

Covington: Unmatched quality of life
CITY OF COVINGTON
CITY COUNCIL REGULAR MEETING AGENDA
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Tuesday, October 8, 2013
7:00 p.m.

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

CALL CITY COUNCIL REGULAR MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION

- Safe Schools Week Proclamation – Week of October 16, 2013
- Fire Prevention Week Proclamation – Week of October 6, 2013
- Make a Difference Day Proclamation – October 26, 2013
- National Community Planning Month Proclamation – October 2013
- MultiCare Hospital Presentation – Hugh Kodama (10 minutes)

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

APPROVE CONSENT AGENDA

- C-1. Minutes: September 10, 2013 City Council Special and Regular Meetings Minutes and September 24, 2013 City Council Regular Meeting Minutes (Scott)
- C-2. Vouchers (Hendrickson)

NEW BUSINESS

1. Consider Agreement with Kent School District for Cops on Patrol in Schools (Klason)
2. City Manager Presents 2014 Budget Message (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

Consent Agenda Item C-1

Covington City Council Meeting

Date: October 8, 2013

SUBJECT: APPROVAL OF MINUTES: SEPTEMBER 10, 2013 CITY COUNCIL SPECIAL AND REGULAR MEETING MINUTES AND SEPTEMBER 24, 2013 REGULAR MEETING MINUTES

RECOMMENDED BY: Sharon G. Scott, City Clerk

ATTACHMENT(S): Proposed Minutes

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION:

ALTERNATIVES:

FISCAL IMPACT:

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

Councilmember _____ moves, Councilmember _____ seconds, to approve the September 10, 2013 City Council Special and Regular Meeting Minutes and September 24, 2013 Regular Meeting Minutes.

**City of Covington
Special & Regular City Council Meeting Minutes
Tuesday, September 10, 2013**

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

INTERVIEWS– 6:20-7:00 P.M.:

The Council conducted interviews for openings on the Planning Commission. Applicants interviewed included Sean Smith and Bill Judd.

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, September 10, 2013, at 7:10 p.m., with Mayor Harto presiding.

COUNCILMEMBERS PRESENT:

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

COUNCILMEMBERS ABSENT:

David Lucavish.

Council Action: Councilmember Scott moved and Councilmember Snoey seconded to excuse Councilmember Lucavish who was ill. Vote: 6-0. Motion carried.

STAFF PRESENT:

Derek Matheson, City Manager; Noreen Beaufriere, Personnel Manager; Kevin Klason, Covington Police Chief; Karla Slate, Communications & Marketing Manager; Sara Springer, City Attorney; Scott Thomas, Parks & Recreation Director; Don Vondran, Interim Public Works Director; Salina Lyons, Principal Planner; Nelson Ogren, Development Review Engineer; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Harto opened the meeting with the Pledge of Allegiance.

APPROVAL OF AGENDA:

Council Action: Mayor Pro Tem Wagner moved and Councilmember Mhoon seconded to approve the Agenda as amended to remove and reschedule the Kohl's Appreciation Proclamation per Kohl's request. Vote: 6-0. Motion carried.

RECOGNITION OF THE 47TH DISTRICT LEGISLATORS:

Council recognized Senator Fain and Representatives Sullivan and Hargrove with certificates of appreciation for ongoing support of the community and successful efforts to secure funding for Covington economic development, transportation, and parks projects.

RECEPTION:

Council recessed at 7:25 p.m. for a short celebration and reconvened at 7:37 p.m..

PUBLIC COMMUNICATION:

- Lila Henderson, Executive Director, Maple Valley Food Bank and Emergency Service, accepted the proclamation for Mayor’s Day of Concern for the Hungry which would occur on Saturday, September 28, 2013.
- Mayor Harto acknowledged City Manager Derek Matheson on his 2013 Washington City/County Management Association award for his leadership in intergovernmental cooperation.
- 2013 Best of Covington/Maple Valley/Black Diamond contest winners and finalists as voted on by the Reporter readers:
 - Mayor Harto acknowledged City Manager Derek Matheson for his selection as winner in the Public Official category and Chief Kevin Klason for his selection as winner in the Police Officer category.
 - Mayor Harto acknowledged Officer Chris Williams, MPO, and Officer Kyle Riches for their selection as finalists in the Police Officer category.
 - Mayor Pro Tem Wagner then acknowledged Mayor Harto for her selection as finalist in the public official category.
- Erika Nuernberg, Health Care Reform Project Manager for King County, provided a briefing on the *Coverage is Here King County* Program.

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: August 27, 2013 City Council Special and Regular Meeting Minutes.

C-2. Vouchers: Paylocity Payroll Checks #1001538787-1001538804 Inclusive, Plus Employee Direct Deposits in the Amount of \$157,550.60, Dated August 30, 2013.

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

NEW BUSINESS:

1. Consider Appointments to Planning Commission.

Council Action: Councilmember Scott moved and Mayor Pro Tem Wagner seconded to appoint Sean Smith to fill a position on the Planning Commission with a term expiring August 31, 2017. Vote: 6-0. Motion carried.

Council Action: Mayor Pro Tem Wagner moved and Councilmember Snoey seconded to appoint Bill Judd to fill a position on the Planning Commission with a term expiring August 31, 2017. Vote: 6-0. Motion carried.

Council Action: Councilmember Lanza moved and Councilmember Mhoon seconded to appoint Binoy Varughese to fill a position on the Planning Commission with a term expiring August 31, 2017. Vote: 6-0. Motion carried.

Council Action: Councilmember Mhoon moved and Mayor Pro Tem Wagner seconded to appoint Alex White to fill a position on the Planning Commission with a term expiring August 31, 2017. Vote: 6-0. Motion carried.

2. Consider Clearing and Grading SEPA amendments Ordinance.

Principal Planner Salina Lyons and Development Review Engineer Nelson Ogren gave the staff report on this item.

Councilmembers provided comments and asked questions, and Ms. Lyons and Mr. Ogren provided responses.

ORDINANCE NO. 08-13

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON ADOPTING A NEW CHAPTER 14.60 OF THE COVINGTON MUNICIPAL CODE (CMC) ESTABLISHING CLEARING AND GRADING REGULATIONS, ESTABLISHING NEW STATE ENVIRONMENTAL POLICY ACT (SEPA) CATEGORICAL THRESHOLDS IN CHAPTER 16.10, AND AMENDING CMC CHAPTERS 13.37, 14.30, 14.35, 14.105, 18.20, 18.55, AND 18.60 RELATED TO THE CLEARING AND GRADING REGULATIONS.

Council Action: Mayor Pro Tem Wagner moved and Councilmember Scott seconded to adopt Ordinance No. 08-13 creating Chapter 14.60 Clearing and Grading that establishes regulations for clearing and grading activities, amendments to CMC 16.10 SEPA categorical thresholds and associated amendments in Titles 14 and 18 of the City Code. Vote: 6-0. Motion carried.

3. Discuss Parks & Recreation Priorities Advisory Committee (PRePAC) Charter.

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

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

4. Consider Interlocal Agreement with Covington Water District for Project Management Services.

Council Action: Mayor Pro Tem Wagner moved and Councilmember Scott seconded to authorize the City Manager to enter into an Interlocal Agreement between the City of

**Covington and the Covington Water District relating to project management services.
Vote: 6-0. Motion carried.**

5. Covington Days Report.

Communications and Marketing Manager Karla Slate gave the staff report on this item.

Council provided comments and asked questions, and Ms. Slate provided responses.

COUNCIL/STAFF COMMENTS:

Councilmembers and staff discussed Future Agenda Topics and made comments.

Councilmember Lanza suggested discussing the idea of adding the design code to the Planning Commission’s work plan at their next joint meeting, and Council concurred.

PUBLIC COMMENTS:

Mayor Harto called for public comments.

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

EXECUTIVE SESSION:

Review the Performance of a Public Employee (RCW 42.30.110(1)(g)) from 9:20 to 9:30 p.m.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:30 p.m.

