

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



Tuesday, October 9, 2012
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

- Cedar Downs Park Update – Lisa Parsons, Middle Green River Coalition (10 minutes)

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 is not intended for conversation or debate. Comments shall be limited to no more than four minutes per person and no more than ten minutes per group. If additional time is needed the city shall be notified in advance and background information shall be submitted in writing regarding the topic that will be addressed. The city reserves the right to deny any request, based on time constraints. Individuals may petition the City Clerk or the City Manager to appear on the agenda of a future study session as time allows for up to 15 minutes to address the council on specific issues or requests.**

APPROVE CONSENT AGENDA

C-1. Vouchers (Hendrickson)

PUBLIC HEARING

1. Receive Public Testimony and Consider Ordinance Adopting Kent School District's Six Year Capital Facilities Plan and School Impact Fees. (Hart)

CONTINUED BUSINESS

2. Continue Northern Notch Discussion (Matheson)

NEW BUSINESS

3. Recommendations for 2013-2014 Human Services Grant Funding (Throm)
4. City Manager's 2013 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

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: October 9, 2012

SUBJECT: APROVAL OF VOUCHERS.

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #28269-28327, in the Amount of \$991,433.80, Dated September 18, 2012; Vouchers #28328-28328, in the amount of \$2,821.35, Dated September 27, 2012; and Paylocity Payroll Checks #1000758469-1000758477 and Paylocity Payroll Checks #1000758479-1000758480 Inclusive, Plus Employee Direct Deposits in the Amount of \$146,417.02, Dated September 28, 2012.

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 #28269-28327, in the Amount of \$991,433.80, Dated September 18, 2012; Vouchers #28328-28328, in the amount of \$2,821.35, Dated September 27, 2012; and Paylocity Payroll Checks #1000758469-1000758477 and Paylocity Payroll Checks #1000758479-1000758480 Inclusive, Plus Employee Direct Deposits in the Amount of \$146,417.02, Dated September 28, 2012.

September 18, 2012

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check # 28269 Through Check # 28327

In the Amount of \$991,433.80

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 _____

				<u>Check Amount</u>
Check No: 28269	Check Date: 09/18/2012			
Vendor: 2502	AALL Self Storage			
2502-9	Storage unit; October lease	09/18/2012		170.00
Check Total:				170.00
Check No: 28270	Check Date: 09/18/2012			
Vendor: 0206	AFLAC			
170474	Insurance premiums; September	09/18/2012		511.21
Check Total:				511.21
Check No: 28271	Check Date: 09/18/2012			
Vendor: 0463	Allied Waste Services			
0176-00350	Aquatics; waste disposal, 8/1-8/31/12	09/18/2012		245.05
Check Total:				245.05
Check No: 28272	Check Date: 09/18/2012			
Vendor: 2223	ARC Imaging Resources			
961618	Plotter/Scanner maint; 8/21-9/21/12	09/18/2012		77.98
961618	Plotter/Scanner maint; 8/21-9/21/12	09/18/2012		155.98
961618	Plotter/Scanner maint; 8/21-9/21/12	09/18/2012		155.98
Check Total:				389.94
Check No: 28273	Check Date: 09/18/2012			
Vendor: 0019	AWC Employee Benefits Trust			
100315L102	Medical Insurance Premiums, October	09/18/2012		8,333.28
100315L102	Medical Insurance Premiums, October	09/18/2012		6,072.38
100315L102	Medical Insurance Premiums, October	09/18/2012		2,049.73
100315L102	Medical Insurance Premiums, October	09/18/2012		1,999.90
100315L102	Medical Insurance Premiums, October	09/18/2012		4,778.73
100315L102	Medical Insurance Premiums, October	09/18/2012		8,390.88
100315L102	Medical Insurance Premiums, October	09/18/2012		2,233.17
100315L102	Medical Insurance Premiums, October	09/18/2012		515.36
100315L102	Medical Insurance Premiums, October	09/18/2012		5,651.88
100315L102	Medical Insurance Premiums, October	09/18/2012		805.64
100315L102	Medical Insurance Premiums, October	09/18/2012		1,397.18
100315L102	Medical Insurance Premiums, October	09/18/2012		1,461.80
Check Total:				43,689.93
Check No: 28274	Check Date: 09/18/2012			
Vendor: 2368	Best Parking Lot Cleaning Inc.			
117695	Street cleaning; Maple Valley, August	09/18/2012		1,320.58
118016	Street cleaning; August	09/18/2012		3,192.84
Check Total:				4,513.42
Check No: 28275	Check Date: 09/18/2012			
Vendor: 1868	The Brickman Group Ltd, LLC			
301694	Parks; landscaping, September	09/18/2012		1,388.69
301694	Streets; landscaping, September	09/18/2012		3,952.60
Check Total:				5,341.29
Check No: 28276	Check Date: 09/18/2012			
Vendor: 2136	Carbonic Systems, Inc.			
01299619	Aquatics; CO2 for pH control	09/18/2012		100.46
05078845	Aquatics; carbomizer rental	09/18/2012		59.73
Check Total:				160.19
Check No: 28277	Check Date: 09/18/2012			
Vendor: 1080	CCH Incorporated			
535516	Governmental GAAP Guide 2013	09/18/2012		301.54
Check Total:				301.54
Check No: 28278	Check Date: 09/18/2012			
Vendor: 2497	Central Welding Supply			
RN08120989	Aquatics; helium rental	09/18/2012		22.34
Check Total:				22.34
Check No: 28279	Check Date: 09/18/2012			
Vendor: 2366	CenturyLink Business Services			
1284113150	Aquatics; internet/loop, August	09/18/2012		475.00
Check Total:				475.00

				<u>Check Amount</u>
Check No: 28280	Check Date: 09/18/2012			
Vendor: 2533	Rodney Christian			
R12-010018	Refund; #B12-0099 permit withdrawn	09/18/2012		141.00
			Check Total:	141.00
Check No: 28281	Check Date: 09/18/2012			
Vendor: 0366	City of Covington			
0366-9	SWM Utility tax; August	09/18/2012		215.45
			Check Total:	215.45
Check No: 28282	Check Date: 09/18/2012			
Vendor: 0906	Staci Cles			
12-25	Cles; 2012 flexible spending	09/18/2012		181.00
			Check Total:	181.00
Check No: 28283	Check Date: 09/18/2012			
Vendor: 1091	Complete Office Solutions			
855490-1	Paper	09/18/2012		20.99
855490-0	Paper	09/18/2012		113.03
			Check Total:	134.02
Check No: 28284	Check Date: 09/18/2012			
Vendor: 1910	Contech Stormwater Solutions,			
INV0000023	Stormfilter cartridge; return freight	09/18/2012		97.74
			Check Total:	97.74
Check No: 28285	Check Date: 09/18/2012			
Vendor: 2487	Costco Wholesale Corporation			
2487-3	Traffic mitigation fee; payment #3	09/18/2012		84,225.59
			Check Total:	84,225.59
Check No: 28286	Check Date: 09/18/2012			
Vendor: 0706	Covington Retail Associates			
3865	2nd floor; operating expenses, October	09/18/2012		1,456.53
3864	1st floor; building lease, October	09/18/2012		24,477.83
3864	1st floor; operating expenses, October	09/18/2012		9,435.61
3865	2nd floor; building lease, October	09/18/2012		3,122.75
			Check Total:	38,492.72
Check No: 28287	Check Date: 09/18/2012			
Vendor: 0771	David Evans & Associates, Inc.			
321860	Integrated Traffic Impact; 7/1-8/4/12	09/18/2012		1,584.82
321860	Traffic Concurrency; Red Canoe	09/18/2012		3,000.00
			Check Total:	4,584.82
Check No: 28288	Check Date: 09/18/2012			
Vendor: 2467	Department of Enterprise Servi			
71489	Business cards; Bykonen	09/18/2012		20.63
71489	Business cards; Christensen	09/18/2012		41.26
71489	Business cards; Bykonen	09/18/2012		20.63
71489	Business cards; Lyons	09/18/2012		33.01
71489	Business cards; Matheson/Slate	09/18/2012		123.78
71489	Business cards; Throm	09/18/2012		41.26
71489	Business cards; Hagen/Parker/Cles	09/18/2012		123.78
71489	Business cards; Hart	09/18/2012		28.88
71489	Business cards; Hart	09/18/2012		12.38
71489	Business cards; Patterson	09/18/2012		30.95
71489	Business cards; Patterson	09/18/2012		10.31
71489	Business cards; Thomas	09/18/2012		41.25
71489	Business cards; Newton/Bahl	09/18/2012		82.50
71489	Business cards; Wesley	09/18/2012		41.25
71489	Business cards; Klason	09/18/2012		41.26
71489	Business cards; O&M	09/18/2012		82.52
71489	Business cards; Vondran	09/18/2012		49.50
71489	Business cards; Vondran	09/18/2012		33.00
71489	Business cards; Lyons	09/18/2012		8.25
71489	Business cards; Buck/Parrish	09/18/2012		82.50
71489	Business cards; Bates	09/18/2012		20.63
71489	Business cards; Bates	09/18/2012		20.63
71489	Business cards; O&M	09/18/2012		41.26

