

Covington: Unmatched quality of life

AGENDA
CITY OF COVINGTON
CITY COUNCIL REGULAR MEETING
www.covingtonwa.gov



Tuesday, November 8, 2011
6:00 pm Start Time

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

CALL CITY COUNCIL MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION

- Project Uth Presentation – Barry Fretwell (20 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 shall be for the purpose of the Council receiving comment from the public and is not intended for conversation or debate. Public comments shall be limited to no more than four minutes per speaker. If additional time is needed a person may request that the Council place an item on a future agenda as time allows.**

APPROVE CONSENT AGENDA

- C-1. Approval of Minutes. (Scott)
- C-2. Approval of Vouchers (Hendrickson)
- C-3. Award Contract for King County Sheriff's Office Sublease Tenant Improvement (French)

PUBLIC HEARING

1. Receive Comments from the Public on a Proposal to Increase the Utility Tax to Fund Covington Community Park Construction and Maintenance (Matheson)

NEW BUSINESS

2. Consider 2012 Legislative Agenda (Matheson)
3. 2011 Third Quarter Financial Reports (Hendrickson)

COUNCIL/STAFF COMMENTS

- Future Agenda Topics

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

EXECUTIVE SESSION: If Needed

ADJOURN

Any person requiring disability accommodation should contact the City of Covington at (253) 638-1110 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) 638-1110.

Consent Agenda Item C-1

Covington City Council Meeting

Date: November 8, 2011

SUBJECT: APPROVAL OF MINUTES: OCTOBER 25, 2011 CITY COUNCIL JOINT STUDY SESSION WITH HUMAN SERVICES COMMISSION MEETING MINUTES AND OCTOBER 25, 2011 CITY COUNCIL REGULAR MEETING MINUTES.

RECOMMENDED BY: Sharon G. Scott, City Clerk

ATTACHMENT(S): Proposed Minutes

PREPARED BY: Joan Michaud, Deputy City Clerk

EXPLANATION:

ALTERNATIVES:

FISCAL IMPACT:

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

Councilmember _____ moves, Councilmember _____ seconds, to approve the October 25, 2011 City Council Joint Study Session with Human Services Commission Meeting Minutes and October 25, 2011 City Council Regular Meeting Minutes.

City of Covington
City Council Joint Study Session with Human Services Commission Minutes
Tuesday, October 25, 2011

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

The Study Session was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, October 25, 2011, at 6:05 p.m., with Mayor Harto presiding.

COUNCILMEMBERS PRESENT:

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

HUMAN SERVICES COMMISSIONERS PRESENT:

Haris Ahmad, Saqib Ahmad, Leslie Hamada, Aunna Moriarty, and Sue Ray

HUMAN SERVICES COMMISSIONERS ABSENT:

Fran McGregor-Hollums and Colleen Holmes

STAFF PRESENT:

Derek Matheson, City Manager; Noreen Beaufriere, Personnel Manager; Victoria Throm, Personnel & Human Services Analyst, and Sharon Scott, City Clerk/Executive Assistant.

Mayor Margaret Harto called the joint study session to order.

ITEMS FOR DISCUSSION:

1. Human Services Master Plan

Human Services Commission Chair Haris Ahmad introduced the Draft City of Covington Human Services Master Plan 2010-2016 followed by information provided from Human Services Commissioners Saqib Ahmad, Leslie Hamada, Aunna Moriarty, and Sue Ray.

Councilmembers and commissioners studied and discussed the Master Plan.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:25 p.m.

Prepared by:

Submitted by:

Joan Michaud
Deputy City Clerk

Sharon Scott
City Clerk

**City of Covington
Regular City Council Meeting Minutes
Tuesday, October 25, 2011**

(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, October 25, 2011, at 7:35 p.m., with Mayor Harto presiding.

COUNCILMEMBERS PRESENT:

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

STAFF PRESENT:

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

Mayor Margaret Harto opened the meeting with the Pledge of Allegiance.

APPROVAL OF AGENDA:

Mayor Harto requested removal of the Public Communication portion of the agenda as Mayor Harto would be making the presentation honoring centenarian resident Justine Siler with a proclamation at the Weatherly Inn on Tuesday, November 1, 2011, at 2 p.m. during her birthday party.

Council Action: Councilmember Wagner moved and Councilmember Snoey seconded to approve the Agenda as amended. Vote: 7-0. Motion carried.

PUBLIC COMMENT:

Mayor Harto called for public comments.

Liz Fast, Parks & Recreation Commission Vice Chair and Covington resident, submitted a letter (read by Parks & Recreation Commissioner Kollin Higgins as Ms. Fast needed to leave the meeting) regarding lack of recreation and sports opportunities in Covington and supporting Covington Community Park.

Cindy Higgins, 17727 SE 260th Place, Covington, spoke in support of developing Covington Community Park and urged Council to fund the park.

Kollin Higgins, Parks & Recreation Commissioner, not a Covington resident, spoke in support of Covington Community Park and urged Council to fund the park this year.

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

APPROVE CONSENT AGENDA:

C-1. Approval of Minutes: September 27, 2011 City Council Regular Meeting Minutes, October 11, 2011 City Council Study Session Minutes, and October 11, 2011 Regular Meeting Minutes.

C-2. Approval of Vouchers: Vouchers #26047-26098, in the Amount of \$151,814.94, Dated October 3, 2011; Vouchers #26099-26158, in the Amount of \$398,735.35, Dated October 17, 2011; and Paylocity Payroll Checks #1000182696-1000182708 Inclusive, Plus Employee Direct Deposits in the Amount of \$131,000.35, Dated October 14, 2011.

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

REPORTS OF COMMISSIONS:

Planning Commission – Vice Chair Daniel Key reported on the October 6 meeting; the October 20 meeting was canceled.

Human Services Commission – The report was covered during the City Council and Human Services Commission Joint Study Session held just prior to this regular City Council meeting.

Arts Commission – Chair Sandy Bisordi reported on the October 13 meeting.

Parks & Recreation Commission – Commissioner Kollin Higgins reported on the October 19 meeting.

Economic Development Council – No report as the October 27 meeting was canceled; the next meeting is scheduled for November 3.

PUBLIC HEARING:

1. Receive Comments from the Public Regarding Proposed Fiscal Year 2012 Budget and Revenue Sources and Set the Property Tax Levy.

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

Mayor Harto called for public comments for the public hearing.

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

2. Receive Testimony from the Public Regarding Adopting the Kent School District Six-Year Capital Facilities Plan and 2012 School Impact Fee Schedule.

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

Mayor Harto called for public comments for the public hearing.

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

NEW BUSINESS:

3. Consider Ordinance Adopting the Kent School District Six-Year Capital Facilities Plan and the 2012 School Impact Fee Schedule.

ORDINANCE NO. 12-11

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, ADOPTING THE KENT SCHOOL DISTRICT 2012-2017 CAPITAL FACILITIES PLAN AND THE SCHOOL IMPACT FEE SCHEDULE FOR 2012 PURSUANT TO CMC 18.120.020, RCW 36.70A, and RCW 82.02.

Council Action: Councilmember Lanza moved and Councilmember Scott seconded, to pass Ordinance No. 12-11, adopting the Kent School District Impact Fee Schedule for 2012 Pursuant to CMC 18.120.020, RCW 26.70A, and RCW 82.02. Vote: 7-0. Motion carried.

4. Accept Department of Commerce Grant for Covington Community Park.

Councilmembers provided comments on this item.

Council Action: Councilmember Scott moved and Councilmember Wagner seconded to authorize the City Manager to sign the grant contract in substantially the same form as the attachment to this agenda item in the agenda packet for construction of the soccer field at Covington Community Park. Vote: 7-0. Motion carried.

5. Consider Covington Community Park Possible Funding Sources.

City Manager Derek Matheson, Parks & Recreation Director Scott Thomas, and Community Relations Coordinator Karla Slate gave the staff report on this item.

Councilmembers asked questions and provided comments on this item.

Council Action: Councilmember Snoey moved and Councilmember Lucavish seconded to direct staff to prepare an ordinance for the November 22 meeting to impose an additional one-half of one percent (.5%) to the utility tax.

Council Action: Councilmember Lanza moved and Councilmember Scott seconded to amend the motion to include that the increase is dedicated to Covington Community Park. Vote: 6-1 (voting yes: Harto, Lanza, Mhoon, Scott, Snoey, and Wagner; voting no: Lucavish). Motion carried.

Vote: 6-1 (voting yes: Harto, Lucavish, Mhoon, Scott, Snoey, and Wagner; voting no: Lanza). Motion carried.

6. Consider Inattentive Driving Ordinance.

Police Chief Kevin Klason gave the staff report on this item.

ORDINANCE NO. 13-11

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON ADOPTING A NEW CHAPTER 10.50 OF THE COVINGTON MUNICIPAL CODE ESTABLISHING INATTENTIVE DRIVING AS A TRAFFIC INFRACTION; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

Council Action: Councilmember Lanza moved and Councilmember Wagner seconded to pass Ordinance No. 13-11 of the City Council of the City of Covington, King County, Washington, creating a new section of Chapter 10 of the Covington Municipal Code related to Inattentive Driving. Vote: 7-0. Motion carried.

COUNCIL/STAFF COMMENTS:

Councilmembers and staff discussed Future Agenda Topics and made comments.

Mayor Harto advised the Council that currently the Council Rules of Procedure state that when there is a general election day, the Council meeting shall be held at the same hour and place on the following business day.

Council Action: Councilmember Snoey moved and Councilmember Mhoon seconded to suspend the Council Rules of Procedure in Section 7A and hold the next Council meeting on Tuesday, November 8, with a starting time of 6:00 p.m. Vote: 7-0. Motion carried.

Council Action: Councilmember Wagner moved and Councilmember Lucavish seconded to extend the meeting to 10:15 p.m. Vote: 7-0. Motion carried.

Council Action: There was Council consensus for Mayor Harto to be the voting delegate at the November 16 Suburban Cities Association annual business meeting.

PUBLIC COMMENTS:

Mayor Harto called for public comments.

Kollin Higgins thanked the Council for moving the Covington Community Park issue forward to a public hearing next month. Mr. Higgins also mentioned that the park impact fee had not been charged to any development in approximately four years and a new park impact study was needed before that revenue source could be collected.

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

Unapproved Draft – October 25, 2011 Regular Meeting Minutes
Submitted for Approval: November 8, 2011

ADJOURNMENT:

There being no further business, the meeting was adjourned at 10:12 p.m.

Prepared by:

Submitted by:

Joan Michaud
Deputy City Clerk

Sharon Scott
City Clerk

Consent Agenda Item C-2

Covington City Council Meeting

Date: November 8, 2011

SUBJECT: APROVAL OF VOUCHERS.

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Paylocity Payroll Checks #1000201388-1000201402 Inclusive, Plus Employee Direct Deposits in the Amount of \$137,185.53, Dated October 28, 2011.

PREPARED BY: Joan Michaud, 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: Paylocity Payroll Checks #1000201388-1000201402 Inclusive, Plus Employee Direct Deposits in the Amount of \$137,185.53, Dated October 28, 2011.

October 28, 2011

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 10/28/11 consisting of:

PAYLOCITY CHECK # 1000201388 through PAYLOCITY CHECK # 1000201402 inclusive,
plus employee direct deposits

IN THE AMOUNT OF \$137,185.53

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: _____

10/28/11 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Name	Net Amount
101302	Regular	10/28/2011	Agnish, Ashley	107.64
101303	Regular	10/28/2011	Kirshenbaum, Kathleen	561.08
101304	Regular	10/28/2011	Lyon, Valerie	1,370.68
101305	Regular	10/28/2011	Matheson, Derek M	4,280.04
101306	Regular	10/28/2011	Mhoon, Darren S	1,242.06
101307	Regular	10/28/2011	Michaud, Joan M	1,748.02
101308	Regular	10/28/2011	Scott, Sharon G	2,159.89
101309	Regular	10/28/2011	Slate, Karla J	2,120.23
101310	Regular	10/28/2011	Hart, Richard	3,331.33
101311	Regular	10/28/2011	Cles, Staci M	1,597.70
101312	Regular	10/28/2011	Hagen, Lindsay K	1,356.05
101313	Regular	10/28/2011	Hendrickson, Robert	3,942.37
101314	Regular	10/28/2011	Parker, Cassandra	2,204.67
101315	Regular	10/28/2011	Harto, Margaret	461.75
101316	Regular	10/28/2011	Lanza, Mark	390.86
101317	Regular	10/28/2011	Mhoon, Marlla	390.86
101318	Regular	10/28/2011	Scott, James A	415.57
101319	Regular	10/28/2011	Wagner, Jeffrey	415.57
101320	Regular	10/28/2011	Dalton, Jesse J	1,742.70
101321	Regular	10/28/2011	Hall, Ron	522.08
101322	Regular	10/28/2011	Junkin, Ross D	2,462.36
101323	Regular	10/28/2011	Marchefka, Joe A	1,836.76
101324	Regular	10/28/2011	Wesley, Daniel A	2,069.81
101325	Regular	10/28/2011	Bykonen, Brian D	2,620.23
101326	Regular	10/28/2011	Christenson, Gregg R	1,933.33
101327	Regular	10/28/2011	Lyons, Salina K	2,138.82
101328	Regular	10/28/2011	Meyers, Robert L	3,032.22
101329	Regular	10/28/2011	Ogren, Nelson W	2,442.14
101330	Regular	10/28/2011	Thompson, Kelly	1,803.01
101331	Regular	10/28/2011	Morrissey, Mayson	2,447.02
101332	Regular	10/28/2011	Bahl, Rachel A	1,506.24
101333	Regular	10/28/2011	Newton, Ethan A	1,913.09
101334	Regular	10/28/2011	Patterson, Clifford	2,228.22
101335	Regular	10/28/2011	Thomas, Scott R	3,192.68
101336	Regular	10/28/2011	Akramoff, Glenn A	3,209.02
101337	Regular	10/28/2011	Bates, Shellie L	1,793.11
101338	Regular	10/28/2011	Buck, Shawn M	1,396.00
101339	Regular	10/28/2011	French, Fred	3,240.24
101340	Regular	10/28/2011	Parrish, Benjamin A	1,638.28
101341	Regular	10/28/2011	Vondran, Donald M	3,221.08
101342	Regular	10/28/2011	Beatty, Kyle B	44.20
101343	Regular	10/28/2011	Campbell, Noel M	134.22
101344	Regular	10/28/2011	Cox, Melissa	190.87
101345	Regular	10/28/2011	Felcyn, Adam	450.61
101346	Regular	10/28/2011	Golan, Samuel	33.68
101347	Regular	10/28/2011	Halbert, Mitchell S	72.80
101348	Regular	10/28/2011	Holmes, Kyle	96.84
101349	Regular	10/28/2011	Houghton, Cassandra L	261.86
101350	Regular	10/28/2011	Kiselyov, Tatyana	362.03

