes to the City’s scenic beauty [and other benefits].



A “Community Forestry Plan” was assembled in 2006. The document provides a compilation of good tree management practices and public information regarding tree care. While it has not been adopted, it can be updated to complement urban forest strategies implemented in the near future.

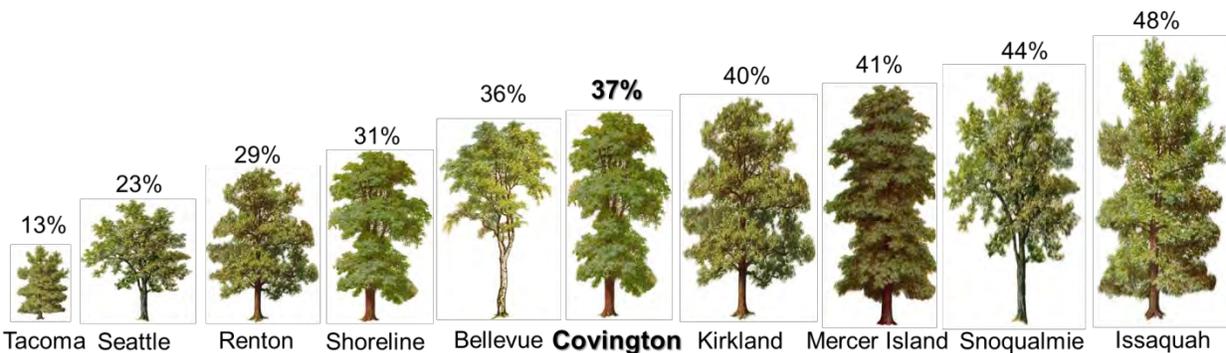
These references of urban forestry in significant documents provide a solid basis for supporting the recommended strategies and any funding requests for a City urban forestry program.

B. Current Tree Cover – i-Tree Assessment

Since Covington has no comprehensive data on its existing public tree resource, Terra Firma contracted with Plan-it Geo to conduct a snapshot assessment of the current tree cover in the city limits. Utilizing free software called i-Tree Canopy, an initial measurement of the canopy cover was made to start the conversation. The quick assessment also offers a good comparison metric with other communities and to the City’s goals toward a sustainable urban forest as a valuable asset.

The i-Tree Canopy software was used to assess Covington’s tree canopy cover based on 2012 aerial imagery. Land cover type was assessed at 600 randomly distributed points across the City to determine percent cover for (1) Canopy, (2) Plantable spaces, and (3) all other land cover types (Table 1). Points were then overlaid with land ownership to assess these three cover types by public vs. private property. Points were determined to be “Forest” if they were located on any part of a tree. Points were determined to be “Plantable vegetation” if they fell on grass or other non-tree vegetation, and not within agricultural or recreational fields. Points were determined to be “Other land cover” if they fell on all other locations (including impervious surface and agricultural or recreational fields). After the i-Tree Canopy analysis was completed, sample points were extracted and brought into a Geographic Information System (GIS) and separated by ownership type. The assessment report is Appendix B.

Results indicate that Covington’s overall canopy cover is approximately 37% (4% standard error). As shown below, this percentage is robust and comparable to other progressive communities in the area.



For Covington, grass and open areas comprises 28% and all other land cover 35%. Private ownership represents 81% of Covington’s total area and is comprised of 38% canopy, 30% grass and open areas, and 32% other land cover. Public ownership represents 19% of Covington’s total area with 30% canopy, 21% grass and open areas, and 50% other land cover.

Table 1. Land Cover Assessment for Covington using i-Tree Canopy

Land Cover Class	Private				Public				Citywide			
	3,088 acres (4.8 sq. miles), 80.6%				742 acres (1.2 sq. miles), 19.4%				3,830 acres (6 sq. miles)			
	No. of Points	Percent of Points	Standard Error	95% CI*	No. of Points	Percent of Points	Standard Error	95% CI*	No. of Points	Percent of Points	Standard Error	95% CI*
Canopy	187	38%	0.022	4.314	33	29%	0.043	8.443	220	37%	0.020	3.856
Plantable	146	30%	0.021	4.063	24	21%	0.039	7.599	170	28%	0.018	3.606
Other	155	32%	0.021	4.131	55	49%	0.047	9.259	210	35%	0.019	3.817
Sum	488	100%	0.064		112	100%	0.129		600	100%	0.058	

* CI = Confidence interval = Percent plus or minus to determine the actual coverage per class.

Note: The standard error (SE) for public lands is fairly high given the relatively small number of sampling points falling on public properties (112 out of 600).

For a more complete picture of the public portion of the City’s canopy cover, the City can utilize the free i-Tree Canopy software and the files provided to the City. Additional points can be added to reduce the standard error relatively quickly.

C. Urban Forest Criteria and Indicators Matrix

To understand the current perspectives and attitudes regarding urban forestry among City staff, the consultants offered a survey to the Tree Team. The matrix for the survey was originally adopted from Clark and Matheny (G. Cross, and V. Wake. 1997) as part of a model of urban forest sustainability, as it provides a comprehensive look at all aspects of an urban forestry program.

The survey was divided into three sections: 1) Vegetative Resource, 2) Resource Management, and 3) Community Framework. In each section there is a matrix of urban forest criteria and different levels of performance for each criterion. Key objectives were also shown for each criterion. The Covington Tree Team members independently indicated the current (C) and desired (D) level for

each criterion (Low, Moderate, Good, or Optimal). They also selected the important key objectives for Covington to pursue.

Appendix C summarizes the responses regarding the criteria, indicators and objectives for the City's urban forestry program. A memo from Terra Firma explaining the initial observations is also included. In summary, the Team recognized that all criteria in the three sections of urban forestry management were important and the desired level for each criterion was at least Moderate, with mostly Good selected.

After a group discussion of the individual responses, the Team proposed the following key objectives:

- Have a comprehensive inventory of the public trees to direct its management.
- Have a detailed understanding of the condition and risk potential of all the publicly-managed trees in order to be more responsive.
- Maintain all publicly-owned, highly managed trees to maximize current and future benefits.
- Have a detailed understanding of ecological structure and function of all publicly-owned natural areas to implement best management practices appropriately.
- Ensure all city departments cooperate with common goals and objectives for urban forest management.
- The public recognizes the urban forest as vital to the community's environmental, social and economic well-being.

3. Public Process

On November 7, 2012, the Parks & Recreation Commission hosted an open house to receive feedback on the key objectives and levels of service. The event was prior to their scheduled meeting and included 1) an explanation of why it's important to manage the urban forest; 2) poster boards with the six primary objectives; 3) a poster board with Covington urban forest photos; and 4) an open roundtable discussion about the city's urban forest, its issues, concerns and benefits.

While the attendance was low, the City staff felt the conversation was very helpful. Attendees included a representative from a Homeowners Association, an environmentalist, and a business representative who shared opinions from their perspectives, as summarized below:

- The growth of trees in the public rights-of-way and in parking lots can block signage.
- Balancing canopy cover with business needs (sign visibility, more parking, low cost of landscape maintenance) is a challenge.
- The selection of street trees must be appropriate for the site conditions and space available.
- The City should evaluate regulations regarding tree removal on private property. Permit fees and requirements are a barrier to private tree management, especially to the HOA's.
- Concern for the lack of follow-up with new plantings – staking was left on too long (in Wood Creek).
- Need management strategies for conifer root disease in open spaces.



Staff responded that new tree standards (installation and care) and a new species list were developed after the January 2012 storm. They also plan to incorporate a street tree maintenance bond as a component of bonding for development.

Participants, including Commission members, were asked to indicate their top three objectives with stickers on the poster board. The votes were as follows:

- Objective #1 – Tree Inventory (4 votes)
- Objective #2 – Assessment of Tree Condition and Hazard (6 votes)
- Objective #3 – Management to Maximize Benefits (8 votes)
- Objective #4 – Ecosystem Benefits of Natural Areas (5 votes)
- Objective #5 – Interdepartmental Coordination (0 votes)
- Objective #6 – Community Involvement (4 votes)

With the comments and voting, the City staff felt they were on target with the proposed key objectives and priorities. Even with no votes for objective 5, staff interpreted that as something that is understood and in effect. It is important to note that while the strategic plan is focused on public tree management, concerns about private trees were received and forwarded to the Community Development Department, as it is responsible for responding to questions regarding trees on private property. The City adopted the Tree Preservation Ordinance in 2008 (CMC 18.45), which outlines how private trees are managed through development applications and criteria for removal of trees on private property.

Additional opportunities for public input on the plan include the review and comment on the Preliminary Plan by the Parks & Recreation Commission and Planning Commission and through the presentation of the Proposed Plan to City Council in March 2013 for adoption.

