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

Tuesday, April 10, 2012                                                                              City Council Chambers
7:00 p.m.                                                                                           16720 SE 271st Street, Suite 100, Covington

CALL CITY COUNCIL MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION
  • Prosecution Trends Report (Covington Prosecutor Tom Hargan)

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 March 13, 2012 Special & Regular Meetings; March 20, 2012 Joint Study Session with Covington Water District; March 27, 2012 Study Session; and March 27, 2012 Regular Meeting (Scott)
C-2. Vouchers (Hendrickson)
C-3. Resolution Setting Hearing Date for 176th Place SE Right-of-Way Vacation (Lyons/Hart)
C-4. Adopt Employee Compensation Program Procedure (Beaufrere)
C-5. Rescind Resolution to Surplus Vehicles (Akramoff)

NEW BUSINESS
1.  Citizen Police Volunteer Program Update (Klason)
2.  Public Works Department Strategic Plan Presentation (Akramoff)

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.
Subject: Approval of Minutes: March 13, 2012 City Council Special and Regular Meeting Minutes; March 20, 2012 City Council Joint Study Session with Covington Water District Minutes; March 27, 2012 City Council Study Session Minutes; and March 27, 2012 City Council Regular Meeting Minutes

Recommended by: Sharon G. Scott, City Clerk

Attachment(s): Proposed Minutes

Prepared by: Joan Michaud, Deputy City Clerk

Explanation:

Alternatives:

Fiscal Impact:

City Council Action: _____ Ordinance _____ Resolution  X  Motion _____ Other

Councilmember _______ moves, Councilmember _______ seconds, to approve the March 13, 2012 City Council Special and Regular Meeting Minutes; March 20, 2012 City Council Joint Study Session with Covington Water District Minutes; March 27, 2012 City Council Study Session Minutes; and March 27, 2012 City Council Regular Meeting Minutes.
City of Covington  
Special & Regular City Council Meeting Minutes  
Tuesday, March 13, 2012

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

INTERVIEWS – 6:30-7:00 P.M.:  
The Council conducted interviews for openings on the Human Services Commission. Applicants interviewed included Mia McFarland and Johnathan Woodcock.

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, March 13, 2012, at 7:15 p.m., with Mayor Harto presiding.

COUNCILMEMBERS PRESENT:  
Margaret Harto, Mark Lanza, David Lucavish, Marilla Mhoon, Jim Scott, and Jeff Wagner.

COUNCILMEMBERS ABSENT:  
Wayne Snoey.

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

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

Mayor Harto opened the meeting with the Pledge of Allegiance.

APPROVAL OF AGENDA:  
Council Action: Councilmember Wagner moved and Councilmember Mhoon seconded to approve the Agenda. Vote: 6-0. Motion carried.

PUBLIC COMMENT:  
Mayor Harto called for public comments.

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

APPROVE CONSENT AGENDA:  
C-1. Approval of Minutes: February 14, 2012 Study Session Minutes; February 14, 2012 Regular Meeting Minutes; February 23, 2012 Black Diamond/Covington/Maple Valley Joint Meeting Minutes; and February 28, 2012 Regular Meeting Minutes.

C-3. Department of Ecology Stormwater Grant Amendment.

C-4. WSDOT Agreement for CIP 1127 (SR 516: Jenkins Creek to 185th Place SE).

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

**PUBLIC HEARING:**
1. Receive Public Comments on an Ordinance Adopting Street Vacation Procedures.

Senior Planner Salina Lyons gave the staff report on this item.

Mayor Harto called for public comments for the public hearing.

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

**ORDINANCE NO. 06-12**


**Council Action:** Councilmember Scott moved and Councilmember Snoey seconded to pass Ordinance No. 06-12 adopting amendments to CMC Title 12 for processing petitions for vacations of streets and public easements. Vote: 6-0. Motion carried.

**NEW BUSINESS:**
2. Appointments to the Human Services Commission.

**Council Action:** Councilmember Mhoon moved and Councilmember Scott seconded to appointed Mia McFarland to fill open Youth Position No. 4 on the Human Services Commission with a term expiring March 31, 2013. Vote: 6-0. Motion carried.

**Council Action:** Councilmember Lucavish moved and Mayor Harto seconded to appoint Johnathan Woodcock to fill open Youth Position No. 5 on the Human Services Commission with a term expiring March 31, 2013. Vote: 6-0. Motion carried.
3. Accept CIP 1039 (SR 516: SE Wax Road to Jenkins Creek).

City Engineer Don Vondran gave the staff report on this item.

**Council Action:** Councilmember Wagner moved and Councilmember Scott seconded to accept CIP 1039 as completed and process final closeout paperwork. Vote: 6-0. Motion carried.


City Engineer Don Vondran introduced Engineering Technician Shawn Buck who gave the staff report on this item.

Councilmembers asked questions and Mr. Buck and Mr. Vondran provided responses.

**Council Action:** Councilmember Wagner moved and Councilmember Lucavish seconded to authorize the City Manager to execute an agreement with Novotx LLC to replace the existing asset management system. Vote: 6-0. Motion carried.

**COUNCIL/STAFF COMMENTS:**
Councilmembers and staff discussed Future Agenda Topics and made comments.

**PUBLIC COMMENTS:**
Mayor Harto called for public comments.

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

**ADJOURNMENT:**
There being no further business, the meeting was adjourned at 8:00 p.m.

Prepared by: Joan Michaud  
Deputy City Clerk  
Submitted by: Sharon Scott  
City Clerk
City of Covington
City Council Joint Meeting with Covington Water District Board of Commissioners Minutes
Thursday, March 20, 2012

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

The Joint Meeting with the Covington Water District Board was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, March 20, 2012, at 6:10 p.m., with Mayor Harto presiding.

COVINGTON COUNCILMEMBERS PRESENT:
Mayor Margaret Harto, Mark Lanza, David Lucavish, Marlla Mhoon, Jim Scott, Wayne Snoey, and Jeff Wagner.

COVINGTON STAFF PRESENT:
Derek Matheson, City Manager; Richard Hart, Community Development Director; Don Vondran, City Engineer; Nelson Ogren, Development Review Engineer; Jon Napier, Fire Marshal; and Sharon Scott, City Clerk/Executive Assistant.

COVINGTON WATER DISTRICT BOARD COMMISSIONERS PRESENT:
President David Knight, Vern Allemand, and Lloyd Webster.

COVINGTON WATER DISTRICT BOARD COMMISSIONERS ABSENT:
Jeff Clark and George D. (Dennis) Holden.

COVINGTON WATER DISTRICT STAFF PRESENT:
Gwenn Maxfield, General Manager.

CALL TO ORDER – MAYOR HARTO:
Mayor Harto called the meeting to order, asked attendees to introduce themselves and thanked everyone for their attendance.

DISCUSSION ON JOINT STAFF WORK GROUP REPORT:
Covington City Manager Derek Matheson gave a presentation which included information regarding the 2011 City Council Joint Meeting the Covington Water District Board and the Soos Creek Water & Sewer District Board; Work Group Concepts; Composition; Work Plan; Covington Water District Rates and Fees; Covington Water District Standards and Specifications; Soos Creek Water & Sewer District; Kent Fire Department and the Next Steps.

Councilmembers and commissioners provided comments on the report and asked questions, and responses were provided.

PUBLIC COMMENTS:
Mayor Harto called for public comments.
Don Moen, Covington resident, representing Peace Lutheran Church located in unincorporated King County, spoke regarding the church’s building project and past frustrations with Covington Water District.

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

COUNCIL/BOARD CLOSING REMARKS:
Councilmembers and commissioners and staff provided closing comments.

Mr. Matheson commented that the city has a keen interest in the District’s work on the water comprehensive plan and the standards update and would like to continue to communicate ongoing with the District as both organizations have similar goals and customers.

Mayor Harto indicated that the council would be interested in the public process regarding the District’s comprehensive plan update and requested that the city be kept updated so that councilmembers could attend any related District meetings.

ADJOURNMENT:
There being no further business, the meeting was adjourned at 7:30 p.m.

Prepared by:       Submitted by:
_________________________________     _______________________________________
Joan Michaud      Sharon Scott
Covington Deputy City Clerk     Covington City Clerk
City of Covington  
City Council Study Session Minutes  
Tuesday, March 27, 2012

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

The Study Session was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, March 27, 2012, at 6:07 p.m., with Mayor Harto presiding.

COUNCILMEMBERS PRESENT:
Margaret Harto, David Lucavish, Marlla Mhoon, Jim Scott, Wayne Snoey, and Jeff Wagner.

COUNCILMEMBERS ABSENT:
Mark Lanza.

STAFF PRESENT:
Scott Thomas, Acting City Manager; Glenn Akramoff, Public Works Director; Kevin Klason, Covington Police Chief; Don Vondran, City Engineer; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Margaret Harto called the study session to order.

APPROVAL OF AGENDA:
Council Action: Councilmember Wagner moved and Councilmember Mhoon seconded to approve the Agenda. Vote: 6-0. Motion carried.

ITEMS FOR DISCUSSION:


Councilmembers provided comments and asked questions, and Mr. Akramoff and City Engineer Don Vondran provided responses.

Mr. Vondran gave a presentation entitled, “Pavement Preservation Program,” which included Overview, Condition Summary, Pavement Life Cycle, Pavement Maintenance, Effects of Maintenance on a Pavement Life Cycle, Preservation Methods, Summary, and included a Pavement Management Map handout.

Councilmembers provided comments and asked questions, and Mr. Vondran provided responses.
ADJOURNMENT:
There being no further business, the meeting was adjourned at 7:05 p.m.

Prepared by:      Submitted by:

__________________________    ____________________________
Joan Michaud              Sharon Scott
Deputy City Clerk        City Clerk
City of Covington
Regular City Council Meeting Minutes
Tuesday, March 27, 2012

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

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, March 27, 2012, at 7:10 p.m., with Mayor Harto presiding.

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

STAFF PRESENT:
Scott Thomas, Acting City Manager; Glenn Akramoff, Public Works Director; Noreen Beaufriere, Personnel Manager; Richard Hart, Community Development Director; Rob Hendrickson, Finance Director; Kevin Klason, Covington Police Chief; Karla Slate, Community Relations Coordinator; Sara Springer, City Attorney; Don Vondran, City Engineer; and Sharon Scott, City Clerk/Executive Assistant.

The Pledge of Allegiance was led by Girl Scout Cadette Troop #42855.