101351 Regular	10/28/2011	Lusebrink, Christa	377.54
101352 Regular	10/28/2011	MacConaghy, Hailey	617.70
101353 Regular	10/28/2011	Middleton, Jordan	250.88
101354 Regular	10/28/2011	Mohr, Emily A	52.00
101355 Regular	10/28/2011	Mooney, Lynell	346.91
101356 Regular	10/28/2011	Reynolds, Taylor	448.34
101357 Regular	10/28/2011	Beaufreere, Noreen	2,622.66
101358 Regular	10/28/2011	Throm, Victoria J	1,803.89
1000201388 Regular	10/28/2011	Newell, Nancy	30.47
1000201389 Regular	10/28/2011	Lucavish, David	415.57
1000201390 Regular	10/28/2011	Snoey, Wayne	188.36
1000201391 Regular	10/28/2011	Gaudette, John J	1,587.24
1000201392 Regular	10/28/2011	Carkeek, Lena	434.20
1000201393 Regular	10/28/2011	Eastin, Tatiana	187.96
1000201394 Regular	10/28/2011	Foxworthy, Rebecca	190.28
1000201395 Regular	10/28/2011	Johansen, Andrea	493.96
1000201396 Regular	10/28/2011	Milburn, Matthew	260.71
1000201397 Regular	10/28/2011	Panzer, Erika	129.55
1000201398 Regular	10/28/2011	Tran, Jenifer	41.60

Totals for Payroll Checks 68 Items 88,611.74

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Name	Net Amount
101359	AGENCY	10/28/2011	ICMA Retirement Trust	14,097.65
101360	AGENCY	10/28/2011	Vantagepoint Transfer Agent-	348.55
101361	AGENCY	10/28/2011	Paylocity Corporation	125.00
101362	AGENCY	10/28/2011	ICMA Retirement Trust	11,541.28
101363	AGENCY	10/28/2011	ICMA Retirement Trust	2,348.00
101364	AGENCY	10/28/2011	HRA VEBA Trust	1,020.00
1000201399	AGENCY	10/28/2011	City of Covington	2,527.96
1000201400	AGENCY	10/28/2011	City of Covington Employee	68.00
1000201401	AGENCY	10/28/2011	WASH CHILD SUPPORT	110.41
1000201402	AGENCY	10/28/2011	United Way of King County	18.00

Totals for Third Party 10 Items 32,204.85

Tax Liabilities	16,091.24
Paylocity Fees	277.70
Grand Total	<u>\$ 137,185.53</u>

Consent Agenda Item C-3

Covington City Council Meeting

Date: November 8, 2011

SUBJECT: AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH COMBINED CONSTRUCTION, INC., RELATING TO THE CONSTRUCTION OF TENANT IMPROVEMENTS FOR SUBLEASE TO THE KING COUNTY SHERIFF'S OFFICE.

RECOMMENDED BY: Glenn Akramoff, Public Works Director

ATTACHMENT(S):

1. Agreement with Combined Construction, Inc.

PREPARED BY: Fred French

EXPLANATION:

The City has entered into a Sublease Agreement (Sublease) with the King County Sheriff's Office to sublease approximately 1,000 square feet of office space at City Hall. The Sublease provides that the City of Covington will manage the tenant improvements necessary to accommodate the King County Sheriff's Office with full construction for all improvements to be covered by King County. Plans and specifications have been prepared and approved by the building owner and the King County Sheriff's Office. Bids were solicited from contractors on the Municipal Research and Service Center (MRSC) Small Public Works Contractor Roster. We received three bids ranging from \$34,752 to \$61,489. The low bidder is Combined Construction, Inc.

ALTERNATIVES:

Choose not to authorize the City Manager to enter into the agreement and thereby decline to implement the sublease to the King County Sheriff's Office.

FISCAL IMPACT:

There is no net cost to the City of Covington. The King County Sheriff's Office has agreed to reimburse the City for 100% of the costs.

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

Councilmember _____ moves, Councilmember _____ seconds, to authorize the City Manager to execute an Agreement with Combined Construction, Inc., relating to tenant improvements constructed pursuant to the Sublease Agreement with the King County Sheriff's office.

REVIEWED BY: City Manager, City Attorney, Finance Director

**SMALL WORKS ROSTER
PUBLIC WORKS CONTRACT**

Between: City of Covington and Combined Construction, Inc.
 Project: **City of Covington Tenant Improvements for King County Sheriff's Office**
 Commencing: November _____, 2011
 Terminating: December 30, 2011
 Amount: Not to Exceed **\$34,752.00**

THIS AGREEMENT is made and entered this ____ day of November, 2011, by and between the CITY OF COVINGTON, a Washington municipal corporation (the "City"), and COMBINED CONSTRUCTION, INC. (the "Contractor").

RECITALS

WHEREAS, the City desires to contract with the Contractor for tenant improvement services to modify certain spaces within City Hall.

WHEREAS, pursuant to the invitation of the City, extended through the City of Covington Public Works Small Works Roster, the Contractor did file with the City a proposal containing an offer; and

WHEREAS, the City has determined that the contractor's offer was the lowest responsive and responsible quote submitted;

NOW THEREFORE, in consideration of the terms and conditions contained in this contract, the parties covenant and agree as follows:

1. Scope of Work to be Accomplished: The Contractor shall obtain all permits and/or approvals, do all the work, including all construction and services, and furnish all tools, materials and equipment for the moving and office relocation in accordance with and as described in this contract, and shall perform any alterations in or additions to the work as provided under this contract. The Contractor shall provide and bear the expense of all equipment, work and labor of any sort whatsoever that may be required for the transfer of materials and for completing the work provided for in this contract, unless otherwise specified.

Work hours shall be limited to weekdays between the hours of 7:00 am and 5:00 pm unless otherwise approved in advance by the City.

The work in this contract shall be performed in accordance with the City of Covington Design and Constructions Standards (most current edition).

The tasks shown on **EXHIBIT A** shall be performed as though identified in the proposal.

2. Contract Documents. The contract between the parties includes this contract, along with the attached L&I form Statement of Intent to Pay Prevailing Wages - Public Works Contract,

Certificate of Insurance naming the City as additional insured, copy of Contractor's state contractor license and UBI number, and the Small Works Roster listing, which are hereby incorporated by reference and made a part of this contract as if fully set forth herein, and shall be referred to as the "Contract Documents."

3. City Responsibility/Payment. The City hereby promises and agrees to retain the Contractor to provide the materials to do and cause to be done the above described work and to complete and finish the same according to the Proposal, Design and Construction Standards, and the terms and conditions contained in this contract. The City agrees to pay the Contractor for the actual work completed according to the scope of work the sum not exceeding **\$34,752.00.**

4. Warranties/Guaranty.

4.1 The Contractor warrants to the City that any materials and equipment furnished under this contract will be new and of good quality unless otherwise required or permitted by the City, that the work will be free from defects, and that the work will conform to the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized in writing by the City, may be considered defective.

4.2 The Contractor, for him/herself, and for his/her heirs, executors, administrators, successors and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor. Contractor shall be responsible for, and shall indemnify and hold the City harmless from any damage or expense by reason of failure of performance as specified in the Contract Documents within a period of one year after its acceptance thereof by the City.

5. Change Orders. Changes in the scope of work to be performed, in the amount of the contract sum, or in the time for completion of the work, may be accomplished only by a written document, signed by the Contractor and the Department of Public Works on behalf of the City. Once effective, the Contractor shall proceed promptly with the work as modified, unless otherwise provided in the change order.

6. Insurance. The Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damage to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The Contractor shall provide a Certificate of Insurance evidencing:

6.1 Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage;

6.2 Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$1,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability; and

6.3 Worker's Compensation insurance at the limits established by the State of Washington.

Any payment of deductible or self-insured retention shall be the sole responsibility of the Contractor. The City and Covington Retail Associates, LLC shall be named as additional insured on the insurance policy, as respects work performed by or on behalf of the Contractor, and a copy of the endorsement naming the City and Covington Retail Associates, LLC as additional insured shall be attached to the Certificate of Insurance. The Contractor's insurance shall be primary insurance as respects the City and the City shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage.

7. Prevailing Wages. Pursuant to RCW 39.12.040, prior to payment by the City, the Contractor must submit -- on behalf of itself and each and every subcontractor -- the attached "Statement of Intent to Pay Prevailing Wages," which must be approved by the Department of Labor and Industries prior to its submission. Following the final acceptance of the project, the Contractor must submit -- on behalf of itself and every subcontractor -- an "Affidavit of Wages Paid".

8. Assignment/Delegation. The Contractor shall not assign this contract nor delegate any duties hereunder without prior written consent of the City, which consent may be withheld by the City in its sole subjective discretion for any cause whatsoever.

9. Applicable Law; Venue. This contract shall be subject to, and the Contractor shall at all times comply with, all applicable state and local laws, regulations, rules and provisions of the City of Covington Municipal Code, and ordinances of the City of Covington. Venue for any action hereunder shall be exclusively in King County Superior Court.

10. Termination. This Contract shall be terminated by either party upon default in performance of the other party, if such default is not cured within 10 days of notice thereof, and upon notification of intent to terminate this contract in writing 30 day prior to the date of termination. In case of default, the non-defaulting party shall have any and all remedies available to it in law or equity.

11. Indemnification/Hold Harmless. The Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or in connection with the performance of this contract, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this contract is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for purposes of indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this contract.

12. Independent Contractor. For all purposes, the Contractor shall be deemed an independent contractor and shall not be deemed an employee of the City.

13. Waiver. Waiver by the City of any breach of any term or condition of this contract shall not be construed as a waiver of any other breach.

14. Attorneys Fees. In the event any action is brought by either party to enforce the terms of this contract or for breach of this contract by the other party, the parties agree that the nonprevailing party shall pay to the prevailing party reasonable attorneys' fees and expert witness fees, costs and disbursements incurred by such party.

15. Entire Contract/Binding Effect. This contract, together with all Contract Documents referred to herein, constitutes the entire agreement between the parties hereto.

16. Modification. No modification of this contract shall be of any force or effect, unless in writing signed by the parties.

17. Severability. If any provision of this contract is held invalid, the remainder shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law, and shall continue in force and effect.

18. Notices. Any notice required by this contract may be delivered personally or mailed, certified with return receipt requested. If mailed, notice shall be deemed given upon the first business day after the date of the postmark. Notices shall be delivered or mailed to the following:

TO CITY:

Public Works Department
City of Covington
16720 SE 271st Street, Suite 100
Covington, WA 98042
Telephone: (253) 638-1110
Fax: (253) 638-1122

CITY OF COVINGTON, WASHINGTON

By: Derek Matheson

Title: City Manager

Date: _____

Signature: _____

TO CONTRACTOR:

Combined Construction, Inc.
4403 Russell Road, Suite 100
Mukilteo, WA 98275
Telephone: (425) 610-4334
Fax: _____

COMBINED CONSTRUCTION, INC.

