



# Covington: Unmatched quality of life

## AGENDA CITY OF COVINGTON CITY COUNCIL REGULAR MEETING

[www.covingtonwa.gov](http://www.covingtonwa.gov)

Tuesday, February 28, 2012  
7:00 p.m.

City Council Chambers  
16720 SE 271<sup>st</sup> Street, Suite 100, Covington

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### CALL CITY COUNCIL REGULAR MEETING TO ORDER

### ROLL CALL/PLEDGE OF ALLEGIANCE

### APPROVAL OF AGENDA

### PUBLIC COMMUNICATION

- Youth Art Month Proclamation – March 2012 (Sandy Bisordi)
- Recognition of Finance Staff for CAFR (Council)
- Aquatic Center 35<sup>th</sup> Anniversary Proclamation (Bahl)

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

### APPROVE CONSENT AGENDA

- C-1. Minutes of January 28, 2012 Annual Strategic Planning Summit (Scott)
- C-2. Vouchers (Hendrickson)

### REPORTS OF COMMISSIONS

- Human Services Chair Haris Ahmad: February 9 Meeting.
- Arts Chair Sandi Bisordi: February 9 Meeting.
- Planning Chair Daniel Key: February 2 and 16 Meetings.
- Parks & Recreation Chair David Aldous: February 15 Meeting.
- Economic Development Council Co-Chair Jeff Wagner: Jan. 26 and Feb. 23 Meetings.

### PUBLIC HEARING

1. Receive Comments from the Public on a Multi-Family Property Tax Exemption to Identify Residential Target Areas Ordinance (Hart/Mueller)

### NEW BUSINESS

2. Discuss Citizen Request Regarding Setbacks (Hart)
3. Approve City Manager Merit Goals for 2012 (Beaufreere)

### 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: February 28, 2012

SUBJECT: APPROVAL OF MINUTES: JANUARY 28, 2012 CITY COUNCIL ANNUAL STRATEGIC PLANNING SUMMIT

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 January 28, 2012 City Council Annual Strategic Planning Summit Minutes.**

CITY OF COVINGTON CITY COUNCIL  
**ANNUAL STRATEGIC PLANNING SUMMIT**  
Saturday, 28 January 2012, 8:30 a.m. — 3:10 p.m.  
Covington Christian Fellowship Church

# DRAFT SUMMARY

## OF THE MEETING'S KEY DISCUSSIONS, DECISIONS, AND AGREEMENTS

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**Attending:** Mayor Margaret Harto, Mayor Pro Tem Jeff Wagner, Council members Mark Lanza, Marlla Mhoon, David Lucavish, Jim Scott, and Wayne Snoey; City Manager Derek Matheson; Management Team members Glenn Akramoff, Noreen Beaufriere, Richard Hart, Rob Hendrickson, Kevin Klason, Sharon Scott, Karla Slate, and Scott Thomas; facilitator Jim Reid.

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### KEY AGREEMENTS OF THE SUMMIT

The key agreements of the City Council at the 2012 Summit were:

1. **Vision, Mission, and Goals:** The vision, mission, and Council goals are “more accurate than ever.”
2. **Finances and Budget:** a) The City could borrow from the Surface Water Management (SWM) utility fund to help alleviate the short-term budget deficit; b) The City should impose a 6% utility tax on the SWM fund to transfer to the General Fund \$100,000 of the funding received from the Bonneville Power Administration (BPA); c) Maintenance and other things that could be delayed without causing a decline in customer service or infrastructure should be delayed to help reduce costs; d) Public safety would be the last thing to cut if spending reductions become necessary; e) Human services and other programs in which other providers, such as the private sector or non-profits, could provide service should be higher priorities for cutting if spending reductions become necessary; f) Covington citizens should have a strong voice in advising City officials on how to balance the budget, both through the Budget Priorities Advisory Committee (BPAC) and, possibly, a vote of the citizenry.
3. **Town Center:** To achieve the Council’s vision for downtown, transportation and public space infrastructure projects in the Town Center and Wax Road MHO zones should rank higher in the CIP and TIP than they currently do.
4. **Northern Gateway:** The Northern Gateway is a crucial component of the vision and strategies for expanding economic opportunities in Covington. Therefore, the City should work with landowners, developers, citizens, and King County to bring the entire area into the City’s boundaries and to develop the properties within the Northern Gateway for commercial development. The Council envisions the future commercial development of this area as being distinctly different from the development of the Town Center so that they complement each other rather than compete.

## **THE MOST BENEFICIAL ACHIEVEMENTS OF 2011**

At the beginning of this annual strategic planning summit, the Council cited the accomplishments of 2011 that are most likely to have the greatest long-term benefits for Covington. These accomplishments reflect a culture of trust, respect, collaboration, citizen involvement, and striving to do what is right for the community. The most beneficial accomplishments of the last year were:

1. The City's financial stability during this tough time. "We've weathered well the downturn in the economy."
2. The Council rallied on behalf of getting the hospital to locate here. "We come together to do things well, especially when it is something important to the City's future."
3. The Council's support for Covington Community Park. "This will be our legacy to future generations."
4. Council's leadership on a variety of regional issues, including animal control, courts, and the ILA with Maple Valley on public works.
5. Council provided inspirational leadership and stability.
6. The City's partnerships with the business community resulted in such initiatives as Destination Covington "demonstrates that we look to the future."
7. The quality of the members of the City's commissions, including the quality of applicants for vacancies.
8. The City's #1 ranking in retail sales growth. This, and the addition of some new businesses into Covington, indicate the City is becoming a retail hub. In the future we need to work strategically to become a medical services hub to attract daytime commercial activity.
9. The City maintained its commitment to social programs in a time of need.
10. Despite the economy and the need to do more with less, staff maintained high standards of customer service. One example: the permit counter.
11. The City's presence on Facebook is helping to dispel rumors faster and get vital information out into the public faster.
12. Cooperation between Covington, Maple Valley, and Black Diamond has markedly increased the profile of transportation issues and challenges at the regional and state levels.
13. Creation of the BPAC, which will begin its work in February 2012.
14. City streets and other public spaces are clean. Snow removal and cleanup in January was efficient.
15. Community policing—Kevin's leadership and the civility and effectiveness of our police officers are helping maintain the important relationship between the police and public.
16. While the City had to raise rates for using the pool, it is still crowded and a community asset.
17. There is not as much graffiti around town.
18. City "fostering" the Timberlane Homeowners' Association.
19. The City's relations with our State legislators.
20. Because of our efforts, the Puget Sound Regional Council (PSRC) included Highway 516 on its list of high priority road projects.
21. We played a significant role in implementing the Regional Fire Authority.
22. The King County Sheriff's district or local office moved into our building, giving public safety greater presence in Covington.
23. The resolution of code enforcement issues.
24. Implementation of the panhandling ordinance.
25. Our meeting with the representatives of the utilities.
26. Staff has become even more productive as a result in upgrades to technologies, such as the improvements of the telephone system.
27. "We have a great finance department that has had no audits and provides those of us on the Council with timely and accurate information."
28. "In an economic climate like this, some cities 'hunker down.' Not us. We continue to thrive and think 'out of the box.'"

Unapproved Draft – January 28, 2012 Annual Strategic Planning Summit  
Submitted for Approval: February 28, 2012

After the Council finished identifying the most important accomplishments of this past year, the management team members added these:

29. Covington has earned a reputation for being a good place in which to do business. The change in the leadership of the Community Development Department is contributing to this perception.
30. Council members demonstrate trust in each other and in staff, which is important to the staff and to the community. Even when having difficult conversation, Council members remain respectful of and civil toward one another. In addition, the City deeply involves the public in decision-making.
31. The City continues to excel at securing funding from many sources, particularly grants.
32. The benefits plan for employees illustrates that the City is treating its employees well and appreciates their efforts. This is contributing to a continuity of service as employees enjoy working here.
33. "I am working for the best City Council and best City Manager in my 36-year career. If not for all of you, I would have retired. You are civil and have the long-term interests of the City at heart."
34. Because of the trust among Council members and between the Council and staff, the City is able to capitalize on new opportunities, such as negotiating the new jail contract with King County. "The calculated risks we have taken have paid dividends by containing costs and allowing us to be more efficient."

After citing the accomplishments of 2011, the Council mentioned things that need to be accomplished to help achieve the vision, mission, and goals. These items are:

- Lay the groundwork for keeping young people in our community or having them return to their hometown after they graduate from college by: a) building a community center that is particularly focused on the needs and interests of kids and youth; b) attracting movie theatres and a bowling alley that gives young people a place to congregate; c) designating an "entertainment zone" served by shuttle busses; and d) expanding the system of trails and bike paths so that kids can travel from their homes to Town Center and parks without relying on their parents to drive them.
- The ideas immediately above would also appeal to young families and seniors.
- In addition, seniors and the elderly could remain in Covington with the addition to the community of assisted living facilities and skilled nursing services. (If we act on becoming a hub for the medical community, this may become more feasible.)
- Hotels and motels in the community could also help us gain a Convention Center or central meeting space for community events.
- Affordable housing that is within walking distance of key services and amenities.
- Improve the network of sidewalks and the condition of streets.
- Reopen Jenkins Creek Park by replacing the bridge that was washed out in December 2010.
- Address traffic volumes on the Kent-Kangley Road. (The congestion is a sign people are coming into Covington to shop, which is a City goal.)

Finally, the Council discussed what citizens are saying about the City and community.

- The public seems more aware and supportive of what the City is doing, and is seeking even more involvement in decision-making and public affairs.
- Residents seem protective of the City. If it is criticized, they rise to its defense.
- The sense of pride appears to be growing. Young people in particular seem to be finding Covington a good place to live. They've nicknamed it "Covtown."
- Despite the fact that 49% of home sales in South King County were foreclosures last year, there is a sense that the real estate market is turning around and people are feeling more optimistic.
- Council members are getting more phone calls from constituents. The calls aren't to complain, but to inquire about City initiatives and issues facing the community.

## **COUNCIL REAFFIRMS VISION, MISSION, AND GOALS**

As a result of a brief review of the City's vision and mission statements and goals, the Council agreed that they are more accurate and relevant than ever.

Some additional comments, perspectives, and suggestions included:

- "If we are patient and keep our focus, we will achieve our vision and goals."
- Citizens like the small town feel of the community even as it grows. Downtown's development can be instrumental in helping preserve that feeling.
- The Covington Economic Development Council (CEDC) is moving forward with plans to "brand" the City as a strategy for attracting economic growth to the community.
- *Change one of the pictures on the page on which the vision, mission, and goals are printed because it shows a utility pole at Covington Place, and that pole no longer exists.*

## **COUNCIL IDENTIFIES PRINCIPLES AND STRATEGIES TO ADDRESS POTENTIAL BUDGET DEFICITS**

The primary purpose of discussing the City's financial outlook for the next 3-5 years was for the Council to provide the management team with guidance and direction, particularly in the event of the "worst case scenario" in which the economy does not improve or improves more slowly than expected and the City faces budget deficits.

While the recent forecast was better than the one in October 2011, the management team is anticipating a General Fund problem by 2014. The team also warned the Council that the City Manager's proposed budget for 2013 might include a reduction of as much as \$500,000.

The size of any future deficits would be affected by international and national factors, such as the extent of the US economic recovery. It will also be influenced by state and local conditions, including: a) potential court challenges to the recently passed initiative privatizing liquor sales; b) the Governor's proposal to take away from local government a portion of the receipts from the liquor excise tax and liquor profits; c) State mandates that could impose new responsibilities or requirements on local government; and d) other initiatives that voters might approve that may affect the ability of government to raise revenues or that could restrict the choices or actions of government.

The Council recognizes there are short-term and long-term fiscal and budgetary issues to address. Regarding the long-term issues and challenges, Council agreed on these principles:

1. Don't wait to take action until the City must react to a bad situation. Act now to lay the groundwork for addressing long-term fiscal and budgetary issues and challenges. By being proactive, the City may reduce or even eliminate potential future challenges and threats.
2. Engage the citizens in deciding whether to raise revenues, cut services and programs, or do a combination of both.