Prepared by:

Submitted by:

Joan Michaud
Senior Deputy City Clerk

Sharon Scott
City Clerk

City of Covington
Regular City Council Meeting Minutes
Tuesday, September 24, 2013

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

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, September 24, 2013, at 7:07 p.m., with Mayor Harto presiding.

COUNCILMEMBERS PRESENT:

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

COUNCILMEMBERS ABSENT:

Jeff Wagner.

Council Action: Councilmember Scott moved and Councilmember Snoey seconded to excuse Mayor Pro Tem Wagner. Vote: 6-0. Motion carried.

STAFF PRESENT:

Derek Matheson, City Manager; Noreen Beaufrere, Personnel Manager; Richard Hart, Community Development Director; Kevin Klason, Covington Police Chief; Karla Slate, Communications & Marketing Manager; Sara Springer, City Attorney; Scott Thomas, Parks & Recreation Director; Don Vondran, Public Works Director; Darren Mhoon, Management Assistant; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Harto opened the meeting with the Pledge of Allegiance.

APPROVAL OF AGENDA:

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

PUBLIC COMMUNICATION:

- Personnel & Human Services Analyst Victoria Throm accepted the October 2013 Domestic Violence Awareness Month Proclamation.

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 #29957—30023, in the Amount of \$204,048.06, Dated September 4, 2013; Paylocity Payroll Checks #1001578146-1001578164 and Paylocity Payroll Checks #1001578264-1001578264 Inclusive, Plus Employee Direct Deposits in the Amount of \$149,320.65, Dated September 13, 2013.

C-2. Ratify City Manager’s Signature on Agreement with Covington Retail Associates.

C-3. Adopt PRePAC Charter.

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

REPORTS OF COMMISSIONS:

Human Services Commission – Chair Haris Ahmad reported on the September 12 Off-Site Visit.

Arts Commission – Vice Chair Ed White reported on the September 12 meeting.

Planning Commission – Vice Chair Paul Max reported on the August 29 special meeting; regular meetings in September were canceled.

Economic Development Council – City Manager Derek Matheson reported on the August 22 meeting.

Parks & Recreation – September regular meeting was canceled.

NEW BUSINESS:

1. Reject All Bids for the Aquatic Center Renovation Project.

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

Councilmembers asked questions, and Mr. Thomas provided responses.

RESOLUTION NO. 13-06

A RESOLUTION OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, REJECTING ALL BIDS FOR THE AQUATICS CENTER RENOVATION PROJECT.

Council Action: Councilmember Mhoon moved and Councilmember Lucavish seconded to adopt Resolution No. 13-06 rejecting all bids for the Aquatic Center Renovation project and to modify the project scope for re-advertisement. Vote: 6-0. Motion carried.

COUNCIL/STAFF COMMENTS:

Councilmembers and staff discussed Future Agenda Topics and made comments.

Councilmembers Mhoon, Lucavish, and Scott reported on the exit interviews with former Planning Commissioner Daniel Key and former Economic Development Councilmember Ed Cook.

Council asked for clarification on the rules for councilmembers attending commission meetings.

Unapproved Draft–September 24, 2013 Regular Meeting Minutes
Submitted for Approval: October 8, 2013

PUBLIC COMMENTS:

Mayor Harto called for public comments.

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

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:00 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: October 8, 2013

SUBJECT: APROVAL OF VOUCHERS.

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #30024—30101, in the Amount of \$577,079.21, Dated September 16, 2013; Paylocity Payroll Checks #1001615553-1001615573 Inclusive, Plus Employee Direct Deposits in the Amount of \$156,750.47, Dated September 27, 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 #30024—30101, in the Amount of \$577,079.21, Dated September 16, 2013; Paylocity Payroll Checks #1001615553-1001615573 Inclusive, Plus Employee Direct Deposits in the Amount of \$156,750.47, Dated September 27, 2013.

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September 16, 2013

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check # 30024 Through Check # 30101

In the Amount of \$577,079.21

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: 9/19/2013 2:03 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
30024	1830	Allwest Underground, Inc.	09/16/2013	
	35892	Steel plate, lock lift, lift chain		1,135.96
	35892	Steel plate, lock lift, lift chain		1,135.95
Total for Check Number 30024:				2,271.91
30025	0088	American Planning Association	09/16/2013	
	293924	Bykonen; APA WA Chapter membership		85.00
Total for Check Number 30025:				85.00
30026	2223	ARC Imaging Resources	09/16/2013	
	975738	Plotter/Scanner; usage, 7/9-8/9/13		502.76
Total for Check Number 30026:				502.76
30027	2688	Krista Bates	09/16/2013	
	2688-9	Covington Business Breakfast; postage reimburs		358.80
Total for Check Number 30027:				358.80
30028	2368	Best Parking Lot Cleaning Inc.	09/16/2013	
	124849	Street cleaning; July		2,826.86
	125566	Street cleaning; August		3,227.96
Total for Check Number 30028:				6,054.82
30029	0637	Bill's Locksmith Service, Inc.	09/16/2013	
	106902	Maint shop; padlocks		26.21
	106902	Maint shop; padlocks		52.43
	106902	Maint shop; padlocks		52.43
	106902	#3435; duplicate keys		50.32
	106939	CCP; locks		612.76
Total for Check Number 30029:				794.15
30030	1868	The Brickman Group Ltd, LLC	09/16/2013	
	5101810233	Streets; landscaping, September		4,114.10
	5101810233	Parks; landscaping, September		1,090.49
Total for Check Number 30030:				5,204.59
30031	0026	C&B Awards	09/16/2013	
	25844	Citizen/Honorary Citizen of Year; award plaques		153.13
	25930	Slate; name/desk plate		16.83
Total for Check Number 30031:				169.96
30032	2654	Canber Corps	09/16/2013	
	32145	CCP; overpayment credit, 1 of 4		-495.97
	32145	CCP; maintenance services; August		3,976.10

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30032:	3,480.13
30033	1997	Capital One Commercial	09/16/2013	
	022846	Emergency kit updates; batteries		42.62
	076135	Hazard Mitigation Open House; refreshments		19.48
	078049	Slate; shelving units		141.16
	100164814	Return; paper napkins		-10.62
	173219665211	Slate; busing cart		97.22
	173219665211	Paper products, coffee creamer, batteries		282.10
	173219665211	Maint shop; coffee, creamer, paper towels		32.56
	173219665211	Maint shop; coffee, creamer, paper towels		32.56
	173219665211	Maint shop; coffee, creamer, paper towels		16.27
			Total for Check Number 30033:	653.35
30034	2366	CenturyLink Business Services	09/16/2013	
	1273061638	Aquatics; internet/loop, August		360.00
			Total for Check Number 30034:	360.00
30035	1960	Gregg Christenson	09/16/2013	
	1960-9	Christensen; 5 year service award		75.00
			Total for Check Number 30035:	75.00
30036	0366	City of Covington	09/16/2013	
	0366-9	SWM utility tax; August		234.59
			Total for Check Number 30036:	234.59
30037	1091	Complete Office Solutions	09/16/2013	
	988605-0	Thomas; yearly planner		31.05
	988605-0	Office supplies		43.11
			Total for Check Number 30037:	74.16
30038	1779	Conway Pedersen Economics, Inc.	09/16/2013	
	1779-9	Puget Sound Economic Forecaster; renewal, 10%		428.97
			Total for Check Number 30038:	428.97
30039	2487	Costco Wholesale Corporation	09/16/2013	
	2487-9	Traffic mitigation fee; payment 7		84,225.59
			Total for Check Number 30039:	84,225.59
30040	0706	Covington Retail Associates	09/16/2013	
	4112	1st floor; operating expenses, October		10,040.02
	4112	1st floor; building lease, October		25,089.75
	4113	2nd floor; building lease, October		3,200.83
	4113	2nd floor; operating expenses, October		1,509.81
			Total for Check Number 30040:	39,840.41
30041	0159	Daily Journal of Commerce	09/16/2013	
	3279417	Publication; Aquatic Center renovation bids		254.60
			Total for Check Number 30041:	254.60
30042	2467	Department of Enterprise Services	09/16/2013	
	73-1-10933	Slate; business cards		41.26