Mayor Harto welcomed all the Girls Scouts attending which included Brownies, Juniors, Cadettes, and a Senior Girl Scout. Mayor Harto recognized Girl Scout Jasmine Reinhart for recently earning her silver award and recognized all the girls recently earning their bronze award. Mayor Harto also called attention to all the Girl Scout leadership in attendance and thanked them for their service.

APPROVAL OF AGENDA:
Council Action: Councilmember Wagner moved and Councilmember Lucavish seconded to approve the Agenda as amended to remove the Executive Session. Vote: 7-0. Motion carried.

PUBLIC COMMUNICATION:
- Parks & Recreation Commissioner Kollin Higgins accepted the Arbor Day Proclamation.
- Council presented proclamations to Japanese exchange students and teachers from Abuno High and Kitano High in Osaka, Japan, in recognition of International Student Exchange Day in Covington.
- Fiona Higgins, Girl Scouts of Western Washington Cadette Troop #42855, accepted the 100th Anniversary of Girl Scouts of America Proclamation.

Council recessed from 7:43 to 8:04 p.m. for a brief reception to welcome the exchange students and teachers.
PUBLIC COMMENT:
Mayor Harto called for public comments.

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

APPROVE CONSENT AGENDA:

C-2. Contract with SBS Legal Services, PLLC for 2012 City Attorney Services.

C-3. Federal and/or State Emergency Disaster Assistance Funds Authorization Letter.

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

REPORTS OF COMMISSIONS:
Human Services Commission – No report.

Arts Commission – Chair Sandy Bisordi reported on the March 8 meeting.

Planning Commission – Community Development Director Richard Hart reported on the March 1 meeting.

Parks & Recreation Commission – Commissioner Kollin Higgins reported on the March 21 meeting.

Economic Development Council – Co-Chair Jeff Wagner reported on the March 22 meeting.

Budget Priorities Advisory Committee - Liaison Darren Dofelmier reported on the March 7 and March 21 meetings.

NEW BUSINESS:
1. Discuss Proposed Employee Compensation Program Procedure.

Personnel Manager Noreen Beaufrrere gave the staff report on this item.

Councilmembers provided comments and asked questions, and Ms. Beaufrrere provided responses.

Council Action: There was Council consensus to add this item to the consent agenda for the April 10 Council meeting.

2. Award Design Contract for CIP 1127 (SR 516: Jenkins Creek to 185th Place SE).
Council Action: Councilmember Lanza moved and Councilmember Wagner seconded to authorize the city manager to sign an agreement for services with Tetra Tech to design construction plans for the SR 516 – Jenkins Creek to 185th Place SE (CIP 1127) Project. Vote: 7-0. Motion carried.

3. Presentation of 2011 Year End Financials.

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

Councilmembers had no comments or questions at this time on the financial report.

COUNCIL/STAFF COMMENTS:
Councilmembers and staff discussed Future Agenda Topics and made comments.

PUBLIC COMMENTS:
Mayor Harto called for public comments.

Chele Dimmett, 26626 180th Avenue SE, Covington, applauded Ms. Beaufrere and the city for the creative employee compensation program. Ms. Dimmett also applauded Mayor Pro Tem Jeff Wagner for participating in the Auburn Chamber mock job interviews. Ms. Dimmett reminded Council of the invitation to the Timberlane Homes Association April 19 meeting where Covington would be recognized for its assistance to Timberlane in improving its community.

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

ADJOURNMENT:
There being no further business, the meeting was adjourned at 9:10 p.m.

Prepared by:      Submitted by:
__________________________________________________________
Joan Michaud      Sharon Scott
Deputy City Clerk     City Clerk
Consent Agenda Item C-2
Covington City Council Meeting
Date: April 10, 2012

SUBJECT: APPROVAL OF VOUCHERS.

RECOMMENDED BY: Rob Hendrickson, Finance Director


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 #27445-27514, in the Amount of $194,265.02, Dated March 20, 2012; and Paylocity Payroll Checks #1000436404-1000436417 Inclusive, Plus Employee Direct Deposits in the Amount of $141,700.44, Dated March 30, 2012.
March 20, 2012

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check # 27445 Through Check # 27514

In the Amount of $194,265.02

We, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against the City of Covington, Washington, County of King, and that we are authorized to authenticate and certify said claims per the attached register.

______________________________  ________________________________
Cassandra Parker             Mark Lanza
Accountant                   City Councilmember

______________________________  ________________________________
Wayne Snoey                  Marlla Mhoon
City Councilmember           City Councilmember

Council Meeting Date Approved
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  - 6392827698: City hall; telephone, 3/8-4/8/12
  - 4137665359: Aquatics; telephone, 2/26-3/26/12
- CenturyLink Business Services: 2366
  - 1204151530: Aquatics; loop/internet, February
- Michael Charbonneau: 2481
  - 120309: Aquatics; sign installation
- City of Tukwila: 0953
  - MB-00996: 2012 Human services; Dynamic Family
- Code Publishing Company: 0364
  - 40267: Municipal code update, 3/7/12
- Cordi & Bejarano: 0184
  - 153/154: Public defender; 2/14-3/2/12
- Covington Mini Storage: 0043
  - 0043-3: Storage unit #C25; lease, April
  - 0043-3: Storage unit #E32; lease, April
- Covington Retail Associates: 0706
  - 0706-3-2: 2nd floor; operating expenses, April
  - 0706-3-1: 1st floor; operating expenses, April
  - 0706-3-1: 1st floor; building lease, April
  - 0706-3-2: 2nd floor; building lease, April
- Covington Water District: 0537
  - 122505-3: Maint shop; water, 1/21-3/16/12
  - 122505-3: Maint shop; water, 1/21-3/16/12
  - 104587-3: Crystal view; water, 2/18-3/16/12
  - 115324-3: Aquatics; water, 1/21-3/16/12
  - 108188-3: Skate park; water, 1/21-3/16/12
  - T&M 5537: Repairs to damaged water meter
  - 122505-3: Maint shop; water, 1/21-3/16/12
  - 105731-3: SR 516; water, 2/18-3/16/12
  - 107660-3: Community park; water, 1/21-3/16/12
- Jesse Dalton: 2468
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- Delta Business Training, LLC: 1923
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March 30, 2012

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 03/30/12 consisting of:

PAYLOCITY CHECK # 1000436404 through PAYLOCITY CHECK # 1000436417 inclusive, plus employee direct deposits

IN THE AMOUNT OF $141,700.44

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 AUTHORIZE AND CERTIFY SAID CLAIMS PER THE ATTACHED COUNCIL APPROVAL REPORT.

__________________________                      __________________________
Robert M. Hendrickson                  Mark Lanza
Finance Director                        City Councilmember

__________________________                      __________________________
Wayne Snoey                        Marlla Mhoon
City Councilmember                    City Councilmember

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**Totals for Payroll Checks** 71 Items $96,669.14

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**Totals for Third Party** 5 Items $27,897.12

**Tax Liabilities** $16,860.78
**Paylocity Fees** $273.40
**Grand Total** $141,700.44
SUBJECT: RESOLUTION FIXING THE PUBLIC HEARING DATE AND TIME FOR VACATION OF A PORTION OF 176TH PLACE SE, LOCATED BETWEEN SE WAX ROAD AND SE 270TH STREET.

RECOMMENDED BY: Richard Hart, Community Development Director
Glenn Akramoff, Public Works Director

ATTACHMENT(S):
1. Developer’s Letter
2. Street Vacation Site Map
3. Resolution Setting the Public Hearing Date

PREPARED BY: Salina Lyons, Senior Planner

EXPLANATION:
On November 15, 2011, Michael Crowson, Covington Commercial LLC (Developer), submitted a letter requesting a street vacation petition and paid the associated $920.00 application fee. At the time the application was received, the city’s code lacked adequate street vacation procedures to process the request. Mr. Crowson agreed to put the petition on hold until such time new street vacation procedures were adopted by the city. The city council adopted new street vacation procedures (Chapter 12.55), on March 13, 2012. To date, staff has not completed the associated application forms for a street vacation; in lieu of an application form, the city accepted a letter from the developer outlining the request for the vacation of a portion of 176th Pl SE. (Attachments 1 & 2)

The developer is requesting to vacate a portion of 176th Pl SE between SE Wax Road and SE 270th St. Specifically, the proposed vacation includes the southern portion of the street and the option for the full eastern portion of the ROW. The properties adjacent to the street vacation areas are owned by the developer and the city. The remaining western portion of 176th Pl SE, adjacent to Parcel Nos. 3780400110 and 3780400110, owned by Vicki and Ray Markley, is not proposed to be vacated at this time and will remain to provide access to those properties.

CMC 12.55.070 requires that the city council, by resolution, fix a time and date for a public hearing for the ROW vacation petition to be heard by the city’s hearing examiner. The public hearing must occur no more than sixty (60) days and no less than twenty (20) days after the council passes the resolution. The public hearing is scheduled for May 15, 2012, at 10:30am at Covington City Hall, 16720 SE 271st Street, Suite 100, Covington, Washington.

In accordance with the code, the hearing examiner will evaluate the street vacation petition and provide the council with a recommendation. The city council will make the final decision on the street vacation.
**Future Surplus**

The vacation process is the first step for the developer to assemble property at the corner of SE Wax Road and SE 270th Street for future development. Staff will come back to the council to process a surplus request for the city owned parcels adjacent to the southern portion of 176th Pl SE to be vacated. The surplus process will be in accordance with the Revised Code of Washington (RCW) for the sale of surplus city property. The parcels subject to the surplus include Parcels 3780400030, 3780400020 and 3780400130. The city attorney and the city’s real estate consultant will be actively assisting the city on this process.

**ALTERNATIVES:**

1) None

**FISCAL IMPACT:**

No direct fiscal impacts are anticipated for setting the public hearing for the street vacation petition. The developer paid the application fee as outlined in the 2011 fee resolution.

**CITY COUNCIL ACTION:**

- Ordinance
- **Resolution**
- Motion
- Other

Councilmember _______________ moves, Councilmember _______________ seconds, to pass a resolution fixing the date and time for a public hearing regarding the street vacation of a portion of 176th Place SE, located between SE Wax Road and SE 270th street to be held on Thursday, May 15, 2012, at 10:30 a.m. in the council chambers of the City of Covington.