Regarding the immediate, short-term threat of budget deficits, the Council agreed on two principles:

1. Keep the long-term future in mind as we act to address short-term issues, problems, and challenges.
2. The short-term actions the City takes should be considered "stop gap" measures. Therefore, do not do permanent damage to programs and services; i.e., don't "blow up" entire programs or services.

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In the interest of addressing the long-term, systemic issues, the Council established the Budget Priorities Advisory Committee (BPAC) and is in the process of appointing its members. The Committee's recommendations are due to be submitted to the Council by year's end. At this meeting Council members reiterated their intent to allow the BPAC to do its job and to bring to the City its findings and recommendations.

To address the short-term gap between revenues and expenditures, the Council agreed on these strategies:

1. Borrow from the Surface Water Management (SWM) utility fund.
2. Impose a 6% utility tax on the SWM fund to transfer to the General Fund \$100,000 of the funding received from the Bonneville Power Administration (BPA).
3. Delay maintenance and other things that could be delayed without causing a decline in customer service or infrastructure, such as lawn mowing, street cleanup, and, possibly, graffiti removal.
4. In the case of roads, maintain what we have before building new ones. Use the next 3-5 years to "shore up" what we already have.
5. Reduce or eliminate projects that require "one-time only" funding.

While the Council is interested in ensuring the BPAC has the opportunity to fulfill its mission, there is a strong interest on the part of Council members for one long-term solution: a Transportation Benefit District (TBD). Once the TBD is established, the City could: a) Impose an annual vehicle fee up to \$20. This fee would be collected at the time of vehicle license renewal (the annual process of updating the license plate tab on a car). The fee would not require voter approval; or b) Collect up to 0.2% of sales tax revenue within the district. This option would require voter approval.

### **COUNCIL AGREES THAT FINANCIAL STABILITY AND HIGH QUALITY SERVICE HINGE ON TOWN CENTER AND THE NORTHERN GATEWAY**

In the final major discussion of the summit, the Council focused on Town Center and the Northern Gateway as sources for expanding and strengthening economic opportunity within Covington, and, as a result, stabilizing the City's finances and the programs and services it offers.

In recent years the Council has taken major steps to transform downtown into a vibrant, people-filled place. At this summit the Council agreed to advance that vision even further by making transportation and public space infrastructure projects within the Town Center and Wax Road MHO zones a higher priority on the City's CIP and TIP. Thus, the Council authorized the management team to modify the CIP and TIP by ranking projects within the downtown higher on those two lists of projects.

This means that the City will continue to prioritize the completion of improvements on Highway 516 up the hill to 192<sup>nd</sup>. But new projects on 516 beyond 192<sup>nd</sup> are no longer as high a priority as the transportation and public space projects within downtown.

The Council also agreed with the staff recommendation that downtown be considered as a location for community events and activities that would otherwise occur elsewhere. This strategy is intended to create a sense of inevitability about a civic plaza, public gathering spaces, and pedestrian facilities. Council members also requested that the City conduct a process that will engage citizens in envisioning the appearance of public spaces within downtown and determining what amenities and services would be included in those public spaces.

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As part of this process, a suggestion was made to have former Kent Mayor Jim White talk to the Council about Kent's experience building Kent Station and the lessons learned about the impact that facility has had on downtown Kent.

Another suggestion was that the City of Covington should consider purchasing a couple parcels of land within downtown and work with developers to transform them into public gathering spaces. These would serve as models for what the City and citizens have in mind for the future development of public places in downtown.

Next the Council turned its attention to the Northern Gateway. As a result of the presentation by Richard Hart and their subsequent discussion, Council members reached consensus that the Community Development Department should proceed to implement the 2012-'13 work plan Richard recommended. It is the Council's vision and intent that the Northern Gateway is developed in part with "big box" stores that attract shoppers from across southeast King County. (This vision differs from the Council's vision of Town Center as more pedestrian-oriented with smaller scale shopping opportunities and more of a civic center environment where residents congregate and community events are held.) The Council anticipates that if the work plan is implemented this year and next, development proposals could be submitted to the City two-and-a-half to three years from now, and that within five years the City could begin to reap the benefits of commercial development in the area.

In their discussion with Richard, Derek, and the other members of the management team, the Council recognized that the Gateway is divided into two separate areas, one on either side of Highway 18. While supporting Richard's proposal that the City begin now to move forward on the entire area, at some point the City may need to act separately on the properties, particularly if there are problems putting the one area into the Urban Growth Area (UGA) and annexing it.

To advance the Council's vision for the Northern Gateway and begin to implement the 2012-'13 work plan, Covington will work closely with landowners, potential developers, citizens, and King County.

### **COUNCIL AGREES ON ONE CHANGE TO ITS RULES**

The Council agreed to make a change that will affect public hearings. In cases where the Council intends to take action on the same evening as the public hearing on a given issue, the Council agreed that it will act immediately after the closing of the public hearing. Thus, citizen testimony will be followed right away by Council action on the issue or motion upon which citizens commented.

In the past Council action has come as a separate agenda item. This meant that citizens who had testified and were interested in what the Council would decide were forced to remain at the Council meeting to listen to discussions that they may not have been concerned about or interested in.

### **OTHER ISSUES ON THE HORIZON**

By tradition the Council ends its annual summit meetings by identifying issues it anticipates are "on the horizon" and will face the City later that year or in future years. This year the Council mentioned two: 1) What might be "Plan B" if the School District vacates an elementary school in the middle of a neighborhood? What might the City do in that case? 2) Might the City need to provide support to the Timberlane Home Owners' Association to upgrade its community center? Would that support take the form of CDBG funding or something else?

**Consent Agenda Item C-2**

Covington City Council Meeting

Date: February 28, 2012

SUBJECT: APROVAL OF VOUCHERS.

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers #27220-27294, in the Amount of \$143,034.98, Dated February 6, 2012; and Paylocity Payroll Checks #1000371645-1000371659 Inclusive, Plus Employee Direct Deposits in the Amount of \$144,665.47, Dated February 17, 2012.

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: Vouchers #27220-27294, in the Amount of \$143,034.98, Dated February 6, 2012; and Paylocity Payroll Checks #1000371645-1000371659 Inclusive, Plus Employee Direct Deposits in the Amount of \$144,665.47, Dated February 17, 2012.**

February 6, 2012

City of Covington

City of Covington

City of Covington  
Voucher/Check Register

Check # 27220 Through Check # 27294

In the Amount of \$143,034.98

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>
<b>Check No:</b> 27220	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 2464	<b>Combined Construction, Inc.</b>			
2464-2	KCSO TI; retainage payable	02/06/2012		1,737.60
2464-2	KCSO TI; change orders	02/06/2012		3,632.14
			<b>Check Total:</b>	5,369.74
<b>Check No:</b> 27221	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0706	<b>Covington Retail Associates</b>			
2011-12 RE	City hall; flagpole lighting electrical	02/06/2012		301.33
			<b>Check Total:</b>	301.33
<b>Check No:</b> 27222	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 2470	<b>Dynamic Family Services</b>			
2470-2011	Human services; 2011 designation	02/06/2012		511.00
			<b>Check Total:</b>	511.00
<b>Check No:</b> 27223	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0361	<b>Employment Security Department</b>			
013167000-	Unemployment compensation; 4th Qtr 2011	02/06/2012		3,786.80
			<b>Check Total:</b>	3,786.80
<b>Check No:</b> 27224	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0271	<b>Kent Youth &amp; Family Services</b>			
0271-4Qtr-	Human services; Head Start, 4Qtr	02/06/2012		625.00
0271-4Qtr	Human services; Clinical services, 4Qtr	02/06/2012		2,500.00
0271-2011	Human services; Clinical services	02/06/2012		1,000.00
0271-2011	Human services; Head Start ECEAP	02/06/2012		160.00
			<b>Check Total:</b>	4,285.00
<b>Check No:</b> 27225	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0143	<b>King County Finance</b>			
3000011	Jail costs; 12/1-12/31/11	02/06/2012		14,541.35
			<b>Check Total:</b>	14,541.35
<b>Check No:</b> 27226	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0333	<b>Maple Valley Food Bank</b>			
0333-4Qtr	Human services; 4th Quarter 2011	02/06/2012		3,750.00
			<b>Check Total:</b>	3,750.00
<b>Check No:</b> 27227	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1407	<b>Parametrix, Inc.</b>			
17-31118	Plan review services; 11/27-12/31/11	02/06/2012		1,038.24
			<b>Check Total:</b>	1,038.24
<b>Check No:</b> 27228	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 2250	<b>SBS Legal Services</b>			
C009	Legal services; 12/1-12/31/11	02/06/2012		5,333.50
			<b>Check Total:</b>	5,333.50
<b>Check No:</b> 27229	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1820	<b>America West Environmental</b>			
9745	Snow/Ice; deicer	02/06/2012		3,164.17
			<b>Check Total:</b>	3,164.17
<b>Check No:</b> 27230	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0088	<b>American Planning Association</b>			
145408-120	Lyons; AICP prorated dues, 4/1-9/30/12	02/06/2012		60.00
145408-120	Lyons; AICP prorated dues, 4/1-9/30/12	02/06/2012		15.00
085256-111	Hart; APA/AICP dues, 4/1/12-3/31/13	02/06/2012		172.80
085256-111	Hart; APA/AICP dues, 4/1/12-3/31/13	02/06/2012		403.20
			<b>Check Total:</b>	651.00
<b>Check No:</b> 27231	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1534	<b>APWA - WA State Chapter</b>			
2012060	Vondran; 2012 APWA Spring Conference	02/06/2012		160.00
2012060	Vondran; 2012 APWA Spring Conference	02/06/2012		240.00
			<b>Check Total:</b>	400.00
<b>Check No:</b> 27232	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 2033	<b>Aquatic Specialty Services</b>			
1849	Pool chemicals	02/06/2012		1,574.70
1848	Aquatics; solenoid	02/06/2012		130.32
1848	Aquatics; clean/calibration service, Jan	02/06/2012		124.90