4. Proposed Objectives & Strategies

A. Criteria and Strategies

In an effort to address each criterion on the urban forest sustainability matrix, the tables in Appendix D show each objective, Covington’s desired level, and suggested strategies by the consultant for the City’s urban forestry program:

- Table D.1 is **Vegetation Resource** and pertains to urban forest metrics.
- Table D.2 is **Resource Management** and refers to staffing, policy, and management planning.
- Table D.3 is **Community Framework** and deals with citizen and business involvement and community engagement around the urban forest.

This will provide a good basis to refine and update any urban forestry plans as priorities change and tasks are completed over time.

B. Key Objectives

When analyzing the urban forest criteria and the objectives, a logical combining of strategies to apply toward Covington’s six key objectives was done. For instance, much of the vegetation resource criteria and objectives, including risk management, can be accomplished with a comprehensive inventory. The inventory would meet two key objectives for resource management as well. Table 4.4 is the result of streamlining recommended strategies and actions to meet the key objectives.



Covington’s key objectives are broad yet comprehensive and lend to a balanced urban forestry program. While the key objective “the public recognizing the value of the urban forest” is important, it is an indirect objective to meeting the plan’s primary goal of better managing **public** trees. Public engagement and participation is critical to advancing any natural resource program. Therefore, strategies are provided to have the City work toward a holistic plan and program that affect both the private and public components of the urban forest.

The following is a table of Covington’s identified key objectives with some strategies and tasks, recommended timeline, and budget implications.

Table 4.1 - COVINGTON'S KEY URBAN FOREST OBJECTIVES

OBJECTIVE	DESIRED LEVEL	STRATEGIES/TASKS	TIMELINE/BUDGET
<p>1. Tree Resource A comprehensive inventory of the tree resource to direct its management. (M1)</p>	<ul style="list-style-type: none"> Complete inventory of publicly-owned trees and sample-based inventory of privately-owned trees included in city-wide GIS; includes age and species distribution 	<ul style="list-style-type: none"> RFP for an inventory program and collection of first inventory In-house program provides the largest flexibility in use Consider using current database (record of new trees when planted) Train in-house or volunteers for maintenance of inventory 	<ul style="list-style-type: none"> \$\$ - \$15-20K for software and inventory (by college students?) Short-term – high priority WADNR grant (probably will need City match)
<p>2. Assessment of Tree Condition and Hazard Detailed understanding of the condition and risk potential of all publicly-managed trees in order to be more responsive. (V5)</p>	<ul style="list-style-type: none"> Complete inventory includes failure risk rating as a basis for a more proactive risk management. <i>[Publicly-owned trees are managed with safety as a high priority- M8]</i> Inventory includes tree condition to guide tree establishment/renewal and management decisions for tree health and optimal condition to ensure maximum longevity. (M6) 	<ul style="list-style-type: none"> Risk assessment must be done by a qualified professional (Tree Risk Assessment training) Must be part of the inventory program to generate priority reports, etc. Condition rating is collected as part of complete inventory 	<ul style="list-style-type: none"> \$ - contract professional (risk can be assessed on only larger trees in fair to poor condition; defects) Short-term; in tandem or proceeding general inventory reports Included in objective 1; training may be needed to identify defects, rate condition

Timeline - short = 1-2 yrs, mid = 2-3 yrs, long-term = 3-5 yrs; Budget - \$= <\$5k, \$\$= <\$15k, \$\$\$=\$20k or more

4.1 - COVINGTON'S KEY URBAN FOREST OBJECTIVES, cont'd

OBJECTIVE	DESIRED LEVEL	STRATEGIES/TASKS	TIMELINE/BUDGET
<p>3. Maximize Benefits All publicly-owned, highly-managed trees are maintained to maximize current and future benefits. (M7)</p>	<ul style="list-style-type: none"> The trees are systematically maintained; young, establishing trees are assessed for structural pruning. Based on inventory data; establish a defensible program and a reasonable cycle (5-7 years considered optimal) 	<ul style="list-style-type: none"> Annual data review from inventory to prioritize work Develop an annual work plan with a proposed budget Adopt BMP's (update Community Forestry Plan, 2006) Develop a policy toward the desired maintenance cycle and reasonable timeline to achieve 	<ul style="list-style-type: none"> \$ - dedicated staff time Post inventory collection to prioritize workload – short-term (2 years) Part of annual work plan
<p>4. Ecosystem Function of Natural Areas Detailed understanding of the ecological structure and function of all publicly-owned natural areas. (V6)</p>	<ul style="list-style-type: none"> The ecological structure and function of all publicly-owned natural area are documented through an <u>Urban Tree Canopy Analysis</u> and included in the city GIS; <i>mapped urban tree cover using satellite imagery</i> 	<ul style="list-style-type: none"> i-Tree Eco software on entire public natural area inventory for ecological structure (see references) May need interim steps – Ex. natural area plans with appropriate BMP's recommended 	<ul style="list-style-type: none"> \$ - staff time (software is free) or contract services Mid to long-term (3-5 years) Update 'Community Forestry Plan' (2006) as urban forest BMP's and have policy to apply to natural areas
<p>5. City Team Ensure all city departments cooperate with common goals and objectives. (C1)</p>	<ul style="list-style-type: none"> Interdepartmental urban forest team acknowledged [formed] to implement city policy and common goals on [at least] a project-specific basis 	<ul style="list-style-type: none"> Tree Team develops work plan, budget; reviews policy, regulation; coordinates project-based urban forestry following strategic plan Team meets on a regular basis – quarterly Team reports to PRC/Tree Board and other boards, as needed 	<ul style="list-style-type: none"> \$ - dedicated staff time from departments; short-term (immediate) \$\$ - program manager (P/T or contract) for Team Lead; mid to long-term (3-5 years) \$ - At least one certified arborist in each department - Parks, Public Works, Planning; short to mid-term (2-3 years)

Timeline - short = 1-2 yrs, mid = 2-3 yrs, long-term = 3-5 yrs; Budget - \$= <\$5k, \$\$= <\$15k, \$\$\$=\$20k or more

4.1 - COVINGTON'S KEY URBAN FOREST OBJECTIVES, cont'd

OBJECTIVE	DESIRED LEVEL	STRATEGIES/TASKS	TIMELINE/BUDGET
<p>6. Community Engagement The urban forest is recognized by the public as vital to the community's environmental, social and economic well-being (C6)</p>	<ul style="list-style-type: none"> • Neighborhood action – at the neighborhood level, citizens understand and cooperate in urban forest management [<i>city-wide coverage and interaction</i>] • Citizen-city-business interaction – all constituencies in the community interact for the benefit of the urban forest [<i>informal and general cooperation</i>] • The green industry operates with high professional standards and commits to city-wide goals and objectives 	<ul style="list-style-type: none"> • Start with Timber Lane, Crofton Heights, Crystal View to develop and implement natural area plans • Generate, distribute public outreach materials to promote the urban forest and proper management • Engage Middle Green 'group' and Green River College for curricula and volunteer resources; forest stewardship program (Master Gardener model – Woodway project) • Establish a City tree worker license (LFP model) • Partner with local nurseries and/or electric utility for vouchers 	<ul style="list-style-type: none"> • \$ - dedicated, qualified staff to assist in plans; short to mid-term • \$ - research, collect and reproduce or post on city website; short-term • New community park development – opportunity? Mid to long-term • \$ - After adopted BMP's and policies; mid to long-term • Begin discussions with approved tree lists; short to mid-term

Timeline - short = 1-2 yrs, mid = 2-3 yrs, long-term = 3-5 yrs; Budget - \$= <\$5k, \$\$= <\$15k, \$\$\$=\$20k or more

5. Recommendations

The six key objectives identified by the Tree Team and supported by the Parks & Recreation Commission, Planning Commission, and interested public, provide a solid basis for a reasonable and doable strategic plan and annual work plans that are appropriate for the City. Logically, the priority objective is to understand more about the public tree resource in order to better direct its management and maximize its benefits and function in the community. The recognition of good coordination within the City and with other parties, including citizens and businesses, is also vital in achieving the urban forest vision.

The recommended urban forest strategies for the short-term are as follows:

1. Purchase a comprehensive tree inventory program and conduct an inventory of the public trees that includes condition and risk rating, where appropriate.
2. Generate a more accurate measurement of the public tree canopy cover by using the i-Tree software and initial database produced during this project. Establish a canopy goal for the City and commit to measure changes over time.
3. Develop an annual work plan for the maintenance of publicly-owned, highly-managed trees based on the reports generated by the inventory program.
4. Recognize the interdepartmental Tree Team and enable them to develop work plans and budget requests, review policy, regulation and BMP's, and coordinate project-based urban forestry.
5. Strive to have more than one staff person (ideally one in each department – Parks, Public Works, Planning) acquire arborist certification to provide interdepartmental support, and provide necessary training to ensure qualified staff for the management of the urban forest.
6. Engage the community through neighborhood natural area planning (ex. Timber Lane, Crofton Heights), annual work plan discussions, information on best management practices, and the general promotion of the benefits of the urban forest.
7. Update and adopt the Community Forestry Plan (2006) as the City's Best Management Practices for urban forestry.