				<u>Check Amount</u>
71489	Business cards; O&M	09/18/2012		82.52
71489	Business cards; Officer Cross	09/18/2012		41.26
Check Total:				1,155.20
Check No:	28289	Check Date:	09/18/2012	
Vendor:	0699	Department of Licensing		
0699-9	Drivers abstract	09/18/2012		10.00
Check Total:				10.00
Check No:	28290	Check Date:	09/18/2012	
Vendor:	1731	Emerald Aire, Inc.		
26921	Server room repair	09/18/2012		325.80
Check Total:				325.80
Check No:	28291	Check Date:	09/18/2012	
Vendor:	0127	GFOA		
300085964	Parker; GAAP update, registration	09/18/2012		135.00
0151604	Parker; GFOA membership, 11/12-11/13	09/18/2012		190.00
Check Total:				325.00
Check No:	28292	Check Date:	09/18/2012	
Vendor:	1733	The Good Earth Works, Inc.		
121371	Maint shop; pole pruner, file displays	09/18/2012		293.67
121371	Maint shop; pole pruner, file displays	09/18/2012		146.84
121371	Maint shop; pole pruner, file displays	09/18/2012		293.68
Check Total:				734.19
Check No:	28293	Check Date:	09/18/2012	
Vendor:	2045	Goodbye Graffiti Seattle		
16770	Everclean program; September	09/18/2012		376.84
Check Total:				376.84
Check No:	28294	Check Date:	09/18/2012	
Vendor:	2534	Goodfellow Bros., Inc.		
1	CIP 1010; construction through 8/31/12	09/18/2012		471,725.00
1	CIP 1010; retainage	09/18/2012		-23,586.25
Check Total:				448,138.75
Check No:	28295	Check Date:	09/18/2012	
Vendor:	1271	Rob Hendrickson		
12-26	Hendrickson; 2012 flexible spending	09/18/2012		77.11
1271-9	Hendrickson; WFOA, mileage, per diem	09/18/2012		209.71
Check Total:				286.82
Check No:	28296	Check Date:	09/18/2012	
Vendor:	0867	Home Depot Credit Services		
5093985	Maint shop; return, hose repair	09/18/2012		-3.01
5093985	Maint shop; return, hose repair	09/18/2012		-3.01
5040632	Concert/Kids Fest; supplies	09/18/2012		37.85
7055440	Tape for posters	09/18/2012		6.48
4056323	Maint shop; garbage bags	09/18/2012		14.63
5040586	Maint shop; hose, hose repair kit	09/18/2012		8.64
5040586	Maint shop; hose, hose repair kit	09/18/2012		8.64
5040586	Maint shop; hose, hose repair kit	09/18/2012		4.31
8052224	Maint shop; wasp/hornet spray	09/18/2012		29.67
8052224	Maint shop; wasp/hornet spray	09/18/2012		29.67
8052224	Maint shop; wasp/hornet spray	09/18/2012		14.84
5093985	Maint shop; return, hose repair	09/18/2012		-1.52
0050598	Maint shop; totebag, grinding discs	09/18/2012		14.59
0050598	Maint shop; totebag, grinding discs	09/18/2012		14.59
4056323	Maint shop; garbage bags	09/18/2012		29.26
4056323	Maint shop; garbage bags	09/18/2012		29.26
0050598	Maint shop; totebag, grinding discs	09/18/2012		7.30
0050598	#3383; keys	09/18/2012		7.07
Check Total:				249.26
Check No:	28297	Check Date:	09/18/2012	
Vendor:	1722	Honey Bucket		
1-530917	Skate park; portable toilet, 9/5-10/4/12	09/18/2012		204.75
Check Total:				204.75

				<u>Check Amount</u>
Check No: 28298	Check Date: 09/18/2012			
Vendor: 1803	Iron Mountain			
FUJ0858	Document storage to 9/30/12	09/18/2012		190.38
				Check Total: 190.38
Check No: 28299	Check Date: 09/18/2012			
Vendor: 2234	Issaquah Honda Kubota			
12664	Reissue #3370/3371; strings	09/18/2012		11.51
12664	Reissue #3370/3371; strings	09/18/2012		5.76
12664	Reissue #3370/3371; strings	09/18/2012		11.51
14658	#3370; wheel assembly	09/18/2012		39.47
14658	#3370; wheel assembly	09/18/2012		19.73
14658	#3370; wheel assembly	09/18/2012		39.47
				Check Total: 127.45
Check No: 28300	Check Date: 09/18/2012			
Vendor: 0641	King County Sheriff's Office			
12-336	Sheriffs office; lease, August	09/18/2012		-1,879.17
12-336	Police services; August	09/18/2012		255,613.75
				Check Total: 253,734.58
Check No: 28301	Check Date: 09/18/2012			
Vendor: 0273	King County Water & Land			
SWM Fees#2	SWM billing service; 1/1-6/30/12	09/18/2012		4,237.65
ILA DS#201	SWM Debt service; 1/1-6/30/12	09/18/2012		29,042.29
				Check Total: 33,279.94
Check No: 28302	Check Date: 09/18/2012			
Vendor: 1622	Law Offices of Thomas R Hargan			
12-CV08	Prosecution services through 8/31/12	09/18/2012		4,534.50
				Check Total: 4,534.50
Check No: 28303	Check Date: 09/18/2012			
Vendor: 0400	Les Schwab			
3890004065	#3370; tire	09/18/2012		15.89
3890004065	#3370; tire	09/18/2012		15.89
3890004065	#3370; tire	09/18/2012		7.94
				Check Total: 39.72
Check No: 28304	Check Date: 09/18/2012			
Vendor: 1131	Lincoln Equipment, Inc.			
SI97583	Aquatics; spineboard parts, megaphone	09/18/2012		414.67
				Check Total: 414.67
Check No: 28305	Check Date: 09/18/2012			
Vendor: 1736	Salina Lyons			
1736-9	Lyons; parking for meetings	09/18/2012		20.16
1736-9	Lyons; parking for meetings	09/18/2012		5.04
				Check Total: 25.20
Check No: 28306	Check Date: 09/18/2012			
Vendor: 1878	MacLeod Reckord			
6570	CIP 1010; construction admin, 8/1-8/31	09/18/2012		14,498.01
				Check Total: 14,498.01
Check No: 28307	Check Date: 09/18/2012			
Vendor: 1719	Derek Matheson			
1719-9	Matheson; WCMA conference, mile/perdiem	09/18/2012		222.60
				Check Total: 222.60
Check No: 28308	Check Date: 09/18/2012			
Vendor: 0252	Microflex			
00020810	Tax audit program	09/18/2012		59.65
				Check Total: 59.65
Check No: 28309	Check Date: 09/18/2012			
Vendor: 1901	Modern Building Systems, Inc.			
0050009	Maint shop; building lease, 10/1-11/1/12	09/18/2012		569.06
0050009	Maint shop; building lease, 10/1-11/1/12	09/18/2012		569.07
0050009	Maint shop; building lease, 10/1-11/1/12	09/18/2012		284.53
				Check Total: 1,422.66

				<u>Check Amount</u>
Check No:	28310	Check Date:	09/18/2012	
Vendor:	1688	Mountain Mist		
054257-9	Maint shop; bottled water, August	09/18/2012		8.20
054257-9	City hall; bottled water, August	09/18/2012		120.28
054257-9	Maint shop; bottled water, August	09/18/2012		16.39
054257-9	Maint shop; bottled water, August	09/18/2012		16.39
054257-9	Aquatics; bottled water, August	09/18/2012		55.57
Check Total:				216.83
Check No:	28311	Check Date:	09/18/2012	
Vendor:	1487	NAPA Auto Parts		
639851	Maint shop; torque wrench	09/18/2012		19.54
641033	Maint shop; ratchet load binder	09/18/2012		21.72
639851	Maint shop; torque wrench	09/18/2012		9.78
639851	Maint shop; torque wrench	09/18/2012		19.54
641033	Maint shop; ratchet load binder	09/18/2012		21.72
641033	Maint shop; ratchet load binder	09/18/2012		10.85
Check Total:				103.15
Check No:	28312	Check Date:	09/18/2012	
Vendor:	0682	Nextel Communications		
550142028-	Cellular service, 9/8-10/7/12	09/18/2012		169.90
550142028-	Cellular service, 9/8-10/7/12	09/18/2012		127.75
550142028-	Cellular service, 9/8-10/7/12	09/18/2012		49.65
550142028-	Cellular service, 9/8-10/7/12	09/18/2012		27.02
550142028-	Cellular service, 9/8-10/7/12	09/18/2012		270.22
550142028-	Cellular service, 9/8-10/7/12	09/18/2012		66.98
550142028-	Cellular service, 9/8-10/7/12	09/18/2012		27.02
550142028-	Meyers; Mobile hotspot	09/18/2012		54.29
550142028-	Cellular service, 9/8-10/7/12	09/18/2012		24.84
Check Total:				817.67
Check No:	28313	Check Date:	09/18/2012	
Vendor:	2384	Northwest Stormwater Managemen		
1997	Jet clean culvert pipe, Maple Valley	09/18/2012		580.00
Check Total:				580.00
Check No:	28314	Check Date:	09/18/2012	
Vendor:	1432	Pacific Topsoils, Inc.		
35410	Disposal; grading spoils	09/18/2012		327.00
35101	Disposal; grading spoils	09/18/2012		163.50
Check Total:				490.50
Check No:	28315	Check Date:	09/18/2012	
Vendor:	1740	Pape Machinery Exchange		
231051100	Rental; grader, 8/20-8/24/12	09/18/2012		2,215.44
Check Total:				2,215.44
Check No:	28316	Check Date:	09/18/2012	
Vendor:	1407	Parametrix, Inc.		
17-31650	Plan review services; 7/29-8/25/12	09/18/2012		718.17
Check Total:				718.17
Check No:	28317	Check Date:	09/18/2012	
Vendor:	2535	The Part Works, Inc.		
342512	Aquatics; metering motor assemblies	09/18/2012		548.44
Check Total:				548.44
Check No:	28318	Check Date:	09/18/2012	
Vendor:	2499	Partner Construction Products		
5075	Detack	09/18/2012		336.66
Check Total:				336.66
Check No:	28319	Check Date:	09/18/2012	
Vendor:	0161	Puget Sound Energy		
7042898374	Streets; electricity, 8/3-9/4/12	09/18/2012		59.47
7042898077	Streets; electricity, 8/2-8/31/12	09/18/2012		65.95
4077639500	Skate park; electricity, 8/3-9/4/12	09/18/2012		11.76
8732768927	Maint shop; electricity, 7/31-8/29/12	09/18/2012		30.61
8732768927	Maint shop; electricity, 7/31-8/29/12	09/18/2012		61.23
4513241002	Crystal view; electricity, 7/31-8/29/12	09/18/2012		10.30