			<u>Check Amount</u>
			<b>Check Total:</b> 1,829.92
<b>Check No:</b> 27233	<b>Check Date:</b> 02/06/2012		
<b>Vendor:</b> 2223	<b>ARC Imaging Resources</b>		
953389	Plotter/Scanner maint; 1/21-2/21/12	02/06/2012	84.67
953389	Plotter/Scanner maint; 1/21-2/21/12	02/06/2012	84.67
953389	Plotter/Scanner maint; 1/21-2/21/12	02/06/2012	42.34
			<b>Check Total:</b> 211.68
<b>Check No:</b> 27234	<b>Check Date:</b> 02/06/2012		
<b>Vendor:</b> 0019	<b>AWC Employee Benefits Trust</b>		
100106158E	Nemens; COBRA premium, February	02/06/2012	499.62
100106158E	Nemens; COBRA premium, February	02/06/2012	214.12
			<b>Check Total:</b> 713.74
<b>Check No:</b> 27235	<b>Check Date:</b> 02/06/2012		
<b>Vendor:</b> 0499	<b>Bank of America</b>		
8290-2	Replacement network switch, use tax	02/06/2012	-121.29
9099-2	Manual on Uniform TCD; use tax	02/06/2012	-11.61
8290-2	Network supplies, use tax	02/06/2012	-20.62
8290-2	Network supplies to support phone system	02/06/2012	260.40
8290-2	Replacement monitors, use tax	02/06/2012	-27.52
8290-2	Replacement monitors	02/06/2012	347.50
6540-2	Snow/Ice event, meal for response team	02/06/2012	118.66
0446-2	Recreation focus group, refreshments	02/06/2012	30.32
0446-2	Credit; overcharged for shipping, usetax	02/06/2012	1.65
0446-2	Credit; overcharged for shipping	02/06/2012	-20.78
0446-2	Rescue tubes/tube covers, use tax	02/06/2012	-43.53
0446-2	Aquatics; rescue tubes/tube covers	02/06/2012	549.66
3692-2	Video cards/Ram for upgrades	02/06/2012	547.38
2959-2	Parrish/Buck; calendars	02/06/2012	18.22
9115-2	External hard drive, use tax	02/06/2012	-21.47
9115-2	External hard drive	02/06/2012	271.13
9115-2	Internal card reader, use tax	02/06/2012	-1.46
9115-2	Internal card reader	02/06/2012	18.45
9115-2	Aquatics merit program; gift card	02/06/2012	25.00
9115-2	Aquatics merit program; gift card	02/06/2012	25.00
9115-2	Snow/Ice event; meal for response team	02/06/2012	146.13
9115-2	Lyons; APA conference, registration	02/06/2012	169.00
9115-2	Lyons; APA conference, registration	02/06/2012	676.00
1346-2	Cakes for commission/volunteer of year	02/06/2012	67.94
3544-2	Matheson; AWC CLAC parking	02/06/2012	4.50
3544-2	Matheson; Chamber luncheon	02/06/2012	20.00
1346-2	Shipping property to former employee	02/06/2012	13.31
1346-2	Recognition program; weepuls, use tax	02/06/2012	-22.27
1346-2	Recognition program; weepuls	02/06/2012	281.27
9099-2	Manual on Uniform Traffic Control Device	02/06/2012	146.61
8290-2	Replacement network switch	02/06/2012	1,531.65
			<b>Check Total:</b> 4,979.23
<b>Check No:</b> 27236	<b>Check Date:</b> 02/06/2012		
<b>Vendor:</b> 2368	<b>Best Parking Lot Cleaning Inc.</b>		
113899	Street cleaning; January	02/06/2012	7,949.52
			<b>Check Total:</b> 7,949.52
<b>Check No:</b> 27237	<b>Check Date:</b> 02/06/2012		
<b>Vendor:</b> 2471	<b>Bitco Software, LLC</b>		
420	PermitTrax; annual maintenance	02/06/2012	12,271.80
			<b>Check Total:</b> 12,271.80
<b>Check No:</b> 27238	<b>Check Date:</b> 02/06/2012		
<b>Vendor:</b> 0026	<b>C&amp;B Awards</b>		
24550	Volunteer/Commission of year plaques	02/06/2012	111.53
24551	Commissioner Holmes; desk name plate	02/06/2012	6.79
24551	Mueller; name badge/desk name plate	02/06/2012	14.66
24570	PW employee of year; name plates	02/06/2012	4.62
24570	PW employee of year; name plates	02/06/2012	4.61
24568	PW medallion/engraving	02/06/2012	4.48

				<u>Check Amount</u>
24568	PW medallion/engraving	02/06/2012		4.48
			<b>Check Total:</b>	151.17
<b>Check No:</b>	<b>27239</b>	<b>Check Date:</b>	<b>02/06/2012</b>	
<b>Vendor:</b>	<b>2136</b>	<b>Carbonic Systems, Inc.</b>		
05053989	Aquatics; carbomizer rental	02/06/2012		59.73
01270399	Aquatics; CO2 for pH control	02/06/2012		86.38
			<b>Check Total:</b>	146.11
<b>Check No:</b>	<b>27240</b>	<b>Check Date:</b>	<b>02/06/2012</b>	
<b>Vendor:</b>	<b>2270</b>	<b>CenturyLink</b>		
6381431686	Maint shop; telephone, 1/25-2/25/12	02/06/2012		36.46
6381431686	Maint shop; telephone, 1/25-2/25/12	02/06/2012		72.92
6381431686	Maint shop; telephone, 1/25-2/25/12	02/06/2012		72.92
4137665359	Aquatics; telephone, 1/26-2/26/12	02/06/2012		283.37
			<b>Check Total:</b>	465.67
<b>Check No:</b>	<b>27241</b>	<b>Check Date:</b>	<b>02/06/2012</b>	
<b>Vendor:</b>	<b>0219</b>	<b>City of Maple Valley</b>		
0219-2	Aquatics; Maple Valley Rec Guide ad	02/06/2012		1,215.00
			<b>Check Total:</b>	1,215.00
<b>Check No:</b>	<b>27242</b>	<b>Check Date:</b>	<b>02/06/2012</b>	
<b>Vendor:</b>	<b>0391</b>	<b>City of Renton</b>		
28310	Human services; Healthpoint	02/06/2012		7,181.00
28310	Human services; Catholic Community Srves	02/06/2012		11,500.00
			<b>Check Total:</b>	18,681.00
<b>Check No:</b>	<b>27243</b>	<b>Check Date:</b>	<b>02/06/2012</b>	
<b>Vendor:</b>	<b>1170</b>	<b>Coastwide Laboratories</b>		
W2396562	Aquatics; cleaning supplies	02/06/2012		624.38
			<b>Check Total:</b>	624.38
<b>Check No:</b>	<b>27244</b>	<b>Check Date:</b>	<b>02/06/2012</b>	
<b>Vendor:</b>	<b>0364</b>	<b>Code Publishing Company</b>		
39918	Municipal code updates, 2/1/12	02/06/2012		585.83
39855	Municipal code update; 1/18/12	02/06/2012		498.23
			<b>Check Total:</b>	1,084.06
<b>Check No:</b>	<b>27245</b>	<b>Check Date:</b>	<b>02/06/2012</b>	
<b>Vendor:</b>	<b>0537</b>	<b>Covington Water District</b>		
122505-2	Maint shop; water, 11/19/11-1/20/12	02/06/2012		11.33
122505-2	Maint shop; water, 11/19/11-1/20/12	02/06/2012		22.65
105731-2	SR 516; water, 12/17/11-1/20/12	02/06/2012		45.80
107666-2	Community park; water, 11/19/11-1/13/12	02/06/2012		33.65
108188-2	Skate park; water, 11/19/11-1/20/12	02/06/2012		47.90
122505-2	Maint shop; water, 11/19/11-1/20/12	02/06/2012		22.65
115324-2	Aquatics; water, 11/19/11-1/20/12	02/06/2012		1,235.43
104587-2	Crystal view; water, 12/17/11-1/20/12	02/06/2012		23.95
			<b>Check Total:</b>	1,443.36
<b>Check No:</b>	<b>27246</b>	<b>Check Date:</b>	<b>02/06/2012</b>	
<b>Vendor:</b>	<b>2468</b>	<b>Jesse Dalton</b>		
2468-2	Dalton; 1 year service award	02/06/2012		15.00
			<b>Check Total:</b>	15.00
<b>Check No:</b>	<b>27247</b>	<b>Check Date:</b>	<b>02/06/2012</b>	
<b>Vendor:</b>	<b>1409</b>	<b>Delta Communications Systems</b>		
916355	Aquatics; long distance, 2/1-2/29/12	02/06/2012		51.26
			<b>Check Total:</b>	51.26
<b>Check No:</b>	<b>27248</b>	<b>Check Date:</b>	<b>02/06/2012</b>	
<b>Vendor:</b>	<b>1981</b>	<b>Design Air, Ltd.</b>		
S9001-11	Aquatics; boiler insp/maint/filters	02/06/2012		1,870.09
			<b>Check Total:</b>	1,870.09
<b>Check No:</b>	<b>27249</b>	<b>Check Date:</b>	<b>02/06/2012</b>	
<b>Vendor:</b>	<b>1996</b>	<b>Facility Maintenance Contracto</b>		
SALES01465	Maint shop; janitorial service, January	02/06/2012		50.80
SALES01465	Maint shop; janitorial service, January	02/06/2012		101.60
SALES01465	Maint shop; janitorial service, January	02/06/2012		101.60
			<b>Check Total:</b>	254.00

				<u>Check Amount</u>
<b>Check No:</b> 27250	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 2091	<b>Fastenal Company</b>			
WAKNT64483	Maint shop; brush broom, work light	02/06/2012		25.33
WAKNT64483	Maint shop; brush broom, work light	02/06/2012		50.66
WAKNT64483	Maint shop; brush broom, work light	02/06/2012		50.66
<b>Check Total:</b>				126.65
<b>Check No:</b> 27251	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1876	<b>John Gaudette</b>			
1876-2	Reimbursement, #2765; wiper blades	02/06/2012		27.08
<b>Check Total:</b>				27.08
<b>Check No:</b> 27252	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0651	<b>Lindsay Hagen</b>			
0651-2	Hagen; 10 year service award	02/06/2012		100.00
<b>Check Total:</b>				100.00
<b>Check No:</b> 27253	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1770	<b>Richard Hart</b>			
1770-2	Hart; 5 year service award	02/06/2012		75.00
<b>Check Total:</b>				75.00
<b>Check No:</b> 27254	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0867	<b>Home Depot Credit Services</b>			
564336	Aquatics; sawzall blades, paint, grout	02/06/2012		66.46
9013847	Moss out; sidewalks	02/06/2012		18.87
7564885	Aquatics; screws, washers, sponges, misc	02/06/2012		45.34
42741	Aquatics; screws	02/06/2012		18.40
3052076	Maint shop; snow/ice supplies	02/06/2012		16.91
3052076	Maint shop; snow/ice supplies	02/06/2012		33.82
2011542	Maint shop; mower blade/sharpener	02/06/2012		3.02
2011542	Maint shop; mower blade/sharpener	02/06/2012		3.03
2011542	Maint shop; mower blade/sharpener	02/06/2012		1.51
11986	Aquatics; framing brackets, spray paint	02/06/2012		41.00
2011528	Aquatics; lumber, nails, screws	02/06/2012		152.40
564336	Aquatics; screwdriver/ratchet tool	02/06/2012		21.69
2011528	Aquatics; square tool	02/06/2012		11.37
7012427	Aquatics; joist hangers, nails	02/06/2012		30.30
5055198	Totes	02/06/2012		33.48
5055198	Maint shop; paint, lights bulbs	02/06/2012		3.36
5055198	Maint shop; paint, lights bulbs	02/06/2012		3.36
4062643	Aquatics; mop, mop sponge, buffer	02/06/2012		30.89
2564685	Aquatics; spray paint	02/06/2012		20.46
2573698	Aquatics; paint, cleaner, paint brushes	02/06/2012		45.66
13625	Concrete mix	02/06/2012		3.24
13625	Moss out; sidewalks	02/06/2012		18.87
3053806	City hall; cable tester, screwdrivers	02/06/2012		124.58
2014918	Maint shop; snow shovels	02/06/2012		10.85
2014918	Maint shop; snow shovels	02/06/2012		21.69
3052076	Maint shop; snow/ice supplies	02/06/2012		33.82
2014918	Maint shop; snow shovels	02/06/2012		21.69
7015516	#3307; chain	02/06/2012		32.58
2011622	Tamper	02/06/2012		32.55
<b>Check Total:</b>				901.20
<b>Check No:</b> 27255	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1997	<b>HSBC Business Solutions</b>			
072284	Aquatics; Recognition awards	02/06/2012		27.98
039738	Rebate coupon used	02/06/2012		-73.73
039738	Code enforcement camera/case/card	02/06/2012		136.33
<b>Check Total:</b>				90.58
<b>Check No:</b> 27256	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0218	<b>IIMC</b>			
24260	Michaud; IIMC membership, 4/1/12-3/31/13	02/06/2012		75.00
24259	Scott; IIMC membership, 4/1/12-3/31/13	02/06/2012		135.00
<b>Check Total:</b>				210.00