By: _____

Title: _____

Date: _____

Signature: _____

EXHIBIT A

SPECIFICATIONS

Covington City Hall Tenant Improvement for King County Sherriff's Office (KCSO)

- Space 158. (property room)
 - Install new 3080 maple door with silver Timely frame in existing opening.
 - Stain door to match others in building.
 - Coordinate with SONITROL for the installation of new card entry lock.
 - Install impact resistant (secure) ceiling to prevent intrusion.
- Space 152 (BAC room)
 - Remove portion of existing south wall.
 - Install new wall as shown on EXHIBIT B
 - Relocate existing power and communication drops to new wall.
 - Match adjacent carpet in the space left by the wall removal.
 - Rekey with building standard (YALE) for KCSO access.
 - Provide and install CCTV camera. (Equipment specifications below)
- Space 150 (interview room)
 - Salvage existing door and infill opening.
 - Install a 0'6" x 2'3" laminated glass vision panel with silver Timely frame in the salvaged door.
 - Install salvaged door and new frame on the south side of the east wall, opening into space 153. (See EXHIBIT B)
 - Relocate existing light switch to accommodate new door location
 - Install a new building standard lock, (YALE) for KCSO access, keyed on both sides.
 - Install impact resistant (secure) ceiling to prevent intrusion.
 - Provide and install CCTV camera. (Equipment specifications below)
- Space 153 & 153A, general offices
 - Remove handles from the existing east door and blank the openings with matching hardware.
 - Remove existing 60" X 40" three section ballistic window with metal pass-through from the Maple Valley Precinct and install in location shown on

EXHIBIT A

EXHIBIT B. Window will be available for removal no sooner than December 5, 2011

- Install 12" X 60" service counter under window inside of space 153.
- Install 16 feet of track lighting in two sections with three fixtures in each section for additional illumination along the north wall.
- Remove 15 ballistic wall panels (2' X 4' each) from the Maple Valley Precinct and install in location shown on EXHIBIT B. Panels will be available for removal no sooner than December 5, 2011
- Convert eight existing two port voice / data locations to four port locations as noted below:

Location	Voice Ports		Data Ports	
	Existing	New	Existing	New
1A	1	0	1	2
2A	1	0	1	2
***3A	1	0	1	***2
4A	1	0	1	2
***5A	1	0	1	***2
6A	1	0	1	2
***7A	1	0	1	***2
***8A	1	0	1	***2

by installing new category 5e cabling from the eight existing locations into the server room, Space 109 (shown on EXHIBIT C, "New data lines") terminating for connection in the data area. (See EXHIBIT D for additional detail).

- ***Prepare a DEDUCT ALTERNATIVE to delete a portion of the conversion and leave the existing configuration of locations 3A, 5A, 7A and 8A.

➤ Video Equipment

- Cameras
 - Provide and install 2, dome, PTZ, wired, ceiling mount, vandal resistant CCTV cameras in spaces 150 and 152 at locations shown on EXHIBIT B.
- Monitors

EXHIBIT A

- Provide and install 2, 21 inch video monitors at locations shown on EXHIBIT D. Monitors to be wall mounted with articulated brackets. Bottom of all equipment must be seven feet above the floor.
- Recorder
 - Provide one (1) digital video recorder with no less than 2 channels, a built in DVD recorder, and built in PTZ control. Install in space 153A near the monitor as shown on EXHIBIT D.
- All equipment must be compatible with other components and be connected to provide a complete, functional system.
- Finishes: All surfaces shall be finished to match existing in color and texture.
- Permits. Contractor to obtain all necessary permits.

ADDENDUM #1

SMALL WORKS ROSTER PUBLIC WORKS CONTRACT

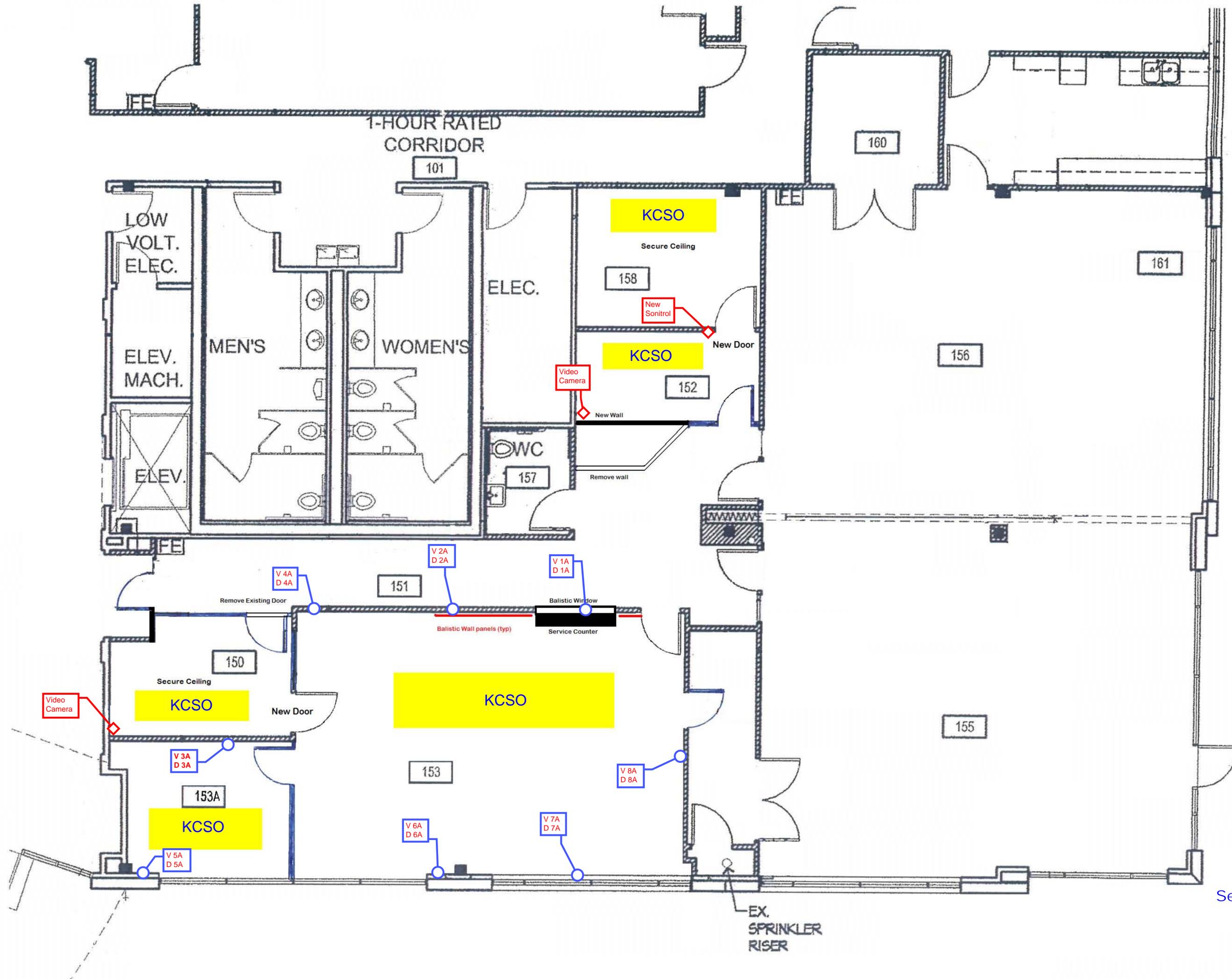
Project: **City of Covington Tenant Improvements for King County Sheriff's Office**
Terminating: December 30, 2011

In "EXHIBIT A",

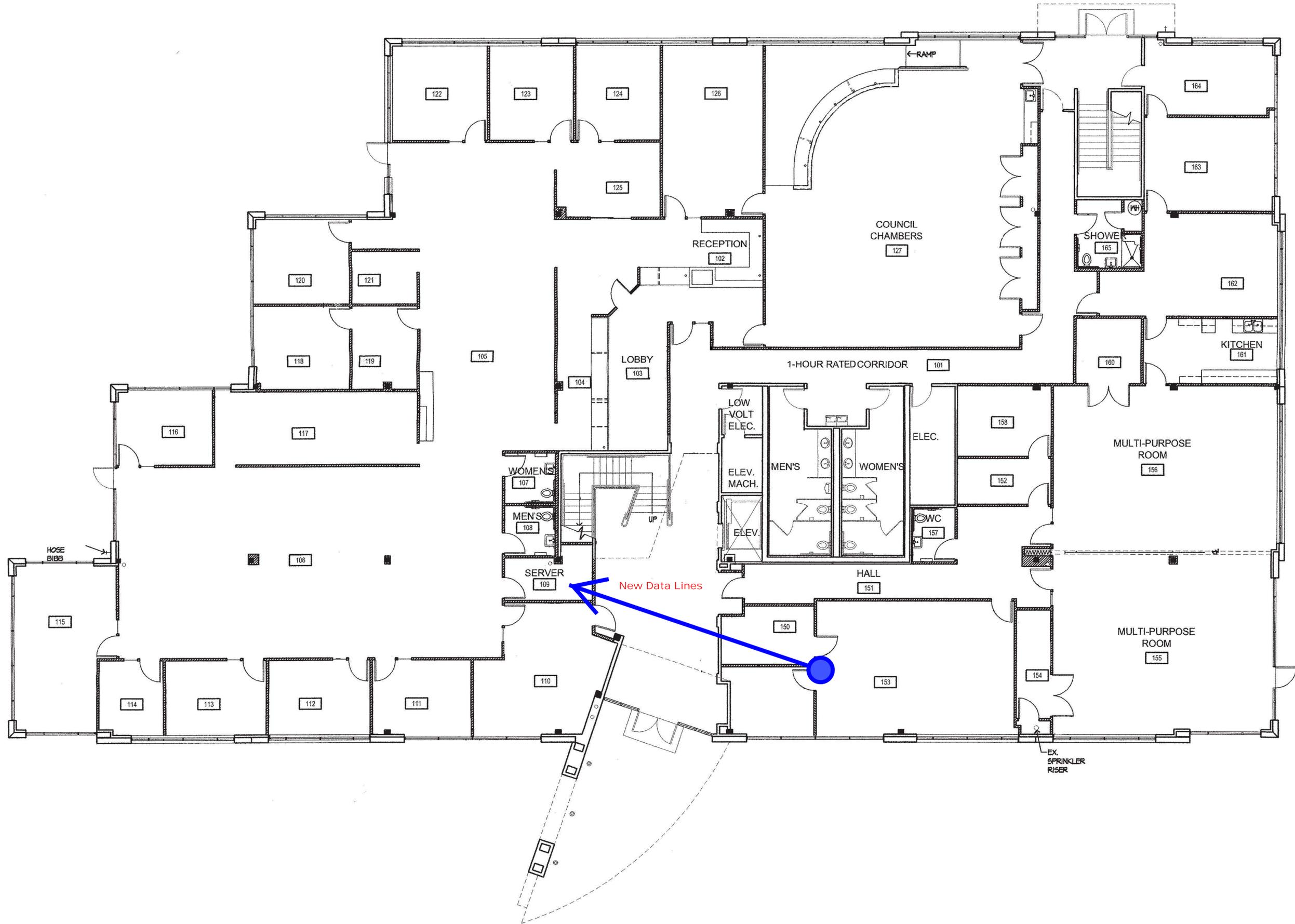
➤ Space 153 & 153A, general offices

ADD:

- Coordinate with SONITROL for the installation of an electric door release under the new counter.