**REVIEWED BY:**

- Community Development Director
- Finance Director
- City Attorney
- City Manager
Memo

To: Salina Lyons, City of Covington
From: Michael Crowson, Covington Investments II, LLC
Date: 11/15/2011

Re: Proposed 176th Place SE Right of Way & Wax Road /SE 270th Street Surplus Property Acquisition

Attachments: Exhibit A and King County Parcel Viewer Maps of each Property

On behalf of Covington Investments II, LLC I am sending this memorandum as our formal request and application to acquire city surplus properties adjacent to SE 270th Street, a portion of the right-of-way at 176th Place SE, and the city surplus property along Wax Road. I have included Exhibit A to show the proximity of the city properties relative to our properties owned by Covington Investments II, LLC and depicts the city properties that we are proposing to acquire.

We are proposing the acquisition of these City properties to complete an assemblage that will allow future re-development consistent with the current zoning code and development guidelines. Currently there is no opportunity to redevelop our site consistent with the zoning code due to our parcel size and market demands.

Covington Investments II, LLC owns properties immediately adjacent to the city surplus properties and the City right-of-way. Specifically, we own tax parcel #3780400010 located at 27022 176th Place SE. The property is a single family rental home and it is currently occupied. We also own tax parcel #2522059270 located at 17620 SE Wax Road which is located immediately north of the AMPM/ARCO. This is the site of the proposed Firestone Tire store which is currently in permitting with the City of Covington.

The city surplus properties on SE 270th Street are tax parcels #3780400020 and #3780400030. Our property at 27022 176th Place SE abuts these two properties. Additionally our property abuts the 176th Place SE right-of-way. It should be noted that originally 176th Place SE was created as part of a larger single family subdivision and provided direct access to and from Wax Road, however when SE 270th was constructed 176th Place SE was dead-ended to eliminate the connection to and from Wax Road.

Additionally, the tract immediately south and adjacent to the 176th Place SE along Wax Road is city surplus property tax parcel #3780400130. This city property was originally platted as a storm water tract for the aforementioned single family subdivision, however when the SE 270th Street extension and storm water improvements were constructed the storm water facility was abandoned and now serves as a vacant tract. This surplus property is bounded by our property at 27022 176th Ave SE, Wax Road, tax parcel # 2522059270 to the south (future Firestone), and tax parcel # #3780400120 owned by Ray and Vicki Markley.

In closing, we are excited to move ahead with the proposed right of way and surplus property acquisition. Upon your review of this application please advise me on the city process and provide a detailed description of what is required of me. My email is mcrowson@pacland.com and my mobile number is 206-972-6711, we look forward to another successful project with the City of Covington.
RESOLUTION NO. 12-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON FIXING THE TIME FOR A PUBLIC HEARING FOR VACATION OF A PORTION OF 176TH PLACE SE LOCATED BETWEEN SE WAX ROAD AND SE 270TH STREET.

WHEREAS, Covington Investments II has petitioned the city to vacate a portion of the city’s right-of-way abutting its property, specifically the southern portion of 176th Place SE, located between SE Wax Road and SE 270th Street; and

WHEREAS, two-thirds of the adjacent property owners to the proposed portion of right-of-way to be vacated, which includes Covington Investments II, LLC and the City of Covington, support the request; and

WHEREAS, RCW 35.79.010 and CMC 12.55.070 specifies the legislative authority of the city council to establish by resolution the time and date for a public hearing for the city’s hearing examiner to consider the street vacation petition; and

WHEREAS, CMC 12.55.010 specifies that the hearing examiner shall conduct the public hearing no more than sixty (60) days and no less than twenty (20) days after the city council passes said resolution;

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

Section 1. A public hearing regarding the vacation of a portion of 176th Place SE, located between SE Wax Road and SE 270th Street, shall be held before the City of Covington’s hearing examiner, at Covington City Hall, 16720 SE 271st Street, Suite 100, Covington, Washington on May 15, 2012 at 10:30 a.m., at which time all persons interested in said right-of-way vacation are invited to appear and be heard.

Section 2. Public notice of the pending public hearing shall be posted in accordance with CMC 12.55 080.

Passed by the City Council in an open public meeting on the 10th day of April 2012.

_______________________
Mayor Margaret Harto

ATTESTED:                 APPROVED AS TO FORM:
_________________________   _________________________
Sharon Scott      Sara Springer
City Clerk      City Attorney
SUBJECT: EMPLOYEE COMPENSATION PROGRAM PROCEDURE.

RECOMMENDED BY: City Manager

ATTACHMENT (S):
1. Employee Compensation Program Procedure No. HR-16.0

PREPARED BY: Noreen Beaufreere, Personnel Manager

EXPLANATION:
Since its incorporation in August 1997, the city has been conscientious about its employee compensation practices. Attachment 1, Employee Compensation Program Procedure No. HR-16.0, documents the city’s current compensation practices for purposes of consistency and visibility to the public, as well as to ensure that both the City Council and staff are provided with clear, comprehensive information.

The procedure covers four components: compensation philosophy; salaries/wages; tangible benefits and intangible benefits. While some of those components have experienced little or no change over the last 15 years, others continue evolving to better serve the needs of a maturing city, a fluctuating economy, and contemporary employee practices. Each component was reviewed and discussed in depth by the management team over the course of 1-1/2 years, in addition to a separate review of the city’s medical benefits package that was completed by an ad hoc committee earlier in 2010. The predominant guiding factors to the Compensation Program provided here as Attachment 1 were the new Compensation Philosophy; the comprehensive employee survey performed in 2011; and the city’s budget—particularly in light of the present economy.

As the City Council has adopted earlier resolutions related to components of this Compensation Procedure, council members are generally informed of the way the city executes its compensation practices. As an overview, below is an outline paralleling the attached procedure that contains the following: whether that section has remained the same or is being recommended for change; if recommended for change, in what way; and how any changes have affected or would affect the city financially.

(1) Compensation Philosophy – A new compensation philosophy is being proposed to replace the first compensation philosophy that was adopted by the City Council on February 3, 2004. The proposed compensation philosophy emphasizes the retention and development of a strong core workforce in order to provide continuous, high quality and personalized customer service through a total rewards package that is competitive, flexible, contemporary and viable, even in a down economy.
(2) Salaries/Wages

(A) Salary Schedule

- **Salary Ranges – No change.** The current salary schedule made up of ranges that increase in 6% increments, with seven 3% steps in every range, will remain the same unless a future salary survey based on comparable cities indicates a change is in order.

- **New Hire Starting Salaries – No change.** Practices that set the salary of a new hire remain the same.

- **Employees at Maximum Step in Salary range – No change.** Employees in this situation will remain in the same status—step raises are suspended until and if the assigned salary range changes and they will receive COLAs only, as approved by the City Council.

- **Step Raises for Part-time Aquatic Center Employees – Changed to make timing meet a minimum hours-worked threshold.** This group of employees must satisfy a 520-hours-worked threshold prior to their step raise anniversary (or, in the case of seasonal hires, the same threshold upon returning to employment) date in order to be considered for a step raise. If they do not meet that threshold, they must wait to be considered for a step raise until they do, and the new step processing date becomes their new step raise anniversary date. This will establish a level of fairness based on hours worked instead of passage of time, and will save the city money.

(B) Salary Surveys – Recommended changes include more conservative guidelines for selecting comparable cities and the performance of salary surveys by staff rather than a consultant; the first may result in reduced cost to the city, but the second will definitely result in reduced cost to the city. Guidelines set forth for completing salary surveys are in accord with practices of other local municipalities.

- **Comparable Market – Utilization of a pool of seven comparable cities remains the same** as in past practices, but **some of the cities making up the pool will change.** While the specific comparable cities fluctuated over the course of three past surveys, **the cities of Bonney Lake, Issaquah, Maple Valley, Mill Creek, Mount Lake Terrace, University Place, and Woodinville have been identified as the seven core comparable cities,** with the cities of Des Moines, Federal Way Enumclaw, Fife, Kenmore and Tumwater to be used as “alternate comparables” in cases where three strong matches for a position cannot be made from the seven core comparable cities. Cities were chosen based on age, population, budget, staffing, geographical area, and complexity of services offered to its citizens. **This comparable pool is more “conservative” than in past surveys because it no longer includes much larger cities, and/or cities with a significantly higher tax base.** The caution here is to try to ensure that we do not neglect cities that are also in a rapid state of growth, which causes employees to not only have a heavier workload, but also a broader work scope than normal, especially when staffing is lean. Addressing that concern in the past led to the inclusion of a few cities that would not fall within the new parameters.

- **Frequency and Timing of Surveys – Change recommended.** Although surveys were accomplished regularly, the frequency and timing had not previously been formally established. **Surveys are now targeted to be performed every five years, which is the longer than the “ideal” survey window and is also longer than for the city’s previous surveys.** It appears, however, to be practical for the
city at the time this procedure is being established and not necessarily uncommon in regional municipalities, particularly in a down economy. That timing may change if the economy experiences drastic fluctuations or if the city starts to experience problems in recruitment or retention. Previous salary surveys were performed in 1999 (2 years after incorporation), 2004 and 2007.

- **Scheduling of Positions to be Surveyed** – *No change*. All positions will be surveyed at the same time to ensure comparisons are completed under the same economic conditions.

- **Salary Survey Responsibility** – *Change recommended*. Although the last two of the three salary surveys performed were completed by an outside consultant to ensure complete objectivity as well as credibility with staff, it has now been determined that the Personnel Manager will take complete responsibility for survey performance. *This will save the between $18,000 and $24,000 per survey*, based on past experience.

- **Salary Survey Process** – *No change*. Although the responsibility for the survey will change, the process and criteria by which comparisons are made will not change.

- **Review of Survey Results** – *No change*. The city manager and the management team will continue to review and challenge survey results.

- **Implementation of the Survey Results** – *Change recommended*. Previous survey results were implemented all at once. Because of that, the results of the last survey were, with only a couple of exceptions, implemented only at 50%. To implement them at 100% would have financially stressed the city, so the remaining 50% was permanently suspended. In the future, implementation plans will be created, if and as necessary, to spread the costs over more than one fiscal year in accordance with the city’s budgetary considerations.

(C) **Cost-of-Living Adjustments (COLAs)** – *No change*, with the exception that when a negative annual COLA occurs as a result of the June to June CPI-W, it will be subtracted from the next annual positive COLA incorporated into the city’s budget. This ensures adoption of the negative as well as the positive COLAs.