			<u>Check Amount</u>
4513241002	SR 516; electricity, 7/31-8/29/12	09/18/2012	125.78
0047532379	Streets; electricity, 7/31-8/29/12	09/18/2012	68.17
7042895297	Streets; electricity, 8/3-9/4/12	09/18/2012	10.30
7042894886	Streets; electricity, 8/3-9/4/12	09/18/2012	55.97
1777131457	Streets; electricity, 7/31-8/29/12	09/18/2012	75.81
4077636381	Streets; electricity, 8/2-8/31/12	09/18/2012	82.07
7042890538	Streets; electricity, 8/2-8/31/12	09/18/2012	58.03
7042899661	Streets; electricity, 8/2-8/31/12	09/18/2012	88.40
7042894027	City tree; electricity, 8/2-8/31/12	09/18/2012	10.30
7042894027	Streets; electricity, 8/2-8/31/12	09/18/2012	10.30
7042897053	Streets; electricity, 8/2-8/31/12	09/18/2012	7,844.28
8910394751	City hall; electricity, 8/2-8/31/12	09/18/2012	2,452.73
5282721009	Aquatics; electricity, 7/31-8/29/12	09/18/2012	2,057.94
5282721009	Aquatics; natural gas, 7/31-8/29/12	09/18/2012	1,755.10
8732768927	Maint shop; electricity, 7/31-8/29/12	09/18/2012	61.22
Check Total:			14,995.72
Check No:	28320	Check Date:	09/18/2012
Vendor:	1774	Shope Concrete Products	
9935399	Riser/grate	09/18/2012	148.18
Check Total:			148.18
Check No:	28321	Check Date:	09/18/2012
Vendor:	1903	Sound Publishing, Inc.	
485854	Weekly bulletins; 8/17	09/18/2012	111.78
485854	Aqua Vista; legal notice	09/18/2012	263.08
485854	Back to school special	09/18/2012	261.25
Check Total:			636.11
Check No:	28322	Check Date:	09/18/2012
Vendor:	1158	Sprint Rothhammer Intl, Inc.	
84259A	Aquatics; resale items, goggles, caps	09/18/2012	490.05
84259B	Aquatics; resale items; goggles, caps	09/18/2012	13.60
Check Total:			503.65
Check No:	28323	Check Date:	09/18/2012
Vendor:	2504	Stalzer and Associates	
3693	Northern Gateway Study; 7/4-8/15/12	09/18/2012	24,185.92
Check Total:			24,185.92
Check No:	28324	Check Date:	09/18/2012
Vendor:	2103	US Bancorp Equip Finance Inc.	
211052527	Copier lease, 9/3-10/2/12	09/18/2012	100.54
211052527	Copier lease, 9/3-10/2/12	09/18/2012	150.82
211361159	Copier; lease	09/18/2012	101.89
Check Total:			353.25
Check No:	28325	Check Date:	09/18/2012
Vendor:	1105	Washington State Patrol	
I13001230	Background checks	09/18/2012	150.00
Check Total:			150.00
Check No:	28326	Check Date:	09/18/2012
Vendor:	2230	Wilbur-Ellis Company	
6657125RI	Roundup pesticide	09/18/2012	80.89
Check Total:			80.89
Check No:	28327	Check Date:	09/18/2012
Vendor:	1894	Diana Ziolkowski	
1894-9	Facility maintenance; 9/10	09/18/2012	12.00
1894-9-1	Facility monitoring; 9/9, 9/10, 9/16	09/18/2012	93.00
Check Total:			105.00
Date Totals:			991,433.80
Report Total:			0.00 991,433.80

September 27, 2012

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check # 28328 Through Check # 28328

In the Amount of \$2,821.35

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

Marilla Mhoon
City Councilmember

Council Meeting Date Approved _____

City of Covington
User:scles

Accounts Payable
Checks by Date - Detail By Check Date

Printed: 09/27/2012 06:27
Detail

			<u>Check Amount</u>
Check No: 28328	Check Date: 09/27/2012		
Vendor: 0143	King County Finance		
ROWP12-000	CIP 1010; right of way permit	09/27/2012	1,455.30
LUIS12-000	CIP 1010; engineering/site inspections	09/27/2012	1,366.05
Check Total:			2,821.35
Date Totals:			2,821.35
Report Total:			0.00 2,821.35

September 28, 2012

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 09/28/12 consisting of:

PAYLOCITY CHECK # 1000758469 through PAYLOCITY CHECK # 1000758477 and
PAYLOCITY CHECK # 1000758479 through PAYLOCITY CHECK # 1000758480 inclusive,
plus employee direct deposits

IN THE AMOUNT OF \$146,417.02

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: _____

09/28/12 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Name	Net Amount
103621	Regular	9/28/2012	Bates, Krista	88.66
103622	Regular	9/28/2012	Kirshenbaum, Kathleen	573.61
103623	Regular	9/28/2012	Lyon, Valerie	1,452.37
103624	Regular	9/28/2012	Matheson, Derek M	4,394.33
103625	Regular	9/28/2012	Mhoon, Darren S	1,315.04
103626	Regular	9/28/2012	Michaud, Joan M	1,806.60
103627	Regular	9/28/2012	Scott, Sharon G	2,657.02
103628	Regular	9/28/2012	Slate, Karla J	2,286.21
103629	Regular	9/28/2012	Hart, Richard	3,432.24
103630	Regular	9/28/2012	Mueller, Ann M	1,313.66
103631	Regular	9/28/2012	Cles, Staci M	1,722.80
103632	Regular	9/28/2012	Hagen, Lindsay K	1,375.72
103633	Regular	9/28/2012	Hendrickson, Robert	3,555.37
103634	Regular	9/28/2012	Parker, Cassandra	2,312.01
103635	Regular	9/28/2012	Harto, Margaret	461.75
103636	Regular	9/28/2012	Lanza, Mark	391.28
103637	Regular	9/28/2012	Mhoon, Marlla	391.28
103638	Regular	9/28/2012	Scott, James A	415.57
103639	Regular	9/28/2012	Wagner, Jeffrey	415.57
103640	Regular	9/28/2012	Allen, Joshua C	883.84
103641	Regular	9/28/2012	Dalton, Jesse J	1,628.92
103642	Regular	9/28/2012	Fealy, William J	1,691.79
103643	Regular	9/28/2012	Gaudette, John J	1,904.78
103644	Regular	9/28/2012	Hall, Ron	1,042.63
103645	Regular	9/28/2012	Hershaw, Reiner L	943.40
103646	Regular	9/28/2012	Johnson, Juan Carlos	1,020.70
103647	Regular	9/28/2012	Junkin, Ross D	2,703.63
103648	Regular	9/28/2012	Moorman, Jason	628.92
103649	Regular	9/28/2012	Wesley, Daniel A	2,035.38
103650	Regular	9/28/2012	Bykonen, Brian D	2,953.33
103651	Regular	9/28/2012	Christenson, Gregg R	2,636.66
103652	Regular	9/28/2012	Lyons, Salina K	2,006.14
103653	Regular	9/28/2012	Meyers, Robert L	3,113.34
103654	Regular	9/28/2012	Ogren, Nelson W	2,580.60
103655	Regular	9/28/2012	Thompson, Kelly	1,862.07
103656	Regular	9/28/2012	Morrissey, Mayson	2,616.63
103657	Regular	9/28/2012	Bahl, Rachel A	1,569.31
103658	Regular	9/28/2012	Newton, Ethan A	2,022.65
103659	Regular	9/28/2012	Patterson, Clifford	2,355.78
103660	Regular	9/28/2012	Thomas, Scott R	3,326.62
103661	Regular	9/28/2012	Akramoff, Glenn A	3,386.00
103662	Regular	9/28/2012	Bates, Shellie L	1,818.83
103663	Regular	9/28/2012	Buck, Shawn M	1,474.58
103664	Regular	9/28/2012	Parrish, Benjamin A	1,736.42
103665	Regular	9/28/2012	Vondran, Donald M	3,371.57

103666 Regular	9/28/2012	Andrews, Kaitlyn E	104.43
103667 Regular	9/28/2012	Blakely, Coleman P.	58.87
103668 Regular	9/28/2012	Campbell, Noel M	11.02
103669 Regular	9/28/2012	Cox, Melissa	603.94
103670 Regular	9/28/2012	Felcyn, Adam	475.68
103671 Regular	9/28/2012	Foxworthy, Rebecca	19.30
103672 Regular	9/28/2012	Hendricks, Dane G	10.70
103673 Regular	9/28/2012	Houghton, Cassandra L	375.47
103674 Regular	9/28/2012	Kim, Tabitha J	165.51
103675 Regular	9/28/2012	Kiselyov, Tatyana	198.07
103676 Regular	9/28/2012	MacConaghy, Hailey	584.09
103677 Regular	9/28/2012	Mooney, Lynell	294.55
103678 Regular	9/28/2012	Praggastis, Alexander	415.71
103679 Regular	9/28/2012	Reese, Rachel E	186.17
103680 Regular	9/28/2012	Szarka, Cheyenne	347.10
103681 Regular	9/28/2012	Tran, Jenifer	76.26
103682 Regular	9/28/2012	von Michalofski, Kayla M	10.70
103683 Regular	9/28/2012	Wardrip, Spencer A	229.44
103684 Regular	9/28/2012	Beaufriere, Noreen	2,702.17
103685 Regular	9/28/2012	Throm, Victoria J	1,857.20
1000758469 Regular	9/28/2012	Lucavish, David	415.57
1000758470 Regular	9/28/2012	Snoey, Wayne	188.78
1000758471 Regular	9/28/2012	Martinsons, Jaquelyn	58.84
1000758472 Regular	9/28/2012	Baughan, Jayson H.	502.57
1000758473 Regular	9/28/2012	Bell, Colin Q	186.78
1000758474 Regular	9/28/2012	Carkeek, Lena	182.16
1000758475 Regular	9/28/2012	Cox, Cory R	53.52
1000758476 Regular	9/28/2012	Johansen, Andrea	451.05
1000758477 Regular	9/28/2012	Panzer, Erika	490.88