				<u>Check Amount</u>
<b>Check No:</b> 27257	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1803	<b>Iron Mountain</b>			
ETR7870	Document storage to 2/29/12	02/06/2012		493.30
			<b>Check Total:</b>	493.30
<b>Check No:</b> 27258	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1701	<b>Johnsons Home &amp; Garden</b>			
363020	Aquatics; sanding discs, adapter	02/06/2012		55.67
			<b>Check Total:</b>	55.67
<b>Check No:</b> 27259	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0271	<b>Kent Youth &amp; Family Services</b>			
0271-2011	2011 Employee fund donation - Headstart	02/06/2012		840.00
			<b>Check Total:</b>	840.00
<b>Check No:</b> 27260	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0204	<b>King County Pet Licensing</b>			
0204-2	Pet license remittance; January	02/06/2012		265.00
			<b>Check Total:</b>	265.00
<b>Check No:</b> 27261	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 2472	<b>Kevin Kirby</b>			
R11-009330	Partial permit refund; #B11-0075	02/06/2012		465.60
			<b>Check Total:</b>	465.60
<b>Check No:</b> 27262	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1405	<b>Lakeside Industries</b>			
12032266MB	Snow/Ice; sand	02/06/2012		800.34
12032267MB	Snow/Ice; sand	02/06/2012		164.73
			<b>Check Total:</b>	965.07
<b>Check No:</b> 27263	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1622	<b>Law Offices of Thomas R Hargan</b>			
12-CV01	Prosecution services through 1/31/12	02/06/2012		4,343.43
			<b>Check Total:</b>	4,343.43
<b>Check No:</b> 27264	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1989	<b>Richard N. Little Consulting, LLC</b>			
1989-2	Government relations; January	02/06/2012		4,000.00
			<b>Check Total:</b>	4,000.00
<b>Check No:</b> 27265	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 2029	<b>John &amp; Lisa Merritt</b>			
2029-2011	Utility tax rebate; electricity	02/06/2012		40.46
2029-2011	Utility tax rebate; natural gas	02/06/2012		37.34
2029-2011	Utility tax rebate; solid waste	02/06/2012		19.40
2029-2011	Utility tax rebate; cable	02/06/2012		11.90
2029-2011	Utility tax rebate; telephone	02/06/2012		11.34
			<b>Check Total:</b>	120.44
<b>Check No:</b> 27266	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0135	<b>MRSC</b>			
AG10804	MRSC rosters	02/06/2012		100.00
			<b>Check Total:</b>	100.00
<b>Check No:</b> 27267	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1487	<b>NAPA Auto Parts</b>			
619768	#2767; brake away kit accessory	02/06/2012		11.94
619870	#2396; wire extension	02/06/2012		5.48
620945	Maint shop; oil	02/06/2012		18.28
620374	#2577; halogen lamp	02/06/2012		11.26
620945	Maint shop; oil	02/06/2012		36.55
620240	#2764; gas cap	02/06/2012		10.52
619870	Return; #2767, brake away kit	02/06/2012		-11.94
620945	Maint shop; oil	02/06/2012		36.55
			<b>Check Total:</b>	118.64
<b>Check No:</b> 27268	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1327	<b>Ethan Newton</b>			
1327-2	Newton; mileage reimbursement, January	02/06/2012		80.70
			<b>Check Total:</b>	80.70

				<u>Check Amount</u>
<b>Check No:</b> 27269	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0682	<b>Nextel Communications</b>			
591066496-	Internet connection card, 1/21-2/20/12	02/06/2012		60.27
591066496-	Internet connection card, 1/21-2/20/12	02/06/2012		30.13
591066496-	Internet connection card, 1/21-2/20/12	02/06/2012		60.27
591066496-	Internet connection card, 1/21-2/20/12	02/06/2012		90.41
			<b>Check Total:</b>	241.08
<b>Check No:</b> 27270	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 2384	<b>Northwest Stormwater Managemen</b>			
2681	Vactor service; Maple Valley, January	02/06/2012		1,812.50
2680	Stormwater cleaning, cartridge install	02/06/2012		750.00
			<b>Check Total:</b>	2,562.50
<b>Check No:</b> 27271	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1766	<b>Nelson Ogren</b>			
1766-2	Reimbursement; snow shovel, ice melt	02/06/2012		35.77
			<b>Check Total:</b>	35.77
<b>Check No:</b> 27272	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0818	<b>Pacific Office Automation</b>			
F18119	Copier; maintenance, 2/4/12-2/4/13	02/06/2012		650.56
			<b>Check Total:</b>	650.56
<b>Check No:</b> 27273	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0056	<b>Cassandra Parker</b>			
12-03	Parker; 2012 flexible spending	02/06/2012		55.00
			<b>Check Total:</b>	55.00
<b>Check No:</b> 27274	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0161	<b>Puget Sound Energy</b>			
5282721009	Aquatics; natural gas, 12/31/11-1/31/12	02/06/2012		4,226.66
5282721009	Aquatics; electricity, 12/31/11-1/31/12	02/06/2012		2,281.08
			<b>Check Total:</b>	6,507.74
<b>Check No:</b> 27275	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0185	<b>Puget Sound Finance Officers</b>			
0185-2	PSFOA; 2012 membership dues	02/06/2012		50.00
			<b>Check Total:</b>	50.00
<b>Check No:</b> 27276	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 2122	<b>Schneider Electric Buildings</b>			
433579	Aquatics; PASS fee, 1/1/12-12/31/12	02/06/2012		4,077.00
			<b>Check Total:</b>	4,077.00
<b>Check No:</b> 27277	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 2473	<b>SeaPort Petroleum</b>			
0127712-IN	Aquatics; heating oil	02/06/2012		1,680.68
			<b>Check Total:</b>	1,680.68
<b>Check No:</b> 27278	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1905	<b>Sharp Electronics Corporation</b>			
C737863-70	Copier; usage, 12/15/11-1/14/12	02/06/2012		23.88
C738411-70	Copier; usage, 12/16/11-1/25/12	02/06/2012		31.88
C737863-70	Copier; usage, 12/15/11-1/14/12	02/06/2012		15.92
			<b>Check Total:</b>	71.68
<b>Check No:</b> 27279	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0993	<b>Soos Creek Water &amp; Sewer Dist.</b>			
0700-90680	Aquatics; sewer, 12/1/11-1/31/12	02/06/2012		1,793.15
0700-92790	Maint shop; sewer, 12/1/11-1/31/12	02/06/2012		41.72
0700-92790	Maint shop; sewer, 12/1/11-1/31/12	02/06/2012		20.86
0700-92790	Maint shop; sewer, 12/1/11-1/31/12	02/06/2012		41.72
			<b>Check Total:</b>	1,897.45
<b>Check No:</b> 27280	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0736	<b>Sound Security, Inc.</b>			
0579320-IN	Security monitoring; February	02/06/2012		844.00
0580103-IN	KCSO; camera repair service, 1/17	02/06/2012		260.64
			<b>Check Total:</b>	1,104.64

			<u>Check Amount</u>
<b>Check No:</b> 27281	<b>Check Date:</b> 02/06/2012		
<b>Vendor:</b> 0281	<b>Standard Insurance Company</b>		
0063555100	Life Insurance Premiums, February	02/06/2012	32.19
0063555100	Life Insurance Premiums, February	02/06/2012	7.91
0063555100	Life Insurance Premiums, February	02/06/2012	42.92
0063555100	Life Insurance Premiums, February	02/06/2012	29.25
0063555100	Life Insurance Premiums, February	02/06/2012	96.11
0063555100	Life Insurance Premiums, February	02/06/2012	111.59
0063555100	Life Insurance Premiums, February	02/06/2012	66.61
0063555100	Life Insurance Premiums, February	02/06/2012	197.89
0063555100	Life Insurance Premiums, February	02/06/2012	254.27
0063555100	Life Insurance Premiums, February	02/06/2012	11.25
0063555100	Life Insurance Premiums, February	02/06/2012	96.71
0063555100	Life Insurance Premiums, February	02/06/2012	51.69
0063555100	Life Insurance Premiums, February	02/06/2012	46.66
0063555100	Life Insurance Premiums, February	02/06/2012	86.73
0063555100	Life Insurance Premiums, February	02/06/2012	21.99
0063555100	Life Insurance Premiums, February	02/06/2012	42.92
0063555100	Life Insurance Premiums, February	02/06/2012	31.21
0063555100	Life Insurance Premiums, February	02/06/2012	8.44
0063555100	Life Insurance Premiums, February	02/06/2012	71.77
0063555100	Life Insurance Premiums, February	02/06/2012	211.88
0063555100	Life Insurance Premiums, February	02/06/2012	274.75
0063555100	Life Insurance Premiums, February	02/06/2012	45.22
0063555100	Life Insurance Premiums, February	02/06/2012	136.63
0063555100	Life Insurance Premiums, February	02/06/2012	172.81
0063555100	Life Insurance Premiums, February	02/06/2012	22.50
0063555100	Life Insurance Premiums, February	02/06/2012	74.75
0063555100	Life Insurance Premiums, February	02/06/2012	85.84
0063555100	Life Insurance Premiums, February	02/06/2012	11.25
0063555100	Life Insurance Premiums, February	02/06/2012	38.20
0063555100	Life Insurance Premiums, February	02/06/2012	19.26
0063555100	Life Insurance Premiums, February	02/06/2012	6.75
0063555100	Life Insurance Premiums, February	02/06/2012	201.73
0063555100	Life Insurance Premiums, February	02/06/2012	184.89
0063555100	Life Insurance Premiums, February	02/06/2012	94.42
0063555100	Life Insurance Premiums, February	02/06/2012	25.75
0063555100	Life Insurance Premiums, February	02/06/2012	72.02
0063555100	Life Insurance Premiums, February	02/06/2012	25.31
<b>Check Total:</b>			3,012.07
<b>Check No:</b> 27282	<b>Check Date:</b> 02/06/2012		
<b>Vendor:</b> 2028	<b>Scott Thomas</b>		
2028-2	Thomas; WRPA summit, hotel/per diem	02/06/2012	186.07
<b>Check Total:</b>			186.07
<b>Check No:</b> 27283	<b>Check Date:</b> 02/06/2012		
<b>Vendor:</b> 2023	<b>Mae Trepanier</b>		
2023-2011	Utility tax rebate; cellular/pager	02/06/2012	21.25
2023-2011	Utility tax rebate; cable	02/06/2012	62.79
2023-2011	Utility tax rebate; solid waste	02/06/2012	13.77
2023-2011	Utility tax rebate; natural gas	02/06/2012	118.38
2023-2011	Utility tax rebate; electricity	02/06/2012	74.26
<b>Check Total:</b>			290.45
<b>Check No:</b> 27284	<b>Check Date:</b> 02/06/2012		
<b>Vendor:</b> 2103	<b>US Bancorp Equip Finance Inc.</b>		
196195143	Copier lease, 2/3-3/2/12	02/06/2012	100.54
196195143	Copier lease, 2/3-3/2/12	02/06/2012	150.82
<b>Check Total:</b>			251.36
<b>Check No:</b> 27285	<b>Check Date:</b> 02/06/2012		
<b>Vendor:</b> 0357	<b>Valley Communications</b>		
12799	800 MHz; access fee, January	02/06/2012	75.00
<b>Check Total:</b>			75.00