(3) **Tangible Benefits**

(A) **Merit Award Programs** – *Change is recommended that greatly reduces the costs of implementing these programs.*

1. **Merit Award Program for General Employees** – When the first employee merit award program that was created by an outside consultant was adopted in June 2004 (and first put into effect in January 2006 for employees’ prior performance in 2005), employees were eligible to receive 0% to 9% of their year-end gross salary (minus special payments) for their prior year’s performance. The program experienced its first major changes in 2008, when the process was streamlined and goal parameters became employee specific, rather than department specific, while the maximum percent of possible award was reduced to 6%. In February 2010, the program underwent a second major change when an alternative award of up to 32 merit hours was made available as an alternate to the monetary award at the city’s discretion due to a changing economy. Additionally, the program proved to be time-consuming and impractical to implement among the Aquatic Center part-time employee population, so their eligibility to participate in the merit award program was discontinued while a new program specifically suited to their employment circumstances was designed.
Finally, this attached Compensation Program procedure recommends the adoption of the “maximum 32 merit award hours” award only and permanent discontinuance of the 0% to 6% monetary merit award. Since many employees have had unusually high workloads following staff layoffs that took place two years ago, however, it is also recommended to allow up to two years of merit award hours to be accrued that were previously only categorized as “use it or lose it” by the end of the calendar year in which they were issued.

Over the last six (6) years in which the merit award program has been active, therefore, the cost to the city has been drastically reduced from a possible 9% of year-end employee wages, to 0% (not including the new Aquatic Center part-time employee merit award system, described in #2, below). The only exception is a possible maximum of 64 merit award hours payout at the time of employee termination, for those employees who carry over the maximum merit award accrual until they terminate. This would equate to a maximum, one-time-only 3.1% of net annual salary payout at termination, compared to up to 6% that could be re-earned on an annual basis. Costs for merit pay during 2006 through 2008 ranged from approximately $107,000 to approximately $122,500.

2. Merit Award Program for Aquatic Center Part-time, Non-benefitted Employees – in 2010, following this group’s elimination from participation in the original merit award program; a year-end merit-oriented celebratory event was observed while a new merit program was being formulated. The event turned out to be so successful that it was incorporated into the new program detailed in Exhibit 3 of the Attachment 1 Compensation Program Procedure. The new program also includes monthly recognition for the employee who accumulates the most points in that period, based on a number of established criteria. The total annual cost of this new program is approximately $1,200 spread over 30 to 35 applicable employees. This is approximately only 15% of the cost of the 0% to 6% monetary award the last time the monetary award was paid out.

(B) Employee Development

1. Employee Training and Education - There are currently no recommended changes that affect city-supported employee training and education as a stand-alone; however the newly recommended Promotion-in-place Program that the Council was briefed on at the June 14, 2011 Council Meeting will provide more specific training and development direction for employees striving to meet the goals of the Promotion-in-place Program.

2. Promotion-in-place Program – This is a new program that the City Council was briefed on at the June 14, 2011 meeting. It offers employees the opportunity to advance within their current job responsibility based on achieving pre-established “target” job description containing criteria that can include advanced training and/or education; additional years of progressive experience, and an increased level of responsibility and/or job scope. Controls have been built into this program, such as budgetary review by the Finance Director and a review board made up of management team members. An approval for an employee to reach the “targeted” job description will be of minimal cost to the city—the salary level in almost all (if not all) cases will only increase by one salary range, or 6%. It is very likely, however, that it will save the city recruitment/replacement costs due to attrition when employees feel stymied in their career path. Additionally,
through the retention of an advanced core work force, utilization of staff talent and experience will be optimized while preserving institutional history, thus providing efficient and cohesive services to citizens.

(C) Insurance Benefits – No changes are recommended. The medical insurance benefit was reviewed by a committee during 2010, with recommendations to move to a different plan with less expensive premiums. Based on cost data available in 2010, the estimated cost savings to the city starting in 2012 would be $52,550 annually. However, it was recommended to redirect approximately 28% of that into a Health Reimbursement Account (HRA) for all benefitted employees to help offset increased out-of-pocket expenses, with the city retaining approximately 71% of the savings.

(D) Paid Holidays – No changes are recommended. Eleven annual city-paid holidays is on par with, or even one 8-hour day less, than that of comparable cities.

(E) Paid Leave – No changes are recommended.

(4) Intangible Benefits – No changes recommended, with the exception of offering employees experiencing certain hardships the option of waiving their lunch break period in order to shorten the overall length of their workday. The city has and will continue to offer flexible work schedules, as that is a common contemporary practice and key to employee retention. This results in no additional cost to the city.

ALTERNATIVES:
1. The City Council may decide not to adopt the Compensation Program Procedure.
2. The City Council may decide to adopt the Compensation Program Procedure with directed changes.

FISCAL IMPACT:
Fiscal impact, overall, would be reduced by adoption of the Compensation Program Procedure as written. Fiscal impact of the individual components varies and is noted throughout this agenda sheet.

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

Councilmember ____________ moves, Councilmember ____________ seconds, to adopt the Employee Compensation Program Procedure.

REVIEWED BY: City Manager, City Attorney, Finance Director
ATTACHMENT 1

**Procedure**

**SUBJECT: EMPLOYEE COMPENSATION PROGRAM**

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<th>PROCEDURE NO. HR-16.0</th>
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**NOTICE:** The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change and modification as deemed necessary. Any provision of this procedure will be superseded if in conflict with any provision of a valid and effective federal or state law.

**PURPOSE:**

In order to extend and maintain the city’s desired level of service to the citizens of Covington, the City of Covington understands that it must maintain a formal, systematic and competitive compensation program to adequately and fairly recruit, retain, and motivate employees. This procedure sets forth the guidelines of the program that has been developed in this regard.

**BACKGROUND:**

In June 2011, the personnel manager collected data from a comprehensive Employee Satisfaction and Retention Survey that demonstrated the city’s benefits, fair wages and work/life balance as the top second, third and fourth reasons, respectively, that its employees have “continued employment to that point in time” with the city. Similarly, good benefits and work/life balance ranked as the first and second reasons, respectively, that the majority of the city’s employees agreed “would encourage them to continue employment” with the city. Lastly, career growth potential and a merit award program that was more viable than the one that existed at the time of the survey were features the city lacked that “may cause them to leave employment with the city.”

Subsequent to examining the survey results, the city’s management team reviewed each aspect of the city’s compensation program, suggesting changes that would bring the entire program closer to satisfying employee needs and wants indicated by the above-mentioned survey and, very importantly, in conjunction with what the city could reasonably afford. Those goals are reflected on the new Compensation Philosophy contained in the procedure below.

**APPLICATION:**

The procedure described herewith is applicable to all regular, benefitted employees with the exception of those employed under a customized employment agreement or contract. This procedure and/or its exhibits may need adjustments in its application toward regular, non-benefitted employees and, in those cases, will be noted accordingly. Temporary employees are not covered under this procedure.

**PROCEDURE:**

This Compensation Program Procedure covers four components:

1. Compensation Philosophy
2. Salaries/Wages
3. Tangible Benefits
4. Intangible Benefits
(1) Compensation Philosophy

In developing an updated Compensation Philosophy, it was first necessary to reaffirm the city’s present and desired organizational culture: the city’s desire to maintain the reputation and perception of providing first class (not just adequate) service. In order to support that culture, it is necessary for the city to adapt to changing trends in the environment, the economy, and technology. Although resources may sometimes be significantly constrained, the quality of services should not be—response times may take a little longer in order to provide sensible, thorough answers that aren’t rushed. Staff is very motivated by economical, yet flexible, family-friendly benefits to provide this level of service. Maintaining a high-caliber, satisfied staff helps ensure that they genuinely care about those they serve; many live in or near the area and/or shop here. That level of caring helps ensure that personal contact is still possible. The “team” concept further strengthens the ability to provide first class service—“departments” and “divisions” should not be reasons for us not to work together; we all do what needs to be done to move the team forward. Further, since the city values emerging leaders, it will take risks to “grow its talent from within.”

The City of Covington’s Compensation Philosophy outlines what the Compensation Program strives to achieve, based on both the results of the 2011 survey and the city’s culture, and is in support of the city’s customer service goals noted on the City of Covington’s Vision, Mission and Goals Statement (Exhibit 1). This updated Compensation Philosophy, adopted by the City Council on (planned for March 27, 2012) as part of this procedure, replaces the former Compensation Philosophy adopted by the City Council on February 3, 2004, and states:

“The City of Covington prides itself in maintaining a diligent, caring staff consistently striving to provide its citizens with the highest level of personalized service, delivered as promptly as resources allow. In order to attract, engage and retain the necessary talent and knowledge to provide this quality service, the city’s unique total rewards package combines competitive wages, sound insurance plans, and performance incentives with a variety of intangible benefits that adapt to economic and societal trends, as well as afford individual flexibility. To further promote continuity of service, emerging leaders and longevity are valued—we believe in growing our talent.”

(2) Salaries/Wages

The city’s salary schedule and salary administration guidelines are based on salary surveys of a comparable market. These guidelines may change as warranted by future salary surveys.

(A) Salary Schedule - employee salaries are maintained in accordance with the city’s salary schedule which is made up of salary ranges that increase in approximately 6% increments. The total number of ranges may fluctuate, depending on positions added or deleted as required. Each range consists of seven (7) steps that increase in 3% increments. Positions are assigned an appropriate salary range that is determined through a survey of a comparable municipal market. The city’s salary schedule for active positions is approved by the city council during each annual budget process.

1. Starting Salary – when an employee is hired into a position, the step they are placed on in that position’s salary range is determined by a variety of factors that include education, certifications, employment experience, abilities, internal equity and other factors that may be unique to a particular position.

2. Step Raises for General Employees (this covers all regular part-time and regular full-time employees, except part-time Aquatic Center employees—see 3, immediately below, for information in that regard) – unless stipulated otherwise in the Offer of Employment letter or Employment Contract, if an employee receives satisfactory employee evaluations (all evaluation criteria are rated as “adequate” or higher), they receive a step increase on the one-year anniversary of their employment start date with the city, and annually thereafter. If an employee has reached the top (seventh step) of their salary range, annual step increases are suspended until and if the salary range is increased as a result of the annual salary survey...
annual salary survey process (see (2)(B) Salary Surveys, below) or the employee moves into a position that is assigned a higher salary range. Despite the suspension of step increases, the employee is still eligible to receive Cost-of-Living Adjustments (COLAs) that affect their position’s salary range, as approved by the city council in the annual budget.