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30042:	41.26
30043	0699 0699-9	Department of Licensing Drivers abstract	09/16/2013	13.00
			Total for Check Number 30043:	13.00
30044	0913 RE313ATB3081315	Dept. of Transportation CIP 1127; engineering, 7/1-7/31/13	09/16/2013	346.62
			Total for Check Number 30044:	346.62
30045	1330 12610 12610	DIVE Cincinnati, Inc. Aquatics; diving board support and hardware, us Aquatics; diving board support and hardware	09/16/2013	-204.62 2,583.87
			Total for Check Number 30045:	2,379.25
30046	2465 1069583 1071759	FloHawks Clean catch basins, pre-settling tanks Emergency response services; 8/29/13	09/16/2013	28,749.27 783.01
			Total for Check Number 30046:	29,532.28
30047	0127 0151604 300085964	GFOA Parker; GFOA membership, 11/1/13-10/31/14 Parker; GAAP update; registration	09/16/2013	190.00 135.00
			Total for Check Number 30047:	325.00
30048	2045 18756	Goodbye Graffiti Seattle Everclean program, September	09/16/2013	431.14
			Total for Check Number 30048:	431.14
30049	2553 Aug 13 1123	Gordon Thomas Honeywell Governmental Governmental Affairs services; August	09/16/2013	1,666.67
			Total for Check Number 30049:	1,666.67
30050	0354 9233343061	Grainger Aquatics; first aid cold packs	09/16/2013	57.78
			Total for Check Number 30050:	57.78
30051	0867 0011683 00117147 00117147 0582941 2071294 3012107 3012125 3012125 3012125 3012125 4011873 4011959 4014480 4093019 5142164	Home Depot Credit Services Power bits, deck screws CCP; post Shower wand Summer concert; extension cord ties Aquatic Center railing supplies Post Maint shop; orange marking spray, caution tape Maint shop; orange marking spray, caution tape Maint shop; orange marking spray, caution tape Aquatic Center railing supplies Fast set concrete Lag screws, washers Aquatic Center; paint Return; topsoil Topsoil, sod	09/16/2013	39.01 9.52 8.66 12.93 48.66 20.60 6.58 13.16 13.16 27.04 10.82 55.80 64.90 -8.05 29.08

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	6013907	Concrete, lumber		28.44
	6013955	Expansion joint		3.24
	6571181	Community events; signage tape, vinyl cement		24.90
	7016212	Maint shop; wasp/hornet killer		36.18
	7016212	Maint shop; wasp/hornet killer		18.09
	7016212	Maint shop; wasp/hornet killer		36.17
	8016004	Material to board up house		34.14
	9015853	Aquatics; plywood		18.43
	9065252	CCP volunteer event; water		9.81
			Total for Check Number 30051:	561.27
30052	1146	Hydro-Fit Inc.	09/16/2013	
	13-4231	Aquatics; water exercise cuff covers, use tax		-122.98
	13-4231	Aquatics; water exercise cuff covers		1,552.93
			Total for Check Number 30052:	1,429.95
30053	1342	Integra Telecom	09/16/2013	
	11270768	City hall; telephone, 9/8-10/7/13		1,216.31
	11270768	Maint shop; telephone, 9/8-10/7/13		177.17
	11270768	Maint shop; telephone, 9/8-10/7/13		177.18
	11270768	Maint shop; telephone, 9/8-10/7/13		88.59
	11270768	Aquatics; telephone, 9/8-10/7/13		90.19
			Total for Check Number 30053:	1,749.44
30054	1803	Iron Mountain	09/16/2013	
	HNN8015	Document storage; 9/1-9/30/13		205.23
			Total for Check Number 30054:	205.23
30055	2234	Issaquah Honda Kubota	09/16/2013	
	S80932A	#3371; repairs		151.43
	S80932A	#3371; repairs		151.43
	S80932A	#3371; repairs		75.71
			Total for Check Number 30055:	378.57
30056	0050	Kent School District	09/16/2013	
	0050-9	School mitigation payable; August		5,486.00
			Total for Check Number 30056:	5,486.00
30057	0143	King County Finance	09/16/2013	
	28747-28751	Street services; 8/3-8/31/13		4,410.59
			Total for Check Number 30057:	4,410.59
30058	0641	King County Sheriff's Office	09/16/2013	
	13-372	Police services; August		259,552.59
	13-372	Sheriff's office lease; August		-1,879.17
			Total for Check Number 30058:	257,673.42
30059	2490	Law Office of Theresa and Phillip Griffin	09/16/2013	
	2490-9	Public defender; video court, June - August		4,050.00
			Total for Check Number 30059:	4,050.00
30060	1622	Law Offices of Thomas R Hargan, PLLC	09/16/2013	
	13-CV08	Prosecution services through 8/31/13		4,522.90

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30060:	4,522.90
30061	0400	Les Schwab	09/16/2013	
	38600107357	#3375; flat repair		21.72
	38600111865	#2962; new tube, mounting		16.79
			Total for Check Number 30061:	38.51
30062	1736	Salina Lyons	09/16/2013	
	1736-9	Lyons; Planning Directors conference, per diem		25.76
	1736-9	Lyons; Planning Directors conference, per diem		6.44
			Total for Check Number 30062:	32.20
30063	1878	MacLeod Reckord	09/16/2013	
	6686	CIP 1010; Phase 1 Development, 5/1-5/31/13		1,204.65
			Total for Check Number 30063:	1,204.65
30064	2367	Magnum Print Solutions	09/16/2013	
	116979	Toner cartridge		141.13
			Total for Check Number 30064:	141.13
30065	0252	Microflex	09/16/2013	
	00021411	Tax audit program		22.03
			Total for Check Number 30065:	22.03
30066	1901	Modern Building Systems, Inc.	09/16/2013	
	0056120	Maint shop; building lease, 10/1-11/1/13		569.06
	0056120	Maint shop; building lease, 10/1-11/1/13		284.54
	0056120	Maint shop; building lease, 10/1-11/1/13		569.06
			Total for Check Number 30066:	1,422.66
30067	1688	Mountain Mist	09/16/2013	
	054257-9	Maint Shop; bottled water, August		7.30
	054257-9	Maint Shop; bottled water, August		14.59
	054257-9	City Hall; bottled water, August		104.28
	054257-9	Aquatics; bottled water, August		55.57
	054257-9	Maint Shop; bottled water, August		14.59
			Total for Check Number 30067:	196.33
30068	1487	NAPA Auto Parts	09/16/2013	
	683139	#2767; lights		40.27
			Total for Check Number 30068:	40.27
30069	1327	Ethan Newton	09/16/2013	
	1327-9	Newton; mileage reimbursement, August		153.12
			Total for Check Number 30069:	153.12
30070	0682	Nextel Communications	09/16/2013	
	550142028-135	Cellular service; 8/8-9/7/13		368.63
	550142028-135	Cellular service; 8/8-9/7/13		-8.17
	550142028-135	Cellular service; 8/8-9/7/13		-8.17
	550142028-135	Cellular service; 8/8-9/7/13		-4.08
	550142028-135	Credit; used equipment reimbursement		-522.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	550142028-136	Cellular service; 9/8-10/7/13		374.00
			Total for Check Number 30070:	200.21
30071	0704 35961	Northwest Playground Equipment CCP/Aquatic Center; skate stoppers	09/16/2013	842.90
			Total for Check Number 30071:	842.90
30072	0004 1602716510 665970010001 672970687001 672970687001 672970907001 672970908001	Office Depot Hawk Property public meeting; literature holder, Office supplies Office supplies Slate; plastic boxes, totes Paper Folders	09/16/2013	20.47 140.13 276.18 109.82 5.29 202.84
			Total for Check Number 30072:	754.73
30073	1432 8433	Pacific Topsoils, Inc. Brush dump fees	09/16/2013	109.00
			Total for Check Number 30073:	109.00
30074	1452 IN031974	Palmer Coking Coal Company Hawk property; gravel for sign installation	09/16/2013	32.35
			Total for Check Number 30074:	32.35
30075	1407 20-20187 20-20187	Parametrix, Inc. LU09-0008, plan review services; 7/28-8/24/13 Plan review services; 7/28-8/24/13	09/16/2013	326.21 326.22
			Total for Check Number 30075:	652.43
30076	0056 0056-9	Cassandra Parker Parker; WFOA conference, mileage	09/16/2013	79.94
			Total for Check Number 30076:	79.94
30077	0164 204515-SP13	Pitney Bowes Postage meter lease; 6/30-9/30/13	09/16/2013	716.76
			Total for Check Number 30077:	716.76
30078	2048 2048-9	PRSA Slate; PRSA International conference, registratio	09/16/2013	1,083.75
			Total for Check Number 30078:	1,083.75
30079	0161 200003986730-9 200003987282-9 200003987464-9 200004045635-9 200004045866-9 200005568858-9 200013103656-9 200013951476-9 200014568881-9 200014568881-9 200014568881-9	Puget Sound Energy Streets; electricity, 8/2-8/31/13 Streets; electricity, 8/3-9/3/13 Streets; electricity, 8/3-9/3/13 Streets; electricity, 8/2-8/31/13 Streets; electricity, 8/3-9/3/13 Streets; electricity, 7/31-8/28/13 CCP; electricity, 7/31-8/28/13 Streets; electricity, 7/31-8/28/13 Maint shop; electricity, 7/31-8/28/13 Maint shop; electricity, 7/31-8/28/13 Maint shop; electricity, 7/31-8/28/13	09/16/2013	68.10 54.68 10.84 65.16 57.99 66.68 32.39 73.54 76.62 76.62 38.31