				<u>Check Amount</u>
<b>Check No:</b> 27286	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0046	<b>Verizon Wireless</b>			
1050419061	Maint shop; on call phone, 1/21-2/20/12	02/06/2012		12.06
1050419061	Maint shop; on call phone, 1/21-2/20/12	02/06/2012		6.03
1050419061	Maint shop; on call phone, 1/21-2/20/12	02/06/2012		12.06
<b>Check Total:</b>				30.15
<b>Check No:</b> 27287	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0819	<b>Don Vondran</b>			
12-04	Vondran; 2012 flexible spending	02/06/2012		1,469.40
<b>Check Total:</b>				1,469.40
<b>Check No:</b> 27288	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 2262	<b>Voyager Fleet Systems Inc.</b>			
8692854602	Vehicle fuel	02/06/2012		2,457.01
<b>Check Total:</b>				2,457.01
<b>Check No:</b> 27289	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1421	<b>Ward's Power Equipment</b>			
37751	Chainsaw	02/06/2012		89.32
10652	Maint shop; saw chains, bar wrenches	02/06/2012		74.85
10652	Maint shop; saw chains, bar wrenches	02/06/2012		74.85
10652	Maint shop; saw chains, bar wrenches	02/06/2012		37.42
37751	Chainsaw	02/06/2012		178.64
37751	Chainsaw	02/06/2012		178.64
<b>Check Total:</b>				633.72
<b>Check No:</b> 27290	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1408	<b>Washington Workwear Stores Inc</b>			
Credit 709	Return; Marchefka boots	02/06/2012		-39.09
Credit 709	Return; Marchefka boots	02/06/2012		-78.19
Credit 709	Return; Marchefka boots	02/06/2012		-78.19
555	Bykonen; work boots	02/06/2012		150.67
554	Buck; work boots	02/06/2012		122.16
538	Parrish; work boots	02/06/2012		122.16
<b>Check Total:</b>				199.52
<b>Check No:</b> 27291	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0274	<b>WASPC</b>			
DUES 2012-	Klason; 2012 active dues	02/06/2012		245.00
<b>Check Total:</b>				245.00
<b>Check No:</b> 27292	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1441	<b>Watson Security</b>			
4517RKS	KSCSO TI; door locks/installation	02/06/2012		3,544.51
<b>Check Total:</b>				3,544.51
<b>Check No:</b> 27293	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 1708	<b>Western Equipment Distributors</b>			
690965.2	#2766; fuel gauge, gas cap, nut, gasket	02/06/2012		146.14
<b>Check Total:</b>				146.14
<b>Check No:</b> 27294	<b>Check Date:</b> 02/06/2012			
<b>Vendor:</b> 0355	<b>WRPA</b>			
12-008	Junkin; WRPA Annual conference	02/06/2012		249.00
12-008	Dalton; WRPA Annual conference	02/06/2012		129.00
12-030	Thomas; Future Funding training	02/06/2012		139.00
12-008	Patterson; WRPA Annual conference	02/06/2012		245.25
12-008	Patterson; WRPA Annual conference	02/06/2012		81.75
12-008	Thomas; WRPA Annual conference	02/06/2012		249.00
<b>Check Total:</b>				1,093.00
<b>Date Totals:</b>				143,034.98
<b>Report Total:</b>			<b>0.00</b>	<b>143,034.98</b>

February 17, 2012

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 02/17/12 consisting of:

PAYLOCITY CHECK # 1000371645 through PAYLOCITY CHECK # 1000371659 inclusive,  
plus employee direct deposits

IN THE AMOUNT OF \$144,665.47

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

\_\_\_\_\_  
Robert M. Hendrickson  
Finance Director

\_\_\_\_\_  
Mark Lanza  
City Councilmember

\_\_\_\_\_  
Wayne Snoey  
City Councilmember

\_\_\_\_\_  
Marlla Mhoon  
City Councilmember

Council Meeting Date Approved: \_\_\_\_\_

02/17/12 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Name	Net Amount
101992	Regular	2/17/2012	Agnish, Ashley	87.92
101993	Regular	2/17/2012	Kirshenbaum, Kathleen	543.41
101994	Regular	2/17/2012	Lyon, Valerie	1,408.89
101995	Regular	2/17/2012	Matheson, Derek M	4,394.33
101996	Regular	2/17/2012	Mhoon, Darren S	1,278.56
101997	Regular	2/17/2012	Michaud, Joan M	1,721.72
101998	Regular	2/17/2012	Scott, Sharon G	2,657.02
101999	Regular	2/17/2012	Slate, Karla J	2,220.92
102000	Regular	2/17/2012	Hart, Richard	3,432.24
102001	Regular	2/17/2012	Mueller, Ann M	2,269.36
102002	Regular	2/17/2012	Cles, Staci M	1,722.80
102003	Regular	2/17/2012	Hagen, Lindsay K	1,375.72
102004	Regular	2/17/2012	Hendrickson, Robert	4,055.37
102005	Regular	2/17/2012	Parker, Cassandra	2,244.65
102006	Regular	2/17/2012	Harto, Margaret	461.75
102007	Regular	2/17/2012	Lanza, Mark	391.28
102008	Regular	2/17/2012	Mhoon, Marlla	391.28
102009	Regular	2/17/2012	Scott, James A	415.57
102010	Regular	2/17/2012	Wagner, Jeffrey	415.57
102011	Regular	2/17/2012	Dalton, Jesse J	2,038.05
102012	Regular	2/17/2012	Gaudette, John J	1,842.80
102013	Regular	2/17/2012	Hall, Ron	1,467.03
102014	Regular	2/17/2012	Junkin, Ross D	2,582.55
102015	Regular	2/17/2012	Wesley, Daniel A	3,113.56
102016	Regular	2/17/2012	Bykonen, Brian D	2,955.33
102017	Regular	2/17/2012	Christenson, Gregg R	2,566.54
102018	Regular	2/17/2012	Lyons, Salina K	2,198.18
102019	Regular	2/17/2012	Meyers, Robert L	3,113.34
102020	Regular	2/17/2012	Ogren, Nelson W	2,512.11
102021	Regular	2/17/2012	Thompson, Kelly	1,814.62
102022	Regular	2/17/2012	Morrissey, Mayson	2,543.18
102023	Regular	2/17/2012	Bahl, Rachel A	1,549.65
102024	Regular	2/17/2012	Newton, Ethan A	2,022.65
102025	Regular	2/17/2012	Patterson, Clifford	2,355.79
102026	Regular	2/17/2012	Thomas, Scott R	3,241.19
102027	Regular	2/17/2012	Akramoff, Glenn A	3,298.10
102028	Regular	2/17/2012	Bates, Shellie L	1,861.32
102029	Regular	2/17/2012	Buck, Shawn M	1,436.41
102030	Regular	2/17/2012	Parrish, Benjamin A	1,688.12
102031	Regular	2/17/2012	Vondran, Donald M	3,281.60
102032	Regular	2/17/2012	Beatty, Kyle B	147.18
102033	Regular	2/17/2012	Campbell, Noel M	134.52
102034	Regular	2/17/2012	Cox, Melissa	292.61
102035	Regular	2/17/2012	Felcyn, Adam	385.36
102036	Regular	2/17/2012	Foxworthy, Rebecca	234.85
102037	Regular	2/17/2012	Halbert, Mitchell S	10.70
102038	Regular	2/17/2012	Holmes, Kyle	80.28

102039 Regular	2/17/2012	Houghton, Cassandra L	321.17
102040 Regular	2/17/2012	Kiselyov, Tatyana	507.62
102041 Regular	2/17/2012	MacConaghy, Hailey	390.39
102042 Regular	2/17/2012	Middleton, Jordan	60.63
102043 Regular	2/17/2012	Mohr, Emily A	48.18
102044 Regular	2/17/2012	Mooney, Lynell	345.02
102045 Regular	2/17/2012	Perko, John	27.56
102046 Regular	2/17/2012	Beaufriere, Noreen	2,702.17
102047 Regular	2/17/2012	Throm, Victoria J	1,857.20
1000371645 Regular	2/17/2012	Newell, Nancy	94.20
1000371646 Regular	2/17/2012	Lucavish, David	415.57
1000371647 Regular	2/17/2012	Snoey, Wayne	188.78
1000371648 Regular	2/17/2012	Johnson, Scott M	1,401.06
1000371649 Regular	2/17/2012	Pearson, George C	1,477.35
1000371650 Regular	2/17/2012	Baughan, Jayson H.	405.02
1000371651 Regular	2/17/2012	Carkeek, Lena	426.71
1000371652 Regular	2/17/2012	Eastin, Tatiana	231.87
1000371653 Regular	2/17/2012	Hatch, Jenessa	568.65
1000371654 Regular	2/17/2012	Johansen, Andrea	203.05
1000371655 Regular	2/17/2012	Milburn, Matthew	87.50
1000371656 Regular	2/17/2012	Panzer, Erika	197.05
1000371657 Regular	2/17/2012	Tran, Jenifer	123.67
<b>Totals for Payroll Checks</b>	<b>69 Items</b>		<b>94,336.40</b>

**Third Party Checks for Account Paylocity Account**

Check/Voucher	Check Type	Check Date	Employee Name	Net Amount
102048	AGENCY	2/17/2012	ICMA Retirement Trust	14,813.31
102049	AGENCY	2/17/2012	Vantagepoint Transfer Agent-	358.78
102050	AGENCY	2/17/2012	City of Covington	2,479.10
102051	AGENCY	2/17/2012	Paylocity Corporation	125.00
102052	AGENCY	2/17/2012	City of Covington Employee	72.00
102053	AGENCY	2/17/2012	ICMA Retirement Trust	12,157.54
102054	AGENCY	2/17/2012	ICMA Retirement Trust	1,511.91
102055	AGENCY	2/17/2012	ICMA Retirement Trust	200.00
102056	AGENCY	2/17/2012	HRA VEBA Trust Contributions	1,020.00
1000371658	AGENCY	2/17/2012	WASH CHILD SUPPORT	110.41
1000371659	AGENCY	2/17/2012	United Way of King County	14.00
<b>Totals for Third Party Checks</b>	<b>11 Items</b>			<b>32,862.05</b>

Tax Liabilities	16,642.08
Paylocity Fees	276.00
Paylocity Fees - W2's	548.94

**Grand Total** \$ 144,665.47

**Public Hearing Item 1**  
Covington City Council Meeting  
Date: February 28, 2012

**SUBJECT:** PUBLIC HEARING ON MULTI-FAMILY PROPERTY TAX EXEMPTION -  
CMC 3.80

**RECOMMENDED BY:** Richard Hart, Community Development Director  
Ann Mueller, Senior Planner

**ATTACHMENT(S):**

1. Proposed Ordinance for Designation of Residential Target Areas and adopting Regulations for CMC 3.80 Multifamily Property Tax Exemptions.

**PREPARED BY:** Ann Mueller, Senior Planner

**EXPLANATION:**

The purpose of adopting a Multi-family Residential Property Tax Exemption Code in Covington is to encourage the development of multi-family housing in the Town Center, Mixed Housing/Office and R-18 (multifamily) zoning districts. If adopted, this ordinance will allow property owners of multi-family developments in specified target areas to apply for exemption from property taxes for eight years or for twelve years if they meet an affordable housing component.

The state legislature enacted RCW 18.14 (New and rehabilitated multiple-unit dwelling in urban centers) in 1995 granting authority to a limited number of cities in the state for ten year tax exemptions on the improvement value of multi-family projects in specified areas within an urban center. In 2006, the legislature updated this RCW to allow more cities (with populations greater than 5,000) to implement these tax exemptions and provided more explicit incentives for affordable housing. Multi-family development that required at least 20% affordable units could receive a 12 year exemption.

Key provisions of RCW 84.14 include:

- Exemption is for either 8 or 12 years. A 12 year exemption must include 20% affordable housing units, the minimum threshold established by the state.
- Projects seeking approval under this program can be required by the authorizing jurisdiction to incorporate an additional public benefit into the development, beyond the scope of affordable housing.
- The tax exemption is only on the improvement value of the residential portion of a property. Property taxes are still paid on the land and on the improvement value of any non-residential uses.
- Multi-family housing that receives an exemption must be located in specific target areas designated by the authorizing jurisdiction.
- The development must consist of four or more dwelling units.

Target Areas:

Three target areas have been identified by staff in the City of Covington to encourage new multi-family development: Town Center (TC) Focus Area, Mixed Housing/Office (MHO) Focus Area and the R-18 (multi-family) zoning district.

Eligibility:

The applicant must be the owner of the property and can submit an application year-round, but it must be prior to issuance of the building permit. The Community Development Director will review and decide whether to approve or deny the application. If the Director approves the application, the city shall issue the owner of the property a conditional certificate of acceptance of tax exemption. After issuance of the conditional tax exemption, the project applicant must enter into a contract agreement with the Covington City Council, establishing the specific requirements for completion and acceptance of the project. The property owner will have three years to complete the construction of the development. After issuance of the certificate of occupancy the owner may then apply for the final certificate of tax exemption after demonstrating they have met terms of the code and their contract with the city. If the city finds the property owner has met the required terms, a certificate will be filed with King County. An annual report from the property owner must be submitted to the city on an annual basis for the tax exemption period approved (8 or 12 years) demonstrating the development remains in conformance with the Multi-Family Tax Exemption Code and city contract.