3. Step Raises for Part-time Aquatic Center Employees – because most part-time Aquatic Center employees are scheduled to work less than 20 hours, on average, per week, another criteria, in addition to satisfactory employee evaluations (all evaluation criteria are rated as “adequate” or higher) and the anniversary date of their hire, has been established for such employees to receive a step raise. That additional criteria requires that an employee must have worked at least 520 hours since their last anniversary date of hire (normally also the step raise anniversary date) by the time of their next anniversary date in order to receive a step raise. In cases where an employee is assigned more than one job title, the total 520 hours shall include all job titles. If that 520-hour threshold has not been met on the annual anniversary date of hire, then a step raise will not be processed until the hourly threshold has been met. From that point on, the anniversary date of hire will no longer serve as the step raise anniversary date. Instead, the next step raise will be up for consideration 12 months from the last step raise date; but, again, the step increase will not be processed unless and until the 520-hour threshold has been met. Conversely, if an employee has worked more than the 520-hour threshold at the time their anniversary date of hire occurs, the hours over the 520-hour threshold will not count toward the next step raise.

(B) Salary Surveys – based on the results of the Employee Satisfaction and Retention Survey noted in BACKGROUND on page 1, salary is an important factor—ranking third in employee satisfaction needs. The city, therefore, strives to continue to maintain salaries and wages that are competitive with a comparable market. This is accomplished through the regular completion of salary surveys by the personnel manager, using cities selected by the management team as being comparable to the City of Covington and in accordance with the following criteria:

1. Comparable Market – the criteria to establish a market comparable to the City of Covington was defined by the management team as other municipalities similar in age (years since incorporation), size (population), budget, staffing (number of employees), and complexity (services offered to its citizens as well as residential/commercial growth) to the City of Covington, as well as within the same geographical area—or, essentially, young, mid-sized cities in South King County. The seven (7) cities selected for this purpose in order to ensure an adequate number of matches for each position are Bonney Lake, Issaquah, Maple Valley, Mill Creek, Mount Lake Terrace, University Place and Woodinville. For those positions that an adequate number of matches are not able to be made from within that select group (i.e., at least three strong matches), cities that may be used to gather alternate data are Des Moines, Federal Way, Enumclaw, Fife, Kenmore, and Tumwater.

2. Frequency and Timing of Surveys – surveys are targeted to be performed every five (5) years and completed by July 31st, or in time for results to be considered for inclusion in the annual budget process.

3. Scheduling of Positions to be Surveyed – all positions will normally be surveyed at the same time, in accordance with the schedule established in 2, directly above. NOTE: Exceptions may be made on a case-by-case basis at the request of a department director because of extenuating circumstances such as recruiting difficulties, or other considerations.

4. Salary Survey Responsibility – salary surveys will be performed by the personnel manager.

5. Salary Survey Process
   • Commencement of Survey – the personnel manager will begin the survey process upon the direction of the city manager.
   • Interface with Comparable Market – a package of materials containing the following inquiries (example inquiries are given, but may not necessarily represent all inquiries) and data will be supplied to each of the seven (7) comparable cities listed in 1, above:
— **Operational/Financial Inquiries** – how many employees; how many FTEs; annual budget; annual sales tax revenues; what services are provided by the city; and what services are provided by or contracted by the city?

— **Job Synopsis** - the personnel manager will interface with the city manager, department directors and/or division managers to ensure that each of their subordinate positions has an updated, precise listing of primary job responsibilities/duties that captures the essence of each position. This listing, along with the required education, certifications, experience, and number of employees supervised by each position, will be the basis of each position’s job synopsis that will be used to ensure appropriate job matches are made in the comparable cities. Matches will be graded to indicate whether the comparable city’s closest match is less, more, or essentially the same in level of responsibility and duties.

— **Salary Schedule Inquiries** – what are the parameters for the overall salary schedule, such as percent between salary ranges; number of steps in each range; percent between steps; do they offer longevity pay; what is the specific salary range for each matched position; are step increases time or performance/merit based; if time based, what is the timing based on; if performance or merit based, how is that established?

— **Performance/Merit Program** – is a performance- or merit-based program offered; and, if so, what are its guidelines?

— **Cost-of-Living-Adjustment (COLA) Inquiries** – are COLAs routinely adopted as part of the annual budget, and, if so, is the CIP-U or CPI-W used and what timeframe does it span; what percentage of the COLA is normally adopted; if an annual COLA results in a negative value, how is that handled?

— **Automobile Allowance and Automobile Usage Inquiries** – what positions are granted an automobile allowance (and, if so, is it the same for all eligible positions or is it determined individually and by what criteria; what is the dollar amount, and what does it cover); what basis is used to determine the ordinary automobile allowance reimbursement?

— **Contractual Position Inquiries** – contractual positions such as the city manager have a variety of conditions associated with the contract and inquiries will be tailored accordingly.

— **Addition of Benefits into Survey Data** – certain tangible benefits such as vacation and sick leave, holidays, long- and short-term disability insurance, accidental death & dismemberment insurance, life insurance, survivor life insurance, and Health Reimbursement Account/VEBA plans, as well as intangible benefits such as flexible work schedules, virtual work assignments, lunch hour waivers, etc., may be added as part of the survey as directed by the city manager. Medical insurance benefits, because of rapidly changing regulations, will be surveyed as deemed necessary by the city manager.

6. **Review of Survey Results** – survey results will be reviewed by the city manager and the management team before presentation to the employees. The department director may challenge survey results, as they deem necessary. Employees, additionally, may challenge survey results through their supervisor and department director.

7. **Implementation of Survey Results** - the personnel manager and the finance department will, together, determine the financial impact of implementing changes based on survey results and provide that data to the city manager. Based upon the city’s budget and economic forecasts, an implementation plan will then be developed, if and as directed by the city manager, as part of the annual budget process and will be subject to the city council’s approval. If 100% implementation during one budget cycle is not in the best financial interests of the city, then an across-the-board incremental implementation plan over the course of multiple years will be proposed. During particularly poor economic conditions, an implementation plan may be suspended until it is deemed feasible.
(C) **Cost-of-Living Adjustments (COLAs)** – as part of the annual budget process, the finance department includes the budgetary cost impact for salary adjustments as a result of adopting 100% of the previous year’s June to June Consumer Price Index for Urban Wage Earners & Clerical Workers, all items (CPI-W), for the Seattle-Tacoma-Bremerton Index. Also included as part of the budget process is a Decision Card giving the City Council the option to eliminate adoption of the COLA. Upon adoption of a COLA, all ranges in the city’s salary schedule are adjusted by the applicable percent of change in the CPI-W, and affected employee salaries are adjusted proportionately, starting with the first full pay period of the new calendar year. In the case of a negative COLA occurring for the applicable time period, the amount of the negative COLA(s) will be accumulated and subtracted from the next positive COLA; no interim salary range or salary reductions will be made.

(3) Tangible Benefits

The term “tangible benefits” is defined as those benefits, in addition to salary, that are normally quantifiable in terms of a dollar value. Tangible benefits currently offered include the city’s merit award programs, employee development, insurance benefits, paid holidays, and paid leave benefits.

(A) **Merit Award Programs** - the city has two distinct merit award programs—one that is offered to all regular, benefitted full- or part-time employees and another that is offered to regular, non-benefitted part-time Aquatic Center employees. Each program is tailored to the needs of its target group. Each program rewards employees for exceptional job performance, as follows:

1. **Merit Award Program for General Employees** – at the beginning of each calendar year, three (3) merit goals are set between each eligible employee and their supervisor. Based on the collective progress made by year end toward each goal, the employee is awarded between 0 and 32 merit hours. Up to 64 hours of merit hours may be carried over from year to year. Amounts beyond that must be used by the employee by the end of the calendar year or forfeited. For additional information, see Personnel Procedure HR-2.5, “General Employee Merit Award Program,” (Exhibit 2).

2. **Merit Award Program for Aquatic Center Part-time, Non-benefitted Employees** – eligible employees either earn or lose points for specific professional behaviors that are tracked on a monthly basis by the supervisor. The employee with the highest number of accumulated points at each month’s end is awarded a $25 gift certificate at the following month’s division staff meeting. Additionally, an Aquatic Center celebratory merit event is held at the end of each year to further elevate employee morale and camaraderie by reiterating the group’s achievements in a social setting. For additional information, see Personnel Procedure HR-5.0, “Aquatic Center Part-time, Non-benefitted Employee Merit Award Program,” (Exhibit 3).

(B) **Employee Development** - The city encourages efficiency, engagement, motivation and retention among its employees by supporting advancement of employees who demonstrate the willingness and ability not only to efficiently and effectively perform the duties assigned to them, but to also continue to grow in ways needed and determined by the city. Although promotional opportunities into a supervisory or managerial position may be few in a smaller city and normally only occur as a result of a vacancy, the city understands that advancement—both economically and in job scope—is integral to employee development and retention. It is the city’s goal, therefore, that every employee (with the exception of management team members who are exempt from this program) have the opportunity to be considered for logical and systematic advancement according to knowledge, skills, ability and merit. The city encourages and supports this in two ways:

1. **Employee Training and Education** - employees are given training and educational opportunities through allowances in the city budget and the city’s Tuition Reimbursement Program, Personnel Procedure HR-4.0 (Exhibit 4). Training, educational seminars and courses are sponsored in full or in part by the city, depending on the course of study. These opportunities, in turn, may be in direct support the city’s Promotion-in-place (PiP) Program.
2. **Promotion-in-place Program** – this program gives employees (with the exception of the management team) the opportunity to move to the next higher position level—typically one in a logical job series—and consequently move into a higher salary range, without a change in core assignments or supervisory/subordinate relationships. A promotion in place is dependent on the employee attaining pre-established job criteria and approval of the Promotion-in-place Review Panel, see Personnel Procedure HR-15.0, “Promotion in Place Program,” (Exhibit 5).

(C) **Insurance Benefits**

The following insurance benefits are offered to regular, benefitted full- and part-time employees and are provided on a prorated basis in accordance with the number of hours that make up the employee’s normal work schedule (see the city’s Employee Handbook for information on proration).

1. **Medical Insurance** – the city acquires its medical insurance through the Association of Washington Cities (AWC) Employee Benefit Trust. Employees have the choice of either Regence Healthfirst or Group Health ($10 Co-pay Plan). For either plan, the city-paid benefit is 100% of the insurance premium for the employee and 81% of the spouse and dependent premiums. The equivalent dollar amount is subject to change annually. For specific, up-to-date information, see the personnel manager or the accounting clerk. Changes to the choice of insurance may be accomplished during the open enrollment period at the end of each year by contacting the accounting clerk. To add or delete a spouse or dependent, contact the accounting clerk.