Several actions will require staff time and resources to accomplish. Even with the coordinated Tree Team, some projects may require contracting with a qualified professional or specifying a designated staff person (part-time). The vision and key objectives all point toward an urban forestry program that will require dedicated staff resources over time.

APPENDIX A

Urban Tree Benefits

The benefits of urban trees, sometimes called “ecosystem services”, include environmental, economic, and social values. These are direct or indirect benefits provided by urban forests and individual trees that are often dismissed or underrepresented when valuing infrastructure because they don’t readily have an associated dollar value. Types of tree benefits are listed and briefly described below. While none alone are a “silver bullet”, when combined, trees and the collective urban forest are an impressive part of the solution for sustainability during urban planning and community development.

Environmental “Services” of Urban Trees:

- 🌳 Air Quality – trees absorb, trap, offset and hold air pollutants such as particulate matter, ozone, sulfur dioxide, carbon monoxide, and CO₂.
- 🌳 Greenhouse Gases (GHGs) and Carbon – trees store and sequester carbon through photosynthesis as well as offset carbon emissions at the plant due to energy conservation.
- 🌳 Water Quality and Stormwater Runoff Mitigation – trees infiltrate, evapo-transpire, and intercept stormwater while also increasing soil permeability and ground water recharge.
- 🌳 Erosion control – tree roots hold soil together along stream banks and steep slopes, stabilizing soils and reducing sedimentation issues in water bodies.
- 🌳 Urban heat island effect – trees cool the air directly through shade and indirectly through transpiration, reducing day and nighttime temperatures in cities.
- 🌳 Increased wildlife habitat – Trees create local ecosystems that provide habitat and food for birds and animals, increasing biodiversity in urban areas.

Economic “Services” of Urban Trees:

- 🌳 Property value – numerous studies across the country show that residential homes with healthy trees add property value (up to 15%).
- 🌳 Energy conservation – trees lower energy demand through summer shade and winter wind block, additionally offsetting carbon emissions at the power plant.
- 🌳 Retail and Economic Development – trees attract businesses, tourists, and increase shopping.
- 🌳 Stormwater facilities – trees and forests reduce the need for or size of costly gray infrastructure.
- 🌳 Pavement – tree shade increases pavement life through temperature regulation (40-60% in some studies).

Social “Services” of Urban Trees:

- 🌳 Public health – trees help reduce asthma rates and other respiratory illnesses.
- 🌳 Safe walking environments – trees reduce traffic speeds and soften harsh urban landscapes.
- 🌳 Crime and domestic violence – urban forests help build stronger communities. Places with nature and trees provide settings in which relationships grow stronger and violence is reduced.
- 🌳 Connection to nature – trees increase our connection to nature.
- 🌳 Noise pollution – Trees reduce noise pollution by acting as a buffer and absorbing up to 50% of urban noise (U.S. Department of Energy study).

From: Benefits of Trees and Urban Forests: A Research List

http://www.actrees.org/files/Research/benefits_of_trees.pdf, Published August 2011

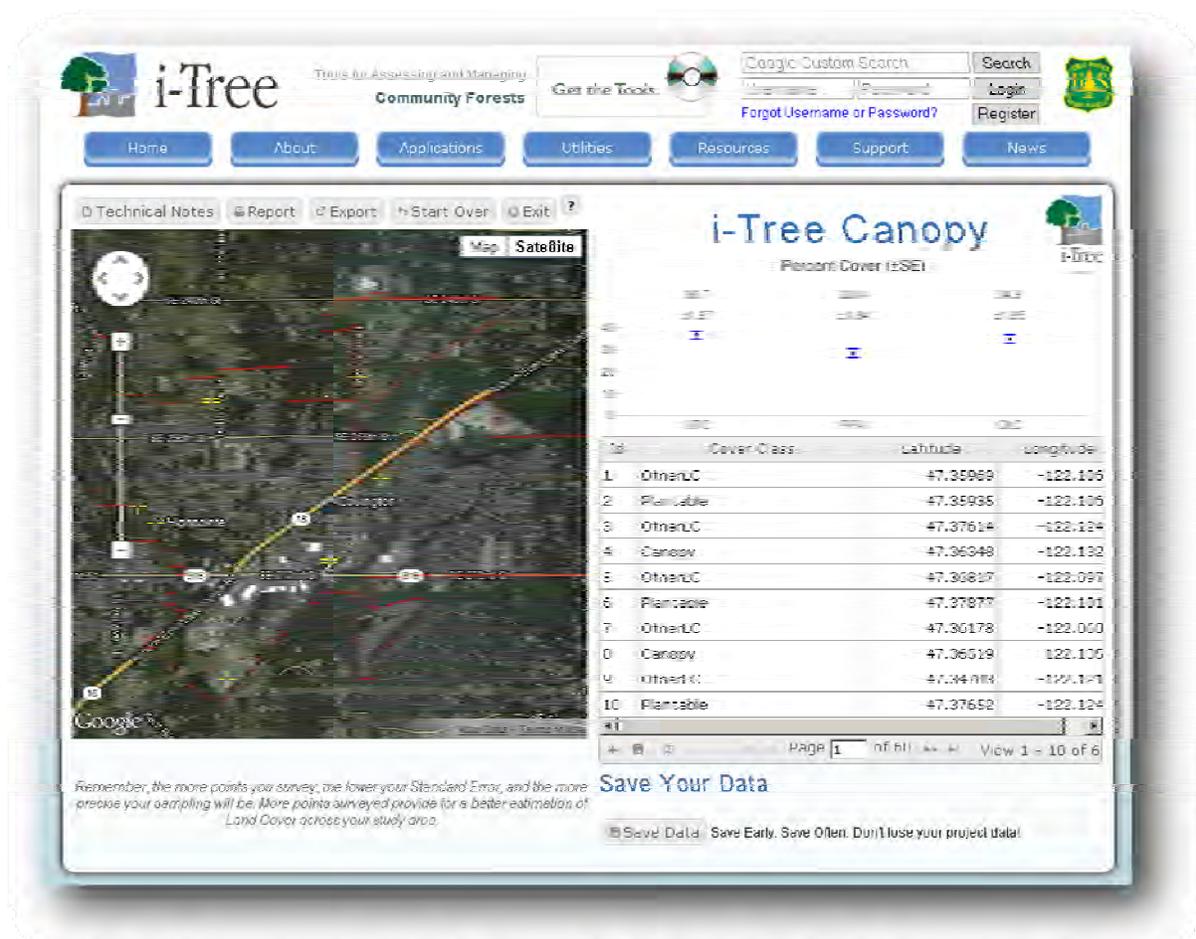
APPENDIX B

City of Covington, Washington, *i-Tree Canopy* Land Cover Assessment

Introduction

Urban forests provide many services essential for maintaining healthy and livable urban communities. Urban Tree Canopy (UTC) assessments provide an important all around measure of community forest health and sustainability. Traditionally, UTC assessments are completed using high-resolution aerial imagery and sophisticated remote sensing classification methods. The main limitation to these assessments is the expertise and cost required to accurately measure the extent of a community's urban forest.

The U.S. Forest Service has partnered with several institutions and agencies to create the *i-Tree* suite of tools targeted at measuring the benefits urban communities receive from trees (www.itreetools.org). One of the latest tools introduced to the suite is *i-Tree Canopy* designed to allow anyone with internet access in the continental United States and access to a study area boundary ESRI shapefile to conduct their own UTC assessment.