Totals for Payroll Checks 74 Items 94,932.14

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Name	Net Amount
103686	AGENCY	9/28/2012	ICMA Retirement Trust	15,044.24
103687	AGENCY	9/28/2012	Vantagepoint Transfer Agent-	358.78
103688	AGENCY	9/28/2012	City of Covington	2,675.31
103689	AGENCY	9/28/2012	Paylocity Corporation	125.00
103690	AGENCY	9/28/2012	City of Covington Employee	76.00
103691	AGENCY	9/28/2012	ICMA Retirement Trust	12,360.10
103692	AGENCY	9/28/2012	ICMA Retirement Trust	2,195.19
103693	AGENCY	9/28/2012	ICMA Retirement Trust	192.00
103694	AGENCY	9/28/2012	HRA VEBA Trust	1,050.00
1000758479	AGENCY	9/28/2012	WASH CHILD SUPPORT	110.41
1000758480	AGENCY	9/28/2012	United Way of King County	14.00
Totals for Third Party			11 Items	34,201.03

Tax Liabilities 16,959.85
Paylocity Fees 324.00

Total **\$ 146,417.02**

Agenda Item 1

Covington City Council Meeting

Date: October 9, 2012

SUBJECT: PUBLIC HEARING TO RECEIVE TESTIMONY REGARDING THE COVINGTON CITY COUNCIL'S PROPOSED ORDINANCE ADOPTING THE KENT SCHOOL DISTRICT 6-YEAR CAPITAL FACILITIES PLAN AND PROPOSED 2013 SCHOOL IMPACT FEE SCHEDULE PURSUANT TO CMC 18.120.020, RCW 26.70A, AND RCW 82.02.

DISCUSS PROPOSED ORDINANCE ADOPTING THE KENT SCHOOL DISTRICT 6-YEAR CAPITAL FACILITIES PLAN AND PROPOSED 2013 SCHOOL IMPACT FEE SCHEDULE PURSUANT TO CMC 18.120.020, RCW 26.70A, AND RCW 82.02.

RECOMMENDED BY: Richard Hart, Community Development Director

ATTACHMENT(S):

1. Proposed Ordinance Adopting Kent School District 2013-2018 Capital Facilities Plan and School Impact Fee Schedule for 2013 Pursuant to CMC 18.120.020, including the following Exhibits:
 - Exhibit A: Executive Summary of Kent School District Capital Facilities Plan, Six-Year Enrollment Projections, Inventory & Capacity, 6-Year Planning and Construction Plan, 6-Year Classroom Capacity, and New School Impact Calculation Factors for 2013
 - Exhibit B: 2013 Kent School District Impact Fee Schedule

PREPARED BY: Richard Hart, Community Development Director

EXPLANATION:

RCW 82.02 authorizes cities to collect impact fees to provide public school facilities to serve new development, provided a School District has an adopted Capital Facilities Plan as part of a local government Comprehensive Plan. CMC 18.120 grants authority to the City to assess and collect school impact fees based upon a School District Capital Facilities Plan. The Kent School District, serving the citizens of Covington, has such a Capital Facilities Plan, incorporated by reference as a sub-element of the City of Covington's Comprehensive Plan.

The District's Capital Facilities Plan was updated and adopted by the District during 2012 for the upcoming six years-2013 to 2018. Based upon the enrollment forecasts, current inventory and capacity, current standard of service, relocatable capacity, and costs for facilities and improvements, the Kent School District anticipates having sufficient capacity to house students over the next six years. To meet these projected enrollments and facility needs, the school impact fees are proposed to remain the same in 2013 as they were in 2011 and 2012. Those fees are \$5,486 for single-family dwellings and \$3,378 for multi-family dwellings.

(See page 30 of the Kent School District Six-year Capital Facilities Plan Excerpts in Exhibit A to Attachment 1, table of proposed school impact fees and generation factors for new SF and MF residential development in the City beginning in 2013, showing “no change to impact fee”).

In order for new impact fees to be collected in the incorporated city limits of Covington, the City Council must adopt the most recent update of the Kent School District Capital Facilities Plan for 2013-2018 and a new school impact fee ordinance. Attachment #1 is the proposed Ordinance with two exhibits including Exhibit A: the Executive Summary of the Kent School District Capital Facilities Plan and other appropriate and relevant sections; and Exhibit B: the Kent School District Impact Fee Schedule for 2013. The City will continue to collect an administrative fee from developers for managing the school impact fee process. The City’s administrative fee will be set out in the annual City Fee Resolution for 2013 to be considered and adopted before the end of this year.

ALTERNATIVES: None

FISCAL IMPACT: No impact, due to the lack of increase in the school impact fee or the city administrative fees for 2013.

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

Council member _____ moves, Council member _____ seconds, to pass an Ordinance Adopting the Kent School District Impact Fee Schedule for 2013 Pursuant to CMC 18.120.020, RCW 26.70A, and RCW 82.02.

REVIEWED BY: City Manager
City Attorney
City Finance Director

ORDINANCE NO. 15-12

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, ADOPTING THE KENT SCHOOL DISTRICT 2013-2018 CAPITAL FACILITIES PLAN AND THE SCHOOL IMPACT FEE SCHEDULE FOR 2013 PURSUANT TO CMC 18.120.020, RCW 36.70A, and RCW 82.02.

WHEREAS, the Washington State Legislature passed the Growth Management Act of 1990 and 1991, Chapter 36.70A RCW and Chapter 82.02 RCW (the “Act”), which authorizes the collection of impact fees on development activity to provide public school facilities to serve new development; and

WHEREAS, the Act requires that impact fees may only be collected for public facilities that are addressed by a capital facilities element of a comprehensive land use plan; and

WHEREAS, the Kent School District (“District”) has prepared a capital facilities plan in compliance with the Act that has previously been adopted by the City of Covington (“City”) as a sub-element of the City’s Comprehensive Plan; and

WHEREAS, the City has adopted fee schedules in the past for the assessment and collection of school impact fees upon certain new residential developments on behalf of the District; and

WHEREAS, Section 18.120.020 of the Covington Municipal code (“CMC”) authorizes the City to adopt an impact fee schedule based upon the school impact fee calculation formula and other certain information as required by Section 18.120 CMC; and

WHEREAS, the District has recently adopted a new 2013-2018 Capital Facilities Plan (the “Plan”) and submitted their new Plan to the City; and

WHEREAS, the Plan contains the elements required by Section 18.120 CMC;

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

Section 1. The City hereby adopts the new 2013-2018 Kent School District Capital Facilities Plan to replace the previously adopted capital facilities plan. A copy of the executive summary of the Plan, along with other relevant sections of the Plan, is attached hereto as “Exhibit A.” A complete copy of the Kent School District Capital Facilities Plan is available from the City of Covington or the Kent School District.

Section 2. The fee schedule setting forth the calculation and amounts of 2013 school impact fees to be collected pursuant to Section 18.120 CMC shall be and hereby is adopted in the form as attached hereto as “Exhibit B”.

Section 3. This ordinance shall be in full force and effect five (5) days after proper posting and publication. A summary of this ordinance may be published in lieu of publishing the ordinance in its entirety.

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

PASSED by the City Council on the 9th day of October, 2012.

Mayor Margaret Harto

PUBLISHED: 10-12-12

EFFECTIVE: 11-17-12

ATTESTED:

Sharon Scott
City Clerk

APPROVED AS TO FORM:

Sara Springer
City Attorney

Kent School District



2012 – 2013 - 2017 – 2018

Capital Facilities Plan



New Panther Lake Elementary School opened in Fall 2009

*Kent School District No. 415 provides educational service to
Residents of Unincorporated King County
and Residents of the Cities of
Kent, Covington, Renton, Auburn
Black Diamond, Maple Valley, and SeaTac, Washington*

April 2012

Kent School District

Six-Year Capital Facilities Plan

Table of Contents

Section	Page Number
I Executive Summary	2
II Six-Year Enrollment Projection & History	4
III District Standard of Service	8
IV Inventory, Capacity & Maps of Existing Schools	11
V Six-Year Planning & Construction Plan – Site Map	14
VI Relocatable Classrooms	17
VII Projected Classroom Capacity	18
VIII Finance Plan, Cost Basis and Impact Fee Schedules	23
IX Summary of Changes to Previous Plan	30
X Appendixes	31

I Executive Summary

This Six-Year Capital Facilities Plan (the "Plan") has been prepared by the Kent School District (the "District") as the organization's facilities planning document, in compliance with the requirements of Washington's Growth Management Act, King County Code K.C.C. 21A.43 and Cities of Kent, Covington, Renton, Auburn, Black Diamond, Maple Valley, and SeaTac. This annual Plan update was prepared using data available in the spring of 2012 for the 2011-2012 school year.

This Plan is consistent with prior long-term capital facilities plans adopted by the Kent School District. This Plan is not intended to be the sole planning document for all of the District's needs. The District may prepare interim and periodic Long Range Capital Facilities Plans consistent with Board Policies, taking into account a longer or shorter time period, other factors and trends in the use of facilities, and other needs of the District as may be required.

Prior Capital Facilities Plans of the Kent School District have been adopted by Metropolitan King County Council and Cities of Kent, Covington, Auburn and Renton and included in the Capital Facilities Plan element of the Comprehensive Plans of each jurisdiction. The first ordinance implementing impact fees for the unincorporated areas of Kent School District was effective September 15, 1993.