2. **Dental Insurance** – the city acquires dental insurance through the Association of Washington Cities (AWC) Benefit Trust. Employees have the choice of either Washington Dental or Willamette Dental. For either plan, the city-paid benefit is 100% of employee, spouse, and dependent premiums. Premiums are subject to change annually. For specific up-to-date information, see the personnel manager or accounting clerk. Changes to the choice of insurance may be accomplished during the open enrollment period at the end of each year by contacting the accounting clerk. Dependents may be added at the start of employment or during the annual open enrollment period.

3. **Vision Insurance** - the city also acquires vision insurance through the Association of Washington Cities (AWC) Benefit Trust. Vision insurance is provided by VSP. City-paid benefit is 100% for employee, spouse, and dependent premiums, but service is subject to a $25 co-pay for glasses (exams are exempt from the co-pay). Premiums are subject to change annually. For specific, up-to-date information, see the personnel manager or accounting clerk.

4. **Employee Assistance Plan (EAP)** – the Employee Assistance Plan is provided as part of the medical insurance plan. It covers different services, including psychological counseling, legal assistance, and others. The benefit changes depending on either the type of service that is acquired and/or the duration of service. For more specific information, see the personnel manager or accounting clerk.

5. **Health Reimbursement Arrangement (HRA)** – the city provides each employee with an HRA Voluntary Employee’s Beneficiary Association (VEBA) account. The money deposited into this account may be used by the employee to cover unreimbursed medical expenses, either now or in the future—even after terminating employment with the city—and the employee may assign a beneficiary. The city deposits a monthly amount into each benefitted employee’s account on a monthly basis, and the employee also deposits a monthly amount. The amount of the city contribution is dependent on what is approved by the city council in the annual budget, and the amount of the employee contribution is dependent on an annual majority vote of the affected employees. Employees may withdraw funds to cover applicable unreimbursed expenses as needed.
6. **Life Insurance (employee only)** – this provides benefits to your beneficiary if you die while insured under the group policy. The city-paid benefit is 100% of the life insurance premium for the employee’s annual salary, up to $50,000.

7. **Long Term Disability (employee only)** – this provides partial income replacement during a period of disability. The city-paid benefit is 100% of the premium.

8. **Accidental Death & Dismemberment (employee only)** – this provides benefits to you or your beneficiary for dismemberment or death from accidental bodily injuries. The city-paid benefit is 100% of the premium for the employee’s annual salary, up to $50,000.

9. **Survivor Life Insurance** – this provides monthly survivor income benefits payable after your death, provided that at least one eligible spouse or eligible child survives you. The city-paid benefit is 100% of the premium.

(D) **Paid Holidays**

The city recognizes the following 11 annual holidays (not including individually-earned merit hours noted in (3)(A), above:

1. January 1 (New Year’s Day)
2. Third Monday in January (Martin Luther King, Jr. Day)
3. Third Monday in February (Presidents’ Day)
4. Last Monday in May (Memorial Day)
5. July 4 (Independence Day)
6. First Monday in September (Labor Day)
7. November 11 (Veterans’ Day)
8. Fourth Thursday in November (Thanksgiving Day)
9. Friday following Thanksgiving Day
10. December 25 (Christmas Day)
11. Personal Floating Holiday (scheduled at the employee’s discretion, but must be used prior to the end of the year or forfeited)

(E) **Paid Leave**

While the starting levels and accrual rates for paid leave quoted below are standard rates, on rare occasions the city manager may make exceptions to those levels, as deemed appropriate and necessary.

1. **Vacation Leave** - the city offers paid vacation leave to all regular, benefitted employees. At the start of employment with the city, employees are given credit for 25% of their previous related business experience, if applicable, which will count toward “length of service” that determines their starting vacation accrual rate. Total annual vacation accrual ranges from 12 8-hour days to 23 8-hour days for full-time employees and is pro-rated for regular part-time employees working between 30-39 hours per week or 20-29 hours per week. Accrued hours are accumulated in increments distributed equally over 26 pay periods annually. Increases to accrual rates occur each time an employee’s “length of service” reaches a new milestone, as described in the Employee Handbook, until the final milestone is reached. Accrual rates stay at that maximum level of accrual until the employee’s employment with the city terminates.

2. **Sick Leave** – the city offers paid sick leave to all regular, benefitted employees. At the start of employment with the city, employees are given a 40-hour sick leave bank. At the start of approximately their sixth month of employment, benefitted full-time employees additionally accrue 3.69 hours per pay period, which equals 96 hours annually. Accruals are pro-rated for benefitted part-time employees. See the city’s Employee Handbook, Section 4 “Employee Benefits,” for further details.

3. **Vacation Leave Donations** - if an employee has an extenuating circumstance requiring that they need to utilize an amount of sick leave greater than the sum of their sick leave, vacation, compensation time, floating holiday, and merit hours balances, the City Manager may authorize employees to voluntarily participate in a program that allows them to donate a portion of their...
vacation leave to the employee in need. See the city’s Employee Handbook, Section 4 “Employee Benefits,” for further details.

(4) Intangible Benefits

The city is aware there are benefits that are important to employees that do not necessarily have a dollar value assigned to them, which the city terms as “intangible benefits.” Those benefits often center around work schedule flexibility, work/life balance, and a family-oriented culture. Accordingly, the city offers the following intangible benefits:

(A) **Flexible Work Schedules** – a variety of flexible work schedules are offered, including 4/10 and 9/80 schedules, as well as other options, depending on the supervisor’s, department director’s, and city manager’s approval. Unfortunately, due to the nature of some positions, the choice of a flexible work schedule may be limited or even completely unavailable. A Work Schedule Agreement (see Exhibit 6) is completed at the start of employment and thereafter as necessary. Flexibility in work schedules is always at the discretion of management, although the city tries to maintain as much flexibility as possible while still providing required levels and standards of service, as long as the requesting employee meets and maintains a level of performance that is acceptable to their supervisor.

Employees may also choose to waive their lunch break for a limited period of time when certain unusual needs dictate, such as their own or a family member’s health concerns, child care, elder care, educational pursuits, etc. In these cases, the employee is required to agree to a waiver noted on the Work Schedule Agreement. A supervisor may not require an employee to waive their lunch break—a lunch break waiver is only considered if an employee initiates it of their own free will. Implementation of a voluntary lunch break waiver does not compromise a non-exempt employee’s FLSA-protected status. At the expiration of an approved lunch break waiver (6 months), the employee may complete a new Work Schedule Agreement reinstating a normal lunch break schedule, or complete another work schedule that includes the lunch break waiver if extenuating circumstances continue to exist. As is the case with all flexible work schedule arrangements, approval of a lunch break waiver is at the discretion of management.

(B) **Working Virtually** – the city strives to maintain as much flexibility as practicable as an agency that serves and, therefore, must be available to the public. While working virtually is allowed, it is only allowed within a limited or minimal context and its viability can vary widely by position. The opportunity to work virtually, therefore, may not be extended to all employees. Working virtually may prove to be of benefit to both the city and the employee under certain circumstances, including inclement weather causing unsafe driving conditions, or when an employee is in the early stages of recuperating from a communicable illness such as the common cold but feels well enough to work for a time at home by their own election. It is up to the supervisor to determine if and when working virtually may be an option for an employee.

**AUTHORITY**

The city manager or his designee shall have the authority to revise this procedure as required in order to effectively and efficiently maintain and administer the established program(s).

**EXHIBITS**

EXHIBIT 1 – City of Covington’s “Vision, Mission, and Goals” Statement
EXHIBIT 2 – Personnel Procedure HR-2.5, “General Employee Merit Award Program”
EXHIBIT 3 – Personnel Procedure HR-5.0, “Aquatic Employee Merit Award Program”
EXHIBIT 4 – Personnel Procedure HR-4.0, “Tuition Reimbursement Procedure”
EXHIBIT 5 – Personnel Procedure HR-15.0, “Promotion-in-place” Procedure
EXHIBIT 6 – Work Schedule Agreement
CITY OF COVINGTON
Vision, Mission and Goals

VISION
Covington: Unmatched quality of life

MISSION
Covington is a place where community, business and civic leaders work together with citizens to preserve and foster a strong sense of community.

GOALS
Economic Development: Encourage and support a business community that is committed to Covington for the long-term and offers diverse products and services, family wage jobs, and a healthy tax base to support public services.

Downtown: Establish Downtown Covington as a vibrant residential, commercial, social, and cultural gathering place that is safe, pedestrian-friendly, well-designed, and well-maintained.

Youth and Families: Provide city services, programs and facilities such as parks and recreation and human services that emphasize and meet the needs of Covington’s youth and families.

Neighborhoods: Establish and maintain neighborhoods that offer a variety of housing options that are diverse, safe, accessible, and well-designed.

Municipal Services: Plan, develop, implement, and maintain high quality capital infrastructure and services that reflect the needs of a growing community.

Customer Service: Recruit, support, and retain a professional team of employees, volunteers, and stakeholders who offer outstanding customer service, ensure stewardship of the public’s money, and promote the City.
NOTICE: The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change and modification as deemed necessary. Any provision of this procedure will be superseded if in conflict with any provision of a valid and effective federal or state law.

PURPOSE:

An Employee Performance Incentive Program consisting of a 0% to 9% award that could be re-earned annually was originally approved by the city council on February 10, 2004 through Ordinance 14-04. Awards were granted for the first time in 2006 for the previous year’s performance. The award program was renamed and the award was reduced to 0% to 6% annually through Resolution 08-03 that was adopted by the city council on January 8, 2008. The program was, once again, revised through Resolution 10-06, adopted by the city council on February 9, 2010 to provide merit hours in lieu of an award when economic conditions made a monetary award fiscally impractical, if not impossible. This revision further updates the city’s general employee merit award program procedure to eliminate the monetary merit award as one of two employee merit award types and, instead, stipulates merit hours as the only type of merit award that may be considered and approved by the city council during the annual budget process. (NOTE: This procedure applies to only benefitted general full-time or part-time staff. See procedure HR-5.0, “Aquatic Center Part-time, Non-benefitted Employee Merit Award Program,” for the procedure specific to non-benefitted, part-time Aquatic Center staff.