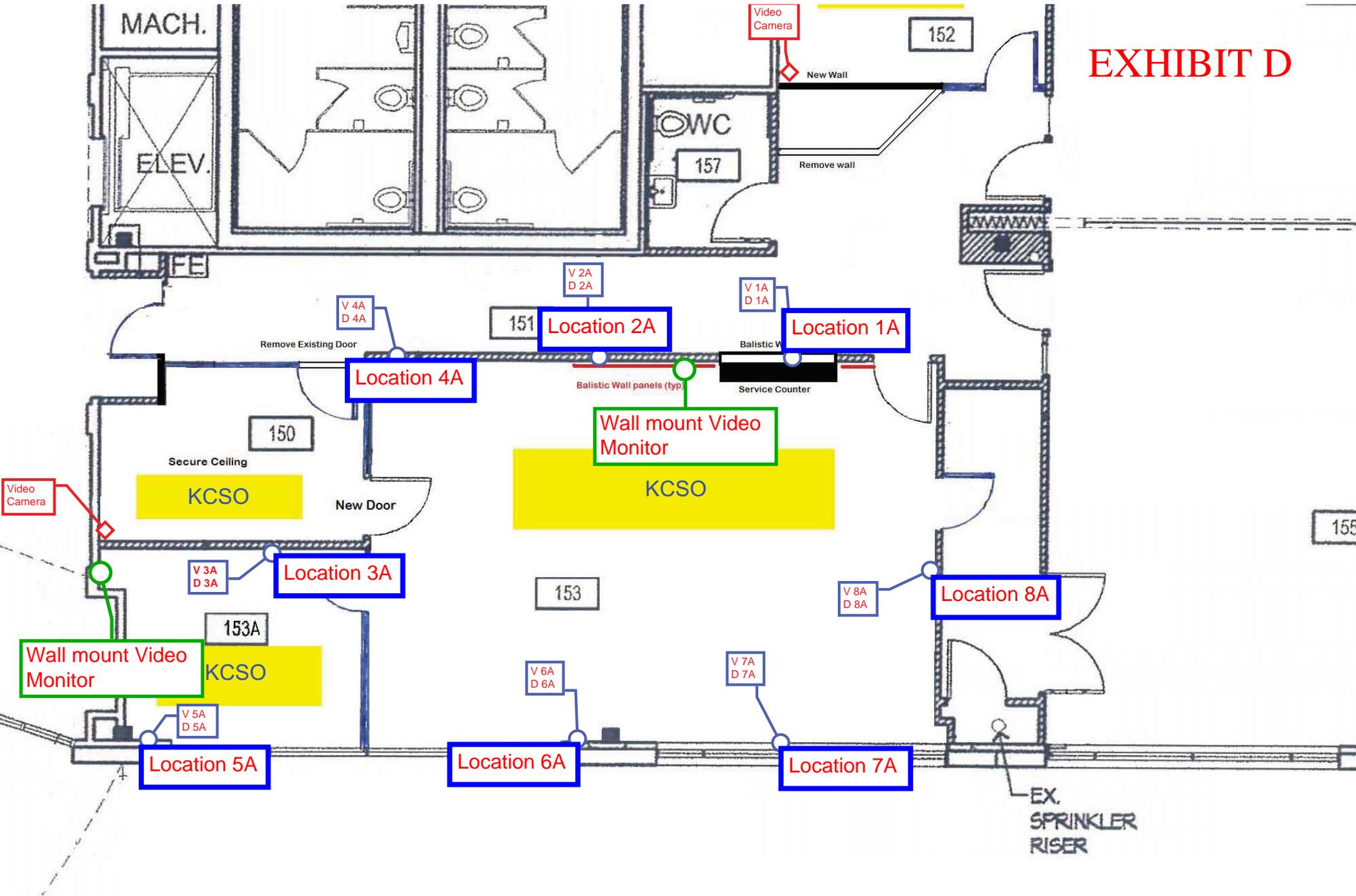


September 14, 2011



 **FIRST FLOOR PLAN**
SCALE:
0 2 4 8 16FT.

EXHIBIT D



Agenda Item 1
Covington City Council Meeting
Date: November 8, 2011

SUBJECT: RECEIVE COMMENTS FROM THE PUBLIC REGARDING A PROPOSAL TO INCREASE THE UTILITY TAX TO FUND COVINGTON COMMUNITY PARK CONSTRUCTION AND MAINTENANCE

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):

PREPARED BY: Derek Matheson, City Manager

EXPLANATION:

The City Council received the city manager's 2012 budget message on October 11, 2011. The city manager presented a budget that is balanced within current resources but noted the city is unable to fund Covington Community Park ("CCP") – both the last piece of the capital project budget and the ongoing maintenance and operations budget – unless the city raises new revenue or reduces other programs.

Following two discussions last month, Council directed staff to move forward with a public outreach campaign – including a public hearing – and to prepare a draft ordinance to increase the utility tax by one half of one percent (0.5%) to six percent (6%). The proposal would generate approximately \$135,000 in capital funds (of approximately \$200,000 needed) and approximately \$180,000 in annual maintenance and operations funds (of approximately \$185,000 needed) to move the project forward. The proposal is estimated to cost a typical household approximately \$2 per month.

The purpose of tonight's public hearing is to receive public input on the proposal.

Parks & Recreation Director Scott Thomas will give Council an abbreviated version of a presentation he is giving to city advisory commissions. Community Relations Coordinator Karla Slate will give a brief overview of the public outreach effort that is currently underway.

ALTERNATIVES:

FISCAL IMPACT:

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

No action necessary.

REVIEWED BY: City Attorney, Finance Director, Parks & Recreation Director, Public Works Director; Community Relations Coordinator.

Agenda Item 2
Covington City Council Meeting
Date: November 8, 2011

SUBJECT: CONSIDER 2012 LEGISLATIVE AGENDA

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):

1. Draft 2012 Legislative Agenda

PREPARED BY: Derek Matheson, City Manager

EXPLANATION:

The City Council adopts a legislative agenda every year. The attached draft is revised from 2011 to remove issues that have been resolved and to add issues that have arisen.

Staff will schedule meetings among the mayor, mayor pro-tem, lobbyist, and each 47th District legislator.

ALTERNATIVES:

1. Adopt the draft.
2. Modify the draft.
3. Provide alternate direction to staff.

FISCAL IMPACT: Staff time

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

**Councilmember _____ moves, Councilmember _____ seconds
to adopt the 2012 Legislative Agenda.**

REVIEWED BY: Management Team



City of Covington 2012 Legislative Agenda

Adopted by the City Council 11/8/11

The City of Covington will actively lobby the following issues:

- **Joint Legislative Agenda:** The cities of Black Diamond, Covington, and Maple Valley will continue to advocate jointly for federal and state funding for State Route 169 and State Route 516 improvements and for transit alternatives in the three rapidly growing communities.
- **State-Shared Revenues:** Retain state-shared revenues including liquor profits and taxes.
- **Project-Specific Funding Requests:** Retain/enhance/seek funding for the following projects, in priority order:
 1. Covington Community Park soccer field
 2. SR 516, Jenkins Creek to 185th Avenue SE
 3. Covington Town Center Economic Impact & Infrastructure Cost Study
- **Infrastructure Funding:** Support increased funding for cities' infrastructure design and construction needs, including but not limited to the surface transportation program (SAFETEA-LU) and Land & Water Conservation Fund (LWCF) at the federal level; and the Washington Wildlife and Recreation Program (WWRP), Connecting Washington Task Force, and street utility concept at the state level.

The City of Covington will support efforts by others to lobby the following issues:

- **Medical Marijuana:** Support legislation to clarify medical marijuana statutes.
- **Economic Development Funding:** Support constitutional amendments and/or legislation to create pure tax increment financing. Support state funding programs that are simpler, more flexible, and user-friendlier.
- **Tax Exemptions:** Exempt cities' capital projects from the sales tax, and exempt utility and enterprise revenues from the state business and occupations tax.
- **Simple Majority:** Support legislation to replace the supermajority threshold (60%) with a simple majority threshold (50%) for local government bond and levy elections.
- **Unfunded Mandates:** Oppose unfunded and under-funded mandates on local government. Support funding for existing mandates including the National Pollution Discharge Elimination System (NPDES) requirements.
- **Urban Growth Areas:** Provide cities time to annex adjacent land after a county classifies it as urban but before development may occur.
- **Commuter & Passenger Rail:** Support Auburn's efforts to secure an Amtrak stop, and support other parties' rail advocacy efforts when helpful to Southeast King County's rail and transit advocacy efforts.
- **AWC & SCA Legislative Programs:** Support the Association of Washington Cities (AWC) and Suburban Cities Association (SCA) legislative programs, excluding AWC's position on LEOFF 2 benefit enhancements. Support other local government professional associations' legislative programs when consistent with the aforementioned programs.¹

¹ In event of conflict, the order of precedence is 1) Covington, 2) SCA, 3) AWC, 4) others

Deleted: 2011

Deleted: 11/9/10

Deleted: Diesel Multiple Unit (DMU) commuter rail service and other

Comment [DM1]: The deletion of DMU reflects the SEATS Coalition's (formerly DMU group) shift in emphasis from rail specifically to transit generally.

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Deleted: re-appropriation: \$700,000

Comment [DM2]: The deletion of specific dollar amounts reflects the fact staff supplements the legislative agenda with fact sheets that are updated throughout the year.

Deleted: : \$50,000

Deleted: <#>SR 516, Jenkins Creek to 185th Avenue SE: \$14.7 million¶¶

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Deleted: DMU commuter rail project

Agenda Item 3
Covington City Council Meeting
Date: November 8, 2011

SUBJECT: 2011 THIRD QUARTER FINANCIAL REPORTS

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S):

1. 2011 Third Quarter Report
2. Quarterly Performance Reports by Fund

PREPARED BY: Rob Hendrickson, Finance Director

EXPLANATION:

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

ALTERNATIVES:

N/A

FISCAL IMPACT:

None.

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

NO ACTION NECESSARY AT THIS MEETING

REVIEWED BY: City Manager

Economic & Revenue Summary

~WA State Economic & Revenue Forecast Council



- Revisions to U.S. real Gross Domestic Product show a much deeper recession than previously estimated, and a U.S. economy close to stall speed in the first half of this year.
- The likelihood of a full-blown European debt crisis, and the consequent ripples across the global economy have increased.
- Washington’s economy is not immune to national and global economic developments. Like the nation, the outlook for the Washington economy has weakened since September.
- The employment recovery in Washington this recession has been the weakest of any post-war recovery.
- The recovery in state housing and construction will be later than previously expected. New construction faces headwinds from rising foreclosures and falling home prices.
- Washington is still expected to outperform the nation in employment and personal income growth, although the outlook for both has been lowered substantially.
- Our previous forecast prior to these data revisions had expected growth regaining momentum in the third half of 2011 as oil prices stabilized, and supply chains were restored with Japan rebuilding. Now that it turns out that there is no growth momentum in the first half of the year, a third half return to momentum seems unlikely.

2011 Third Quarter

Last quarter there was concern that revenues might slide as a result of the softening economy. At least through third quarter some major revenues appear to be coming in as forecast. There is still concern that the economy can slide backwards especially in light of the number of foreclosures that remain on the books. Two things will help moving into 2012—prudent budget management by the city’s directors and the repayment of the real estate excise tax from the street fund to the general fund. This will allow more fund balance to move into next year.

- Rob Hendrickson, Finance Director

Inside this issue:

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

Property Tax

Property tax is collected by King County and distributed on a daily basis to all taxing agencies within the county.

2009	2010	2011
\$ 1,089,681	\$ 1,135,068	\$ 1,251,520

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

Collections for 2011 will increase since the Council elected to take the banked property tax. This 2010 levy for 2011 collection is \$2,356,779 and the levy rate is \$1.36/\$1,000 assessed value.

Since taxes are due on April 30 and October 30 each year, the major distributions are realized in early May and November.

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

Through 3rd quarter the City received \$1,251,520. This is over half (53.1%) of the budgeted assessed levy for the year and is 10% above 2010 third quarter collections.

Property taxes are unrestricted. This means there are no restrictions on what the revenue can be used to pay for

The City’s assessed valuation is \$1.721 billion—a decrease of \$94 million or 5% over the previous year.

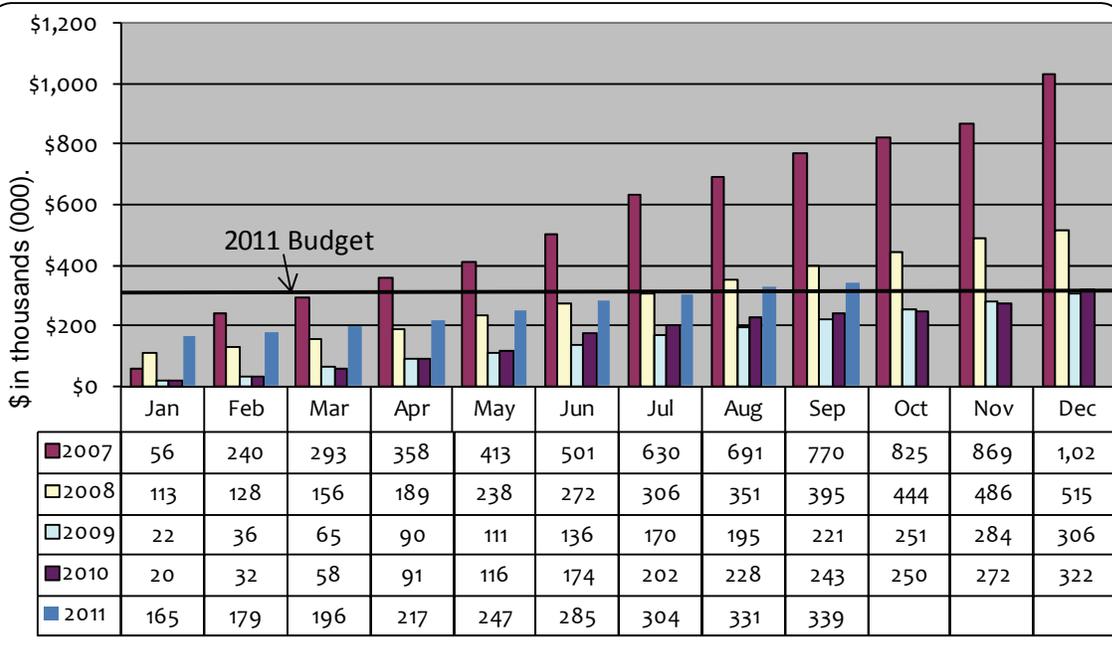
Real Estate Excise Tax (REET)

REET revenue is a restricted revenue dedicated to paying debt service on the 2007 transportation bonds and loans from the Public Works Trust

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

Through the 3rd quarter, collections are at \$339,195 (cash basis) or 113.0% of budget. The Adagio Apartment sale contributed to the large amount. The budget for 2011 is \$300,000.

Through September there were 27 new home sales, 145 existing home sales, and five land only sales, one building sale, and one commercial sale.