In order for impact fees to be collected in the unincorporated areas of Kent School District, the Metropolitan King County Council must adopt this Plan and a fee-implementing ordinance for the District. For impact fees to be collected in the incorporated portions of the District, the cities of Kent, Covington, Renton and Auburn must also adopt this Plan and their own school impact fee ordinances. This Plan has also been submitted to cities of Black Diamond, Maple Valley, and SeaTac.

This Capital Facilities Plan establishes a standard of service in order to ascertain current and future capacity. While the State Superintendent of Public Instruction establishes square footage guidelines for capacity, those guidelines do not account for local program needs in the District. The Growth Management Act, King County and City codes and ordinances authorize the District to make adjustments to the standard of service based on specific needs for students of the District.

This Plan includes the standard of service as established by Kent School District. Program capacity is based on an average capacity and updated to reflect changes to special programs served in each building. Relocatables in the capacity calculation use the same standard of service as the permanent facilities.

(continued)

I Executive Summary

(continued)

The capacity of each school in the District is calculated based on the District standard of service and the existing inventory of permanent facilities. The District's program capacity of permanent facilities reflects program changes and the reduction of class size to meet the standard of service for Kent School District. Relocatables provide additional transitional capacity until permanent facilities are completed.

Kent School District is the fourth largest district in the state. Enrollment is electronically reported monthly to the Office of the Superintendent of Public Instruction ("OSPI") on Form P-223. Although funding apportionment is based on Annual Average Full Time Equivalent (AAFTE), enrollment on October 1 is a widely recognized "snapshot in time" that is used to report the District's enrollment for the year as reported to OSPI.

P-223 FTE reports Kindergarten at .5 for all elementary schools except those five schools with Full Day Kindergarten funded by State Apportionment. P-223 Reports include all students in Grades K – 12 and excludes Early Childhood Education [ECE] students and college-only Running Start students.

The Board of Directors approved Full Day Kindergarten for all Elementary Schools for 2011-13 and those projections are continued in future years.

The District's standard of service, enrollment history and projections, and use of transitional facilities are reviewed in detail in various sections of this Plan. The District plans to continue to satisfy concurrency requirements through the transitional use of relocatables.

A financing plan is included in Section VIII which demonstrates the District's ability to implement this Plan. Pursuant to the requirements of the Growth Management Act, this Plan will be updated annually with changes in the fee schedules adjusted accordingly.

II Six - Year Enrollment Projection

For capital facilities planning, growth projections are based on cohort survival and student yield from documented residential construction projected over the next six years. (See Table 2) The student generation factor, as defined on the next page, is the basis for the growth projections from new developments.

King County live births and the District's relational percentage average were used to determine the number of kindergartners entering the system. (See Table 1) 8.18% of 24,899 King County live births in 2007 is projected for 2,036 students expected in Kindergarten for October 1, 2012. This is a significant increase of 655 live births in King County over the previous year. Together with proportional growth from new construction, 8.18% of King County births is equivalent to the number of students projected to enter kindergarten in the district for the next six-year period. (See Table 2)

Full Day Kindergarten ("FDK") programs at all 28 elementary schools require an adjustment to the Kindergarten forecast for projecting FDK at 1.0 FTE for capital facilities planning. P-223 Reports will continue to include FDK students at 1.0 for five schools with FDK funded by state apportionment, and all other kindergarten students will continue to be reported at .50 FTE. (See Table 2 A)

Early Childhood Education students (also identified as "ECE", "Preschool Special Education [SE] or handicapped students") are forecast and reported separately. Capacity is reserved to serve the ECE programs at seven elementary schools.

The first grade population is traditionally 7 - 8% larger than the kindergarten population due to growth and transfers to the District from private kindergartens. Cohort survival method uses historical enrollment data to forecast the number of students projected for the following year.

Near term projections assume some growth from new developments to be offset by current local economic conditions. With notable exceptions, the expectation is that enrollment increases will occur District-wide in the long term. District projections are based on historical growth patterns combined with continuing development of projects in the pipeline dependent on market/growth conditions.

The District will continue to track new development activity to determine impact to schools and monitor conditions to reflect adjustments in this assumption. The six-year enrollment projection anticipates moderate enrollment growth from new development currently in some phase of planning or construction in the district.

Information on new residential developments and the completion of these proposed developments in all jurisdictions may be considered in the District's future analysis of growth projections.

(Continued)

II Six - Year Enrollment Projection (Continued)

Within practical limits, the District has kept abreast of proposed developments. The Kent School District serves seven permitting jurisdictions: unincorporated King County, the cities of Kent, Covington, Renton, and Auburn and smaller portions of the cities of SeaTac, Black Diamond, and Maple Valley. The west Lake Sawyer area of Kent School District is in the city of Black Diamond.

STUDENT GENERATION FACTOR

"Student Factor" is defined by King County code as "the number derived by a school district to describe how many students of each grade span are expected to be generated by a dwelling unit" based on district records of average actual student generated rates for developments completed within the last five years. Following these guidelines, the student generation rate for Kent School District is as follows:

Single Family	Elementary	.486	
	Middle School	.130	
	Senior High	<u>.250</u>	
	Total		.866
Multi-Family	Elementary	.331	
	Middle School	.067	
	Senior High	<u>.124</u>	
	Total		.522

The student generation factor is based on a survey of 2,023 single family dwelling units and 1,527 multi-family dwelling units with no adjustment for occupancy rates. Please refer to Appendix E on Page 36 of the Capital Facilities Plan for details of the Student Generation Factor survey.

The actual number of students in those residential developments was determined using the District's Education Logistics (EDULOG) Transportation System which provides an accurate count of enrolled students in identifiable new development areas.

IV Inventory and Capacity of Existing Schools

Currently, the District has permanent program capacity to house 27,509 students and transitional (relocatable) capacity to house 1,023. This capacity is based on the District's Standard of Service as set forth in Section III. Included in this Plan is an inventory of the District's schools by type, address and current capacity. (See Table 3 on Page 12)

The ratio between permanent capacity and transitional capacity is 97% - 3%.

The program capacity is periodically updated for changes in programs, additional classrooms and new schools. Program capacity has been updated in this Plan to reflect program changes and capacity for the new Panther Lake Elementary School and building additions at the high schools.

Kent Mountain View Academy (formerly Kent Learning Center and Grandview Elementary) serves Grades 3 – 12 with transition, choice and home school assistance programs. It is located in the former Grandview School in the western part of the District in the city of SeaTac. This school was originally designed as an elementary school and is included in the elementary capacity for this Plan.

Kent Phoenix Academy is a non-traditional high school which opened in Fall 2007 in the renovated site and building that formerly served Sequoia Middle School. Kent Phoenix Academy has four special programs including the Performance Learning Center, Gateway, Virtual High School and Kent Success. Kent Success replaced the former Night Academy at Kent-Meridian High School and provides afternoon and evening classes for credit retrieval.

Calculation of Elementary, Middle School and Senior High School capacities are set forth in Appendices A, B and C. A map of existing schools is included on Page 13.

V Six-Year Planning and Construction Plan

At the time of preparation of this Plan in spring of 2012, the following projects are completed or in the planning phase in Kent School District:

- Three new classrooms were added when the Auxiliary Gym project was completed for Kent-Meridian High School. Completion of the MAIN Gym project also provides additional classroom capacity at Kent-Meridian in 2011-12.
- In February 2006, voters approved construction funding for replacement of Panther Lake Elementary School. A new site was acquired nearby and the "New" Panther Lake Elementary opened in Fall 2009 with a 28% increase in capacity. The district received authorization from OSPI for "Old" Panther Lake Elementary School to be held in reserve for utilization in the event of flooding in the Kent Valley.
- Planning is in progress for a replacement school for Covington Elementary School. The project is pending satisfactory financial resources to fund the project.
- In February 2006, voters also approved construction funding for a future Elementary School to accommodate new growth.
- Enrollment projections reflect future need for additional capacity at the elementary school level. Future facility and site needs are reflected in this Plan.
- Some funding for lease or purchase of additional portables may be provided by impact fees as needed. Sites are based on need for additional capacity.

As a critical component of capital facilities planning, county and city planners and decision-makers are encouraged to consider safe walking conditions for all students when reviewing applications and design plans for new roads and developments. This should include sidewalks for pedestrian safety to and from school and bus stops as well as bus pull-outs and turn-arounds for school buses.

Included in this Plan is an inventory of potential projects and sites identified by the District which are potentially acceptable site alternatives in the future. (See Table 4 on Page 15 & Site map on Page 16)

Voter approved bond issues have included funding for the purchase of sites for some of these and future schools, and the sites acquired to date are included in this Plan. Some funding is secured for purchase of additional sites but some may be funded with impact fees as needed. Not all undeveloped properties meet current school construction requirements and some property may be traded or sold to meet future facility needs.

2006 voter approval of \$106M bond issue for capital improvement included the construction funding for a new Elementary School, replacement of Panther Lake Elementary, and classroom additions to high schools. Some impact fees have been or will be applied to those projects. The Board will continue annual review of standard of service and those decisions will be reflected in the each update of the Capital Facilities Plan.

VII Projected Six-Year Classroom Capacity

As stated in Section IV, the program capacity study is periodically updated for changes in special programs and reflects class size fluctuations, grade level splits, etc. As shown in the Inventory and Capacity chart in Table 3 on Page 13, the program capacity is also reflected in the capacity and enrollment comparison charts. *(See Tables 5 & 5 A-B-C on pages 19 - 22)*

Enrollment is electronically reported to OSPI on Form P-223 on a monthly basis and funding apportionment is based on Annual Average FTE (AAFTE). The first school day of October is widely recognized as the enrollment "snapshot in time" to report enrollment for the year.