<b>Target Area</b>	<b>Additional Public Benefit Required</b>	<b>8 year tax-exemption</b>	<b>12- year tax exemption<sup>2</sup> (affordable housing)</b>
TC	<ul style="list-style-type: none"><li>Multi-family dwellings must be located in a multi-story, mixed use structure, with ground floor retail, restaurant, or personal services along 60% of the building façade.</li><li>Must include a diversity of unit types or sizes<sup>1</sup></li></ul>	Yes	Yes
MHO		Yes	Yes
R-18		Yes	Yes

<sup>1</sup> A minimum of 50% of the total units shall vary in size from other units by at least 250 square feet, or no more than 50% of the total planned units shall have the same number of bedrooms. In developments with 18 units or more, studios and 1 bedroom units shall not be greater than 60% of the total mix within each development.

<sup>2</sup> Projects must include affordable housing; at least 20% of the multi-family housing units must be rented to low and moderate income households. “Low-income household” means a household that has an income at or below 100% of the median family income adjusted for family size for King County as reported by HUD. “Moderate-income households” means a household that has an income that is more than 100%, but at or below 150% of the median family income adjusted for family size for King County as reported by HUD.

ALTERNATIVES:

1. Recommend amendments to the proposed ordinance.
2. Return the issue to city staff for further study and analysis.

FISCAL IMPACT:

If granted a multi-family property tax exemption, the property taxes on the residential improvement value of the development would be waived beginning January 1 of the year immediately following the calendar year of issuance of the final certificate. Property taxes would continue to be paid on the land value and the improvement value of the non-residential portion of properties. Therefore, it is likely that the impact of implementing a tax exemption program will not result in a reduction in current property taxes paid by a property; however, potential taxes on the new residential component of the development would not be collected for 8 or 12 years. To the extent there is new ground floor commercial/office or other non-residential use on a site in the Town Center, the city will still capture the property tax revenue from those new uses. Thus, in most instances the city should not expect to see any decrease in property tax payments from property granted multi-family tax exemption status.

The main impact to the city will be the delay in realizing the payment of property taxes on the improvement value of the multi-family portion of the new development for either 8 or 12 years. However, the hope is that this deferment of property taxes is offset by other factors. By reducing property taxes the project's feasibility is increased and developer risk reduced, thus helping to accelerate development in the TC, MHO and R-18 zoning districts. Furthermore, with new mixed-use development in the Town Center, the city will realize other forms of revenue (e.g. sales tax, building permit fees) sooner than would otherwise occur.

CITY COUNCIL ACTION:     Ordinance     Resolution     Motion     Other

**Council member \_\_\_\_\_ moves, Council member \_\_\_\_\_ seconds, to adopt an ordinance identifying the areas to be designated as a residential target area for multi-family tax exemptions in the City of Covington and adopting CMC 3.80 Multi-Family Property Tax Exemption.**

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

**ORDINANCE NO. 05-12**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON CREATING CHAPTER 3.80 OF THE COVINGTON MUNICIPAL CODE RELATING TO EXEMPTIONS FROM AD VALOREM PROPERTY TAXATION FOR MULTI-FAMILY HOUSING IN DESIGNATED RESIDENTIAL TARGETED AREAS AND ESTABLISHING RESIDENTIAL TARGETED AREAS FOR THE MULTI-FAMILY PROPERTY TAX.

WHEREAS, Chapter 84.14 of the Revised Code of Washington (RCW) provides for exemptions from ad valorem property taxation for qualifying multi-family housing located in residential targeted areas within urban centers and authorizes the city to designate said residential targeted areas and implement procedures to implement the state legislation; and

WHEREAS, the stated purpose of Chapter 84.14 RCW is to increase residential opportunities by stimulating construction of new multi-family housing and the rehabilitation of existing vacant and underutilized buildings for multi-family housing in areas where the city finds there are in sufficient residential opportunities; and

WHEREAS, to establish a property tax exemption program pursuant to Chapter 84.14 RCW, the city must designate one or more residential targeted areas within which property tax exemption projects may be considered; and

WHEREAS, the city council solicited and considered all public testimony regarding the residential targeted areas and this ordinance at a public hearing on February 28, 2012, and gave notice of said hearing in accordance with RCW 84.14.040; and

WHEREAS, the city council finds that the areas designated as residential targeted areas in this ordinance are each located within an urban center as defined in RCW 84.14.010; and

WHEREAS, the city council finds that each residential targeted area in this ordinance lacks sufficient available, desirable, and convenient residential housing, including affordable housing, to meet the needs of the public who would be likely to live in such areas if the affordable, desirable, attractive, and livable residences were available; and

WHEREAS, the city council finds that the residential targeted areas implemented in this ordinance will encourage increased residential opportunities within the city and stimulate the construction of new multi-family housing;

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

Section 1. Chapter 3.80 of the Covington Municipal Code entitled "Multi-Family Property Tax Exemptions" is hereby created as set forth in Exhibit 1 to this ordinance and fully incorporated herein by this reference.

Section 2. 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 3. 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 full force and effect.

Passed by the City Council on the 28th day of February, 2012.

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Mayor Margaret Harto

PUBLISHED: March 2, 2012

EFFECTIVE: March 7, 2012

ATTESTED:

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Sharon Scott  
City Clerk

APPROVED AS TO FORM:

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Sara Springer  
City Attorney

**Chapter 3.80**  
**MULTI-FAMILY PROPERTY TAX EXEMPTION**

## Sections:

- 3.80.010 Purpose.
- 3.80.020 Definitions.
- 3.80.030 Residential Target Areas—Criteria—Designation.
- 3.80.040 Tax exemption—Eligibility Requirements.
- 3.80.050 Application procedure.
- 3.80.060 Application review and issuance of conditional certificate—Denial—Appeal.
- 3.80.070 Extension of conditional certificate.
- 3.80.080 Application for final certificate.
- 3.80.090 Issuance of final certificate.
- 3.80.100 Annual certification and report.
- 3.80.110 Cancellation of tax exemption.

**3.80.010 Purpose.**

As provided for in chapter 84.14 RCW, the purpose of this section is to provide limited eight (8) or twelve (12) year exemptions from ad valorem property taxation for qualified renter-occupied multi-family housing located in residential target areas to:

- (1) encourage multi-family housing opportunities within the city;
- (2) stimulate new construction for multi-family housing in specified zoning districts to increase and improve housing opportunities; and
- (3) accomplish the planning goals required under the Growth Management Act, Chapter 36.70A RCW, as implemented by the city's comprehensive plan.

Any one or a combination of these purposes may be furthered by the designation of a residential targeted area under this chapter. This chapter applies to renter-occupied dwelling units only and does not apply to owner-occupied (condominium) dwelling units.

**3.80.020 Definitions.**

When used in this chapter, the following terms shall have the following meanings, unless the context indicates otherwise:

- (1) "Affordable housing" means the definition provided for in RCW 84.14.010.
- (2) "Director" means the Director of the City of Covington Department of Community Development, or his or her designee.
- (3) "Household" means the definition provided for in RCW 84.14.010.
- (4) "Low-income household" means the definition provided for in RCW 84.14.010.
- (5) "Mixed use" means the definition provided for in CMC Chapter 18.20.
- (6) "Moderate-income household" means the definition provided for in RCW 84.14.010.
- (7) "Multi-family housing" means one (1) or more new multi-story buildings designed for permanent residential occupancy, each with four (4) or more dwelling units.

- (8) "Owner" means the property owner of record.
- (9) "Permanent residential occupancy" means multi-family housing that provides rental occupancy on a non-transient basis. This includes rental accommodation that is leased for a period of at least one (1) month. This excludes hotels and motels that predominately offer rental accommodation on a daily or weekly basis.
- (10) "Residential targeted area" means an area within a mixed-use center that has been so designated by the city as lacking sufficient, available, desirable, and convenient residential housing to meet the needs of the public.

**3.80.30 Residential Target Areas—Criteria—Designation.**

- (1) Following notice and public hearing as prescribed in RCW 84.14.040, the city council may, in its sole discretion, designate one or more residential targeted areas. Each residential target area must meet the following criteria, as determined by the city council:
  - a. The residential targeted area is within a designated mixed-use center;
  - b. The residential targeted area lacks sufficient available, desirable, and convenient residential housing, including affordable housing, to meet the needs of the public who would be likely to live in the mixed-use center if affordable, desirable, attractive, and livable residences were available; and
  - c. Providing additional housing opportunities, including affordable housing, in the residential targeted area will assist in achieving one or more of the following purposes:
    - i. Encourage increased residential opportunities within the target area; or
    - ii. Stimulate the construction of new multi-family housing; or
    - iii. Encourage the rehabilitation of existing vacant and underutilized buildings for multi-family housing.
- (2) In designating a residential targeted area, the city council may also consider other factors, including but not limited to:
  - a. Additional housing, including affordable housing units, in the residential targeted area will attract and maintain an increase in the number of permanent residents;
  - b. An increased permanent residential population in the residential targeted area will help to achieve the planning goals mandated by the Growth Management Act under chapter 36.70A RCW, as implemented through the city's current and future comprehensive plans;
  - c. Encouraging additional housing in the residential targeted area is consistent with public transportation plans; or
  - d. Additional housing may contribute to revitalization of a distressed neighborhood or area within the city.
- (3) At any time the city council may, by ordinance, and in its sole discretion, amend or rescind the designation of a residential targeted area pursuant to the same procedural requirements as set forth in this chapter for original designation.
- (4) The following areas are designated as residential targeted areas under this chapter:
  - a. Town Center District (TC) as defined in CMC 18.15.080(1).
  - b. Mixed Housing/Office District (MHO) as defined in CMC 18.15.080(4).
  - c. R-18 (multi-family residential) zone as defined in CMC 18.(1)(b).

- (5) If a part of any legal lot is within a designated residential targeted area then the entire lot shall be deemed to lie within such residential targeted area. Property located outside of, but adjacent to, the described areas is not designated as residential targeted areas.

**3.80.40 Tax exemption —Eligibility Requirements.**

- (1) Eight-year exemption project eligibility. A project must meet the following requirements for consideration for an eight (8) successive year ad valorem property tax exemption on the value of the improvements qualifying under this chapter beginning January 1 of the year immediately following the calendar year after issuance of the final certificate of tax exemption:
- a. Location. The project must be located within one of the residential target areas as listed in this chapter.
  - b. Renter-occupied. All dwelling units included in the project must be renter-occupied; projects including owner-occupied dwelling units are not eligible for an exemption under this chapter.
  - c. Size. The project must be multi-family housing consisting of at least four (4) dwelling units within a multi-story residential structure or mixed use development. A minimum of four (4) new units must be constructed or at least four (4) additional multi-family units must be added to existing occupied multi-family housing. Existing multi-family housing that has been vacant for twelve (12) months or more does not have to provide additional units so long as the project provides at least four (4) units of new, converted, or rehabilitated multi-family housing.
  - d. Town Center District diversity of multi-family unit types. In addition to the other requirements in this subsection, projects located in the Town Center (TC) District shall be located in a multi-story, mixed-use structure, as defined in CMC 18.31.080 and shall provide a mix of apartment types and sizes for a variety of household types according to the following standards:
    - i. A minimum of fifty (50) percent of the total units shall vary in size from other units by at least 250 square feet; or, no more than fifty (50) percent of the total planned units shall have the same number of bedrooms.
    - ii. In multi-family developments with eighteen (18) units or more, no more than sixty (60) percent of the units may be studios or one (1) bedroom units.
  - e. Completion deadline. New construction of multi-family housing and rehabilitation improvements must be scheduled to be completed within three (3) years from the date of approval of the application, or within an extension of this time limit as authorized by the director.
  - f. Compliance with guidelines and standards. The project must comply with the city's comprehensive plan, zoning, environment, and building codes and any other applicable regulations in effect at the time the application is approved.
  - g. Vacancy requirement. The project must not displace existing residential tenants of structures that are proposed for redevelopment. Existing dwelling units proposed for rehabilitation must have been unoccupied for a minimum of six (6) months prior to submission of application. Applications for new construction cannot be submitted for vacant property upon which an occupied residential rental structure previously stood, unless a minimum of six (6) months has elapsed from the time of the most recent occupancy.
- (2) Twelve-year exemption project eligibility. A proposed project must meet the following requirements for consideration for a twelve (12) successive year ad valorem property tax exemption on the value

of the improvements qualifying under this chapter beginning January 1 of the year immediately following the calendar year after issuance of the final certificate of tax exemption:

- a. All requirements set forth in subsection (1) above; and
- b. The applicant must commit to renting at least twenty (20) percent of the multi-family housing units as affordable housing units to low- and moderate-income households and the property must satisfy that commitment and any additional affordability and income eligibility conditions adopted by the city under this chapter.
  - i. If calculations for the minimum twenty (20) percent of the multi-family housing units required under this subsection results in a fraction then the minimum number of multi-family housing units for affordable housing shall be rounded up to the next whole number.
- c. The mix and configuration of housing units (e.g., studio, one-bedroom, two-bedroom) used to meet the requirement for affordable units under this subsection shall be substantially proportional to the mix and configuration of the total housing units in the project.
- d. When a project includes more than one building with multi-family housing units, all of the affordable housing units required in this subsection must not be located in the same building.