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	200022909309-9	Streets; electricity, 8/2-8/31/13		78.98
	200022909689-9	Skate park; electricity, 8/3-9/3/13		11.71
	300000001770-9	City tree; electricity, 8/2-8/31/13		10.84
	300000001770-9	Streets; electricity, 8/2-8/31/13		10.84
	300000001788-9	Streets; electricity, 8/1-8/29/13		34.94
	300000001788-9	Streets; electricity, 8/1-8/29/13		8,109.10
	300000001804-9	Streets; electricity, 7/31-8/28/13		80.71
	300000007744-9	Aquatics; natural gas, 7/31-8/28/13		1,510.85
	300000007744-9	Aquatics; electricity, 7/31-8/28/13		1,995.87
	300000011266-9	Crystal view; electricity, 8/2-8/31/13		10.84
	300000011266-9	SR 516; electricity, 8/2-8/31/13		145.09
			Total for Check Number 30079:	12,620.70
30080	1624 42341	RMC Aquatics; diving board powder coating	09/16/2013	438.00
			Total for Check Number 30080:	438.00
30081	2474 443 459 478	SCORE Jail costs; July Jail costs; health services, July Jail costs; August	09/16/2013	12,240.00 9.76 11,160.00
			Total for Check Number 30081:	23,409.76
30082	1905 C783185-701 C783988-701	Sharp Electronics Corporation Police copier; usage, 7/15-8/22/13 Workroom copier; usage, 8/1-9/3/13	09/16/2013	23.71 536.69
			Total for Check Number 30082:	560.40
30083	1850 7440-3	Sherwin-Williams Co. Clean Covington; paint to cover graffiti	09/16/2013	173.72
			Total for Check Number 30083:	173.72
30084	2044 2044-9 2044-9-1	Karla Slate Slate; Social media boot camp; mileage Clean Covington event; refreshments	09/16/2013	18.19 13.99
			Total for Check Number 30084:	32.18
30085	1903 574508 574508	Sound Publishing, Inc. Monthly full page ad Weekly bulletins; 8/2, 8/16, 8/23, 8/30	09/16/2013	1,402.25 1,241.45
			Total for Check Number 30085:	2,643.70
30086	2504 3750	Stalzer and Associates Hawk Property Subarea Plan & EIS; 8/1-8/31/13	09/16/2013	15,870.87
			Total for Check Number 30086:	15,870.87
30087	0217 L99956	State Auditor's Office Audit fees; August	09/16/2013	1,343.34
			Total for Check Number 30087:	1,343.34
30088	1775 15193433 15193892	Tacoma Screw Products, Inc. Aquatics; screws, hex nuts, washers Aquatics; carriage bolts, nyloc nuts	09/16/2013	187.48 23.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30088:	211.23
30089	2618 03	Taproot Architects, LLC Aquatics Reno Project; architectural design, 6/2-	09/16/2013	4,000.00
			Total for Check Number 30089:	4,000.00
30090	2675 2675-9	Tara's Flour Shop Joint council dinner meeting; dessert	09/16/2013	100.00
			Total for Check Number 30090:	100.00
30091	2500 50709038	Tetra Tech, Inc. CIP 1127; engineering, 6/29-7/26/13	09/16/2013	46,416.90
			Total for Check Number 30091:	46,416.90
30092	1523 1523-9 1523-9 1523-9 1523-9	Kelly Thompson Thompson; Permit Trax conference, per diem Thompson; Permit Trax conference, mileage Thompson; Permit Trax conference, mileage Thompson; Permit Trax conference, per diem	09/16/2013	5.49 14.14 80.10 31.11
			Total for Check Number 30092:	130.84
30093	2636 295082	TRM Wood Products Co, Inc. CCP; lumber	09/16/2013	72.37
			Total for Check Number 30093:	72.37
30094	2103 236157996 236157996	US Bancorp Equip Finance Inc. Copier lease Copier lease	09/16/2013	130.32 86.88
			Total for Check Number 30094:	217.20
30095	0357 14281	Valley Communications 800 MHz access fee; August	09/16/2013	75.00
			Total for Check Number 30095:	75.00
30096	1105 I14001194	Washington State Patrol Background checks	09/16/2013	150.00
			Total for Check Number 30096:	150.00
30097	1408 1194 1194 1194	Washington Workwear Stores Inc. Maint shop; safety vest, ear plugs, safety glasses Maint shop; safety vest, ear plugs, safety glasses Maint shop; safety vest, ear plugs, safety glasses	09/16/2013	20.60 41.22 41.22
			Total for Check Number 30097:	103.04
30098	1441 11236RKS	Watson Security City hall; council chambers door lock repairs	09/16/2013	156.93
			Total for Check Number 30098:	156.93
30099	1708 735530 735530 735530	Western Equipment Distributors, Inc. Dalton; Athletic field manager seminar; registrat Dalton; Athletic field manager seminar; registrat Dalton; Athletic field manager seminar; registrat	09/16/2013	8.76 4.38 8.76

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 30099:	21.90
30100	0629	WSEMA	09/16/2013	
	0629-9	Vondran; WSEMA membership; 10/1/13-9/30/14		75.00
	0629-9-1	Slate; WSEMA membership; 10/1/13-9/30/14		75.00
	0629-9-2	Bates; WSEMA membership; 10/1/13-9/30/14		75.00
			Total for Check Number 30100:	225.00
30101	1894	Diana Ziolkowski	09/16/2013	
	1894-9	Facility monitoring; 9/9		30.00
	1894-9-1	Facility maintenance; 9/9		24.00
			Total for Check Number 30101:	54.00
			Total for 9/16/2013:	577,079.21
			Report Total (78 checks):	577,079.21

September 27, 2013

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 09/27/13 consisting of:

PAYLOCITY CHECK # 1001615553 through PAYLOCITY CHECK # 1001615573 and inclusive, plus employee direct deposits

IN THE AMOUNT OF \$156,750.47

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.