Full Time Equivalent (FTE) student enrollment for October 2011 was 25,590.08. Kindergarten students are reported at .5 although all schools provide full day kindergarten ("FDK") with alternative funding for the second half of the day. State Apportionment-funded Full Day Kindergarten programs report and project Kindergarten students at 1.00 FTE at qualifying FDK schools. The P-223 FTE Report excludes Early Childhood Education ("ECE" preschool) students and College-only Running Start students. *(See Tables 5 & 5 A-B-C on pages 19 - 22)*

In October there were 654 students in 11th and 12th grade participating in the Running Start program at 10-21 different colleges and receiving credits toward both high school and college graduation. 323 of these students attended classes only at the college ("college-only") and are excluded from FTE and headcount for capacity and enrollment comparisons. Kent School District has the highest Running Start program participation in the state.

Kent School District continues to be the fourth largest district in the state of Washington. P-223 Headcount for October 2011 was 26,616 with kindergarten students counted at 1.0 and excluding ECE and college-only Running Start students. A full headcount of all students enrolled in October 2011 totals 27,397 which includes ECE and college-only Running Start students.

Based on the enrollment forecasts, permanent facility inventory and capacity, current standard of service, relocatable capacity, and future planned additional classroom space, the District anticipates having sufficient capacity to house students over the next six years. *(See Table 5 and Tables 5 A-B-C on Pages 19 - 22)*

This does not mean that some schools will not experience overcrowding. There may be a need for additional relocatables and/or new schools to accommodate growth within the District. New schools may be designed to accommodate placement of future relocatables. Boundary changes, limited and costly movement of relocatables, zoning changes, market conditions, and educational restructuring will all play a major role in addressing overcrowding and underutilization of facilities in different parts of the District.

IX Summary of Changes to April 2011 Capital Facilities Plan

The Capital Facilities Plan (the "Plan") is updated annually based on previous Plans in effect since 1993. The primary changes from the April 2011 Plan are summarized here.

New Panther Lake Elementary School replaced "Old" Panther Lake Elementary and opened in Fall 2009. "Old" Panther Lake Elementary is still being held in reserve for utilization in the event of flood emergency in the Kent Valley.

Future projects include potential replacement and expansion of Covington Elementary, and future new Elementary School #31 (actual #29). Project that increased capacity at Kent-Meridian HS was completed and removed from Finance Plan & Fee Charts.

Changes to capacity continue to reflect fluctuations in class size as well as program changes. Changes in relocatables or transitional capacity reflect use, lease or purchase, sale, surplus and/or movement between facilities.

The student enrollment forecast is updated annually. All Elementary schools now have Full Day Kindergarten so previous Kindergarten Chart (Table 2A on page 8) was deleted from the CFP. Six-year Kindergarten projections were previously modified to meet the requirements for Full Day Kindergarten programs at all Elementary schools.

The district expects to receive some State Funding Assistance (formerly called "state matching funds") for projects in this Plan and tax credit factors are updated annually. Unfunded site and facility needs will be reviewed in the future.

Based on current economic conditions, the District Adjustment results in no change to the current impact fees.

Changes to Impact Fee Calculation Factors include:

ITEM	Grade/Type	FROM	TO	Comments
Student Generation Factor Single Family (SF)	Elem	0.445	0.486	
	MS	0.118	0.130	
	SH	0.245	0.250	
	Total	0.808	0.866	+ .58
Student Generation Factor Multi-Family (MF)	Elem	0.296	0.331	
	MS	0.075	0.067	
	SH	0.111	0.124	
	Total	0.482	0.522	+ .40
State Funding Assistance Ratios ("State Match")		56.65%	56.65%	Per OSPI Website
Area Cost Allowance (former Boeckh Index)		\$180.17	\$188.55	Per OSPI Website
Average Assessed Valuation (AV)	SF	\$268,279	\$249,981	Per Puget Sound ESD
AV - Average of Condominiums & Apts.	MF	\$99,888	\$95,379	Per Puget Sound ESD
Debt Service Capital Levy Rate / \$1000		\$1.84	\$1.75	Per King Co. Assessor Report
General Obligation Bond Interest Rate		4.91%	3.84%	Market Rate
Impact Fee - Single Family	SF	\$5,486	\$5,486	No Change to Impact Fee
Impact Fee - Multi-Family	MF	\$3,378	\$3,378	No Change to Impact Fee

**EXHIBIT B
TO
ORDINANCE NO. 15-12**

2013 KENT SCHOOL DISTRICT IMPACT FEE SCHEDULE

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

SUBJECT: DEBRIEF NORTHERN NOTCH ADVOCACY EFFORT (CONTINUED)

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):

1. Draft thank-you letter

PREPARED BY: Derek Matheson, City Manager

EXPLANATION:

The City Council voted 6-1 on August 14, 2012, to transmit the city's Northern Gateway study to King County as well as initiate an advocacy effort to add the Northern Notch to the county's Urban Growth Area (UGA).ⁱ The council then appointed Mayor Pro Tem Jeff Wagner and Councilmember Wayne Snoey to represent the city in the effort.

Over the course of the following month, the council's representatives, mayor, city manager, and/or community development director communicated with every member of the King County Growth Management Planning Council (GMPC) appointed by the county or Suburban Cities Association. The City Council's representatives and senior planner then attended the GMPC meeting on September 11, 2012, as well as a King County Council meeting the following day. After the GMPC decided not to include the Notch in its recommended UGA changes, the City Council's representatives decided to suspend advocacy efforts. The city manager confirmed with County Council staff on September 14 and again on September 25, 2012, that the city's request was unlikely to receive County Council support this year.

The City Council's representatives, mayor, and city manager met on September 11, 2012, to discuss a possible future strategy. The group believes a solid approach would be to 1) wait until the 2012 King County Comprehensive Plan Update process is complete, 2) engage the Suburban Cities Association on the policy issues surrounding UGA expansion and allocation of population and employment targets to cities,ⁱⁱ and 3) build a coalition of cities with similar UGA issues that would pursue a common strategy for the next King County Comprehensive Plan update in (tentatively) 2016. The city then would develop a Covington-specific advocacy work plan and timeline consistent with the SCA and coalition discussions.

The City Council discussed and confirmed this long-range strategy on September 25, 2012. In addition, the City Council directed staff to determine whether it is possible to extend the city's request to 2013 rather than wait until (tentatively) 2016. The short answer is yes. The city would need to ask a county councilmember(s) to ask County Council central staff no later than October 19, 2012 to draft an amendment for the full County Council's consideration in December. However, conversations with Councilmember Reagan Dunn's office indicate it will be challenging to find the votes to pass such an amendment.

Following a brief report from the community development director on the process to update the population and employment targets, the City Council also directed staff to determine the process to “appeal” any county decision not to update the targets in (tentatively) 2014. The community development director will raise this issue with King County and cities at the October 4, 2012, planning directors meeting. As the meeting occurs after the City Council packet goes to press, staff will provide a verbal update at the City Council meeting.

ALTERNATIVES: Discussion item only.

FISCAL IMPACT: Council and staff time.

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

NO ACTION NECESSARY – DISCUSSION ITEM ONLY

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

ⁱ The Northern Notch is a component of the larger Northern Gateway area.

ⁱⁱ Population and employment targets were the only criterion for UGA expansion the Notch was unable to meet.

[date]

Honorable King County Executive Dow Constantine
King County Chinook Building
401 5th Ave. Suite 800
Seattle, WA 98104

Honorable King County Councilmembers
516 Third Ave., Rm. 1200
Seattle, WA 98104

Honorable Growth Management Planning Council Members c/o Paul Reitenbach
King County Department of Development and Environmental Services
900 Oakesdale Ave. SW
Renton, WA 98057

RE: City of Covington Request to add the Jenkins Creek Notch to the UGA

Dear Executive Constantine, County Councilmembers, and GMPC members:

On behalf of the Covington City Council, thank you for considering City of Covington's request to add the Jenkins Creek Notch to the Urban Growth Area (UGA) during the 2012 King County Comprehensive Plan update.

This was the first year the city assumed a leadership role in this fascinating issue. We learned it takes more than several months and a thorough study to change the UGA boundary; it takes several years and strong partnerships among the county, cities, and property owners.

We believe that a regional conversation about the UGA boundary and its various irregularities – prior to the next comprehensive-plan update process and focused on policy issues rather than specific proposals – has the potential to produce a more collaborative and streamlined approach to the next update. We hope to explore this concept with the Suburban Cities Association in the near future.

Again, thank you again for the time and effort you and your staff invested in our request. We look forward to working with you further on this issue.

Sincerely,

CITY OF COVINGTON

Margaret Harto
Mayor

cc: Deanna Dawson, Executive Director, Suburban Cities Association

SUBJECT: DISCUSS RECOMMENDATIONS FOR THE 2013-2014 HUMAN SERVICES GRANT FUNDING

RECOMMENDED BY: Human Services Commission

ATTACHMENT(S):

1. Minutes from the September 13, 2012 Human Services Commission meeting with funding recommendations

PREPARED BY: Victoria Throm, Personnel & Human Services Analyst

EXPLANATION:

The application process for the 2013-2014 human services general fund grants began in May with the acceptance of 30 applications from agencies requesting funding assistance from the city. Staff provided an application analysis to the Human Services Commission. Beginning in June, the Human Services Commission reviewed the applications and conducted interviews with several agency directors. In August, the commission completed an evaluation score sheet based on the strength and content of the application and interviews. Each agency was objectively scored in the following areas: Management; Outreach; Collaboration; Accessibility; Program Expertise; Need; Evaluation; and Budget.

In September, the Human Services Commission reviewed a rank order list that was based on the total average score from the evaluation form. This was followed by a discussion of the merits of each agency, historical performance, and cost of service per client, fiscal responsibility, the best use of tax dollars and, lastly, how the program aligned with the human services funding priorities, as follows:

1. Meeting community basics; access to resources to meet immediate or basic needs.
2. Increase self-reliance; breaking the cycle of poverty, removing barriers to employment.
3. Strengthening families; supporting positive development, early intervention and prevention services.
4. Safe community; services that reduce crime, violence, and neglect.
5. Improve health and well-being; provide access to mental, physical, and dental services.