Retail Sales & Use Tax

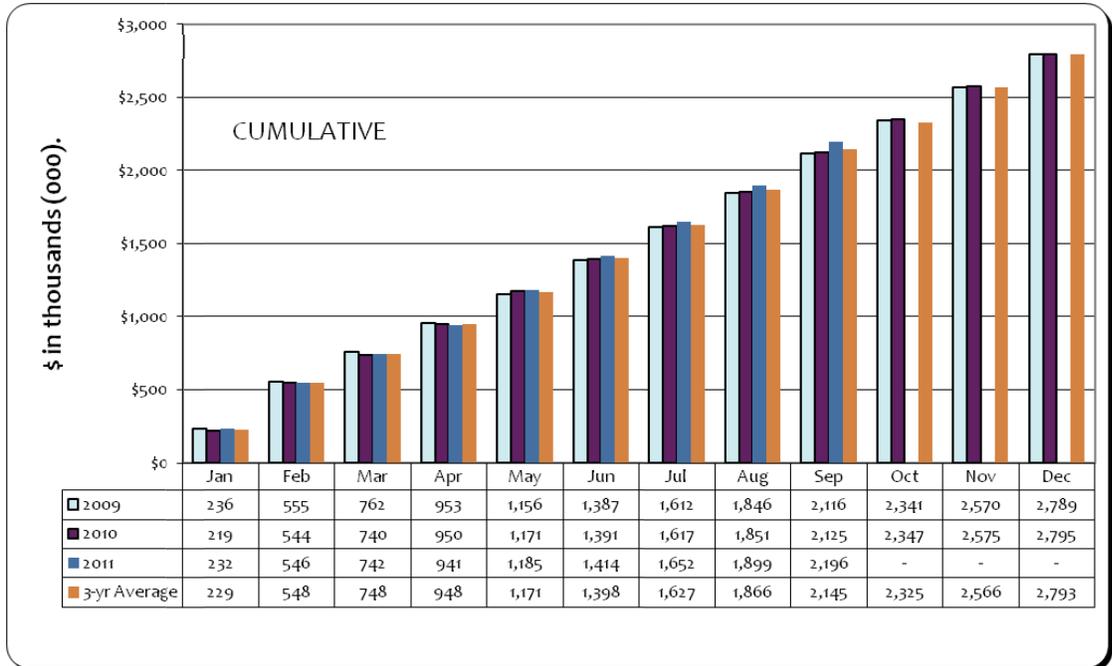
Sales and Use Tax is the largest revenue source available to the City. It currently supports the General Fund at 84% and the Parks and Recreation Fund at 16%. Third quarter collections are slightly above 2010 levels by \$71,448 or 3.4%. Total collections are at \$2,196,080 or 75.6% of budget.

In year over year comparisons, retail sales decreased by 0.3%, construction went up 47.4%, food services was up 8.0%, and all other categories increased 2.7%.

Retail sales has seen

benefits from several new retailers who entered the marketplace such as Airstream Trailer Sales. The City

will see revenues from Big Lots, and Big Five in the fourth quarter.



Utility Tax

The City imposes a utility tax on electrical energy, natural gas, brokered natural gas, solid waste, cable television, and telephone at the rate of 5.5%.

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

The third quarter is seeing a six percent increase over 2010 and collections are at 68.8% mark or \$1,387,366.

Electricity, natural gas and cable have increased over 2010 while solid waste and telephone have decreased. Year end estimates

The accompanying chart reflects the changes in revenue through the third quarter of 2010 and 2011.

Utility	2010	2011
Electricity	\$409,960	\$473,103
Natural Gas	236,136	286,571
Solid Waste	101,176	90,954
Cable	178,456	180,955
Telephone	375,247	355,783
Total	\$1,300,975	\$1,387,366

GENERAL FUND

Revenues for Q3 are 67.8% of budget or \$5.6 million. This is an increase of \$382,000 above 2010 levels. The big three revenues—sales tax, property tax, and utility tax are higher by \$752,200 than 2010. Property tax is at 53.1%, sales tax in on target at 75.6%, and utility taxes are at 68.8%. These three tax categories account for 79.4% of all general fund revenues through the third quarter. (Please see specific details on pages 2 and 3)

Total expenditures including transfers out through September are \$4,882,098. This is an increase in spending of \$111,647 over the same period last year.

Overall, 61.1% of the budget has been spent. With the exception of the Court all departments are below the 75% mark. Central Services is at 74.4%. This department caught up after some large one-time charges in January skewed the reporting for the year.

Salaries/benefits and police services account for over 64.9% of the expenditures through third quarter.

Revenues over expenditures are at \$766,000. This gap will narrow by year end.

GENERAL FUND DEPARTMENT BUDGET UPDATE

Department	YTD - 2010	% of Budget	YTD - 2011	% of Budget
City Council	75,329	53.9%	78,586	55.2%
Municipal Court	356,446	85.9%	418,585	83.3%
City Manager	588,975	72.4%	625,111	71.2%
Finance	368,658	70.7%	373,048	73.7%
Legal	44,174	43.7%	45,472	52.9%
Personnel	233,008	69.7%	232,516	69.4%
Central Services	722,501	79.7%	693,664	74.4%
Law Enforcement	1,616,756	56.8%	1,830,379	60.5%
Community Development	332,132	69.8%	271,470	62.2%
Operating Transfers Out	<u>432,472</u>	33.4%	<u>313,267</u>	27.0%
TOTAL	<u>\$ 4,770,451</u>	60.8%	<u>\$ 4,882,098</u>	61.1%

PUBLIC WORKS

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

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

Franchise fees are slightly ahead of forecast at 75.8% or \$150,812. Total operating revenues are \$423,786 and transfers in are \$168,010. At \$591,796, this puts total revenues slightly below forecast for the year at 72.0%.

The gas tax is slightly under budget due to the economy. Peo-

ple are driving less thereby impacting the amount of gas tax received. The amount received was about 72.1% (\$272,334) of budget.

Gas tax and franchise fees make up 71.5% of the total revenues.

Operating expenditures are on target for third quarter. Total expenditures are at 76.6% or \$515,614.

Transfers out include a payback to REET from Streets in the amount of \$251,012.

SWM is primarily funded through drainage fees that are collected

by King County. The City has collected \$861,904 or 55.9%. Total revenues are at 54.9% or \$891,203.

Operating expenditures are at 61.7% or \$631,144. With transfers out and debt service costs total uses are \$966,931 or 63.2%—well under the 75% benchmark. Salaries/benefits stand at 83% of operating expenditures.

Revenues exceed expenditures by \$360,100.

DEVELOPMENT SERVICES

Revenue has exceeded budget expectations. Through the end of September, \$1,238,526 or 182.9% of the forecasted budget has been received. All revenue categories have exceeded the 75% benchmark for the third quarter and all except licenses are above 100%. Per-

mit revenue and construction inspections are currently driving the revenue.

Operational expenditures came in at 92.7% or \$486,041. Including other financing uses of \$106,522 the percentage lowers to 89.5%.

Additional hours were added to existing staff to accommodate increased business and the Black Diamond contract.

This department is heavily service oriented. Salaries/benefits are 90.0% of operating expenditures.

PARKS and RECREATION

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

Total revenue is on target at

75.2% or \$912,005. Aquatics revenue is 76.6% or \$372,576—back on target after being behind in the first quarter.

Overall operating expenditures for the four divisions are 71.1% or about \$729,100. Overall uses are \$838,823 or 71.4%. Revenues are exceeding expenditures by

\$34,800.

Salaries/benefits comprise 75% of expenditures. 2011 expenditures are slightly below comparable 2010 expenditures.

Cash & Investments

Total cash and investments for the end of the September is \$9,702,255. This is more than September 2010 by \$2,326,185. The largest gain was in CIP at \$905,195. The third was in Development Services at \$778,002.

The Local Government Investment Pool (LGIP) is currently earning 0.13%. The City has \$6,931,011 invested with the LGIP. The LGIP invests in short term securities. It is compara-

ble to an SEC regulated Rule 2a-7 money market fund and offers 100% liquidity to its participants.

Investments outside the LGIP include a \$1.5 million agency bond earning 1.14% and will mature on August 22, 2013. Staff also recently invested \$1 million in an agency bond (FNMA) yielding 1.012% and maturing July 25, 2014.

Cash on hand is kept at Bank of America and various petty cash

funds throughout the City.

The chart below reflects the amount of cash and investments allocated to each fund within the City compared to 2010. This is reconciled and updated on a monthly basis.



TOTAL GENERAL LEDGER ACCOUNTS

	as of 09/30/10	as of 09/30/11	Δ
GENERAL FUND	\$2,171,874.57	\$2,471,339.78	\$299,465.21
STREET FUND	447,496.05	235,775.74	(211,720.31)
CONTINGENCY FUND	419,902.96	420,623.92	720.96
CUMULATIVE RESERVE FUND	1,378,293.68	1,430,186.64	51,892.96
REET 1ST 1/4% FUND	34,450.38	46,396.92	11,946.54
REET 2ND 1/4% FUND	34,450.92	46,396.90	11,945.98
DEVELOPMENT SERVICES FUND	664,133.18	1,442,134.83	778,001.65
PARKS FUND	112,062.62	202,887.62	90,825.00
LID 99-01 GUARANTY FUND	52,125.46	52,242.23	116.77
LID 99.01 FUND	8,445.29	390.93	(8,054.36)
CAPITAL IMPROVEMENT PROGRAM	687,518.29	1,637,713.55	950,195.26
SURFACE WATER MANAGEMENT	895,682.61	1,221,059.06	325,376.45
UNEMPLOYMENT INSURANCE	146,373.28	141,001.16	(5,372.12)
EQUIPMENT REPLACEMENT	<u>323,259.35</u>	<u>354,104.78</u>	<u>30,845.43</u>
			-
TOTAL ALL FUNDS	<u>\$7,376,068.64</u>	<u>\$9,702,254.06</u>	<u>\$2,326,185.42</u>

Capital Investment Program

Three projects have expenditures totaling \$456,013.

The table below outlines individual project activity.

Project #	Project Description	Revenues	Expenditures
1010	Covington Community Park	\$0	\$58,691
1026	Annual Facility Rehab	\$0	\$23,499
1034	256th/164th Intersection	\$0	\$0
1039	SR 516 Safety Widening	\$311,439	\$372,925
1082	Covington Way/SR 516 Connector		\$897

CITY OF COVINGTON FINANCE DEPARTMENT

16720 SE 271st St
Suite 100
Covington, WA 98042

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

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

City of Covington

ATTACHMENT 2

Quarterly Performance Report - General Fund

as of 9/30/2011

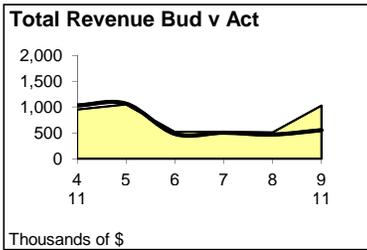


Chart 1

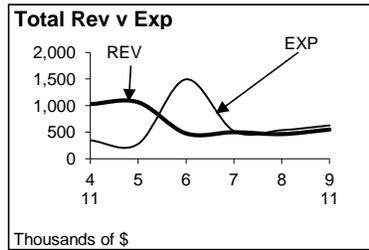


Chart 2

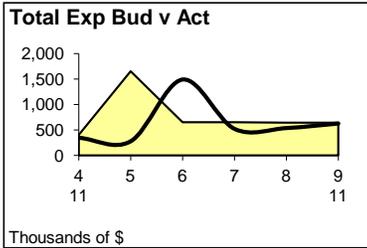


Chart 3

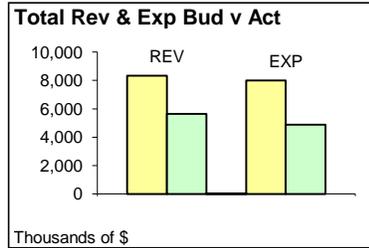


Chart 4

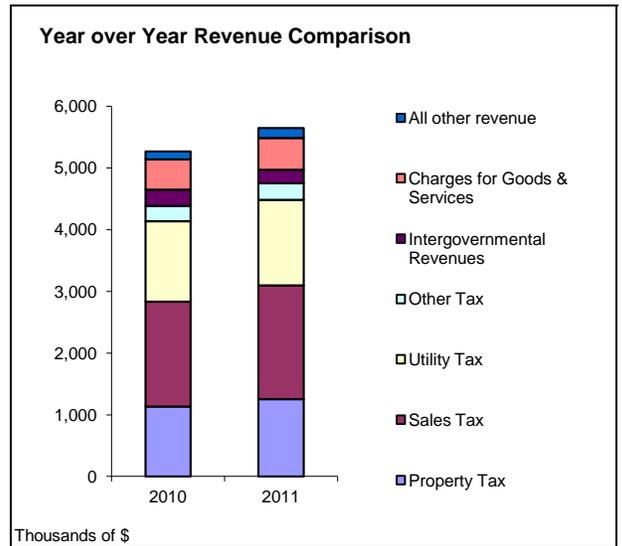
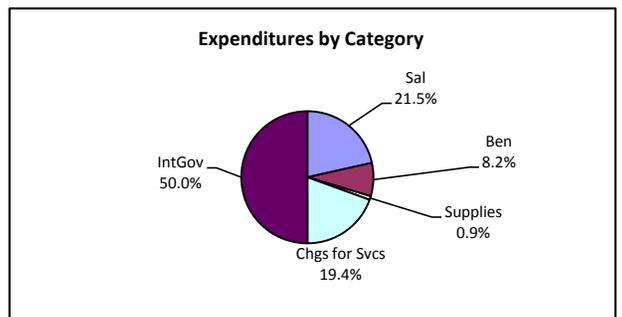
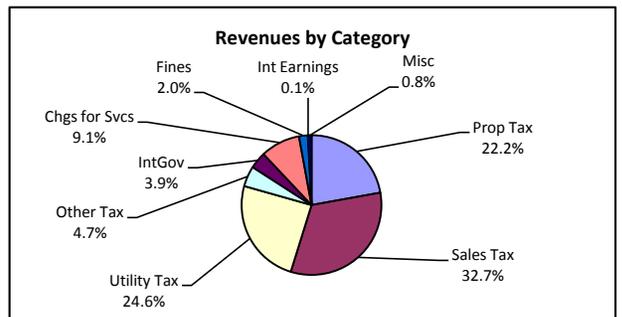