Cassandra Parker
Acting Finance Director

Mark Lanza
City Councilmember

Wayne Snoey
City Councilmember

Marlla Mhoon
City Councilmember

Council Meeting Date Approved: _____

09/27/13 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Name	Net Amount
105997	Regular	9/27/2013	Bates, Krista	121.91
105998	Regular	9/27/2013	Kirshenbaum, Kathleen	1,163.63
105999	Regular	9/27/2013	Lyon, Valerie	1,441.43
106000	Regular	9/27/2013	Matheson, Derek M	4,625.04
106001	Regular	9/27/2013	Mhooon, Darren S	1,388.97
106002	Regular	9/27/2013	Michaud, Joan M	1,915.91
106003	Regular	9/27/2013	Scott, Sharon G	2,465.06
106004	Regular	9/27/2013	Slate, Karla J	2,456.13
106005	Regular	9/27/2013	Hart, Richard	3,529.65
106006	Regular	9/27/2013	Mueller, Ann M	1,223.30
106007	Regular	9/27/2013	Cles, Staci M	1,766.42
106008	Regular	9/27/2013	Hagen, Lindsay K	1,425.44
106009	Regular	9/27/2013	Hendrickson, Robert	3,647.90
106010	Regular	9/27/2013	Parker, Cassandra	2,479.47
106011	Regular	9/27/2013	Harto, Margaret	457.75
106012	Regular	9/27/2013	Lanza, Mark	381.69
106013	Regular	9/27/2013	Mhooon, Marlla	391.69
106014	Regular	9/27/2013	Scott, James A	405.57
106015	Regular	9/27/2013	Wagner, Jeffrey	415.57
106016	Regular	9/27/2013	Allen, Joshua C	2,042.94
106017	Regular	9/27/2013	Dalton, Jesse J	1,680.99
106018	Regular	9/27/2013	Fealy, William J	1,950.40
106019	Regular	9/27/2013	Gaudette, John J	1,772.65
106020	Regular	9/27/2013	Junkin, Ross D	2,773.93
106021	Regular	9/27/2013	Pearson, George C	1,058.23
106022	Regular	9/27/2013	Wesley, Daniel A	2,156.30
106023	Regular	9/27/2013	Bykonen, Brian D	2,964.00
106024	Regular	9/27/2013	Christenson, Gregg R	2,690.68
106025	Regular	9/27/2013	Lyons, Salina K	2,104.44
106026	Regular	9/27/2013	Meyers, Robert L	3,194.81
106027	Regular	9/27/2013	Ogren, Nelson W	2,723.07
106028	Regular	9/27/2013	Thompson, Kelly	2,064.15
106029	Regular	9/27/2013	Morrissey, Mayson	2,683.49
106030	Regular	9/27/2013	Bahl, Rachel A	1,652.13
106031	Regular	9/27/2013	MacConaghy, Hailey	1,456.80
106032	Regular	9/27/2013	Martinsons, Jaquelyn	122.64
106033	Regular	9/27/2013	Newton, Ethan A	2,135.72
106034	Regular	9/27/2013	Patterson, Clifford	2,418.70
106035	Regular	9/27/2013	Thomas, Scott R	3,512.42
106036	Regular	9/27/2013	Bates, Shellie L	1,931.74
106037	Regular	9/27/2013	Buck, Shawn M	1,554.35
106038	Regular	9/27/2013	French, Fred	1,202.75
106039	Regular	9/27/2013	Parrish, Benjamin A	1,785.70
106040	Regular	9/27/2013	Vondran, Donald M	3,731.91
106041	Regular	9/27/2013	Andrews, Kaitlyn E	126.92
106042	Regular	9/27/2013	Blakely, Coleman P.	199.25
106043	Regular	9/27/2013	Carter, Megan L	91.44
106044	Regular	9/27/2013	Cox, Cory R	42.73
106045	Regular	9/27/2013	Cox, Melissa	714.20
106046	Regular	9/27/2013	Cranstoun, Alexander M	93.41
106047	Regular	9/27/2013	Hanger, Austin R.	43.95
106048	Regular	9/27/2013	Hendricks, Cole M	49.45
106049	Regular	9/27/2013	Hendricks, Dane G	39.88
106050	Regular	9/27/2013	Houghton, Cassandra L	450.78
106051	Regular	9/27/2013	Kiselyov, Tatyana	370.75

106052 Regular	9/27/2013	Knox, John Q	65.94
106053 Regular	9/27/2013	Knox, Patrick L	87.44
106054 Regular	9/27/2013	Lanz, Avalon A.	137.54
106055 Regular	9/27/2013	Lipinski, Matthew	121.06
106056 Regular	9/27/2013	Loepky, Janna	60.99
106057 Regular	9/27/2013	McCarthy, Joseph	98.90
106058 Regular	9/27/2013	Middleton, Jordan	100.86
106059 Regular	9/27/2013	Mooney, Lynell	231.67
106060 Regular	9/27/2013	Niesner, Austin C	245.75
106061 Regular	9/27/2013	Perko, Alyssa M.	107.86
106062 Regular	9/27/2013	Praggastis, Alexander	518.27
106063 Regular	9/27/2013	Reese, Rachel E	224.97
106064 Regular	9/27/2013	Rhoads, Jerrett K	180.18
106065 Regular	9/27/2013	Tomalik, Stefan A	543.63
106066 Regular	9/27/2013	Turnbull, Dane A.	277.89
106067 Regular	9/27/2013	von Michalofski, Kayla M	93.99
106068 Regular	9/27/2013	Wardrip, Spencer A	470.50
106069 Regular	9/27/2013	Wills, Erica M.	21.98
106070 Regular	9/27/2013	Beaufreere, Noreen	2,733.78
106071 Regular	9/27/2013	Throm, Victoria J	1,922.54
1001615553 Regular	9/27/2013	Newell, Nancy J	171.77
1001615554 Regular	9/27/2013	Lucavish, David	415.57
1001615555 Regular	9/27/2013	Snoey, Wayne	187.19
1001615556 Regular	9/27/2013	Ceratto, Matthew G	913.98
1001615557 Regular	9/27/2013	Terwillegar, Jeremy A	1,052.49
1001615558 Regular	9/27/2013	Witherrite, F. Dean	1,073.23
1001615559 Regular	9/27/2013	Feser, Angela M	249.96
1001615560 Regular	9/27/2013	Bowen, Joshua W	369.16
1001615561 Regular	9/27/2013	Carkeek, Lena	386.07
1001615562 Regular	9/27/2013	Cochran, Jonathan G	32.96
1001615563 Regular	9/27/2013	Hanson, Sean C	238.18
1001615564 Regular	9/27/2013	Jensen, Emily A	107.18
1001615565 Regular	9/27/2013	Mayes, Annika L	21.98
1001615566 Regular	9/27/2013	Panzer, Erika	23.34
1001615567 Regular	9/27/2013	Quintos, Edward Louie D	117.72
1001615568 Regular	9/27/2013	Reynolds, Shannon J.	386.07
1001615569 Regular	9/27/2013	Rinck, Tyler P	166.41
1001615570 Regular	9/27/2013	Sizemore, Christine A	242.93
1001615571 Regular	9/27/2013	Vieira, Logan G	244.44
1001615572 Regular	9/27/2013	Wunschel, Ethan G.	139.69

Totals for Payroll Checks 95 Items 102,076.29

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Name	Net Amount
106072	AGENCY	9/27/2013	ICMA Retirement Trust	16,107.17
106073	AGENCY	9/27/2013	Vantagepoint Transfer Agent-	379.42
106074	AGENCY	9/27/2013	City of Covington	2,794.84
106075	AGENCY	9/27/2013	Paylocity Corporation	125.00
106076	AGENCY	9/27/2013	City of Covington Employee	104.00
106077	AGENCY	9/27/2013	ICMA Retirement Trust	13,135.48
106078	AGENCY	9/27/2013	ICMA Retirement Trust	1,876.54
106079	AGENCY	9/27/2013	ICMA Retirement Trust	192.00
106080	AGENCY	9/27/2013	HRA VEBA Trust Contributions	1,116.00
1001615573	AGENCY	9/27/2013	WASH CHILD SUPPORT	110.41

Totals for Third Party Checks 10 Items 35,940.86

Tax Liabilities 18,334.79
Paylocity Fees 398.53

Grand Total \$ 156,750.47

SUBJECT: CONSIDER AGREEMENT WITH KENT SCHOOL DISTRICT FOR “COPS ON PATROL IN SCHOOLS”

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):

- 1) Executive Summary from Kent School District of the program Cops on Patrol in Schools;
- 2) Letter of Intent and Understanding between Kent School District and the City of Covington Police Department.