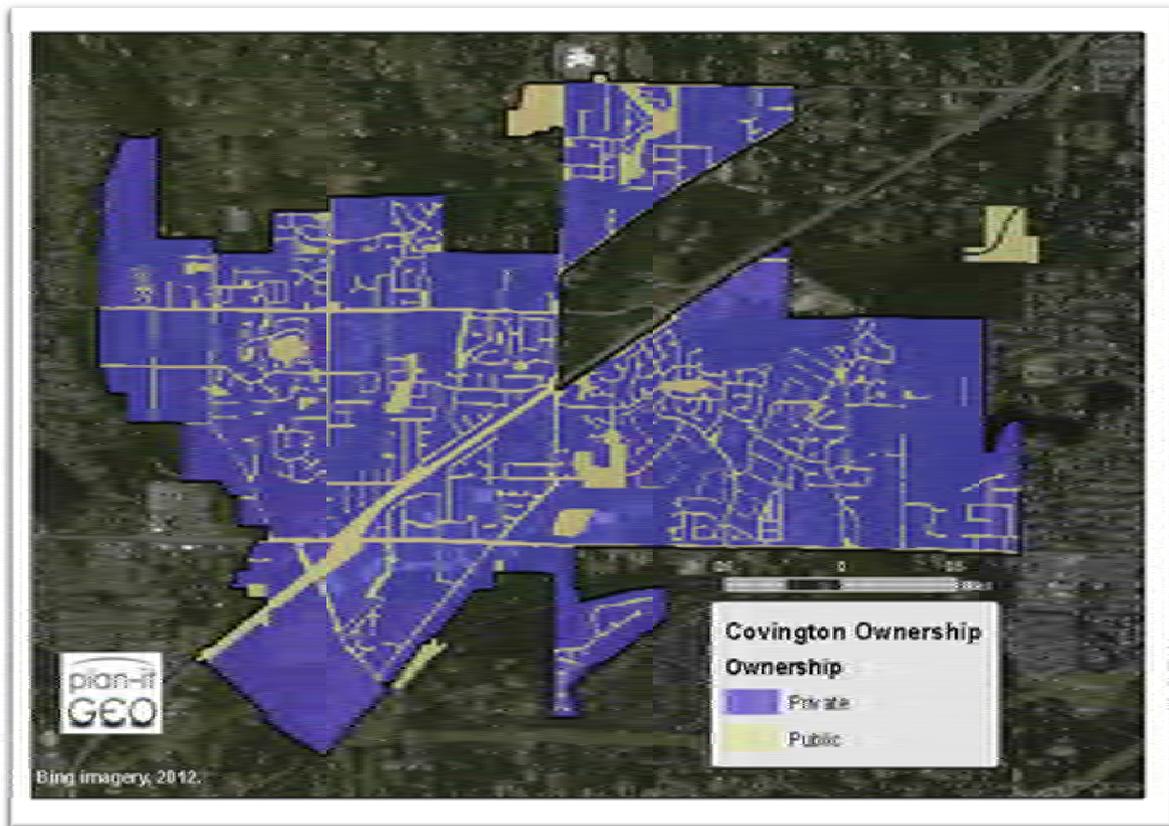


The *i-Tree Canopy* interface with Covington city limits (red), select land cover sampling points (yellow) and land cover data (table right).

Urban Tree Canopy Assessment Methods

I-Tree Canopy was used to conduct a UTC assessment for the City of Covington, WA using 2012 aerial photography. Land cover was assessed at 600 randomly distributed points across the City to determine percent cover for (1) Forest, (2) Plantable vegetation, and (3) Other land cover (Table 1). Points were determined to be “Forest” if they were located on any part of a tree. Points were determined to be “Plantable vegetation” if they fell on grass or other non-tree vegetation, and not within agricultural or recreational fields. Points were determined to be “Other land cover” if they fell on all other locations (including agricultural or recreational fields). After the i-Tree Canopy analysis was completed, sample points were extracted and brought into a Geographic Information System (GIS) and separated by ownership type.

Ownership within Covington was created in a GIS using data provided by the City. Public ownership was determined using two data layers: (1) Parcels were defined as public if they were identical to the public parcels layer provided by the city. All other parcels were then defined as private ownership. (2) A Rights of Way (ROW) feature class was created by mapping the inverse of the comprehensive parcels dataset (symmetrical difference between the parcels and city boundary). The ROW and Parcels features were then merged to create a city-wide ownership feature class. Spatial join was then used to assign an ownership class to each land cover sampling point.



Ownership classes used to assess land cover across Covington’s city limits.

Percent of each class relates directly to the percent of points falling on each land cover type during the assessment. Standard Error (SE) reports the probability of each land cover class's estimated percent being the actual percent cover across Covington. Confidence Intervals (CI), calculated using the SE and an acceptable margin of error, provide a plus and minus margin within which we are confident the actual percentage is. For Covington, we used a 95% CI to derive the plus/minus percent. This can be interpreted as saying if we conducted the same point-based land cover assessment 100 times, 95 of those times the city-wide canopy percent would be between 40.5% and 32.81% (see Table 1). Splitting the points between ownership classes reduces the number of available points used to estimate percent cover, which also increases the SE and CI.

Results

Results using 2012 high-resolution satellite imagery reveal that Covington's overall UTC stands at around 37% (plus or minus 3.8%). Plantable vegetation comprises around 28% and other land cover 35%. Private ownership represents 80.6% of Covington's total area and is comprised of 38% forest canopy, 30% plantable vegetation, and 32% other land cover. Public ownership represents 19% of Covington's total area with 30% forest canopy, 21% plantable vegetation, and 50% other land cover. Note that the SE and CI values for public lands is fairly high given the relatively small number of sampling points falling on public properties.

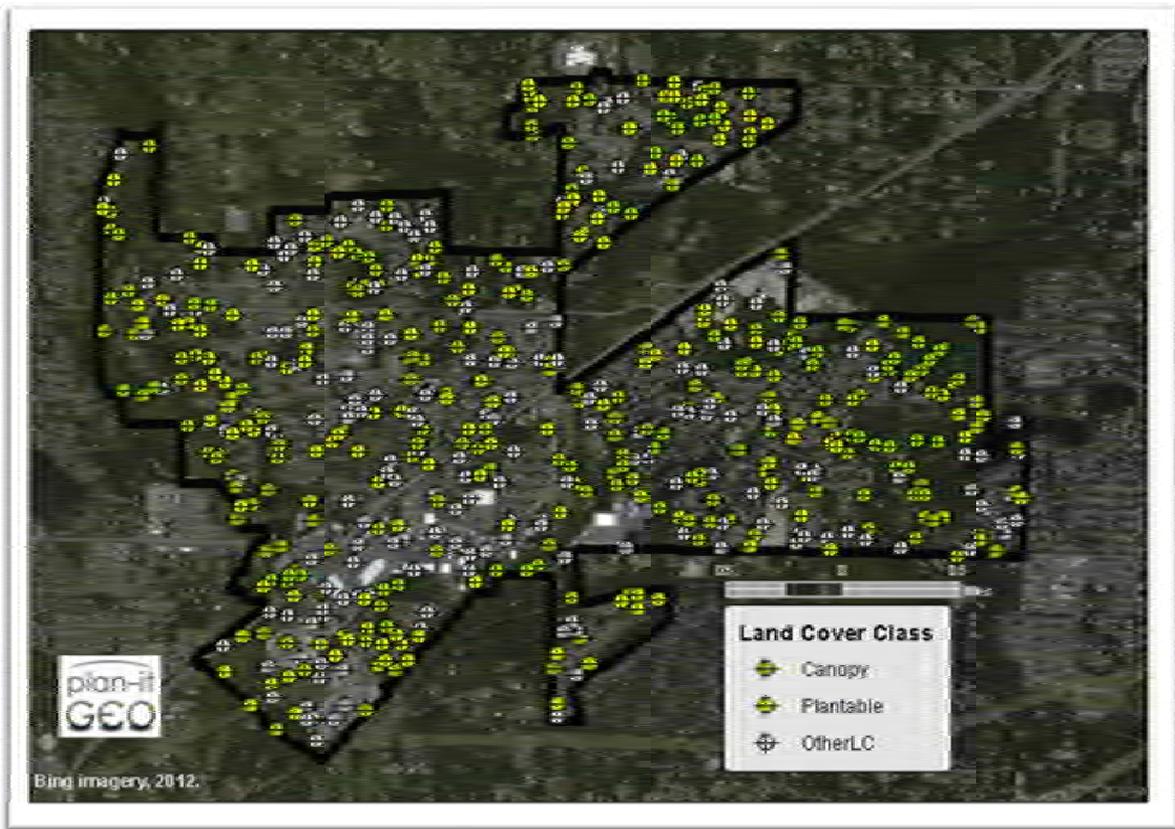
Table 1. Land cover assessment for Covington using i-Tree Canopy.

Land Cover Class	Private 3,088 Acres (4.8 sq. miles), 80.6%				Public 742 Acres (1.2 sq. miles), 19.4%				City-Wide 3,830 Acres (6 sq. miles)			
	Number of Points	Percent of Points	Standard Error	95% CI*	Number of Points	Percent of Points	Standard Error	95% CI*	Number of Points	Percent of Points	Standard Error	95% CI*
Canopy	187	38.32%	0.022	4.314	33	29.46%	0.043	8.443	220	36.67%	0.020	3.856
Plantable	146	29.92%	0.021	4.063	24	21.43%	0.039	7.599	170	28.33%	0.018	3.606
Other LC	155	31.76%	0.021	4.131	55	49.11%	0.047	9.259	210	35.00%	0.019	3.817
SUM	488	100.00%	0.064		112	100.00%	0.129		600	100.00%	0.058	

* CI = Confidence interval = Percent plus or minus to determine the actual coverage per class.