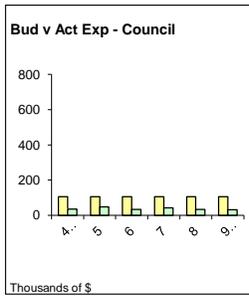
Chart 5

Rev & Exp - YTD	2011 Budget	2011 Actual	\$ Rem	% Coll YTD	2010 Actual
Property Tax	\$ 2,356.8	\$ 1,251.5	\$ 1,105.3	53.1%	\$ 1,135.1
Sales Tax	2,439.0	1,844.7	594.3	75.6%	1,699.7
Utility Tax	2,016.0	1,387.4	628.6	68.8%	1,301.0
Other Tax	352.0	266.6	85.4	75.7%	251.1
Intergovernmental Rev	321.5	219.5	102.0	68.3%	261.3
Charges for Goods & Svcs	682.0	515.4	166.6	75.6%	490.6
Fines & Penalties	123.1	114.1	9.0	92.7%	94.5
Investment Interest	14.8	6.3	8.5	42.6%	11.7
Miscellaneous	25.5	42.5	(17.0)	166.6%	21.3
Total Operating Revenues	8,330.7	5,648.0	2,682.7	67.8%	5,266.2
Other Financing Sources	-	0.0	(0.0)	0.0%	0.0
Total Sources	\$ 8,330.7	\$ 5,648.1	\$ 2,682.6	67.8%	\$ 5,266.2
Salaries & Wages	\$ 1,341.8	\$ 975.6	\$ 366.2	72.7%	\$ 950.6
Benefits	491.2	370.4	120.8	75.4%	373.5
Supplies	59.6	40.8	18.8	68.5%	35.0
Charges for Services	1,342.2	883.0	459.2	65.8%	1,003.5
Intergovernmental Svcs	3,566.5	2,270.4	1,296.1	63.7%	1,952.6
Capital	-	-	-	0.0%	6.0
Total Operating Expenses	6,801.3	4,540.3	2,261.1	66.8%	4,321.2
Other Financing Uses	1,190.9	341.8	849.0	28.7%	449.2
Total Uses	\$ 7,992.2	\$ 4,882.1	\$ 3,110.1	61.1%	\$ 4,770.5

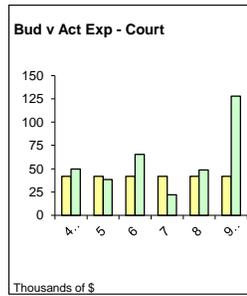


Legend	
	Cur Year
	Budget
	Actual
Data in Thousands of \$	

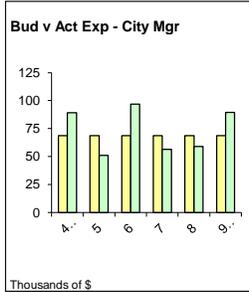
General Fund Expenditures by Department through 9/30/11



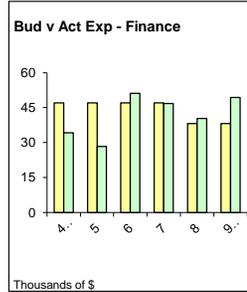
	2011		2011		% Coll	2010
Total Rev & Exp - YTD	Budget	Actual	\$ Rem	YTD	Actual	
Salaries & Wages	\$ 38.4	\$ 28.8	\$ 9.6	75.0%	\$ 28.8	
Benefits	3.4	2.4	1.1	69.2%	2.3	
Supplies	3.1	2.7	0.4	86.0%	2.7	
Charges for Services	97.3	45.6	51.7	46.8%	41.5	
Total Operating Expenses	142.3	78.6	63.7	55.2%	75.3	
Other Financing Uses	1,159.5	313.3	846.2	27.0%	432.5	
Total Uses	\$ 1,301.8	\$ 391.9	\$ 909.9	30.1%	\$ 507.8	



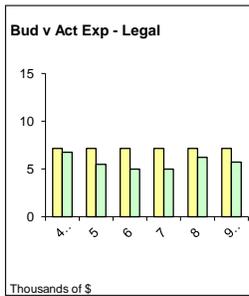
	2011		2011		% Coll	2010
Total Rev & Exp - YTD	Budget	Actual	\$ Rem	YTD	Actual	
Salaries & Wages	-	-	-	-	-	
Benefits	-	-	-	-	-	
Supplies	-	-	\$ -	0.0%	\$ 0.3	
Charges for Services	\$ 102.6	\$ 52.3	50.3	51.0%	63.1	
Intergovernmental Svcs	400.0	366.3	33.7	91.6%	293.0	
Total Operating Expenses	\$ 502.6	\$ 418.6	\$ 84.0	83.3%	\$ 356.4	



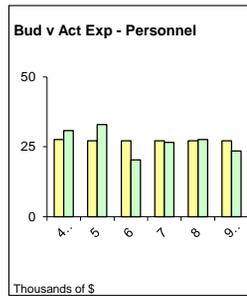
	2011		2011		% Coll	2010
Total Rev & Exp - YTD	Budget	Actual	\$ Rem	YTD	Actual	
Salaries & Wages	\$ 486.1	\$ 365.9	\$ 120.2	75.3%	\$ 348.6	
Benefits	186.8	146.5	40.4	78.4%	144.0	
Supplies	2.8	1.0	1.8	35.7%	1.1	
Charges for Services	88.1	59.4	28.6	67.5%	67.9	
Intergovernmental Svcs	113.6	52.4	61.2	46.1%	27.4	
Total Operating Expenses	\$ 877.4	\$ 625.1	\$ 252.3	71.2%	\$ 589.0	



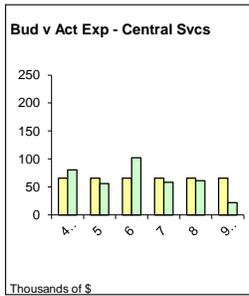
	2011		2011		% Coll	2010
Total Rev & Exp - YTD	Budget	Actual	\$ Rem	YTD	Actual	
Salaries & Wages	\$ 308.0	\$ 224.8	\$ 83.2	73.0%	\$ 221.1	
Benefits	122.2	93.0	29.3	76.1%	91.8	
Supplies	1.7	0.5	1.2	26.7%	0.8	
Charges for Services	39.6	26.2	13.4	66.2%	27.3	
Intergovernmental Svcs	35.0	28.6	6.4	81.7%	27.7	
Total Operating Expenses	\$ 506.5	\$ 373.0	\$ 133.5	73.7%	\$ 368.7	



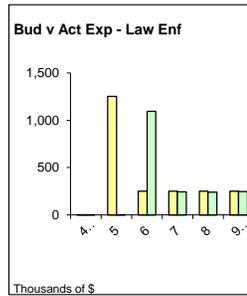
	2011		2011		% Coll	2010
Total Rev & Exp - YTD	Budget	Actual	\$ Rem	YTD	Actual	
Charges for Services	\$ 86.0	\$ 45.5	\$ 40.5	52.9%	\$ 44.2	
Total Uses	\$ 86.0	\$ 45.5	\$ 40.5	52.9%	\$ 44.2	



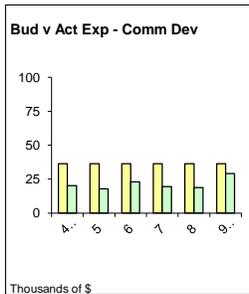
	2011		2011		% Coll	2010
Total Rev & Exp - YTD	Budget	Actual	\$ Rem	YTD	Actual	
Salaries & Wages	\$ 150.2	\$ 109.5	\$ 40.7	72.9%	\$ 108.3	
Benefits	49.6	38.2	11.4	77.0%	37.7	
Supplies	1.1	0.5	0.6	46.9%	0.6	
Charges for Services	125.8	78.5	47.3	62.4%	86.4	
Total Operating Expenses	\$ 326.6	\$ 226.7	\$ 100.0	69.4%	\$ 233.0	



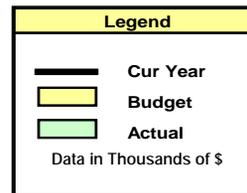
	2011		2011		% Coll	2010
Total Rev & Exp - YTD	Budget	Actual	\$ Rem	YTD	Actual	
Salaries & Wages	\$ 76.0	\$ 55.2	\$ 20.8	72.6%	\$ 53.9	
Benefits	33.8	28.0	5.8	82.7%	26.0	
Supplies	40.0	33.3	6.8	83.1%	18.7	
Charges for Services	758.6	560.4	198.2	73.9%	605.7	
Capital	-	-	-	0.0%	6.0	
Total Operating Expenses	908.4	676.8	231.6	74.5%	710.3	
Other Financing Uses	23.6	16.8	6.8	71.3%	12.2	
Total Uses	\$ 932.0	\$ 693.7	\$ 238.3	74.4%	\$ 722.5	



	2011		2011		% Coll	2010
Total Rev & Exp - YTD	Budget	Actual	\$ Rem	YTD	Actual	
Supplies	\$ 9.1	\$ 2.7	\$ 6.4	30.1%	\$ 10.6	
Charges for Services	7.7	5.6	2.1	72.4%	5.7	
Intergovernmental Svcs	3,004.8	1,820.9	1,183.9	60.6%	1,599.4	
Total Operating Expenses	3,021.7	1,829.2	1,192.4	60.5%	1,615.7	
Other Financing Uses	1.5	1.1	0.4	75.0%	1.0	
Total Uses	\$ 3,023.2	\$ 1,830.4	\$ 1,192.8	60.5%	\$ 1,616.8	



	2011		2011		% Coll	2010
Total Rev & Exp - YTD	Budget	Actual	\$ Rem	YTD	Actual	
Salaries & Wages	\$ 283.2	\$ 191.5	\$ 91.7	67.6%	\$ 190.0	
Benefits	95.4	62.5	32.9	65.5%	71.6	
Supplies	1.7	0.2	1.5	9.0%	0.3	
Charges for Services	36.5	10.4	26.1	28.5%	61.7	
Intergovernmental Svcs	13.1	2.2	10.9	16.8%	5.1	
Total Operating Expenses	429.9	266.7	163.1	62.1%	328.6	
Other Financing Uses	6.3	4.7	1.6	75.0%	3.5	
Total Uses	\$ 436.2	\$ 271.5	\$ 164.7	62.2%	\$ 332.1	