PREPARED BY: Kevin P. Klason, Police Chief

EXPLANATION:

Cops on Patrol in Schools is a program between Kent School District and Kent Police Department at elementary schools in the City of Kent where designated officers spend 1-2 hours per week in assigned elementary schools during their regular shift hours as time permits. The purpose is to establish relationships with students and staff at each school and provide visual presence of law enforcement on school campuses throughout the week to ensure safe and healthy schools.

The Kent School District would like to expand the program to the elementary schools in the City of Covington. Our three dayshift patrol officers will each be assigned as primary to one specific school and our motorcycle officer can assist as an additional officer for each of the elementary schools. Kent Police Department has found the program to be very beneficial and productive. Staff feels this program will help create positive relationships and improve communications with students and staff at each of the elementary schools. Please see the attached Executive Summary for more specifics of the program. It is important to recognize this program is not intended to replace the School Resource Officer program. A School Resource Officer is still one goal the District and Covington Police would like to achieve in the coming years.

Staff would like to start the program as soon as possible so we can evaluate it throughout this academic school year. We can make an assessment at the end of the school year and determine if we should extend the program.

ALTERNATIVES:

Not participate in the program.

FISCAL IMPACT:

None anticipated.

CITY COUNCIL ACTION: ___Ordinance ___Resolution **XX** Motion
Other

**Councilmember _____ moves, Councilmember
_____ seconds to authorize Covington Police Department to
enter into an agreement with Kent School District for the Cops on Patrol in
Schools program.**

REVIEWED BY: City Manager; City Attorney.

Cops on Patrol in Schools (COPs)

Goal:

Establish relationships and provide visual presence of law enforcement on school campuses throughout the week to ensure safe and healthy schools.

Purpose:

The primary goal is for each elementary school in the Kent School District to have an identifiable assigned police officer that they can expect to visit the school and spend some time there twice a week. This will not be a special assignment for the police officers. Instead it is something that each officer will incorporate into their scheduled patrol shifts to ensure that this is operationalized. The officers are expected to leave their vehicles and make contact with staff and students during their school visits. This will give each officer an opportunity to familiarize themselves with the layout and operational routine of their designated school.

Program FAQ:

How long will my patrol officer be assigned to my school?

- This can vary depending on the specific police department's officer rotational schedule. The assignment can range from a few months to several years. For example, Kent police patrol officers have scheduled assignment rotations at least twice a year per their contract.

Is this officer an assigned SRO?

- No. Staff still needs to call 911 and safety services when they have an event requiring assistance. This officer is not their primary contact for reporting activity unless they happen to be onsite when the incident occurs.

Can I ask for specific visitation times?

- Principals can request that they stop by at particular times. This would be one of the topics discussed during the initial introduction meeting between principal, safety services, and police officer. Please keep in mind that the officer's visitation schedule can vary drastically from time to time. Patrol officers rotate their days off every six weeks.

Can I have them do traffic control at my school?

- No. The goal of this program is to build relationships and familiarity of the school building and campus.

Can they write tickets at my school for speeding, parking and violations with parents?

- Yes, but only if they witness the incident.

Can I involve them in my school's emergency planning and meetings?

- Yes, but ideally you would contact safety services to schedule time with a School Resource Officer for this need.

Can they be used to assist staff with an out of control student or one that has left school campus?

- Yes, if they are onsite during the incident. Otherwise, please contact 911 and safety services.

DRAFT

LETTER OF INTENT AND UNDERSTANDING

Between
THE KENT SCHOOL DISTRICT AND COVINGTON POLICE DEPARTMENT
 regarding
COPS ON PATROL IN SCHOOLS (COPS)

1. PURPOSE OF THIS LETTER OF INTENT AND UNDERSTANDING

The purpose of this letter between the Kent School District (“District”) and the Covington Police Department (“Department”) is to establish the intent and understanding of the parties regarding the relationship between law enforcement officers of the Department and the schools of the Kent School District which fall within the Department’s patrol areas.

The intent of Cops on Patrol in Schools is to increase the visual presence of law enforcement on and around school campuses throughout the week to ensure public confidence in the safety of the educational setting and to deter any potential wrongdoing by unauthorized intruders.

2. SPECIFIC OBJECTIVES

The specific objectives of this letter include establishing:

- a relationship between the staff of each elementary school and the law enforcement officer(s) assigned to the patrol area in which the school is located;
- for the law enforcement officer(s), a sense of identity with the elementary school(s) within his/her patrol sector;
- a goal of twice-weekly visits to each elementary school during school hours to the extent possible so that teachers and students become familiar with and make personal contact with the law enforcement officer during such school visits; and
- an opportunity for the law enforcement officer(s) patrolling the area of each school to become familiar with the layout and operational routine of the school(s) so as to improve the effectiveness of response in the event of an emergency or crisis.

3. PERIOD OF PERFORMANCE

The period of this agreement begins on the date this letter is executed by authorized representatives of the District and the Department, and will extend through June 20, 2014. At any time this letter of intent and understanding may be extended by mutual agreement of the parties in writing, and may also be terminated by the parties for any reason upon notice to the other party.

In August 2014, representatives of the District and the Department will briefly confer to determine the effectiveness of the patrol visits and to make any modifications to the agreement deemed necessary.

4. OBLIGATIONS OF SCHOOL STAFF IN THE EVENT OF EMERGENCY

In the event of an emergency at the school, staff will still be required to call 911, not the patrol officer assigned to the school’s vicinity. The school visits and the relationship between school staff and the law enforcement officer patrolling the school community do *not* modify the staff’s obligation to call 911 for emergency response. This program is likewise not intended to establish a school resource officer (SRO) relationship or obligations between the officer and the school that the officer serves.

5. CONFIDENTIAL INFORMATION: EDUCATION RECORDS

This letter of intent and understanding does not modify the nonconsensual disclosure restrictions of confidential student education records protected by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 1232g and all other related federal and state laws. All nonconsensual disclosures of personally identifiable student information, including disclosures to law enforcement, must be consistent with the provisions of FERPA and/or other related federal and state laws.

6. LAW ENFORCEMENT PRESENTATIONS WITH STUDENTS

In the event that the patrolling law enforcement officer would be able to meet with the student body of each elementary school during assemblies and/or conduct relevant, age-appropriate presentations to students, the school administration will make arrangements for such opportunities.

7. NONDISCRIMINATION

All parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any aspect of this agreement because of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability. The parties agree to abide by the standards of responsibility toward the disabled as specified by the Americans with Disabilities Act and Washington Law Against Discrimination. In the event that one of the parties hereto refuses to comply with the above provision, this Agreement may be canceled, terminated, or suspended in whole or in part by the other party.

8. INDEMNIFICATION AGREEMENT

Each party to this agreement shall be responsible for claims and damages to persons or property and other associated costs, including attorney fees, resulting from acts or omissions on the part of itself, its employees, its agents, or its officers. Each party will indemnify and hold harmless all other participants against any and all such actions, claims, and demands that may result from any acts or omissions of itself, its employees, its agents, or its officers. Neither party assumes any responsibility to the other party for the consequences of any acts or omission of any person, firm, or corporation not a party to this agreement. Neither party to this agreement shall be considered the agent of the other party.

KENT SCHOOL DISTRICT

COVINGTON POLICE DEPARTMENT

Dr. Edward Lee Vargas, Superintendent

Chief Kevin Klason, Covington Police Department

Date: _____

Date: _____

Agenda Item 2
Covington City Council Meeting
Date: October 8, 2013

SUBJECT: 2014 OPERATING AND CAPITAL BUDGET PRESENTATION

RECOMMENDED BY: Derek M. Matheson, City Manager

ATTACHMENT(S):

1. 2014 Budget Workbook (under separate cover)
2. Budget Message

PREPARED BY:

Derek Matheson, City Manager

EXPLANATION:

The City Manager will present the 2014 Operating and Capital Budget.