Traditional UTC vs. i-Tree Canopy Analysis

I-Tree canopy results provide a great first estimate of tree cover but have limited utility when compared with traditional UTC assessments (see Table 2 for a summary comparison). This method quickly provides a fairly accurate measure of land cover if the number of land cover classes are few and each represents a large proportion of the sampled landscape. From the land manager's perspective, there are several drawbacks to the point based assessment. First, land cover classes that represent a small proportion of the overall landscape (for example soil, water, or wetlands) can be difficult to estimate and impossible to estimate accurately without sampling a very large number of points. Secondly, point based estimates do not provide much spatial information regarding the distribution of land cover classes. For example, determining the canopy percent by Covington neighborhood would require the collection of many points for each land cover class in each neighborhood.



i-Tree Canopy land cover assessment results within a GIS.

The main advantages of traditional UTC assessments are: (1) Land cover is mapped for 100% of the study area. (2) Remote sensing and GIS methods can incorporate many data sources that the City is likely to already possess. (3) Results can be used to segment results for an unlimited number of management boundaries. Land cover classifiers are effective at mapping different land cover types regardless of their size (given the land cover type is larger than a single assessment pixel). Existing data (for example, land use, ownership, or parking lots) can be used to create additional land cover classes that are useful for determining tree planting opportunities. With 100% land cover coverage, results can be segmented in a GIS by using existing data sources (for example, neighborhoods, management areas, or rights of way).

How Would a Tree Canopy Assessment Move Covington Toward its Proposed Urban Forest Objectives?

Understanding the value of Covington’s urban forest resources will require many steps along the assessment process. Canopy cover assessments provide a snapshot of the City’s canopy extent from above. Individual tree inventories provide a framework for assigning per area forest values, but they require a significant investment of time and resources to manage properly. Both provide valuable information for maintaining a comprehensive inventory of the tree resource to direct its management, and understanding of risk potential and ecological structure. The UTC has become so important for managing urban forests today because they provide good information that can be collected rapidly and at multiple points of time to assess the success of urban forest management goals.

Table 2. Comparison of i-Tree Canopy and traditional Urban Tree Canopy mapping

Criteria	i-Tree Canopy	Traditional UTC
<i>Level of Effort</i>	Low (~1-day)	High (3-6 months)
<i>\$ - Cost - \$</i>	Low or free	Medium to High
<i>Method (generalized)</i>	Statistical sampling of Google maps imagery	Remote Sensing/GIS, comprehensive analysis
<i>GIS Software Needed</i>	No	Yes
<i>GIS Products Produced</i>	No	Yes
<i>Spatially Specific?</i>	No	Yes
<i>Use for Change Analysis</i>	Yes, with limitations	Yes
<i>Assessment Boundaries</i>	Limited; typically citywide only	Yes, numerous
<i>Use Results to Assess Ecosystem Services</i>	Not currently without additional effort / assumptions	Somewhat. Exs: CITYgreen, i-Tree Vue
<i>Overall / Summary</i>	Low cost, easy snapshot, no or fewer visual products	Target strategic areas, partners, needs, etc.

Vegetative Resource Criteria and Indicators

C = Current Level; D = Desired Level

PR= Parks; PW = Public Works; CD = Community Development Team; ET = Engineering; CA = City Arborist

Criteria	Performance Indicator Spectrum				Key Objective
	Low	Moderate	Good	Optimal	
1. Relative Canopy Cover	The existing canopy cover equals 0-25% of the potential.	The existing canopy cover equals 25-50% of the potential. <i>Desired by CD, CA</i>	The existing canopy cover equals 50-75% of the potential. <i>Desired by PW, ET, PR</i>	The existing canopy cover equals 75-100% of the potential.	* Achieve climate-appropriate degree of tree cover, community-wide
2. Age distribution of trees in the community	Any Relative DBH (RDBH) class (0-25% RDBH, 26-50% RDBH, etc.) represents more than 75% of the tree population.	Any RDBH class represents between 50% and 75% of the tree population. <i>Desired by CD, CA</i>	No RDBH class represents more than 50% of the tree population. <i>Desired by ET, PR</i>	25% of the tree population is in each of four RDBH classes.	* Provide for uneven-aged distribution city-wide as well as at the neighborhood/HOA level.
3. Species suitability	Less than 50% of trees are of species considered suitable for the area.	50% to 75% of trees are of species considered suitable for the area. <i>Desired by PW</i>	More than 75% of trees are of species considered suitable for the area. <i>Desired by CD, CA, PR, ET</i>	All trees are of species considered suitable for the area.	* Establish a tree population suitable for the urban environment and adapted to the regional environment.
4. Species distribution	Fewer than 5 species dominate the entire tree population city-wide.	No species represents more than 20% of the entire tree population city-wide. <i>Desired by PW, PR, CD, CA</i>	No species represents more than 10% of the entire tree population city-wide. <i>Desired by ET</i>	No species represents more than 10% of the entire tree population at the neighbourhood level.	Establish a genetically diverse tree population city-wide as well as at the neighborhood level.
5. Condition of Publicly-managed Trees (including ROW trees)	No tree maintenance or risk assessment. Request based/reactive system. The condition of the urban forest is unknown	Sample-based inventory indicating tree condition and risk level is in place.	Complete tree inventory which includes detailed tree condition ratings.	Complete tree inventory which includes detailed tree condition and risk ratings.	* Detailed understanding of the condition and risk potential of all publicly-managed trees

6. Publicly-owned natural areas (e.g. woodlands, sensitive areas, etc.)

<p>No information about publicly-owned natural areas.</p>		<p>Publicly-owned natural areas identified in a “natural areas survey” or similar document [PROS plan].</p>	<p>C</p>	<p>The level and type of public use in publicly-owned natural areas is documented</p>	<p>C</p>	<p>The ecological structure and function of all publicly-owned natural areas are documented through an Urban Tree Canopy Analysis and included in the city wide GIS</p>	<p>D</p>	<p>*</p>	<p>Detailed understanding of the ecological structure and function of all publicly-owned natural areas.</p>
<p>No program of integration</p>		<p>Voluntary use of native species on publicly and privately-owned lands; invasive species are recognized.</p>	<p>C</p>	<p>The use of native species is encouraged on a project-appropriate basis in actively managed areas; invasive species are recognized and discouraged; some planned eradication.</p>	<p>C/ D</p>	<p>The use of native species is required on a project-appropriate basis in all public and private managed areas; invasive species are aggressively eradicated.</p>	<p>D</p>	<p>*</p>	<p>Preservation and enhancement of local natural biodiversity</p>

7. Native vegetation

Resource Management Criteria and Indicators

C = Current Level; D = Desired Level

PR= Parks; PW = Public Works; CD = Community Development Team; ET = Engineering; CA = City Arborist

Criteria	Performance Indicator Spectrum						*	Key Objective		
	Low		Moderate		Good		Optimal			
1. Tree Inventory	No inventory	C	Complete or sample-based inventory of publicly-owned trees	C	Complete inventory of publicly-owned trees AND sample-based inventory of privately-owned trees. <i>Desired by PW, CD, CA</i>	D	Complete inventory of publicly-owned trees AND sample-based inventory of privately-owned trees included in city-wide GIS <i>Desired by ET, PR</i>	D	*	Comprehensive inventory of the tree resource to direct its management. This includes: age distribution, species mix, tree condition, risk assessment.
2. Canopy Cover Assessment	No inventory	C	Visual assessment		Sampling of tree cover using aerial photographs or satellite imagery; I-Tree; <i>Desired by ET, CD, CA</i>	C	Mapped urban tree cover using aerial photographs or satellite imagery included in city-wide GIS; <i>Desired by PW, PR</i>			High resolution assessments of the existing and potential canopy cover for the entire community.
3. City-wide management plan	No plan	C	Existing plan limited in scope and implementation	C	Comprehensive plan for publicly-owned, intensively- and extensively-managed forest resources accepted and implemented	D	Strategic multi-tiered plan for public and private intensively- and extensively-managed forest resources accepted and implemented with adaptive management mechanisms. <i>Desired by PW; others indicated NO private tree management</i>	D	*	Develop and implement a comprehensive urban forest management plan for private and public property.
4. Municipality-wide funding	Funding for only emergency reactive management	C	Funding for some proactive management to improve the public portion of urban forest.	D	Funding to provide for a measurable increase in urban forest benefits.	D	Adequate private and public funding to sustain maximum urban forest benefits.		*	Develop and maintain adequate funding to implement a city-wide urban forest management plan