City of Covington

Quarterly Performance Report - Street Operations

as of 9/30/2011

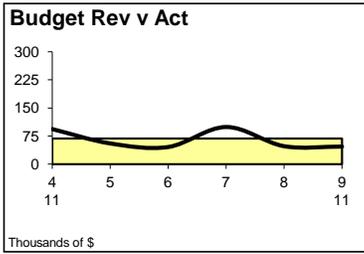


Chart 1

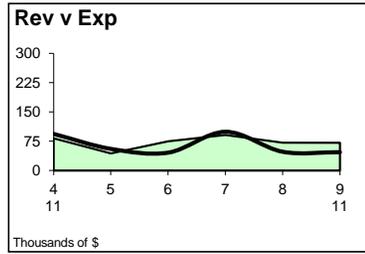


Chart 2

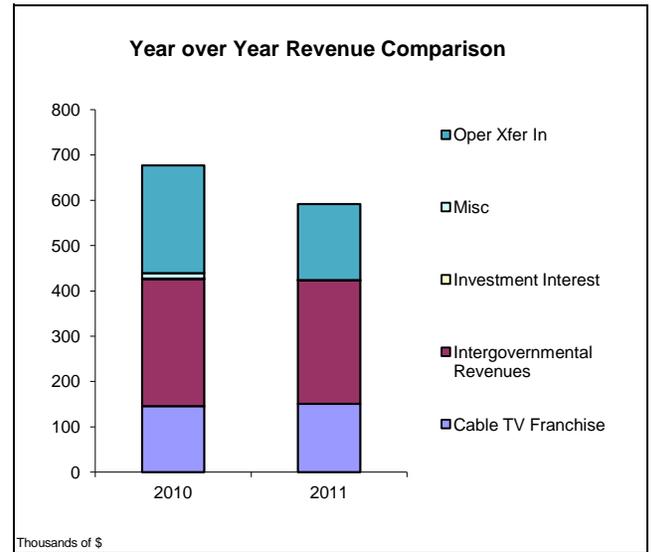


Chart 5

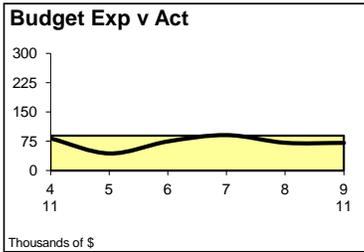
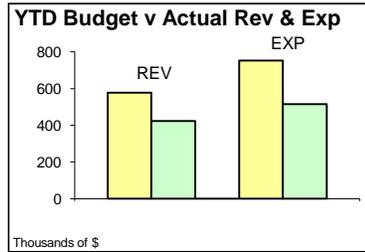
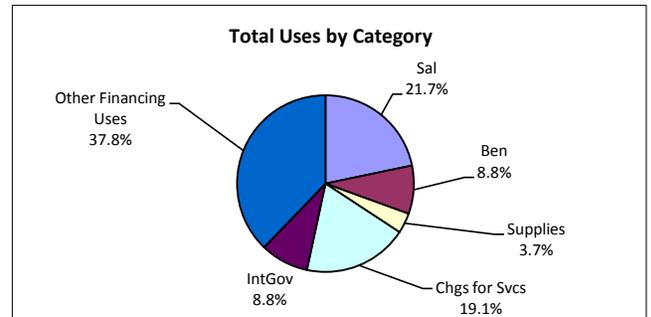
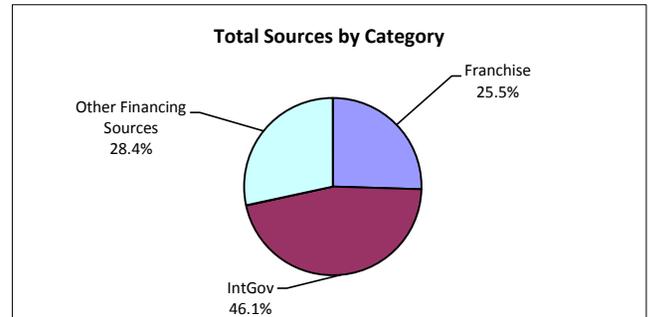


Chart 3



Less: Operating Transfers and Other Financing Uses

Rev & Exp - YTD	2011 Budget	2011 Actual	\$ Rem	% Coll	2010 Actual
Cable TV Franchise	\$ 199.0	\$ 150.8	\$ 48.2	75.8%	\$ 145.9
Intergovernmental Revenues	378.2	272.6	105.6	72.1%	280.3
Investment Interest	1.0	0.4	0.6	40.0%	1.0
Miscellaneous	-	0.0	(0.0)	0.0%	12.0
Total Operating Revenues	578.2	423.8	154.4	73.3%	439.2
Operating Transfer In	244.2	168.0	76.2	68.8%	237.9
Total Sources	\$ 822.4	\$ 591.8	\$ 230.6	72.0%	\$ 677.2
Salaries & Wages	\$ 261.7	\$ 180.0	\$ 81.7	68.8%	\$ 182.2
Benefits	95.4	73.3	22.1	76.8%	71.4
Supplies	47.8	30.6	17.2	64.1%	14.4
Charges for Services	224.3	158.6	65.7	70.7%	146.8
Intergovernmental	123.6	73.1	50.5	59.1%	97.4
Capital	-	-	-	0.0%	-
Total Operating Expenses	752.8	515.6	237.2	68.5%	512.1
Other Financing Uses	322.6	313.3	9.2	97.1%	127.6
Total Uses	\$ 1,075.4	\$ 828.9	\$ 246.4	77.1%	\$ 639.8

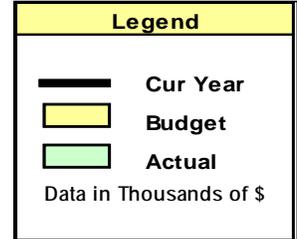
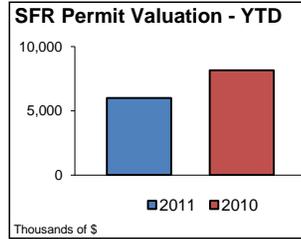
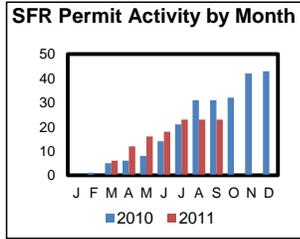
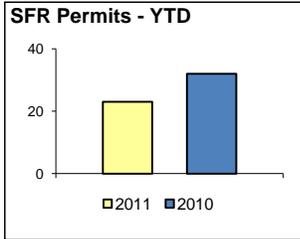
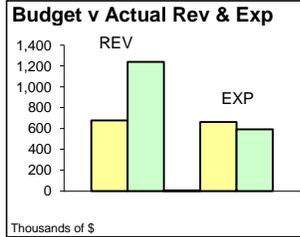
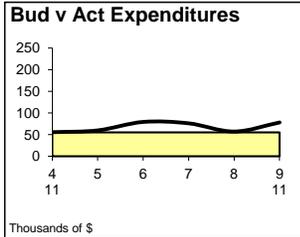
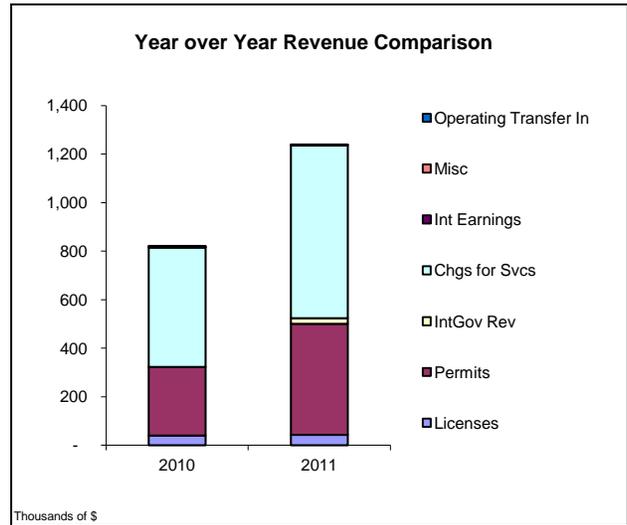
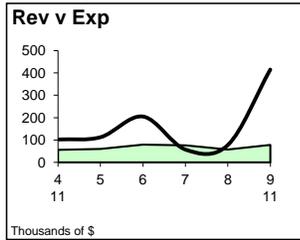
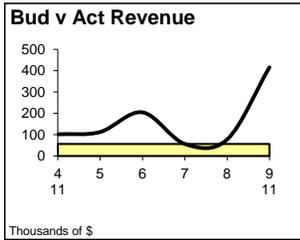


Legend	
	Cur Year
	Budget
	Actual
Data in Thousands of \$	

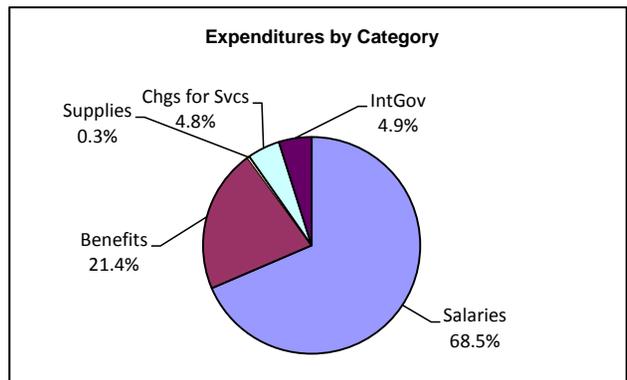
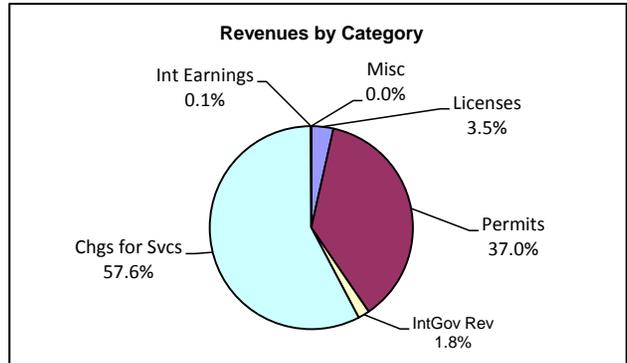
City of Covington

Quarterly Performance Report - Development Services

as of 9/30/2011



Rev & Exp - YTD	2011	2011	\$ Rem	% Coll YTD	2010
	Budget	Actual			Actual
Licenses	47.0	43.3	3.7	92.2%	40.6
Permits	356.3	457.7	(101.5)	128.5%	282.1
Intergovernmental Svcs	2.1	22.6		1078.5%	-
Charges for Services	271.3	713.4	(442.1)	262.9%	493.5
Interest Income	0.6	1.4	(0.8)	227.5%	0.9
Miscellaneous	-	0.0	(0.0)	0.0%	2.5
Total Operating Revenues	677.3	1,238.5	(540.7)	182.9%	819.5
Operating Transfer In	-	-	-	0.0%	2.5
Total Sources	\$ 677.3	\$ 1,238.5	\$ (540.7)	182.9%	\$ 822.0
Salaries & Wages	291.2	333.1	(41.9)	114.4%	225.5
Benefits	103.2	104.1	(0.9)	100.9%	81.8
Supplies	5.6	1.6	4.0	28.4%	2.8
Charges for Services	75.2	23.5	51.7	31.3%	22.1
Intergovernmental	48.9	23.7	25.2	48.5%	21.7
Total Operating Expenses	524.1	486.0	38.1	92.7%	353.9
Other Financing Uses	137.7	106.5	31.1	77.4%	77.1
Total Uses	\$ 661.8	\$ 592.6	\$ 69.2	89.5%	\$ 430.9



City of Covington

Quarterly Performance Report - Parks and Recreation Services

as of 9/30/2011

SUMMARY CHARTS

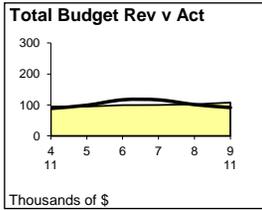


Chart 1

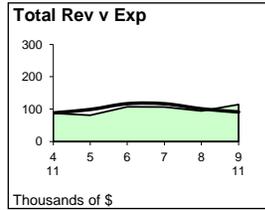


Chart 2

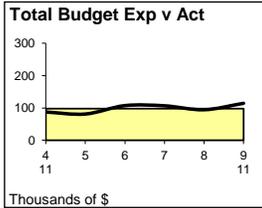


Chart 3

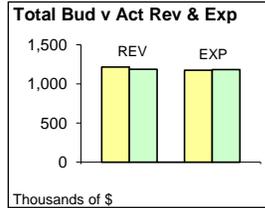


Chart 4

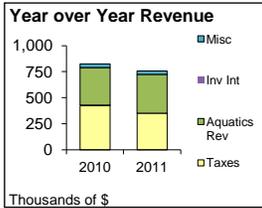


Chart 5

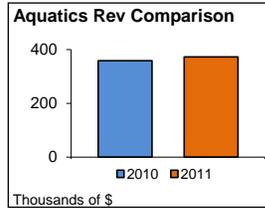


Chart 6

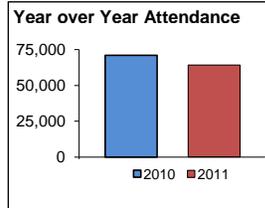
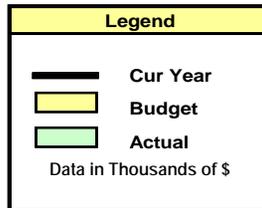
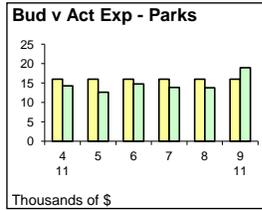
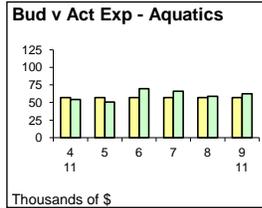


Chart 7

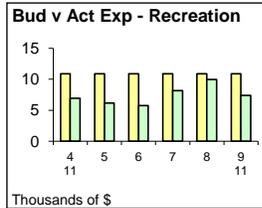
DEPARTMENTS



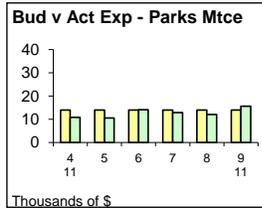
Rev & Exp - YTD	2011 Budget	2011 Actual	\$ Rem	% Coll YTD	2010 Actual
Salaries & Wages	\$ 114.2	\$ 83.0	\$ 31.3	72.6%	\$ 81.0
Benefits	43.7	24.6	19.1	56.2%	24.1
Supplies	1.2	0.0	1.1	3.0%	0.1
Charges for Services	5.9	1.2	4.7	20.0%	29.8
Intergovernmental Svcs	0.9	0.6	0.3	63.7%	0.7
Total Operating Expenses	165.9	109.3	56.5	65.9%	135.7
Other Financing Uses	26.2	20.6	5.6	78.8%	22.6
Total Uses	\$ 192.0	\$ 129.9	\$ 62.1	67.7%	\$ 158.2