This information was used to create final funding recommendations for selected programs. The base budget for human services funding is currently \$105,000 and recommendations were made using the same total amount.

The 2013-14 funding recommendations by the Human Services Commission are listed in the following table:

AGENCY	PROGRAM	REQUEST	RECOMMENDATION
INCREASE SELF-RELIANCE			
Childcare Resources	Resource & Referral	\$ 3,585	\$ 3,585
Crisis Clinic	2-1-1 Service	3,000	2,000
Crisis Clinic	24 Hour Crisis Line	2,500	2,400
SK Council of Human Services	Capacity Building	2,000	1,500
BASIC NEEDS			
Auburn Youth Resources	Street Outreach	1,500	1,500
Catholic Community Services	Emergency Services	8,500	8,500
Greater Maple Valley C.C.	Regional Shuttle	8,000	4,000
Maple Valley Food Bank	Food & Emergency Services	15,000	15,000
Storehouse Food Bank	Food Bank	10,000	7,143
IMPROVE HEALTH & WELL-BEING			
Crisis Clinic	Teen Link (suicide prevention)	3,000	2,671
Dynamic Family Services	Children's Therapy	18,000	9,000
Health Point	Dental Services	5,000	3,181
Health Point	Medical Services	5,000	4,000
Kent Youth & Family	Clinical Services	12,000	10,000
Pediatric Interim Care Center	Interim Care of Infants	2,500	1,500
SAFE COMMUNITY			
DAWN	DV Advocacy	8,000	8,000
KCSARC	Sexual Assault Resources	4,864	4,864
Safe & Sound	Visitation Center	1,000	1,000
YWCA	DV Victims Services	10,000	6,656
STRENGTHENING FAMILIES			
Catholic Community Services	Volunteer Chore	3,000	3,000
Communities in Schools	Mentoring	4,500	3,000
Kent Youth & Family Services	HeadStart & ECEAP	5,000	2,500
TOTALS		\$135,949	\$105,000

ALTERNATIVES:

1. Modify the recommendations of the commission.

FISCAL IMPACT:

The cost to the city's general funds would be \$105,000 annually for the next two-year cycle.

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

Recommendations made by the Human Services Commission for 2013-2014 human services grants are for discussion only at this time. Action will be taken by the City Council at a later date.

REVIEWED BY: Derek Matheson, City Manager; Noreen Beaufrere, Personnel Manager

**HUMAN SERVICES COMMISSION
MINUTES
September 13, 2012 - 6:00 p.m.**

Community Room

CALL TO ORDER

Chair Ahmad called the Sept. 13, 2012 meeting of the Human Services Commission to order at 6:12 p.m.

MEMBERS PRESENT

Haris Ahmad, Leslie Hamada, Colleen Holmes, Mia McFarland, Fran McGregor-Hollums, Sue Ray, and John Woodcock

CITY STAFF PRESENT

Victoria Throm, Personnel & Human Services Analyst

APPROVAL OF CONSENT AGENDA

CM HAMADA MOVED AND CM HOLMES SECONDED TO APPROVE THE AGENDA, WHICH INCLUDES THE MINUTES FROM JULY 12, 2012, AS WRITTEN. VOTE: 7-0. MOTION CARRIED.

OLD BUSINESS:

None

NEW BUSINESS:

Item 1. Review Application Rank Order

Victoria handed out the rank order scores which showed the commissioners scores for each individual application as well as the average score of the applicants rated from high to low.

Item 2. Recommendation of Human Services Funding for 2013-14

A lengthy discussion was held about each agency asking how their program fit into the funding priorities, cost of service per client, previous performance, and rank order. The commission agreed upon which agencies to remove from the list followed by agencies to be fully funded.

Next the commission discussed any new agencies they felt should be considered for funding. Two new agencies were added; Auburn Youth Resources Street Outreach and Great Maple Valley Community Center Regional Shuttle to fulfill the Human Services Master Plan goals.

With the remaining funds being less than what was requested, the commission had to make the difficult decision to cut funding to existing agencies. Reviewing the cost of services and performances, Community in Schools Mentoring Program, Capacity Building Project and Storehouse were all reduced by approximately \$500 each.

FUTURE AGENDA ITEMS

Victoria asked the commission for future agenda items. There was consensus to conduct a site visit at the Greater Maple Valley Community Center Regional Shuttle for the October meeting. Victoria will confirm the date with Allison Scott, Program Director. The November meeting will include reviewing 3rd quarter reports and completing the 2013 work plan.

COMMENTS AND DISCUSSION OF COMMISSIONERS AND STAFF

Victoria invited the commission members to attend the Purple Light Nights® tree lighting event on Saturday, Sept. 29th at 6:30 p.m. In addition, she reminded them to send their RSVP to the Parks Director if they could attend the Joint Commission meeting to hear the State of the City address and dinner.

With no further business, Chair Ahmad adjourned the meeting at 8:11 p.m.

Submitted by:

Victoria Throm
Personnel & Human Services Analyst

Agenda Item 4
Covington City Council Meeting
Date: October 9, 2012

SUBJECT: 2013 OPERATING AND CAPITAL BUDGET PRESENTATION

RECOMMENDED BY: Derek M. Matheson, City Manager

ATTACHMENT(S):

1. 2013 Budget Workbook (under separate cover)
2. Budget Message

PREPARED BY:

Derek Matheson, City Manager

EXPLANATION:

The City Manager will present the 2013 Operating and Capital Budget.

ALTERNATIVES:

N/A

FISCAL IMPACT:

N/A

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

NO ACTION NECESSARY – DISCUSSION ITEM ONLY

REVIEWED BY: City Manager



October 9, 2012

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

It is my pleasure to present the 2013 Preliminary Operating and Capital Budget. This budget encompasses and implements council policies and conforms to state law.

My previous budget messages have been serious in tone as the economy continued to struggle. While the city's economy is not at pre-recession levels, it has certainly turned a corner in 2012. Major benchmarks have trended upwards this year changing the outlook from one of concern to one of cautious optimism. There are still headwinds that may impact the economy such as the fiscal cliff, Europe, China and gridlock in Congress, but overall Covington seems to be weathering the lethargic recovery well. The city continues to capitalize on opportunities and put Covington on the map as a municipal leader across the state.

Part of that leadership entails working with the public. Earlier this year the Budget Priorities Advisory Committee (or BPAC for short) was born. In a short time the committee has received a comprehensive overview of how the city operates and learned its strengths and challenges. Armed with this information, the BPAC will provide a report that will address the city's needs (both operating and capital); the city's priorities for the use of existing revenue; the city's priorities for the use of any new revenue; whether the community would support additional taxes or fees to meet currently unmet needs; and, if so, which taxes or fees, if any, the community would prefer.

As late as a month ago, the forecast looked less than favorable. Positive trends in some revenue sources coupled with lower-than-expected increases in expenditures have changed the outlook. While portions of the forecast are indeed favorable, there are still some areas of concern. On a fund by fund level, the General Fund is balanced and SWM and Development Services continue to look strong. However the Street Fund remains troubled and Parks is on the watch list. Directors were asked to make additional cuts in their respective departments to create slimmer budgets without sacrificing service or personnel. More details will be provided later in this message.

Economic Outlook¹

Officially, the national economic recovery began in June 2009. While some aspects of the overall economy have improved, there is a fair amount of uncertainty that remains. China is experiencing a slow down, Europe is still in flux, the fiscal cliff remains a possibility and gridlock in Washington threatens to hold back true economic recovery.

However, the Puget Sound region is doing much better than the nation. Employment growth is about double that of the nation as a whole as jobs in aerospace begin to pick up. Currently, employment growth is at 2.7 percent and is expected to grow at an overall rate of 2.5 percent between 2011 and 2014. This outlook is much more optimistic than last year at this time.

Retail sales are on the rise and are expected to beat their 2008 high in the last quarter of this year. In the Puget Sound region, retail sales are expected to hit a 5.9 percent pace through the end of the year. This pace is being fueled by an increase in real personal income growth. Household financial obligations are the lowest since the early 1990s providing leeway for additional spending. However, the uncertainty mentioned earlier could lengthen the recovery time in the retail sector.

¹ Economic information is supplied by the *Puget Sound Economic Forecaster*, Volume 20 Number 3 September 2012

The Seattle consumer price index is forecast to drop slightly in 2013 to 2.2 percent and increase again slightly to 2.5 percent in 2014.

Three years after the recovery began Covington is just starting to feel the effects of a partial recovery. Sales tax collections are at the highest level the city has seen, utility tax is higher than forecast, and real estate excise tax (REET) collections will exceed \$500,000 for the first time since 2008. The magnitude of commercial development projects continues to bring in high permit revenue. This development will bring in one-time construction sales tax dollars as well as living wage jobs which in turn will boost the city's ongoing economic base.

Budget Process

The 2013 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 2013, the decision card criteria remains the same as 2012 –the decision card must be revenue neutral, legally mandated, council directed, a carryover from a 2012 one-time decision card, or of critical importance to the city as a whole.

Beginning in August, the finance team and I met with individual directors to review base budgets, decision cards and proposed cuts. Ongoing meetings were held to discuss maintenance of Covington Community Park (CCP).

Once these meetings were completed and the preliminary forecast was reviewed, the finance director, senior accountant and I met to discuss which decision cards and cuts would move forward.

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

- Although the budget forecast has improved, we should continue to look for opportunities to reduce expenditures.
- The two most important services the city provides are law enforcement and infrastructure maintenance. Long-range planning is important, too, because it is how we pursue our vision.
- Our small workforce needs to be well-trained and have access to the latest technology.
- The internet and social media have changed the way the city communicates, and our budget needs to reflect that change.