5. City staffing	No staff.	C Limited trained or certified staff.	C Certified arborists and professional foresters on staff with regular professional development.	D	Multi-disciplinary team within an urban forestry program. Desired by PW	D	*	Employ and train adequate staff to implement city-wide urban forestry plan
6. Tree establishment, planning and implementation	Tree establishment is ad hoc (no plan or budget)	C Limited tree establishment occurs on an annual basis with minimal budget.	C Tree establishment is directed by needs derived from a tree inventory or strategy	D	Tree establishment is directed by needs derived from a tree inventory and is sufficient to meet canopy cover objectives (see Canopy Cover criterion in Table 1)	D	*	Urban Forest renewal is ensured through a comprehensive tree establishment program driven by canopy cover, species diversity, and species distribution objectives
7. Maintenance of publicly-owned, intensively managed trees (not open space)	No maintenance of publicly-owned trees	C Publicly-owned trees are maintained on a request/reactive basis. No systematic (block) pruning.	C All publicly-owned trees are systematically maintained on a cycle longer than five years.	D	All mature publicly-owned trees are maintained on a 5-year cycle. All immature trees are structurally pruned.	D	*	All publicly-owned, intensively managed trees are maintained to maximize current and future benefits. Tree health and condition ensure maximum longevity.
8. Tree Risk Management	No tree risk assessment/remediation program. [Request based/reactive system?] The condition of the urban forest is unknown	C Sample-based tree inventory which includes general tree risk information; Request based/reactive risk abatement program system. Desired by PR, CD, CA	D Complete tree inventory which includes detailed tree failure risk ratings; risk abatement program is in effect eliminating hazards within a maximum of one month from confirmation of hazard potential. Desired by ET, PW	D	Complete tree inventory which includes detailed tree failure risk ratings; risk abatement program is in effect eliminating hazards within a maximum of one week from confirmation of hazard potential.		*	<i>All publicly-owned trees are managed with safety as a high priority.</i>

9. Tree Protection Policy Development and Enforcement

<p>No tree protection policy</p>		<p>Policies in place to protect public trees.</p>	<p>Policies in place to protect public and private trees <u>[with enforcement desired]</u>.</p>	<p>C/ D</p>	<p>Integrated municipal wide policies that ensure the protection of trees on public and private land are consistently enforced and supported by significant deterrents</p>		<p>*</p>	<p>The benefits derived from large-stature/mature trees are ensured by the enforcement of municipal wide policies.</p>
<p>No stewardship plans or implementation in effect.</p>	<p>C</p>	<p>Reactionary stewardship in effect to facilitate public use (e.g. hazard abatement, trail maintenance, etc.)</p>	<p>Stewardship plan in effect for each publicly-owned natural area to facilitate public use (e.g. hazard abatement, trail maintenance, etc.) <i>Desired by ET, CD, CA</i></p>	<p>D</p>	<p>Stewardship plan in effect for each publicly-owned natural area focused on sustaining the ecological structure and function of the feature. <i>Desired by PW, PR</i></p>	<p>D</p>	<p>*</p>	<p>The ecological structure and function of all publicly-owned natural areas are protected and, where appropriate, enhanced.</p>

Community Framework Criteria and Indicators

C = Current Level; D = Desired Level

PR= Parks; PW = Public Works; CD = Community Development Team; ET = Engineering; CA = City Arborist

Criteria	Performance Indicator Spectrum						*	Key Objective	
	Low		Moderate		Good		Optimal		
1. Public agency cooperation (inter-departmental and with utilities)	No communication or conflicting goals among departments and or agencies.		Common goals but no coordination or cooperation among departments and/or agencies.		Informal teams among departments and or agencies are functioning and implementing common goals on a project-specific basis. <i>Desired by PR, ET</i>	C	Municipal policy implemented by formal interdepartmental/ interagency working teams on ALL municipal projects. <i>Desired by PW, CD, CA</i>	*	Ensure all city department cooperate with common goals and objectives
2. Involvement of large institutional land holders (ex. hospitals, campuses, utility corridors)	No awareness of issues	C	Educational materials and advice available to landholders.	C	Clear goals for tree resource by landholders. Incentives for preservation of private trees.	D	Landholders develop comprehensive tree management plans (including funding).		Large private landholders embrace city-wide goals and objectives through specific resource management plans.
3. Green industry cooperation	No cooperation among segments of the green industry (nurseries, tree care companies, etc.) No adherence to industry standards.	C	General cooperation among nurseries, tree care companies, etc.	C	Specific cooperative arrangements such as purchase certificates for “right tree in the right place”	D	Shared vision and goals including the use of professional standards.		The green industry operates with high professional standards and commits to city-wide goals and objectives.
4. Neighborhood action	No action		Neighborhood associations/HOA's exist but are minimally engaged or a limited number are engaged.	C	City-wide coverage and interaction.	D	All neighborhoods/HOA's organized and cooperating.	D *	At the neighborhood level, citizens understand and cooperate in urban forest management.

5. Citizen-municipality-business interaction

<p>Conflicting goals among constituencies</p>		<p>No interaction among constituencies.</p>	<p>C</p>	<p>Informal and/or general cooperation.</p>	<p>C/ D</p>	<p>Formal interaction e.g. Tree board with staff coordination.</p>		<p>*</p>	<p>All constituencies in the community interact for the benefit of the urban forest.</p>
<p>Trees not seen as an asset, a drain on budgets.</p>		<p>Trees seen as important to the community.</p>		<p>Trees acknowledged as providing environmental, social and economic services.</p>	<p>D</p>	<p>Urban forest recognized as vital to the communities environmental, social and economic well-being.</p>	<p>D</p>	<p>*</p>	<p>The general public understanding the role of the urban forest.</p>
<p>Communities independent.</p>	<p>C</p>	<p>Communities share similar policy vehicles.</p>	<p>D</p>	<p>Regional planning is in effect</p>	<p>D</p>	<p>Regional planning, coordination and /or management plans</p>	<p>D</p>		<p>Provide for cooperation and interaction among neighboring communities and regional groups.</p>

6. General awareness of trees as a community resource

7. Regional cooperation

APPENDIX C

Terra Firma Consulting

Sound • Sustainable • Strategic

Elizabeth G. Walker
P.O. Box 1745 ~ Duvall, WA 98019
ewtreelady@gmail.com

DATE: August 27, 2012

TO: Covington Urban Forest Strategic Plan Team

RE: Urban Forest Criteria & Indicators Matrix – responses/comments

Attached is a version of the matrix with an effort to combine the responses regarding the criteria, indicators and objectives for the City's urban forestry program.

To explain the notation and meaning of the different highlighting, the size of the "C" (current) or "D" (desired) indicates the number who indicated that level. The darker the blue, the more respondents for that selection. An asterisk on the right means that one person indicated as an objective; if highlighted, more than one person indicated as a key objective (the darker the color, the more respondents). I also have edits that are underlined or in italics to better reflect input.

As you can see, there were similar responses regarding many of the criteria. While there are quite a few different thoughts about where the City is regarding its current performance level, the more critical piece to this exercise is the desired level. It would be very helpful if we could get one more response from you all in order to get agreement on a unified desired indicator and the key objectives for the strategic plan. As you review the results, I would suggest that:

- If you do agree to a key objective, that the desired level is at least "Good".
- If you do not select an objective (with "**"), then the desired level should not be higher than "Good".
- If the group is still split between two levels (most of them are between "Good" and "Optimal"), we can consider the lower level as a more short-term objective and the higher level as long-term.

Please read the comments I offer below regarding each criterion:

A. Resource Management –

1. Tree Inventory: group split between Good and Optimal. It appears that the difference between the two is whether it's connected to the GIS or not. Considered a key objective.
2. Canopy Cover Assessment: group split between Good and Optimal. Not considered a key objective. If not considered a key objective, should go with Good.
3. City-wide management plan: All but PW indicated Good but with no private tree management. Only one indicated as key objective.
4. Municipality-wide funding: more indicated good; only one indicated as key objective.
5. City staffing: All but one indicated Good for desired; only one indicated as key objective.

APPENDIX C

6. Tree establishment/planning: most indicated Good; only one indicated as key objective.
7. Maintenance of publicly-owned trees: most indicated “optimal” and many indicate as key objective.
8. Tree Risk Management: desired is split between Moderate and Good with one indicating a key objective.
9. Tree Protection Policy: All who indicated chose Good as current and desired; only one indicated as key objective.
10. Publicly-owned natural area management: group split between Good and Optimal

B. Vegetative Resource –

1. Relative Canopy Cover: group split between Moderate and Good; only one selected as key objective.
2. Age distribution: group split between Moderate and Good; only one selected as key objective.
3. Species suitability: group split between Moderate and Good; only one selected as key objective.
4. Species distribution: group split between Moderate and Good; not indicated as key objective
5. Condition of publicly-managed trees: group split between Good and Optimal; most indicate as key objective.
6. Publicly-owned natural areas: Most indicated Optimal and key objective.
7. Native vegetation: Most indicated Good; only one indicated key objective.