ALTERNATIVES:

N/A

FISCAL IMPACT:

N/A

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

Ask questions of staff

REVIEWED BY: City Manager



City of Covington

16720 SE 271st Street, Suite 100 • Covington, WA 98042 • (253) 638-1110 • Fax: (253) 638-1122

Attachment 2

October 8, 2013

Dear Mayor Harto, Mayor Pro Tem Wagner, Honorable Councilmembers, Residents and Businesses of Covington:

It is my pleasure to present the 2014 Preliminary Operating and Capital Budget. This budget encompasses and implements council policies and conforms to state law.

Covington has been very fortunate in 2013: sales tax revenue continues to come in at a record pace, priority projects are starting to come together and the City Council has addressed potential means to create much needed resources for transportation. Previous budget messages focused on how best to manage little to no revenue increase while expenditures continued to escalate. For 2014 however, the focus is on how to manage increased revenues while realizing that the recovery is still fragile. While the temptation is great to create new ongoing programs, that strategy will cause fiscal issues down the road. Instead, my strategy is to direct the increase in revenue mainly toward one-time expenditures that are either mandated or provide a direct benefit to the city in terms of efficiencies.

The forecast for the General Fund looks good for the foreseeable future. The Street Fund and Parks Fund however, are struggling. For Streets, the City Council created a Transportation Benefit District (TBD) earlier this year. A sales tax initiative (Proposition 1) is on the ballot in November for voters to decide on how they want to fund transportation. For Parks, an infusion of General Fund money is being allocated to cover one-time costs for 2014. The Development Services Fund is also projected to spend into fund balance as development ebbs, but there is a substantial fund balance to handle the fluctuations in activity. Additionally, the Surface Water Management Fund (SWM) is projected to deficit spend due mainly to one-time capital expenditures. The upcoming rate study for SWM will provide guidance on a rate increase as well as use of large fund balance for capital.

Programs associated with the TBD are not included in the proposed budget but decision cards have been prepared that can be added to the proposed budget after November 5th if Proposition 1 is successful. Likewise, cuts to balance the Street Fund if Proposition 1 is unsuccessful have not been included in the proposed budget. The City Council would begin conversations on implementing a balancing strategy beginning with the upcoming council summit in early 2014. Until a decision is reached the Street Fund would rely on fund balance and existing revenues for support.

One other informational item concerns health benefits. The Association of Washington Cities which administers the city's health plan has been working diligently to contain rising healthcare costs. Through their efforts, the city will not incur any increase in health care costs for 2014. The city is fortunate in that both the low cost of living adjustment (COLA) (1.2 percent) and zero increase in health benefits are happening in the same budget period. However, they are unique circumstances and likely will not happen again.

Economic Outlook¹

On a national level, the economy is still getting mixed reviews. The government shutdown is impacting the stock market which until recently was hitting new highs. Unemployment is still 7.4 percent but does not reflect the number of people that have given up looking for work. Auto sales are up nationwide along with existing home sales.

¹ Economic information is supplied by the *Puget Sound Economic Forecaster*, Volume 21 Number 3 September 2013

The Puget Sound region is doing much better than the nation. Currently, the annual percent change in employment growth is 2.8 percent but is expected to decline slightly in 2014 to 2.3 percent. This is due to Boeing no longer hiring. However, the forecast for the Puget Sound region is that it will outpace the nation in the next ten years by creating 320,000 new jobs.

Retail sales continue their torrid pace. The Department of Revenue reports that retail sales are rising at the fastest rate since the late 1990s. That is evident in Covington where the city is currently forecasting retail sales tax to be 12.5 percent above 2013 budget projections. In the Puget Sound region, retail sales are expected to hit a 7.1 percent pace through the end of the year. This pace is being fueled by a rebound in contracting activity.

The consumer price index for the Puget Sound is forecast to drop slightly in 2013 to 1.5 percent and increase again slightly to 1.9 percent in 2014. It's uncertain what impact, if any, the government shutdown will have on Covington. However, at this point, the city is doing well. Sales tax collections are at high levels, real estate excise tax (REET) collections show signs of strengthening in the residential market and other revenues are following suit.

Budget Process

The 2014 budget process began in June with the annual budget call. At that time, the calendar and decision card criteria were reviewed with the directors and budget team. For 2014, directors were encouraged to be thoughtful with the number of decision cards they submit. Beginning in August, the finance team and I met with individual directors to review base budgets and decision cards. Once these meetings were completed and the preliminary forecast was reviewed, the senior accountant and I met to discuss which decision cards would move forward.

To better facilitate the decision making process I created six guiding principles on which budget decisions are based:

- Favor one-time over ongoing programs (due to the still-fragile nature of economy)
- Address imminent mandates (like the comprehensive plan update)
- Maintain what we have (people, programs, and infrastructure)
- Implement the TBD if approved
- Support the Parks and Recreation Priorities Advisory Committee (PRePAC) process
- Achieve efficiencies (via investments in equipment and technology)

These principles and the final budget decisions were reviewed with members of the management team the first week of October.

2014 Budget Strategies

- Use fund balance only in cases where funds have deficits to cover (for 2014 that would be the Street Fund, Development Services Fund, and Surface Water Management).
- Set aside monies received from the solid waste franchise fee as part of the balancing strategy for Streets if Proposition 1 fails
- Utilize the PRePAC process to help prioritize parks, recreation, and facilities and develop funding strategies
- Complete the SWM rate study which will address future operating and capital needs

Funds Overview

There are two decision cards I am recommending which are across several funds. They are: 1) implementation of the salary survey results which impacts employees only (councilmembers' positions will be addressed separately) (total cost \$7,645 ongoing, General Fund \$2,800, Street Fund \$100 and SWM Fund \$4,745); and 2) upgrade of the employee dental plan (total cost \$1,215 ongoing, General Fund \$516, Street Fund \$141, Development Services Fund \$177, Parks Fund \$130, and SWM Fund \$251).

General Fund

The General Fund is the largest city fund and provides for the day-to-day operations of city government.

In 2014, we are forecasting a 2.7 percent total increase in revenues over 2013 estimates for the entire fund.

- Property tax for 2014 is estimated to be \$2.43 million. This includes a one percent increase plus new construction.
- Sales tax revenue for 2014 is expected to increase by 4 percent over 2013 estimated collections. Both construction revenue and retail sales have been increasing. Total sales tax collections for 2013 are estimated to be \$3.36 million, with the General Fund receiving 84 percent (\$2.82 million) and the Parks Fund 16 percent (\$538,000).
- Utility tax collections for 2013 are estimated at \$2.06 million (3.6 percent below forecast). For 2014, the forecast was revised downward by 2.8 percent.
- Other sources of revenue total \$1.5 million with \$434,000 being paid to the General Fund in the form of interfund payments from other funds.

On the operating expenditure side, the budget is 1.7 percent, or \$121,000, lower than estimated actuals for 2013. This is due to a reduction in consultant work tied to a reimbursement agreement.

I am recommending 15 decision cards totaling \$252,566 – \$197,925 in one-time costs and \$54,641 in ongoing costs. The decision cards are: 1) council chamber microphones (\$5,025 one-time); 2) small business assistance center, in partnership with Green River Community College and other local jurisdictions which help pay for two business advisors (\$10,000 ongoing); 3) Adobe Creative Suite 5.5 Design Standard to better help the Communications and Marketing Manager (\$1,100 one-time); 4) implementation of salary survey results (discussed above); 5) upgrade of dental plan (discussed above); 6) part-time office technician I for Finance (\$2,200 one-time, \$8,925 ongoing); 7) additional attorney hours (\$17,400 ongoing); 8) carpet replacement fund (\$7,800 ongoing); 9) network monitoring and threat detection (\$1,500 ongoing); 10) network license upgrade (\$1,500 one-time); 11) server monitoring (\$700 ongoing); 12) comprehensive emergency management plan update (\$50,000 one-time, will be seeking grant funding); 13) Comprehensive Plan update (\$120,000 one-time); 14) increase professional services in Community Development (\$5,000 ongoing); and 15) a transfer-out to the Parks Fund for the completion of the parks CIP update (\$18,100 one-time).

Street Fund

There are two main sources of revenue for this fund: Comcast franchise fees and motor vehicle fuel tax. Franchise fees are forecasted to increase 10.5% based on the results of the recently completed franchise fee audit. Fuel tax is forecasted to remain flat for 2014. Base expenditures before decision cards are \$913,000, which is an increase from expected actual expenditures in 2013 of 1.6%.