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

Ongoing Budget Strategies

The following budget strategies are retained:

- Redirect the General Fund's transfer of \$150,000 per year from the Capital Investment Program Fund's street overlay program to Street Fund operations.
- Discontinue the General Fund's transfer of utility tax revenue to Parks CIP.
- Discontinue the General Fund's transfer of sales tax revenue to the Cumulative Reserve Fund.
- Discontinue the Parks Fund's annual transfer of fund balance to the Cumulative Reserve Fund.
- Modify the merit award program by replacing monetary compensation with additional floating holidays.
- Maintain the following position at half time: code enforcement officer.
- Forego the biennial budget process until the economy stabilizes.
- Continue the ratio of sales tax distribution to the General and Parks Funds by 84 percent/16 percent.

2013 Budget Strategies

- The 2013 cost of living adjustment is 2.7 percent.
- Use fund balance only in cases where funds have deficits to cover (for 2013 that would be the Street Fund and Parks Fund). Most funds will have a surplus at the end of 2012.

Funds Overview

General Fund

The General Fund is the largest city fund and provides for the day-to-day operations of city government. The three major revenue sources – property tax, sales tax and utility tax – will be at or above budget estimates for 2012. Total sales tax collections for 2012 are estimated to be \$2.93 million, with the General Fund receiving 84 percent (\$2.46 million) and the Parks Fund 16 percent (\$469,000).

In 2013, we are forecasting a 1.1 percent total increase in revenues for the entire fund.

- Property tax for 2013 is estimated to be \$2.34 million. This includes a one percent increase plus new construction.
- Sales tax revenue for 2013 is expected to increase by 2 percent over 2012 estimated collections. Both construction revenue and retail sales have been increasing.
- Utility tax collections for 2012 are estimated at \$2.07 million (2.6 percent ahead of forecast). For 2013, the forecast was revised upward by 6.3 percent.²
- Other sources of revenue total \$1.3 million with \$380,000 being paid to the General Fund in the form of overhead and interfund payments from other funds.

On the operating expenditure side, the budget is 5.6 percent, or \$369,000, higher than estimated actuals for 2012. This is due to a 2.7 percent COLA, an increase in the cost of existing medical benefits, and the police services contract. The debt service transfer is estimated to increase by \$64,000.

I am recommending cuts of \$61,190 among all departments. These are primarily in supplies, unused travel expenses and other un-utilized costs. One noteworthy reduction is the newsletter. The logic is to move from a monthly newsletter to a quarterly newsletter supplemented by continued use of social media and a new marketing/advertising budget of \$10,000 per year.

I am recommending six decision cards totaling \$163,793 – \$116,965 in one-time costs and \$46,828 in ongoing costs. The one-time decision cards are: 1) a town center economic impact and infrastructure study; 2) a transfer to the Parks Fund for a parks CIP update; 3) a prisoner transport van; and 4) a one-year reduction in elective police overtime to help fund the prisoner transport van, which is included in the department cuts above.

The ongoing decision cards are: 1) plotter printer lease; 2) workstation rotation increase; 3) prisoner transport van; and 4) the senior planner position at a 0.75 FTE. This position had been a one-time funded position and is now made permanent.

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 remain flat while the fuel tax is showing an increase of 4.7 percent over 2012 estimated collections. Base expenditures before decision cards are \$924,000, which is a decrease from expected actual expenditures in 2012.

I am recommending a cost reduction of \$52,000 which is primarily contracts with King County and some associated supplies and professional services. This leaves a deficit of \$56,000 which will be funded from reserves for 2013.

I am recommending one decision card totaling \$(1,200) which is a reduction in the base budget for the current plotter lease.

² This increase is attributable to adding the utility tax from SWM and a forecasted slight increase in electric and gas rates.

As it exists, the Street Fund is unsustainable. The current strategy is to eliminate about half of the annual shortfall in case the council wants to pursue revenue options that negate the need for further reductions. These are outlined in the revenue options section.

Development Services Fund

For 2013, both permit revenues and charges for services are increasing significantly. A deficit is expected in 2012, but there are sufficient reserves available to roll forward. While 2013 revenues exceed expenditures by a fair amount, this extra cushion is needed to offset additional work that spans more than one year. As development declines, that additional fund balance will be used to complete tasks started in prior years.

I am recommending two decision cards: 1) funding the temporary associate planner position – currently one-time funded and extended for at least one more year; and 2) reducing the base budget for the current plotter lease.

Parks Fund

Revenues in the Parks Fund for 2013 are expected to increase slightly in all categories. Expenditures show an increase primarily due to cost of living and medical cost increases.

I am recommending two decision cards: 1) for Covington Community Park (CCP) maintenance; and 2) the parks CIP update.

I want to commend staff for finding a way to reduce CCP maintenance costs from earlier higher estimates. Based on this I would like to recommend that the council modify its utility tax policy to dedicate 0.5% to parks maintenance generally rather than CCP maintenance specifically.

Surface Water Management Fund (SWM)

Revenues for SWM are staying pretty much even with 2012 excluding some one-time revenue from grants. No rate increases are built into the model.

Budgeted expenditures are on track with 2012 excluding some one-time costs.

I am recommending two decision cards: 1) seasonal maintenance workers; and 2) reducing the base budget for the current plotter lease.

Capital Investment Program Fund

For 2013, four projects are budgeted: Covington Community Park for \$12,000; CIP 1029 - annual traffic safety projects for \$250,000; CIP 1057 - 156th Avenue SE for \$380,000; and CIP 1127 - SR 516 widening at Jenkins Creek for \$630,000.

Revenue Options

Acting as a transportation benefit district (TBD), there are two revenue options available to the city (specifically available for the Street Fund).

License fees:

If the council passed a license tab fee of \$20 it could raise approximately \$274,000 per year. This would resolve most of the future Street Fund shortfall; but, on its own, fails to add preventative maintenance or reduce the General Fund subsidy so it can be used for other purposes (e.g., additional police officer(s)).

A voter approved ballot measure could impose license fees of up to \$100. This option could resolve the future Street Fund shortfall, add preventative maintenance and eliminate the General Fund subsidy so it can be used for other purposes. This option could be transitional (i.e., imposed unless/until voters approved the sales tax option).

Sales tax option:

A voter approved ballot measure that adds additional sales tax of up to 0.2 percent. This source could provide as much as \$670,000 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.

The BPAC is weighing in on this option and will provide a recommendation with their year-end report.

Summary

At the beginning of the Great Recession, the city made some bold adjustments. Other cities tried to hang on to programs and staff, thinking they could weather the storm. But the recession was longer and deeper than anyone could fathom.

The bold adjustments came at the right time and in the right amount. Because of that early action, the city was able to avoid much of the pain that other cities are now going through. The General Fund is currently forecast to have an ending fund balance equivalent to 40 percent of operating expenditures at the end of 2013. In addition, the city has a reserve fund of \$1.4 million.

The decisions made were not easy at the time, but the foresight and fortitude shown by the council and staff has put the city in a stronger financial position than it otherwise would have been if those decisions had been delayed or not implemented.

That said, the city still has some areas of concern – primarily streets and parks. My recommendation to move forward with a TBD has been discussed and we all await the BPAC report at year-end.

An option for parks not previously mentioned is to merge the Parks Fund back into the General Fund in 2013. The benefits are twofold – Parks is a governmental fund and, as such, belongs in the General Fund, and by merging the two funds together it eliminates some duplicate accounting work. The downside is that the merger will mask the financial position of parks as costs are blended with the General Fund. Some additional monitoring will be required to track costs.

All in all, the 2013 budget looks more promising than we have seen in a number of years. I have been able to recommend some decision cards that are important; there has been some belt-tightening which creates more efficiency; and with the BPAC report expected by year-end there is some real optimism.

I want to thank the finance staff for their continued efforts in providing solid support for departments and management. The department directors also deserve particular recognition for striving to provide quality service with limited resources and for keeping the city's best interests at the forefront of all they do.

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

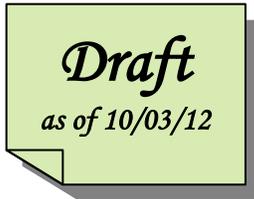
**DISCUSSION OF
FUTURE AGENDA TOPICS:**

**6:00 p.m., Tuesday October 23, 2012
Joint Study Session with Arts Commission**

7:00 p.m., Tuesday, October 23, 2012 Regular Meeting

(Draft Agendas 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 23, 2012 - 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

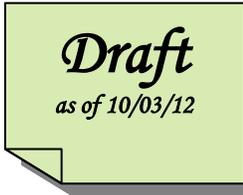
ITEM(S) FOR DISCUSSION

1. Public Art in Covington - Path to our Destination Art (Arts Commissioners)

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.



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



Tuesday, October 23, 2012
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 - 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 is not intended for conversation or debate. Comments shall be limited to no more than four minutes per person and no more than ten minutes per group. If additional time is needed the city shall be notified in advance and background information shall be submitted in writing regarding the topic that will be addressed. The city reserves the right to deny any request, based on time constraints. Individuals may petition the City Clerk or the City Manager to appear on the agenda of a future study session as time allows for up to 15 minutes to address the council on specific issues or requests.**

APPROVE CONSENT AGENDA

- C-1. Minutes: September 25, 2012 and October 9, 2012 Regular Meeting Minutes (Scott)
- C-2. Vouchers (Hendrickson)

REPORTS OF COMMISSIONS

- Human Services Chair Haris Ahmad: October 11 special meeting for site visit.
- Arts Chair Sandy Bisordi: October 11 meeting.
- Budget Priorities Advisory Committee Liaison Darren Dofelmier: Oct. 3 & 17 meetings.
- Parks & Recreation Chair Steven Pand: October 17 meeting.
- Planning Chair Daniel Key: October 18 meeting; October 4 meeting canceled.
- Economic Development Council Co-Chair Jeff Wagner: Sept. 27 meeting.

PUBLIC HEARING

1. Receive Public Testimony Regarding Proposed Fiscal Year 2013 Budget and Revenue Sources and Possible Increases in Property Tax Revenue (Hendrickson) (First of Two)

NEW BUSINESS

2. Branding Exercise (Slate)

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.