C. Community Framework –

1. Public agency cooperation: group split between Good and Optimal; most indicated as key objective.
2. Involvement of large institutional land holders: most indicated Good; not a key objective.
3. Green industry cooperation: most indicated Good; not a key objective.
4. Neighborhood action: some split between Good and Optimal; only one indicated as key objective.
5. Citizen-City-Business interaction: most indicated Good; only one indicated as key objective.
6. General awareness of trees as community resource: some split between Good and Optimal (more); indicated as key objective.
7. Regional cooperation: split across the board for desired level; not a key objective.

Instructions: Each participant (or department, like Community Development) indicate in this letter your selection of desired level for each criterion and indicate if it is now considered an objective to include in the strategic plan. Please return your input back to me via email by Wednesday, September 5th. I will then prepare the final matrix for discussion on September 13th, including any continued differences in desired levels and key objectives to include in the strategic plan after this exercise.

As always, if you have any questions, please contact me. Thank you!

Table D.1 – VEGETATION RESOURCE

APPENDIX D.1

Criteria	Objective	Current Condition	Desired Level	Strategies/Tasks
1. Relative Canopy Cover	Achieve climate-appropriate amount of tree cover, community-wide	The canopy cover is estimated at 37% of the city-wide land cover according to I-Tree results (2012); [57% of total potential , forest canopy and plantable vegetation; see report]	Canopy cover equals 50-75% of the potential	<ul style="list-style-type: none"> • I-Tree software and data is sufficient to measure change in cover over time (every 5 years) • Set policy to ensure sufficient cover through development and change in land use
2. Age Distribution	Provide for an uneven – aged distribution city-wide and at the neighborhood level	Unknown	No relative diameter class represents more than 50% of the tree population	<ul style="list-style-type: none"> • Comprehensive tree inventory with size data (DBH)
3. Species Suitability	Establish a tree population suitable for the urban growing conditions and adapted to the regional environment	Perceived around half of the trees are of species suitable for the area	More than 75% of tree species are suitable for the growing conditions and regional environment	<ul style="list-style-type: none"> • Comprehensive tree inventory with species data • Update recommended tree list to latest trends in regional climate
4. Species Distribution	Establish a genetically diverse tree population city-wide and at the neighborhood level	Perceived no species representing more than 10-20% of the entire tree population city-wide	No species represents more than 10% of the highly managed tree population city-wide	<ul style="list-style-type: none"> • Tree inventory and mapping of species • Planting designs are to include a diverse palette of species

APPENDIX D.1

Table D.1 – VEGETATION RESOURCE

Criteria	Objective	Current Condition	Desired Level	Strategies/Tasks
5. Condition of Publicly-managed Trees (including ROW)	Detailed understanding of the condition and risk potential of all publicly managed trees	No tree maintenance or risk management; request-based/reactive system. Condition of the urban forest is unknown	Complete tree inventory which includes detailed tree condition and risk ratings	<ul style="list-style-type: none"> • Risk management approach to prioritize work plan and budget • Review species and size trends with condition ratings to refine planting and maintenance decisions.
6. Publicly-owned Natural Areas (e.g. woodlands, sensitive areas)	Detailed understanding of the ecological structure and function of all publicly-owned natural areas	The level and type of public use in publicly-owned natural areas is documented	The ecological structure and function of all publicly owned natural areas are documented through an Urban Tree Canopy Analysis and included in the city-wide GIS	<ul style="list-style-type: none"> • RFP for Urban Tree Canopy Analysis to determine cost • Apply for a grant for Analysis if high priority
7. Native Vegetation	Preservation and enhancement of local natural biodiversity	The use of native species is encouraged on a project-appropriate basis in actively managed areas; invasive species are recognized and discouraged; some planned eradication	Same as Current	<ul style="list-style-type: none"> • Engage the public in invasive removal and native plantings through volunteer efforts

Table D.2 – RESOURCE MANAGEMENT

APPENDIX D.2

Criteria	Objective	Current Condition	Desired Level	Strategies/Tasks
1. City Staffing	Employ and train adequate staff to implement a city-wide urban forestry plan [<i>certified arborists and program manager with professional development</i>]	Limited trained or certified staff	Certified arborists and professional foresters on staff with regular professional development.	<ul style="list-style-type: none"> • Consider in-house UF manager (existing staff) with invested professional development [both technical and program management] • (Short-term) Contract consultation services for specific projects • At least one certified arborist for each discipline (PW, Parks, Planning) • Provide for cooperation and interaction among neighboring communities and regional groups [share resources with Black Diamond, Maple Valley?]
2. City-wide Management Plan	Develop and implement a comprehensive urban forest management plan for publicly-owned trees	No Plan	A comprehensive plan for publicly-owned, actively managed forest resources accepted and implemented	<ul style="list-style-type: none"> • Consider a 1-5 year strategic/work plan (outcome from this plan) • Update the Community Forestry Plan with BMP's

APPENDIX D.2

Table D.2 – RESOURCE MANAGEMENT

APPENDIX D.2

<p>3. Urban Forestry Funding</p>	<p>Develop and maintain adequate funding to implement a city-wide urban forest management plan</p>	<p>Funding for only emergency reactive management</p>	<p>Funding for proactive management to improve the public portion of the urban forest striving for a measurable increase in urban forest benefits</p>	<ul style="list-style-type: none"> • WADNR and other grants for one-time projects (inventory, management plan) • Consider stormwater utility to subsidize with contributions from the 3 P's for ongoing funding
<p>4. Tree Protection Policy</p>	<p>Benefits derived from large, mature trees are ensured by the enforcement of municipal-wide policies</p>	<p>Policies in place to protect public and private tree with enforcement</p>	<p>Same as current</p>	<ul style="list-style-type: none"> • Periodically update policy if not adequate urban forest protection (inventory, mapping data)
<p>5. Publicly-owned natural areas management [planning and implementation]</p>	<p>The ecological structure and function of all publicly-owned natural areas are protected and where appropriate, enhanced</p>	<p>Reactionary stewardship in effect to facilitate public use (e.g. hazard abatement, trail maintenance, etc.)</p>	<p>Stewardship/Management plan in effect for ALL natural areas and strives toward sustaining ecological benefit</p>	<ul style="list-style-type: none"> • Part of city-wide plan and policies • Engagement of HOA's with the management of their natural areas

Table D.3 – COMMUNITY FRAMEWORK

APPENDIX D.3

Criteria	Objective	Current Condition	Desired Level	Strategies/Tasks
1. Public Agency Cooperation (inter-departmental and with utilities)	Ensure all city departments cooperate with common goals and objectives.	Informal teams among the departments and or agencies are functioning and implementing common goals on a project-specific basis.	Municipal policy with established interdepartmental/ interagency working teams on ALL municipal projects.	<ul style="list-style-type: none"> • Tree Team meets on a regular basis - quarterly • Tree Team develops work plan, budget; reviews policy, regulation; coordinates project-based urban forestry following strategic plan • Tree Team reports to Parks Commission/Tree Board and other boards, as needed
2. Involvement of large institutional land holders (hospitals, campuses, utility corridors)	Large private landholders embrace city-wide goals and objectives through specific resource management plans	No proactive education or awareness of City goals/objectives.	Clear goals for tree resource by landholders. Incentives for preservation of private trees.	<ul style="list-style-type: none"> • Engage with new strategic plan and annually present work plan
3. Green Industry Cooperation	The green industry operates with high professional standards and commits to city-wide goals and objectives.	No cooperation among green industry (nurseries, tree care companies, etc.) No consistent adherence to industry standards.	Specific cooperative arrangements, such as purchase certificates for “right tree in the right place”	<ul style="list-style-type: none"> • Adopt City BMPs for tree care in the community; city license for tree work? • Provide City tree list to nurseries and encourage partnership

APPENDIX D.3

Table D.3 – COMMUNITY FRAMEWORK

APPENDIX D.3

Criteria	Objective	Current Condition	Desired Level	Strategies/Tasks
4. Neighborhood Action	At the neighborhood level, citizens understand the benefits derived from large, healthy trees - and cooperate in urban forest management	Neighborhood Associations/HOA's exist but are minimally engaged or a limited number are engaged.	City-wide engagement and interaction	<ul style="list-style-type: none"> • Work with select HOA's for a model neighborhood urban forestry plan; incentive to streamline permits for tree activity
5. Citizen-municipality-business interaction	All constituencies in the community interact for the benefit of the urban forest.	Informal and general cooperation	Interaction with City Tree Board and Tree Team for better policies, compliance and cooperation	<ul style="list-style-type: none"> • Work with Chamber, HOA's and others to refine tree protection policy and increase appreciation
6. General awareness of trees as a community resource	The general public understanding the role and value of the urban forest.	Unknown	Urban forest recognized as vital to the communities environmental, social and economic well-being.	<ul style="list-style-type: none"> • Work with schools, incorporating urban forestry into curriculum; Urban Forest Stewardship program (Master Gardener model) • Develop/distribute public info brochures; provide incentives to stewards
7. Regional cooperation	Provide for cooperation and interaction among neighboring communities and regional groups.	Communities in area are independent re: urban forestry	Regional planning, coordination and/or management plans; shared resources	<ul style="list-style-type: none"> • Approach neighboring communities to share resources (Black Diamond, Maple Valley)

APPENDIX D.3

APPENDIX E

Resources

Alliance for Community Trees (ACT). **Benefits of Trees and Urban Forests: A Research List.** http://www.actrees.org/files/Research/benefits_of_trees.pdf, Published August 2011.