BACKGROUND:

An employee merit award program was established for all regular employees whose outstanding performance has significantly contributed to the accomplishment of the city’s goals and objectives for the previous calendar year. The program was originally adopted by the city council on January 8, 2008 through Resolution 08-03. A revised version was adopted by the city council on February 9, 2010 through Resolution 10-06 that changed the means by which merit compensation is awarded from just a monetary award to either a monetary award or merit hours, depending on the form of compensation adopted by the city council as part of the annual budget process. Establishing an alternate, more affordable means of compensation was the result of a difficult economy. This latest revision, HR-2.5, however, completely eliminates the monetary award option; the merit award may now only be issued in the form of merit hours.
DEVIATIONS AND EXCEPTIONS:

This revision, HR-2.5, joins the “Annual Merit Goals” form and the annual “Employee Evaluation” form into a single document, which necessitates exceptions from part or all of this procedure for the two groups of employees. Additionally, the city manager position requires different language when referring to the position’s “supervisor”. Necessary deviations and exceptions are, therefore, as follows:

- **The city manager** – for this position, references to “supervisor” are replaced by [City Council] in brackets, as shown. Additionally, while assessment of the city manager’s completed merit award goals will take place during the annual employee evaluation process as it does for other general employees, pre-establishment of the city manager’s new goals for the coming year cannot take place during the annual employee evaluation process as stipulated as the potential start date for other employees, and must be forestalled until after the city council summit takes place (typically at the end of January). The city manager’s annual merit goals form, therefore, remains separate from the city manager’s employee evaluation form. The resulting deviations noted in this procedure shall also be contained in brackets, wherever necessary.

- **The management team** – since the city manager’s pre-established goals for the year cannot be determined until the city manager’s goals are established (see above bullet), pre-establishment of the management team members’ goals may also be forestalled until that time.

- **Part-time, non-benefitted Aquatic Center employees** – Resolution 10-06 adopted on February 9, 2010 eliminated part-time, non-benefitted Aquatic Center employees from the “general employees” merit award program because the basis for establishing merit goals did not appropriately suit most Aquatic Center employees’ work assignments or schedules. Further, the merit hours award could not be applied to the non-benefitted status of the employees who make up the bulk of Aquatic Center staff. Personnel Procedure HR-5.0, “Aquatic Center Part-time, Non-benefitted Merit Award Program,” has been separately created to address the merit award needs of part-time, non-benefitted Aquatic Center employees.

PROCEDURE:

(1) Employee Qualification Requirements

In order to be considered for participation in the program, an employee must be a benefitted, regular full- or part-time employee working a minimum of 20 hour or more, on average, each week, unless specified otherwise in an employment contract, if applicable, and must also have been actively employed through the end of the calendar year for which the award is being considered. Exceptions to the latter condition may be made at the discretion of the City Manager, on a case-by-case basis. Qualification by an employee to be considered for participation in the program does not automatically ensure that the employee will subsequently be approved to receive an award.

(2) Steps to Establish and Complete Merit Award Requests

(a) Pre-establishment of Merit Award Goals - Page 6 of the Employee Evaluation + Merit Goals form (Attachment A) [or Annual Merit Goals for City Manager – (Attachment B)]
shall be initiated by the employee’s supervisor [the personnel manager for the city council] during the annual employee evaluation process [not applicable to the city manager or management team members] or by the end of the first quarter of each calendar year for existing employees. For new employees hired after the first of the year, merit goal establishment will take place during the first three months of employment. This form provides documentation of the pre-establishment of merit goals established between the employee [city manager] and supervisor [city council], but at the supervisor’s [city council’s] discretion. This form must then be recommended for approval, if applicable, by the appropriate department head, and submitted to the city manager for final concurrence. [The mayor shall serve as the approval authority representing the city council on the pre-establishment of the city manager’s merit goals.]

(b) **Processing of the Completed Merit Award Form** – During the annual employee evaluation process, to be completed by the end of January or very soon thereafter, the supervisor [mayor] will document on the pre-approved Annual Merit Goals form, noted in Section (2)(a), above, the quantity of the employee’s performance that has contributed to the achievement of the stated goals. To facilitate a fair process, a merit award form will be submitted for every regular employee covered by this procedure, in order to demonstrate whether or not the employee qualifies to receive an award. It shall be the responsibility of the employee’s supervisor [personnel manager on behalf of the city council] to maintain or acquire a record from the employee that is sufficient to document how the employee’s performance contributed to the achievement of the pre-established merit goals. All three merit goals will be equally weighted. To calculate the award value percentage for each of the merit goals, the number of goals that reached each of five 25% completion increments (0%, 25%, 50%, 75% and 100%) will be multiplied by the score assigned to each increment. The aggregate score of all three goals divided by 3 will be converted to a corresponding number of merit hours, awarded as follows: 0 equals no hours; 1 equals 8 hours; 2 equals 16 hours; 3 equals 24 hours; and 4 equals 32 hours. Eligible full-time employees will be awarded the full amount of hours as calculated, while the amount of hours awarded to eligible part-time employees will be pro-rated based on the percentage of their normal annual part-time work schedule compared to a normal annual full-time schedule (2,080 hours). The merit award form must subsequently be submitted by each eligible employee’s supervisor [city council] as part of the year-end employee evaluation form for approval by the appropriate department head, if applicable, and submitted to the city manager for final concurrence prior to processing of award requests. [The mayor shall serve as the approval authority representing the city council on the form processed for the city manager.]

(c) **Processing of Complete Merit Award Requests** - By January 30 of the year following goals completion, or very soon thereafter, all supervisors [the mayor] shall submit their [the city council’s] requests for merit award compensation for the previous year to the city manager [personnel manager for processing] for his/her review as part of the completed employee evaluation.

By February 28 of the year following goals completion, the city manager shall complete the review of all requests for merit hour awards for the previous calendar year. The personnel manager will provide the necessary data to the finance department for processing of the award.
By March 30 of the year following goals completion, the finance department shall complete the award process so that awarded hours will be appropriately documented in the employee’s leave balance.

(d) Authority – The city manager or his designee shall have the authority to adopt and revise administrative policies and procedures as required in order to effectively and efficiently maintain and administer the established program.

ATTACHMENTS:
Attachment A, “Employee Evaluation + Merit Goals” form
Attachment B, “Annual Merit Goals for City Manager” form
Employee Name: - Employee Evaluation + Merit Goals for Year 2012

Job Title:

Checklist

- REVIEW TYPE: (CHECK ONE)  □ SPECIAL  □ 3-MONTH  □ 6-MONTH  □ ANNUAL

- ATTACH THE FOLLOWING: (PRIOR TO DELIVERING EVALUATION TO PERSONNEL)
  □ Employee’s Self Evaluation (Applicable to ALL employees)
  □ Updated Job Description  OR □ Current Job Description is ON FILE and needs no update

Is driving an essential function of the position?:  □ NO  □ YES—If “yes,” THEN:
  □ Newly-signed Vehicle Usage Agreement (VUA) is attached; OR
  □ Newly-signed Vehicle Usage Agreement (VUA) is not yet required (i.e., has been completed in last several months due to employee being a new hire. If in doubt, contact the Personnel Division).

- COMPLETE PERFORMANCE FACTORS AND CRITERIA SCORES – starting on page 2
- COMPLETE SCORING SUMMARY (BELOW) FOR PERFORMANCE FACTORS AND CRITERIA:

(Insert average scores below from noted sections of the completed evaluation)

<table>
<thead>
<tr>
<th>Performance Categories</th>
<th>Occurrences from each Section x Score</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marginal</td>
<td>0 x 1</td>
<td>0</td>
</tr>
<tr>
<td>Adequate</td>
<td>0 x 2</td>
<td>0</td>
</tr>
<tr>
<td>Competent</td>
<td>0 x 3</td>
<td>0</td>
</tr>
<tr>
<td>Commendable</td>
<td>0 x 4</td>
<td>0</td>
</tr>
<tr>
<td>Outstanding</td>
<td>0 x 5</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL SCORE</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

NON-Supervisory Average (Total Score / 20) 0.0 *

SUPERVISORY Average (Total Score / 25) 0.0 *

* A minimum score of 3.0 must be achieved with no “marginal” ratings to be eligible for merit award hours.

- COMPLETE SUPERVISOR COMMENTS – page 7

- HOLD EVALUATION MEETING WITH EMPLOYEE and COMPLETE:
  - Employee achievement of current year’s merit goals (pg. 5)
  - Establishment of coming year’s merit goals (pg. 6)
  - Post-meeting evaluator and employee signatures (below)

- FILL IN MERIT HOURS EARNED per table on page 5: _____ HOURS

- RECEIVE EMPLOYEE COMMENTS BACK WITHIN 7 CALENDAR DAYS – page 8

- ROUTE COMPLETED EVALUATION (HR will provide fully-executed copies to supervisor and employee)

<table>
<thead>
<tr>
<th>SUPERVISOR/EMPLOYEE EVALUATION MEETING SIGN-OFF</th>
<th>POST-EVALUATION-MEETING REVIEW (Initial after Employee Comments have been completed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Evaluator</td>
<td>(2) Employee</td>
</tr>
<tr>
<td>(Signature)</td>
<td>(Signature)</td>
</tr>
<tr>
<td>(Date of Meeting)</td>
<td>(Date of Meeting)</td>
</tr>
</tbody>
</table>

REV. 1-2012
(Personnel Procedure No. HR-2.5 – ATTACHMENT A)
RATINGS TO BE USED IN SCORING THE INDIVIDUAL CRITERIA ON THE FOLLOWING PAGES ARE DEFINED AS FOLLOWS:

Marginal = Performance is below expectations and requirements; does not fulfill minimum requirements.
Adequate = Performance is usually consistent with minimum requirements of position. Deficiencies, if existing, are relatively minor.
Competent = Performance consistently meets expected standard and requirements of position.
Commendable = Performance is consistently above what is required.
Outstanding = All aspects of performance consistently and significantly exceed requirements of position.