Rev & Exp - YTD	2011 Budget	2011 Actual	\$ Rem	% Coll YTD	2010 Actual
Salaries & Wages	\$ 310.5	\$ 249.7	\$ 60.8	80.4%	\$ 267.7
Benefits	82.6	66.0	16.6	79.9%	70.0
Supplies	95.3	63.9	31.3	67.1%	52.1
Charges for Services	102.6	65.3	37.3	63.7%	63.6
Intergovernmental Svcs	7.8	4.9	2.9	62.8%	26.7
Total Operating Expenses	598.7	449.8	148.9	75.1%	480.1
Other Financing Uses	85.1	59.8	25.4	70.2%	65.7
Total Uses	\$ 683.9	\$ 509.6	\$ 174.3	74.5%	\$ 545.8

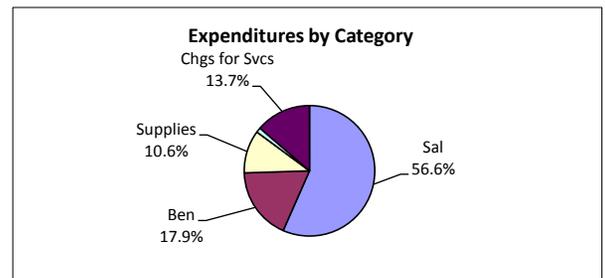
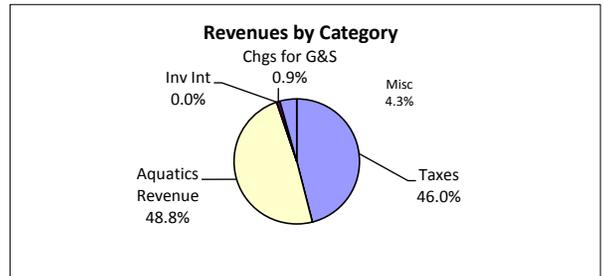


Rev & Exp - YTD	2011 Budget	2011 Actual	\$ Rem	% Coll YTD	2010 Actual
Salaries & Wages	\$ 59.7	\$ 36.7	\$ 23.0	61.5%	\$ 28.4
Benefits	17.6	19.9	(2.3)	112.9%	8.5
Supplies	3.7	4.3	(0.6)	116.8%	4.2
Charges for Services	29.8	11.1	18.7	37.4%	10.3
Intergovernmental Svcs	-	4.9	(4.9)	0.0%	2.4
Total Operating Expenses	110.9	75.4	35.4	68.0%	53.8
Other Financing Uses	19.6	15.5	4.2	78.8%	3.5
Total Uses	\$ 130.5	\$ 90.9	\$ 39.6	69.7%	\$ 57.4



Rev & Exp - YTD	2011 Budget	2011 Actual	\$ Rem	% Coll YTD	2010 Actual
Salaries & Wages	\$ 63.6	\$ 43.4	\$ 20.2	68.3%	\$ 48.0
Benefits	24.2	19.8	4.4	81.9%	19.0
Supplies	8.9	9.2	(0.4)	104.0%	18.1
Charges for Services	53.7	22.1	31.7	41.0%	20.2
Capital Outlay	-	-	-	0.0%	-
Total Operating Expenses	150.4	94.5	55.9	62.8%	105.3
Other Financing Uses	17.4	13.9	3.5	79.8%	16.8
Total Uses	\$ 167.8	\$ 108.4	\$ 59.4	64.6%	\$ 122.0

Rev & Exp - YTD	2011 Budget	2011 Actual	\$ Rem	% Coll YTD	2010 Actual
Taxes	\$ 465.0	\$ 351.4	\$ 113.6	75.6%	\$ 424.9
Grants	-	-	-	0.0%	5.0
Aquatics Revenue	486.3	372.6	113.8	76.6%	358.4
Investment Interest	0.5	0.3	0.2	55.2%	0.4
Charges for Goods & Services	-	6.6	(6.6)	0.0%	0.5
Miscellaneous	49.4	33.1	16.3	67.0%	35.5
Total Operating Revenues	1,001.2	763.9	237.3	76.3%	824.7
Other Financing Sources	211.1	148.1	63.0	70.2%	134.7
Total Sources	\$ 1,212.4	\$ 912.0	\$ 300.4	75.2%	\$ 959.4
Salaries & Wages	\$ 548.0	\$ 412.8	\$ 135.3	75.3%	\$ 425.1
Benefits	168.1	130.3	37.8	77.5%	121.5
Supplies	109.0	77.5	31.5	71.1%	74.5
Intergovernmental Svcs	8.7	8.8	(0.1)	101.5%	29.8
Charges for Services	192.0	99.7	92.4	51.9%	123.9
Capital Outlay	-	-	-	0.0%	-
Total Operating Expenses	1,025.9	729.1	296.8	71.1%	774.9
Other Financing Uses	148.3	109.7	38.6	74.0%	108.6
Total Uses	\$ 1,174.2	\$ 838.8	\$ 335.4	71.4%	\$ 883.5



City of Covington

Quarterly Performance Report - SWM Operations

as of 9/30/2011

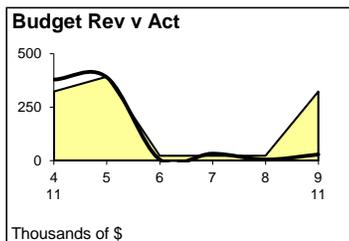


Chart 1

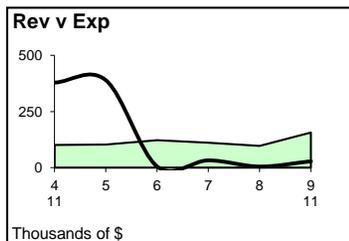


Chart 2

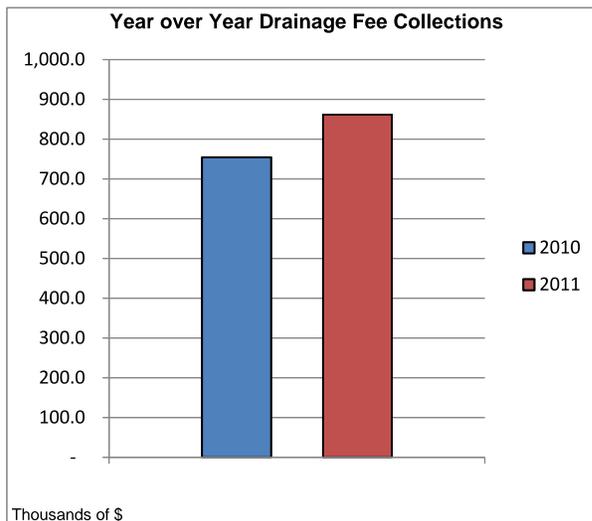


Chart 5

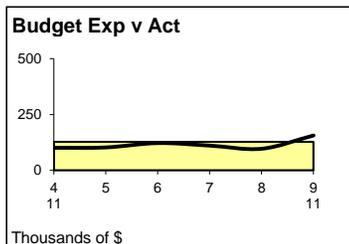


Chart 3

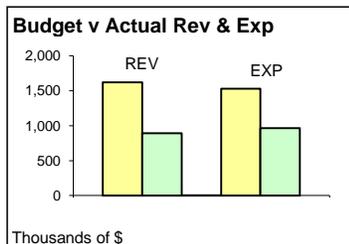
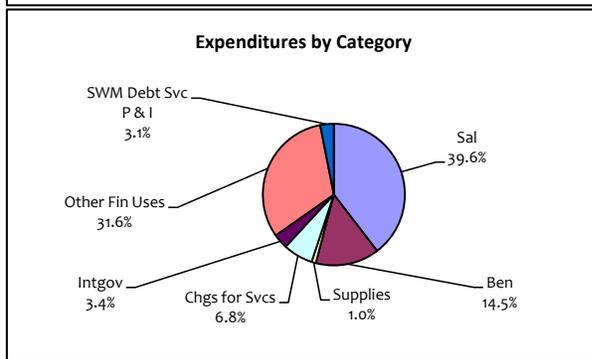
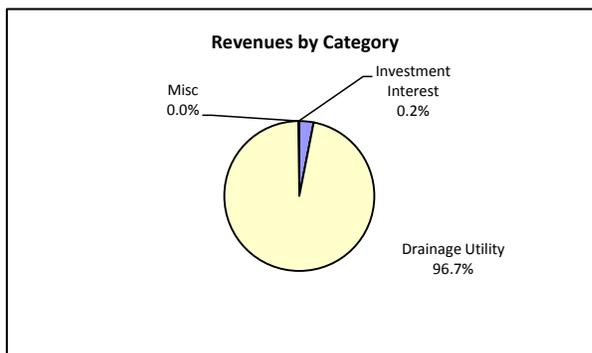


Chart 4

Rev & Exp - YTD	2011		\$ Rem	% Coll YTD	2010
	Budget	Actual			Actual
Grants	\$ 78.3	\$ 27.4	50.9	35.0%	\$ 4.4
KC Salmon Conservancy	-	-	-	-	-
Drainage Utility	1,542.3	861.9	680.4	55.9%	754.7
Investment Interest	2.3	1.9	0.4	81.4%	2.5
Miscellaneous	-	0.0	(0.0)	-	(0.2)
Comp/Loss	-	-	-	-	-
Total Operating Revenues	1,622.9	891.2	731.7	54.9%	761.4
Transfers In	-	-	-	-	66.6
Total Sources	\$ 1,622.9	\$ 891.2	\$ 731.7	54.9%	\$ 828.0
Salaries	\$ 512.3	\$ 382.7	\$ 129.6	74.7%	\$ 390.6
Benefits	184.4	140.5	44.0	76.2%	143.0
Supplies	35.1	9.4	25.7	26.8%	15.5
Charges for Services	212.8	65.8	147.0	30.9%	111.5
Intergovernmental	78.5	32.8	45.7	41.8%	111.6
Capital Outlay	-	-	-	-	-
Total Operating Expenditures	1,023.1	631.1	392.0	61.7%	772.2
Other Financing Uses	471.6	305.9	165.6	64.9%	243.4
SWM Debt Service P & I	34.6	29.8	4.8	86.2%	29.1
Total Uses	\$ 1,529.3	\$ 966.9	\$ 562.4	63.2%	\$ 1,044.7



Legend	
	Cur Year
	Budget
	Actual
Data in Thousands of \$	

**DISCUSSION OF
FUTURE AGENDA TOPICS:**

November 22, 2011 – City Council Special & Regular Meetings

(Draft Agenda Attached)

Draft

As of 11/3/11

Covington: Unmatched quality of life



AGENDA

CITY OF COVINGTON

CITY COUNCIL SPECIAL REGULAR MEETINGS

www.covingtonwa.gov

**Tuesday, November 22, 2011
6:15 p.m.**

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

Council will interview Planning Commission applicants beginning at 6:15 p.m.

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

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION - NONE

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

APPROVE CONSENT AGENDA

- C-1. Approval of Minutes (Scott)
- C-2. Approval of Vouchers (Hendrickson)
- C-3. Execute an Interlocal Agreement with King County for Jail Services (Matheson)
- C-4. Approve Agreement with Abaco Pacific for Real Estate Services (Vondran)
- C-5. Termination of Memo of Understanding with Woodbridge Subdivision (Hart/Lyons)

REPORTS OF COMMISSIONS

- Planning Chair Sean Smith: November 3 and November 17 meetings.
- Human Services Chair Haris Ahmad: November 10 meeting.
- Arts Chair Sandy Bisordi: November 10 meeting.
- Parks & Recreation Chair David Aldous: November 16 meeting.
- Economic Development Council Co-Chair Jeff Wagner: November 3 meeting.

PUBLIC HEARING

1. Receive Comments from the Public Regarding Proposed Fiscal Year 2012 Budget and Revenues Sources and Set the Property Tax Levy (Hendrickson)

NEW BUSINESS

2. Consider Appointment to Planning Commission (Council)
3. Establish an Equipment Repair and Replacement Fund Policy (Hendrickson)

4. Consider Awarding Contract for City Hall Phone System (Akramoff)
5. Discuss the 2012 Development and Building Permit Fees and Administrative Fees (Hart)
6. Consider Ordinance Increasing Utility Tax by .5% (Hendrickson)
7. Consider Ordinance to Set the 2011 Property Tax Levy for Collection in 2012 (Hendrickson)
8. Consider Ordinance Authorizing a Property Tax Increase as Required by RCW (Hendrickson)

COUNCIL/STAFF COMMENTS

- Future Agenda Topics

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

EXECUTIVE SESSION: If needed

ADJOURN

Any person requiring disability accommodation should contact the City of Covington at (253) 638-1110 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) 638-1110.