Clark, N. Matheny, G. Cross, and V. Wake. 1997. **A Model of Urban Forest Sustainability.** Journal of Arboriculture 23(1): 17-30.

Forterra, August 2012. **Seattle's Forest Ecosystem Values.** http://www.forterra.org/files/Seattles_Forest_Ecosystem_Values_Report.pdf

City of Renton. 2009 Urban and Community Forestry Development Plan. <http://rentonwa.gov/uploadedFiles/Living/CS/PARKS/FINAL%20Renton%20UCFDP%200Aug2009SMALLER.pdf>

City of Renton. **2011 Urban Tree Canopy Assessment Report.** <http://rentonwa.gov/uploadedFiles/Living/CS/PARKS/RentonUTCWebVersion.pdf>

van Wassenauer, P. Trees, People and the Built Environment Conference – Plenary Session. **A Framework for Strategic Urban Forest Management, Planning and Monitoring.**

WA Department of Ecology. **Western Washington Hydrology Model** http://www.ecy.wa.gov/programs/wq/stormwater/wwhmtraining/wwhm/wwhm_v3/index.html

Agenda Item 5
Covington City Council Meeting
Date: April 23, 2013

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 X Other

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



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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**

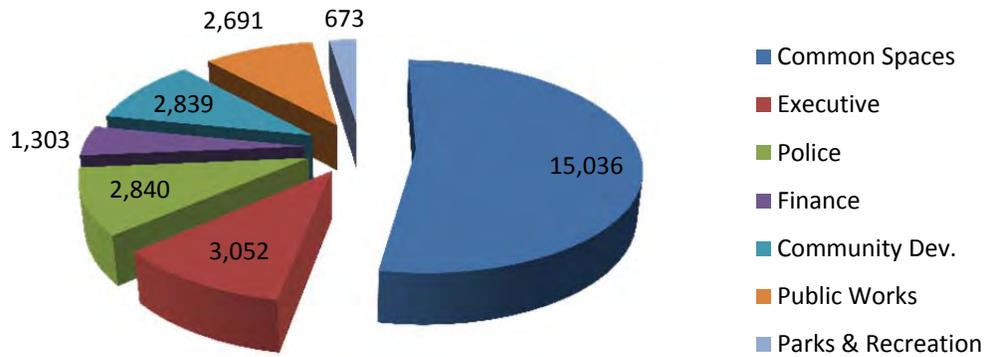
1. *Is the Covington Elementary School property appropriate for a new City Hall site?*

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.



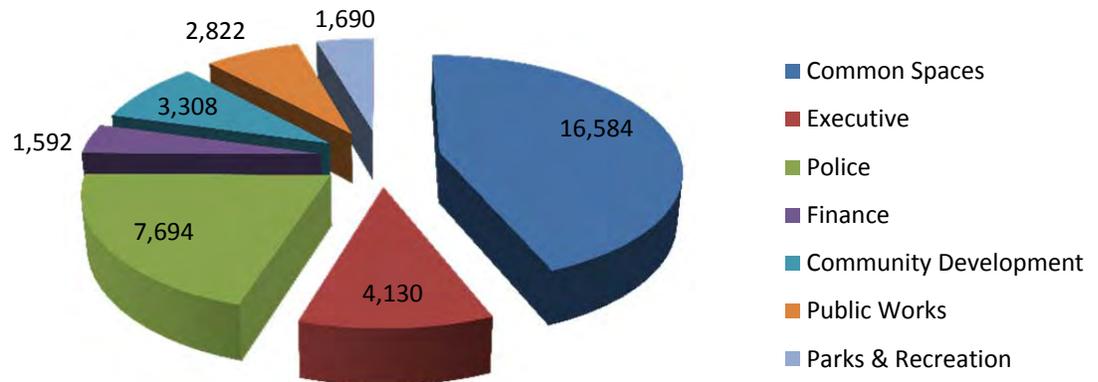
2. *How much space does the city need for today and for twenty years in the future?*

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.



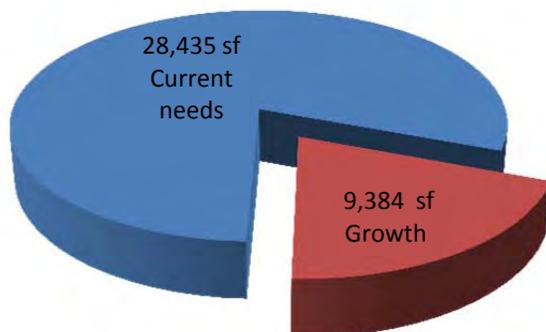
2013 space needs

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

Prepared 3-Jan-13

Executive Department

Revised 18-Jan-13

	2013			2033			sf
	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

Prepared 3-Jan-13

Public Works

Revised 18-Jan-13

	2013			2033			
	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	
Total FTE			10	12			
Total Net Area						1,290	sf
Circulation/Walls				31%		400	sf
Total Gross Area						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.)

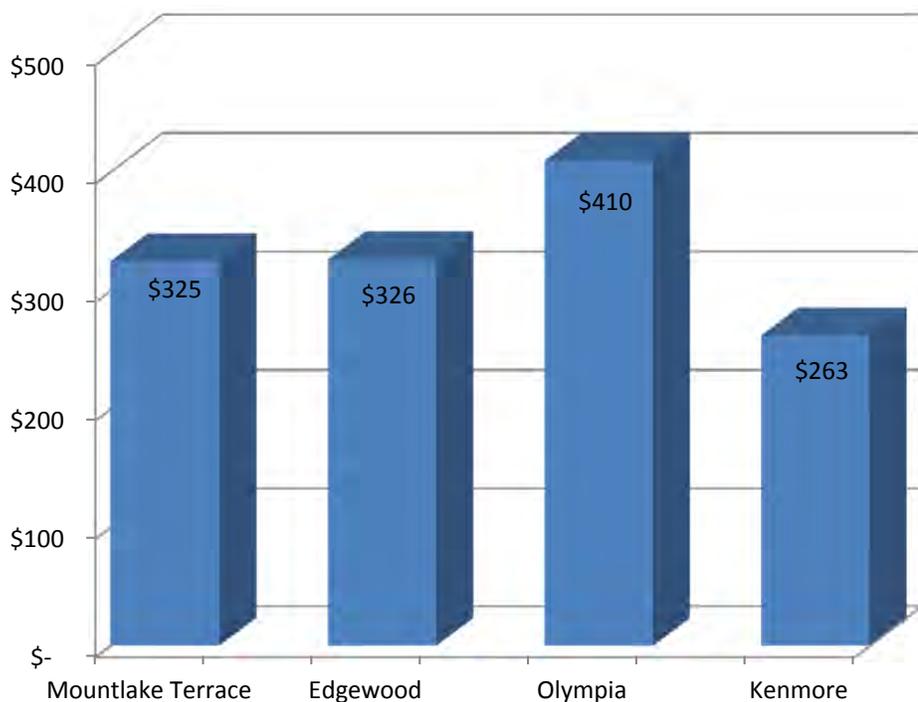
Medina City Hall (2011), \$192.46/sf, major remodel & addition, no site costs. As a remodel these costs are not comparable.

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%
Tax Levy Impact:	\$0.04	\$0.18	\$0.36	\$0.53	\$0.71	\$0.89	\$1.07
Dollars per \$1,000 of assessed valuation							
Additional tax 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.

Covington City Council Meeting
Date: April 23, 2013

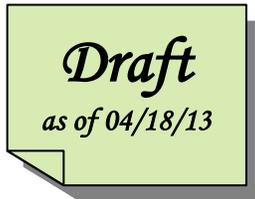
DISCUSSION OF FUTURE AGENDA TOPICS:

**6:00 p.m. Tuesday, May 14, 2013
Special Meeting - Joint Meeting with CEDC**

**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**
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

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