I am recommending five decision cards totaling \$36,711 - \$29,645 in one-time costs and \$7,066 in ongoing costs. The decision cards are: 1) upgrade of employee dental plan (discussed above); 2) implementation of salary survey results (discussed above); 3) mini excavator and trailer (total cost \$77,150 funded by Streets \$10,645 one-time, \$925 ongoing and SWM \$60,350 one-time, \$5,230 ongoing); 4) anti-icer tank for 5-yard hook truck (funded by Streets \$19,000 one-time, \$2,500 ongoing); and 5) equipment replacement costs for new mower (total cost \$8,500 funded by Streets \$3,400 ongoing, Parks \$1,700 ongoing, and SWM \$3,400 ongoing).

One-time decision cards will be paid for with a transfer-in of one-time revenues.

As it exists, the Street Fund is unsustainable. In 2013, the Budget Priorities Advisory Committee completed its final report and as part of that report recommended the City pursue a 0.2 percent increase in sales tax. Proposition 1 will go before the voters on November 5, 2013. If approved, the measure could provide as much as \$750,000 annually in additional revenue (paid by local and non-local residents). This option would resolve the future Street Fund shortfall, add preventative maintenance and eliminate the General Fund subsidy so it can be used for other purposes.

Development Services Fund

For 2014, expenditures are exceeding revenues but there are sufficient reserves available to roll forward. This extra cushion is needed to offset additional work that spans more than one year. As development ebbs, the additional fund balance is used to complete tasks started in prior years.

I am recommending two decision cards totaling \$67,077 - \$66,900 in one-time costs and \$177 in ongoing costs. The decision cards are: 1) upgrade of employee dental plan (discussed above); and 2) funding the limited-term Associate Planner position (\$66,900 one-time) – currently one-time funded and extended for at least one more year.

Parks Fund

Revenues in the Parks Fund for 2014 are expected to increase slightly in most categories. Expenditures show an increase primarily due to cost of living and salary and benefits. Although the Parks Fund is balanced for 2014 it is still on the watch list. In 2013 the City Council created the PRePAC to address how Covington should build a parks and recreation system that meets the community's needs and wants and also how to pay for both operating and capital costs. A final report is expected by the end of 2014.

I am recommending 12 decision cards totaling \$185,595 - \$154,135 in one-time costs and \$31,460 in ongoing costs. The decision cards are: 1) upgrade of employee dental plan (discussed above); 2) equipment replacement costs for new mower (discussed in Street section above); 3) funding the full-time Aquatics Specialist position (\$83,315 ongoing, with an offsetting revenue of \$66,295); 4) lifeguard II and water safety instructor II (WSI) to comply with the city's promotion-in-place program (\$1,200 ongoing); 5) pool shell maintenance (\$20,730 one-time); 6) swimming pool accessibility - Americans with Disabilities Act compliance (\$23,360 one-time); 7) increase recreation aide hours (\$1,710 ongoing); 8) Adobe Creative Suite 5.5 Design Standard to better help with marketing materials (\$1,100 one-time); 9) Aquatic Center art project (\$4,000 one-time); 10) funding the limited-term Park Planner (\$45,250 one-time); 11) park impact fee study (\$59,695 one-time \$9,700 ongoing); and 12) parks CIP update carryover (\$18,100 one-time).

Surface Water Management Fund (SWM)

Revenues for SWM are staying pretty much even with 2013 estimates with an increase of 1.9 percent. We are currently projecting deficit spending, which is sustainable due to the large fund balance, but will need to use the rate study to be thoughtful on how we draw down fund balance for capital and one-time uses.

Budgeted expenditures are higher than 2013 estimates at 3.2 percent due mostly to increases in professional services and interfund payments.

I am recommending five decision cards totaling \$82,271 - \$56,495 in one-time costs and \$25,776 in ongoing costs. The decision cards are: 1) upgrade of employee dental plan (discussed above); 2) implementation of salary survey results (discussed above); 3) NPDES implementation grant allocation (\$45,460 one-time, \$12,150 ongoing, with an offsetting grant of \$49,315); 4) mini excavator and trailer (discussed in Streets section above); and 5) equipment replacement costs for new mower (discussed in Streets section above).

Capital Investment Program Fund

For 2014, four projects are budgeted: Covington Community Park phase 2 for \$540,900; CIP 1029 - annual traffic safety projects for \$219,000; CIP 1057 - 156th Avenue SE for \$350,000; and CIP 1127 – State Route (SR) 516 widening at Jenkins Creek for \$1,112,000.

Summary

With the Great Recession in the rearview mirror, the city is positioning itself to move forward with new and exciting decisions. The economy is not quite on stable ground yet but still we see enough forward progress that we are replacing pessimism with optimism. The city is embarking on a journey which will cement its future for years to come. The Budget Priorities Advisory Committee (BPAC) recommendations are moving forward, the town center project is unfolding, bringing higher education to Covington is just planting its seed, and the Covington Community Park is moving forward into phase 2 faster than expected. The city is also moving forward with design and property acquisition for SR 516 widening at Jenkins Creek. In addition, the Hawk property subarea plan continues and MultiCare Health System is expected to break ground on a Covington hospital within the next twelve months.

However, even with all that there are still some areas of concern with streets and parks. If Proposition 1 succeeds streets will be in great shape as will the General Fund. If it fails then there are more tough decisions that have to be made. Parks, while breaking attendance records, still relies heavily on the general fund for support and this will not change. But as long as the General Fund can remain healthy then Parks will be sustainable. However, we can't grow the parks system without new revenue from the PRePAC process.

The 2014 budget has more decision card recommendations than any budget I have presented. They are mostly one-time costs while the ongoing costs will bring about more efficiencies and resolve mandated issues. I am excited for the prospects of the city for 2014 and beyond.

I want to thank the Finance staff for their dedication this year in meeting deadlines in spite of reduced staffing and for supporting management and departments. The department directors also deserve recognition for their unselfishness in moving the city forward and continuing to provide quality service.

Lastly, I thank you, the City Council, for your continued support of staff and me and for your ongoing commitment to the city's vision of an Unmatched Quality of Life.

I look forward to your deliberations.

Sincerely,



Derek Matheson
City Manager

**DISCUSSION OF
FUTURE AGENDA TOPICS:**

**6:00 p.m. Tuesday, October 22, 2013
Special & Regular Meetings**

(Draft Agenda Attached)

Covington: Unmatched quality of life



CITY OF COVINGTON SPECIAL MEETING AGENDA CITY COUNCIL JOINT STUDY SESSION WITH THE ARTS COMMISSION

Council Chambers – 16720 SE 271st Street, Suite 100, Covington
www.covingtonwa.gov

Tuesday, October 22, 2013 - 6:00 p.m.

GENERAL INFORMATION:

The study session is an informal meeting involving discussion between and among the City Council, Commissioners, 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. Continuing Discussion on Public Art

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, October 22, 2013
7:00 p.m.

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

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

CALL CITY COUNCIL REGULAR MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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

APPROVE CONSENT AGENDA

- C-1. Minutes: October 8, 2013 City Council Regular Meeting Minutes (Scott)
- C-2. Vouchers (Hendrickson)
- C-3. Approve Interlocal Agreement with the Association of Washington Cities (Beaufre)

PUBLIC HEARINGS

1. Receive Testimony from the Public Regarding 2014 Revenues Sources and Possible Increase in Property Tax Revenues (Hendrickson)
2. Receive Testimony from the Public and Consider Adopting Kent School District's Six Year Capital Facilities Plan and School Impact Fees (Hart)

NEW BUSINESS

3. Discuss Interim Zoning Regulations Regarding Recreational Marijuana (Springer)
4. Discuss Interim Zoning Regulations Regarding Medical Marijuana (Springer)
5. Briefing on Results of Salary Survey (Beaufre)

COUNCIL/STAFF COMMENTS - Future Agenda Topics

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

EXECUTIVE SESSION – If Needed

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