(3) Limits on exemption. The exemption does not apply to the value of land or to the value of improvements not qualifying under this chapter, nor does the exemption apply to increases in assessed valuation of land and non-qualifying improvements. In the case of rehabilitation of existing buildings, the exemption does not include the value of improvements constructed prior to submission of the completed application required under this chapter.

(4) Conclusion of Exemption. At the conclusion of the exemption period any new housing costs shall be considered as new construction for the purposes of Chapter 84.55 RCW.

### **3.80.050 Application procedure.**

A property owner who proposes a project for a tax exemption under this chapter shall complete the following procedures:

- (1) A complete application, on a form established by the director, shall be filed with the city prior to issuance of a building permit for the project. The application shall be accompanied by the required fee as set forth in the city's current fee resolution.
- (2) The application shall contain such information as deemed necessary by the director, including:
  - a. A brief written description of the project including timing and construction schedule setting forth the grounds for the exemption.
  - b. Floor and site plans of the proposed project, which may be revised by the owner, provided such revisions are made and presented to the director prior to the city's final action on the exemption application.
  - c. If applying for a twelve (12) year exemption, it shall include information describing how the applicant will comply with the affordability requirements set forth in subsection 3.80.040(B).
  - d. A statement from the owner acknowledging the potential tax liability when the project ceases to be eligible for exemption under this chapter.
  - e. An affidavit signed by the owner stating the occupancy record of the property for a period of twelve (12) months prior to filing the application.

- f. Verification of the correctness of the information submitted by the owner's signature and affirmation made under penalty of perjury under the laws of the state of Washington.

### **3.80.60 Application review and issuance of conditional certificate—Denial—Appeal**

- (1) Director's decision. The director may certify as eligible an application that is determined to comply with the requirements of this chapter. A decision to approve or deny an application shall be made within ninety (90) calendar days of receipt of a complete application.
- (2) Contract required. If an application is approved, the applicant shall enter into a contract with the city, subject to approval by the city council, regarding the terms and conditions of the project and eligibility for exemption under this chapter.
- (3) Issuance of conditional certificate. Upon city council approval of the contract, the director shall issue a conditional certificate of acceptance of tax exemption. The conditional certificate shall expire three (3) years from the date of city council approval unless an extension is granted as provided in this chapter.
- (4) Application denial. If an application is denied, the director shall state in writing the reasons for denial and shall send notice to the applicant at the applicant's last known address within ten (10) calendar days of issuance of the denial.
- (5) Application Appeal. Per RCW 84.14.070, an applicant may appeal a denial to the city council within thirty (30) calendar days of receipt of the denial by filing a complete appeal application and appeal fee, as set forth in the city's current fee resolution, with the city clerk. The appeal before the city council shall be based on the record made before the director. The director's decision shall be upheld unless the applicant can show that there is no substantial evidence on the record to support the director's decision. The city council's decision on appeal is final.
- (6) Amendment of contract. Within three (3) years of the date from the city council's approval of the contract, an owner may request an amendment(s) to the contract by submitting a request in writing to the director. The fee for an amendment is as set forth in the city's current fee resolution. The director shall have authority to approve minor changes to the contract that are reasonably within the scope and intent of the contract approved by the city council. Amendments that are not reasonably within the scope and intent of the approved contract, as determined by the director, shall be submitted to the city council for review. The date for expiration of the conditional certificate shall not be extended by contract amendment unless all the conditions for extension set forth in CMC 3.80.070 are met.

### **3.80.70 Extension of conditional certificate.**

- (1) The director may approve an extension to the conditional certificate and time of completion of the project for a period not to exceed a total of twenty-four (24) consecutive months. To obtain an extension, the applicant must submit a written request stating the justification for the extension together with a processing fee as set forth in the city's current fee resolution. An extension may be granted if the director determines that:
  - a. The anticipated failure to complete construction within the required time period is due to circumstances beyond the control of the owner;
  - b. The owner has shown good faith progress and could reasonably be expected to continue to act in good faith and with due diligence; and

- c. All the conditions of the original contract between the applicant and the city will be satisfied upon completion of the project.
- (2) If an extension is denied, the director shall state in writing the reason for denial and shall send notice to the applicant's last known address within ten (10) calendar days of issuance of the denial. An applicant may appeal the denial of an extension to the hearing examiner within fourteen (14) calendar days of receipt of the denial by filing a complete appeal application and hearing examiner appeal fee with the city clerk. The appeal before the hearing examiner shall be as provided in Chapter 14.45 CMC. No appeal to the city council is provided from the hearing examiner's decision.

**3.80.080 Application for final certificate.**

Upon completion of the improvements agreed upon in the contract between the applicant and the city, and upon issuance of a temporary or permanent certificate of occupancy, the applicant may request a final certificate of tax exemption by filing with the director such information as the director may deem necessary or useful to evaluate the eligibility for the final certificate. The application shall include the fee as set forth on the city's current fee resolution and the following:

- (1) A statement of expenditures made with respect to each multi-family housing unit and the total expenditures made with respect to the entire property;
- (2) A description of the completed work and a statement of qualification for the exemption;
- (3) The total monthly rent amount of each multi-family housing unit rented to date;
- (4) Any additional information requested by the city pursuant to meeting any reporting requirements under Chapter 84.14 RCW;
- (5) A statement that the work was completed within the required three (3) year period or any authorized extension; and
- (6) If a twelve (12) year exemption, information on the applicant's compliance with the affordability requirements of this chapter.

**3.80.90 Issuance of final certificate.**

- (1) Director's decision. Within thirty (30) calendar days of receipt of all materials required for a final certificate, the director shall determine whether the work completed and the affordability of the units, if applicable, satisfy the requirements of the application and the conditional contract approved by the city and is qualified for a limited tax exemption under Chapter 84.14 RCW. The city shall also determine which specific improvements completed meet the intent of this chapter and the required findings of RCW 84.14.060.
- (2) Granting of final certificate. If the director determines that the project has been completed in accordance with this chapter and the contract between the applicant and the city and has been completed within the authorized time period the city shall, within ten (10) calendar days of the expiration of the thirty (30) day review period above, file a final certificate of tax exemption with the King County assessor.

- (3) Recording. The director is authorized to cause to be recorded, at the owner's expense, in the real property records of the King County department of records and elections, the contract with the city, as amended if applicable, and such other document(s) as will identify such terms and conditions of eligibility for exemption under this chapter as the director deems appropriate for recording, including requirements under this chapter relating to affordability of units.
- (4) Denial. The director shall notify the applicant in writing that a final certificate will not be filed if the director determines that:
  - a. The improvements were not completed within the authorized time period; or
  - b. The improvements were not completed in accordance with the contract between the applicant and the city; or
  - c. The owner's property is otherwise not qualified under this chapter.
- (5) Appeal. An applicant may appeal a denial of a final certificate to the hearing examiner within fourteen (14) calendar days of issuance of the denial by filing a complete appeal application and hearing examiner appeal fee with the city clerk. The appeal before the hearing examiner shall be as provided in Chapter 14.45 CMC. No appeal to the city council is provided from the hearing examiner's decision.

**3.80.100 Annual certification and report.**

A property that receives a tax exemption under this chapter shall continue to comply with the approved contract and the requirements of this chapter in order to retain its property tax exemption. Within thirty (30) calendar days after the first anniversary of the date the city issued the final certificate of tax exemption and each year thereafter for the duration of the tax exemption period, the property owner shall file a notarized declaration and annual report with the director indicating the following:

- (1) A statement of occupancy and vacancy of the multi-family units during the previous twelve (12) months;
- (2) A certification that the property has not changed use and continues to be in compliance with the contract with the city and this chapter;
- (3) A description of any subsequent improvements or changes to the property made after the city issued the final certificate of tax exemption;
- (4) The total monthly rent of each multi-family housing unit rented during the twelve (12) months ending with the anniversary date;
- (5) A breakdown of the number, type, and specific multi-family housing units rented during the twelve (12) months ending with the anniversary date;
- (6) If granted a twelve (12) year exemption, information demonstrating the owner's compliance with the affordability requirements of this chapter;
- (7) The value of the tax exemption for the project; and
- (8) Any additional information requested by the city pursuant to meeting any reporting requirements under Chapter 84.14 RCW.

City staff may also conduct onsite verification of the declaration and reporting. Failure to submit the annual declaration and report may result in cancellation of the tax exemption and shall result in a review of the exemption per RCW 84.14.110.

**3.80.110 Cancellation of tax exemption.**

- (1) Cancellation of the tax exemption may result if the director determines that:
  - a. The owner is not complying with the terms of the contract or this chapter;
  - b. The use of the property is changed or will be changed to a use that is other than residential;
  - c. The project violates applicable zoning requirements, land use regulations, building or fire code requirements; or
  - d. The owner fails to submit the annual declaration and report specified in CMC 3.80.100.
- (2) If the property no longer qualifies for the tax exemption, the tax exemption shall be canceled and the King County assessor shall comply with applicable state law to impose additional taxes, interest, and penalties on the property, and a priority lien may be placed on the land pursuant to state law.
- (3) Cancellation may occur in conjunction with the annual review or at any such time noncompliance has been determined.
- (4) If the owner intends to convert the multi-family housing to another use, the owner shall notify the director and the King County assessor in writing within sixty (60) calendar days of the change in use. Upon such change in use, the tax exemption shall be canceled and additional taxes, interest, and penalties shall be imposed pursuant to state law.
- (5) Notice and appeal. Upon determining that a tax exemption is to be canceled, the director shall notify the owner by mail, return receipt requested. The owner may appeal the determination by filing a notice of hearing examiner appeal and appeal fee with the city clerk within thirty (30) calendar days, specifying the factual and legal basis for the appeal. The hearing examiner will conduct a hearing pursuant to Chapter 14.45 CMC.

**SUBJECT:** RESPONSE TO CITIZEN REQUEST TO STUDY SETBACKS IN WOOD CREEK SUBDIVISION

**RECOMMENDED BY:** Richard Hart, Community Development Director

**ATTACHMENTS:**

1. Planning Commission and Council Approved Work Program Tasks for 2012

**PREPARED BY:** Richard Hart, Community Development Director

**EXPLANATION:**

At the February 14, 2012 Council Meeting Darren Linse, a resident of Wood Creek Subdivision, at SE 256<sup>th</sup> St. and 180<sup>th</sup> Ave SE, asked the Council to study the setback requirements in residential zones required for accessory structures, such as storage sheds. Community Development staff has had discussions with Mr. Linse since we received a code enforcement complaint about the storage shed he located within his required rear and side yard setbacks. The complaint is one of our current 25 cases, although it's not a high priority as it does not involve any fire and life safety issues.

Mr. Linse asked how setback requirements could be changed and if there were any exceptions. We indicated to Mr. Linse that he had several options. First, he could apply for a variance which would be heard by our Hearing Examiner, but that process is time consuming, is very costly, and most likely he can't meet the strict criteria in both the RCW statutes and our zoning code. Second, he could apply for a specific citizen requested zoning code amendment to adjust side yard setbacks for accessory structures, but that process is also costly and time consuming. Third, he could speak with Council and see if there was a desire on the part of a majority of the Council to direct staff to add this item to the work program later this year or next year.

As you are aware, Council, in conjunction with the Planning Commission last month, agreed upon the 2012 work program for the Community Development staff. All available hours are accounted for this year, with only some flexibility at the very end of 2012 depending upon time spent on high priority items and available staff resources based upon budget considerations. (See Attachment #1)

This year the work priorities directed by the Planning Commission and City Council involve some statutorily required elements such as: the annual Comprehensive Plan Amendment docket and completion of the specific shoreline development permit regulations for incorporation within the Covington Municipal Code (CMC) that will govern future shoreline development permits. In addition, there are other proposed work program tasks resulting from Council direction, including a study of the Northern Gateway unincorporated area ("Northern Notch"), an analysis of park impact fees, tax exemption ordinance for multi-family developments, and land use regulations governing medical marijuana. Remaining work tasks that the Planning Commission

and Council agreed were important involve an assessment of our needs to complete the 7-year GMA update of our Comprehensive Plan due in two years and a complete overhaul of the wireless communication facility (WCF) regulations. (See Attachment #1)

At the end of the year, and only if time and staff resources permit, staff is able to address other zoning code amendment issues that were identified as part of the long-term zoning code update list developed in 2007. Staff and the Planning Commission have been addressing a few of those issues each year as our resources allow. This topic of setbacks for accessory structures in residential zones is not one of those priorities, since the Planning Commission and Council made major changes in residential setbacks within the zoning code in 2005. That study increased the general side yard setbacks from 5 feet to 7.5 feet, and had concurrence from the Fire Department based upon fire and life safety concerns in our residential zones, due to the fact that we have small, minimum lot sizes in many of our residential zones.

However, consideration of reducing side and rear yard setbacks to either 40% or 50% of the standard setback for small accessory structures that don't require building permits to allow some storage sheds could be evaluated. There are some other communities that allow such exemptions and modifications as well as allowing them if an applicant obtains written permission from adjacent property owners. However, those provisions can be very time consuming for staff to administer and monitor. The issue of reducing setbacks is complex, as it has a fire safety component, a visual component affecting neighbor's windows that are close to property lines, and a practical component that can present issues in neighborhoods where there are already many legal non-conforming dwellings, garages, and other accessory structures that already encroach into the required setbacks.

The process for researching the topic, evaluating the options and impacts, conducting the required SEPA notice, providing for the Department of Commerce 60-day notice and review, conducting the Planning Commission public hearing, and bringing the issue to the Council for final consideration and adoption will take a minimum of 90-100 days of work and involve a good amount of staff time.

Resources in 2012 again are limited, as in 2010 and 2011, with our "new normal", due to a small staff for strategic planning tasks and code amendments; so careful allocation of staff time to the highest priorities is definitely the focus of both staff and the Planning Commission.

The Council has several options to address Mr. Linse's concerns. They include:

- 1.) Conclude the issue of residential setbacks for dwellings and accessory structures was reasonable as part of the study in 2005, and no change is needed at this time;
- 2.) Decide the issue of providing additional exceptions to setbacks for certain accessory structures in residential zones may need some study and should be considered as part of the Planning Commission's and Council's Work Program for 2013;
- 3.) Decide the issue of setback exceptions for accessory structures in residential zones needs more immediate attention and direct staff to include it at the end of the 2012 year if time and resources allow; or
- 4.) Conclude the issue of setback exceptions for accessory structures in residential zones is a critical issue, and the Council should choose replace an existing 2012 work program task

with this issue for study as soon as possible. (Council will then have to prioritize the issue and place it on the list of priorities to provide direction to staff and the Planning Commission.)

ALTERNATIVES:

1.) None other than those listed above.

FISCAL IMPACT:

Completion of the Planning Commission and Council recommended work program tasks will require the continuation of the temporary Senior Planner position for long-range planning that was added to the department in October, 2011. Adding any new work has impacts on accomplishing the agreed upon work program tasks and their priority ranking. Staff resources are finite, so strategic planning and code amendment projects often have to be postponed in time to be accomplished within given personnel resources.

CITY COUNCIL ACTION:     Ordinance     Resolution     Motion     Other

**Council should select their desired policy option on the issue of studying setbacks for accessory structures in residential zones and give direction to staff for accomplishing that policy.**

REVIEWED BY: City Manager  
                          Finance Director

CITY COUNCIL & PLANNING COMMISSION

WORK PROGRAM TASKS 2012

- 1) **Annual Comprehensive Plan Docket {Required by State and Local Statue} 700 staff hours – Richard, Ann, Salina, Nelson & Sara**
  - Revisions to Land Use and other Identified Elements to update annexation policies
  - Review and process any citizen or staff amendments submitted by Feb. 13, 2012.
- 2) **Park Impact Fees Analysis {Directed by Council} 50 staff hours – Richard, Ann, Salina, Scott & Sara**
- 3) **Shoreline Development Regulations consistent with the Shoreline Master Program adopted in 2011. 150 staff hours – Ann, Richard & Sara**
- 4) **Covington Northern Gateway Study of PAA 1 (possibly PAA 4) {Directed by Council} 1000 hours- Ann & Richard**
  - Scoping, writing RFP, consultant selection and oversight of multi-phased analysis of an identified study area and development of a Subarea Plan for future incorporation of land to the north of the City's current city limits
- 5) **Code Amendments for Medical Marijuana {Directed by Council and Required under 2011 Moratorium} 80 staff hours – Richard, Ann, & Sara**
- 6) **Revision of Wireless Communication Regulations in Zoning Code. {Required by Wireless Industry to Keep Current with Federal Laws} 200 staff hours – Ann, Salina, Richard & Sara**
- 7) **Preliminary Work for 2013 Comprehensive Plan Update {Required by State Statue} 250 staff hours– Ann, Richard & Salina**
- 8) **Continuing Zoning Code Amendments {Staff & Planning Commission Concern}**
  - Revision of Definitions Section in Title 14 & Title 18 100 staff hours – Ann, Salina & Sara

SUBJECT: APPROVE CITY MANAGER MERIT GOALS FOR 2012.

RECOMMENDED BY: City Council

ATTACHMENT (S):

1. Derek Matheson's Memo to Noreen Beaufriere for the City Council, "City Manager Proposed merit Goals for 2012," dated February 8, 2012

PREPARED BY: Noreen Beaufriere, Personnel Manager

EXPLANATION:

The City's first Merit Award Program was adopted for city employees under Resolution No. 08-03. It required the employee evaluation be considered as one merit goal in addition to three other pre-established merit goals that together, if the employee's annual performance met certain eligibility requirements, would serve as the basis for the employee's eligibility to receive an annual merit award. The award was a monetary award between 0% to 6% of the employee's annual gross salary (less special payments, if applicable), depending on the percent of achievement of the merit goals at year end.

In February 2010, the Council adopted Resolution No. 10-06 revising the Merit Award Program to include the ability to recognize outstanding employee achievement during difficult economic times through an alternative performance incentive of merit floating holiday hours. Although the other criteria for the program remained unchanged, whether the merit award would be issued as a monetary award or as merit floating holiday hours was to be determined during each annual budget process.

In March 2012, the Council will be presented with a comprehensive Compensation Program Procedure that documents the processes the city uses to compensate its employees. As part of that procedure, another change to the Merit Award Program is being proposed—to permanently switch to issuing the merit award in merit floating holiday hours and discontinue the option of issuing a monetary merit award. With the prolonged downturn of the economy and considering the short-term fiscal forecasts for the city, the city manager feels the city can no longer afford the expense of a monetary merit award.

Since the decreased value of the merit award is significant (the equivalent value in merit award days is 0% to 1.5% of annual salary vs. 0% to 6% of annual salary represented by the monetary award), it is also recommended in the Compensation Program Procedure that employees be allowed to "carry over" a maximum of two years' worth of merit floating holidays (equal to 8 days, or 64 hours) from year to year. With the downsizing of staff and increased workloads, this feature is especially critical to maintain employee morale and engagement when heavy workloads might wind up causing the employee to forfeit the time off.

Also in consideration of the decreased value of the merit award, it is no longer necessary to have such a complex goals tracking process. Rather than include the annual employee evaluation score with the score for the three merit “stretch” goals and assign a weight to each individual goal, merit goals will consist of three pre-established “priority” goals scored on an equal basis independent of the employee evaluation score. Eligibility to receive the award will still be dependent on achieving a minimum average employee evaluation rating of 3 out of a possible 5 points, with all ratings required to be at the “commendable” level or higher.

With this information in mind, Attachment 1 is City Manager Derek Matheson’s six possible 2012 merit goals for the City Council’s consideration. Of those, the Council needs to decide on three goals that will become the pre-established city manager goals for 2012. The goals do not need to be prioritized or weighted. The percent of achievement of the pre-established goals will be determined during the city manager’s 2012 employee evaluation process at the beginning of 2013.

**ALTERNATIVES:**

1. Alter the proposed 2012 Merit Award Goals for the City Manager.
2. Choose different 2012 Merit Award Goals for the City Manager.

**FISCAL IMPACT:**

Fiscal impact will occur at termination only if the city manager has a merit floating holiday hour balance at that time.

**CITY COUNCIL ACTION:** \_\_\_\_ Ordinance \_\_\_\_ Resolution \_\_\_X\_\_\_ Motion \_\_\_\_\_ Other

**Councilmember \_\_\_\_\_ moves and Councilmember \_\_\_\_\_  
seconds, to approve the 2012 Merit Goals for the City Manager.**

# Memo

**To:** Noreen Beaufriere, Personnel Manager

**For:** City Council

**From:** Derek Matheson, City Manager

**Date:** February 8, 2012

**Re:** **City Manager Proposed Merit Goals for 2012**

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The City Council needs to establish three city manager merit goals for 2012. In consultation with the Management Team, below are six options for the council's consideration:

- Recommend and implement any budget reductions necessary due to the economy and/or legislative action in a manner that is timely, consistent with council priorities, and respectful of any impacted staff.
- Provide excellent professional advice and administrative support to help the Budget Priorities Advisory Committee (BPAC) fulfill its charter.
- Construct Covington Community Park Phase One on time and within budget.
- Pursue external funding for projects on the City Council's 2012 Legislative Agenda and council-endorsed State Infrastructure Bond Proposal Priorities list.
- Implement the Northern Gateway study (i.e. complete those tasks planned for 2012).
- Secure a right of first refusal to purchase Covington Elementary School from the Kent School District.

**DISCUSSION OF  
FUTURE AGENDA TOPICS:**

**March 13, 2012 – City Council Special & Regular Meeting**

**(Draft Agenda Attached)**

**Draft**

as of 2/23/12

Covington: Unmatched quality of life



**AGENDA**  
**CITY OF COVINGTON**  
**CITY COUNCIL SPECIAL & REGULAR MEETINGS**  
[www.covingtonwa.gov](http://www.covingtonwa.gov)

**Tuesday, March 13, 2012**  
**6:30 p.m.**

**City Council Chambers**  
**16720 SE 271<sup>st</sup> Street, Suite 100, Covington**

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*Council will interview Human Services Commission applicants beginning at 6:30 p.m.*

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

**ROLL CALL/PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PUBLIC COMMUNICATION**

- Annual Update from King County Councilmember Reagan Dunn

**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 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 (Scott)

C-2. Vouchers (Hendrickson)

**PUBLIC HEARING**

1. Receive Comments from the Public on an Ordinance Adopting Street Vacation Procedures (Hart/Lyons)

**NEW BUSINESS**

2. Consider Appointments to Human Services Commission (Council)
3. Accept CIP 1039

**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.*