<table>
<thead>
<tr>
<th>PERFORMANCE FACTORS AND CRITERIA</th>
<th>Marginal</th>
<th>Adequate</th>
<th>Competent</th>
<th>Commendable</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) ACCOUNTABILITY: Willingness to accept responsibility for their work product, including quality, quantity, and timeliness. Acknowledges and takes responsibility as appropriate and does not try to pass the blame onto others or compare self with others when things go wrong.</td>
<td>☐ ☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) ACCURACY: Extent to which attention is given to detail in order to deliver a correct and error-free work product. Initiates a self check on the quality of the work before passing it along. Produces an error-free product without unnecessary assistance.</td>
<td>☐ ☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) ADAPTABILITY/FLEXIBILITY: Positively adapts their way of working or thinking in response to changing workplace conditions. Fits into a changing working environment (may include changes to the organization, to the job description, to policies and procedures, to the physical space, etc). Responds well to new information or unexpected obstacles.</td>
<td>☐ ☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) ANALYTICAL ABILITIES / JUDGMENT: Forms sound opinions and selects effective course of action by evaluating available information. Works with raw and/or complex data to develop meaningful conclusions.</td>
<td>☐ ☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) PROFESSIONALISM: Responsive and cooperative. Focused on the best interests of the city. Remains appropriately positive even in difficult times; promotes good morale among co-workers. Promotes the organizational culture and its policies in a positive light; or, if a change is desired, appropriately and respectfully questions practices and suggests changes.</td>
<td>☐ ☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6) AUTONOMY: Completes assigned tasks without undue supervisory oversight. Able to distinguish when it is or isn’t necessary or appropriate to work with others as a team or seek advice/direction from a supervisor. Consistently self-directed in completing responsibilities.</td>
<td>☐ ☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7) COMMUNICATION, VERBAL: Communicates with economy and clarity, actively engages in conversations in order to clearly understand another’s message and intent, and appropriately receives and processes feedback. Does well in conveying their message and in listening to responses in order absorb information.</td>
<td>☐ ☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8) COMMUNICATION, WRITTEN: Writes concise, clear memoranda, letters, reports, procedures, policies, articles, or e-mails, including proofing and editing. Written communications are consistently clear, error-free, and well-formatted.</td>
<td>☐ ☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(9) CUSTOMER SERVICE: Effectively serves external and internal customers by making an effort to understand the customers’ concerns, viewpoints and objectives; responds and follows up in a timely fashion; builds customer trust in information received. Maintains professional, calm demeanor in the face of conflict while exercising effective conflict resolution skills.</td>
<td>☐ ☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(10) DEPENDABILITY: Reliably adheres to their word in fulfilling their assigned responsibilities or work-related promises. Provides appropriate advance notification and follows up when a work-related schedule or promise will not be met.</td>
<td>☐ ☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(11) **GOAL ORIENTATION**: Keeps focused on the task or objective and performs in accordance with clear expectations and goals. Able to focus and work toward the end result and, if necessary, keeps others on task.

(12) **INITIATIVE**: Takes steps to address, investigate, and solve an issue without undue prompting; self-motivated. Independently addresses new issues or exhibits additional effort to thoroughly explore issues without being coaxed to complete the next steps. Able to provide own incentives to complete tasks and to perform successfully.

(13) **INTEGRITY**: Acts in a straightforward and just manner, free from deception, and gains trust by keeping the confidences of others. Displays high standards of ethical conduct and understands the impact of violating these on organization, self and others. Includes demonstrating loyalty to and alignment with the direction of their supervisor, established policies, and organizational goals. Straightforward, truthful, fair and appropriately loyal.

(14) **INTERPERSONAL SKILLS**: Ability to develop and maintain positive working relationships and demonstrate cooperativeness toward others; works well on teams. This includes temperament, tolerance and respect for the rights and opinions of others, patience and approachability. Reaches out to others to collaborate; shares information.

(15) **JOB KNOWLEDGE**: Consistently executes the responsibilities and tasks of assigned position in an efficient and accurate manner. Demonstrates clear understanding and use of knowledge acquired through formal training or extensive on-the-job experience, and ability to effectively understand and evaluate job-related information. Effectively uses necessary electronics, tools or equipment to successfully perform duties and responsibilities. Well-versed in the knowledge, skills and abilities necessary to successfully fulfill requirements of their position.

(16) **ORGANIZATION**: Ability to be structured and methodical in thought processes, production of a work product, and in the work environment. Maintains a disciplined, orderly and logical work style, work product, and work environment.

(17) **ORGANIZATIONAL CULTURE**: Supportive of the city’s staff-oriented policies and practices. This may be demonstrated in participation in and/or support/reinforcement of the city’s wellness program, as well the employee recognition program. Willingly volunteers for or participates in city committees as assigned, when workload allows.

(18) **PROBLEM SOLVING**: Ability to recognize best courses of action to handle problems or potential problems, and apply contingency plans to solve those problems. How effectively can employee think through a problem and develop a realistic and workable solution?

(19) **WORK HABITS**: Includes attendance, punctuality, compliance with instructions, demeanor, attitude, observance of established rules and policies, including safety. Employee is conscientious about presenting self as a professional.

(20) **WORKING UNDER PRESSURE/DEALING WITH JOB-RELATED STRESS**: Ability to maintain professional composure and continue to be productive when exposed to stress or high pressure situations in workplace.

| TOTAL NUMBER OF RATINGS IN EACH COLUMN |

> If employee is not a supervisor, please transfer above totals to the Scoring Summary on the cover sheet and then continue with Merit Goals on page 3,

OR

> if employee IS a supervisor, complete additional supervisory performance factors on the next page.
| (21) LEADERSHIP – PART I: Ability to be appropriately assertive, as well as motivate and guide others to ensure performance in accordance with clear expectations. This includes consistently demonstrating decisiveness in day-to-day actions, taking unpopular positions when necessary, facing adversity head on, but also having the ability to promote a team spirit. How comfortable is this supervisor with making decisions, setting an example, communicating clear expectations to others, and generating respect for the city’s culture? | ☐ ☐ ☐ ☐ ☐ |
| (22) LEADERSHIP – PART II: Ability to maintain employee morale and motivation, thus increasing workplace harmony and employee retention. How well does this supervisor oversee the development of their staff through appropriate and timely training/mentoring, particularly to prepare them for the city’s Promotion in Place program? Does supervisor adequately recognize their staff through the use of the city’s Employee Recognition Program (including timeliness and frequency)? (Note that this requires more active promotion and participation than that specified by No. 17 – Organizational Culture, above.) | ☐ ☐ ☐ ☐ ☐ |
| (23) MANAGERIAL SKILLS: Ability to effectively distribute and manage the workload of your division or department and provide ongoing guidance and positive reinforcement to continuously improve performance and achieve desired outcomes. Includes consistent and timely evaluation and feedback to staff; sharing and/or appropriately delegating power and authority; instituting corrective and/or progressive disciplinary actions to modify/improve inappropriate behavior or performance; ensuring staff are properly selected, utilized, appraised and treated fairly. How well does supervisor select and evaluate their staff, address/improve behavior, and delegate authority? | ☐ ☐ ☐ ☐ ☐ |
| (24) STRATEGIC PLANNING: Strategic planning is the ability to maintain a broad perspective on the issues facing the City, anticipate future consequences and trends, and create or contribute to improvement strategies and plans. This also includes taking the time to gather enough information to make sound, well-informed decisions for larger issues (including the effect on available resources and expenditures), as well as taking into account long term effects of many types on the City (e.g., effect on morale, appearance to the public, etc.). How well does this supervisor see how issues affect larger picture and consequently make sound decisions that take into account the variety of long-term effects on the organization? | ☐ ☐ ☐ ☐ ☐ |
| (25) CONFLICT MANAGEMENT: Conflict management is the ability to effectively manage and resolve conflicts and confrontations, both intra- and inter-departmental, in a positive and constructive manner to minimize adverse impact on the City’s operations. How willing and effective is this supervisor in fostering harmonious working relationships on all levels, in order to ensure an effective and pleasant workplace? | ☐ ☐ ☐ ☐ ☐ |
ANNUAL MERIT GOALS:  Employee Name _________________________________     For Year________

This is an:  ☐ Original Submission of Goals  ☐ Submission of Substitute Goal(s)

Reason for substitution: ____________________________________________________________

The following goals have been established for the appraisal year noted above, and deemed to be realistically attainable based on forecasted work plans/workloads. If an established goal becomes unattainable due to circumstances beyond the employee’s control, a substitute goal must be established and approved as soon as practicable. At year end, two original forms must be submitted with employee’s evaluation—completed current year’s goals & proposed coming year’s goals.

<table>
<thead>
<tr>
<th>ANNUAL MERIT GOALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>If submitting substitute goal(s)—see not above this table), only fill in goal(s) box(es) for goal number(s) being replaced.</td>
</tr>
</tbody>
</table>

| (1) | | | | | |
| (2) | | | | | |
| (3) | | | | | |

TOTAL NUMBER OF RATINGS IN EACH COLUMN

<table>
<thead>
<tr>
<th>APPROVAL ROUTING FOR NEWLY-ESTABLISHED OR SUBSTITUTED GOALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Goal Acknowledgment</td>
</tr>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

* HR retains original form after sign-off is complete and supplies copies to supervisor & employee. Original is returned to supervisor at year-end.

<table>
<thead>
<tr>
<th>Completion Rating</th>
<th>Total Occurrences from Above</th>
<th>x</th>
<th>Score</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% to Minimal Completed</td>
<td>0</td>
<td>x</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>@ 25% Completed</td>
<td>0</td>
<td>x</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>@ 50% Completed</td>
<td>0</td>
<td>x</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>@ 75% Completed</td>
<td>0</td>
<td>x</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td>0</td>
<td>x</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL SCORE

Merit Hours Award Score (Total / 3)

NOTE: Merit award eligibility is based on a total average score of 3 or higher on the year-end employee evaluation, with no “marginal” ratings.

- 0 = No Merit Hours Awarded
- 1 = 8 Merit Hours Awarded
- 2 = 16 Merit Hours Awarded
- 3 = 24 Merit Hours Awarded
- 4 = 32 Merit Hours Awarded
**Employee’s Comments:** (Employee comments should be supplied within 7 days of receipt of evaluation)
ANNUAL MERIT GOALS FOR CITY MANAGER ____________________________________________ for ________

(City Manager’s Name) (Year)

This is an: ☐ Original Submission of Goals ☐ Submission of Substitute Goal(s)

Reason for substitution: ____________________________________________________________

The following goals have been established for the appraisal year noted above, and deemed to be realistically attainable based on forecasted work plans. If an established goal becomes unattainable due to circumstances beyond the city manager’s control, a substitute goal should be established and approved as soon as practicable.

ANNUAL MERIT GOALS
If submitting substitute goal(s)—(see note above this table), only fill in goal(s) box(es) for goal number(s) being replaced.

(1)

(2)

(3)

TOTAL NUMBER OF RATINGS IN EACH COLUMN

VERIFICATION OF ESTABLISHMENT AND COMPLETION

Council Mayor’s Verification Mayor’s Verification To HR
Adoption Date Of Established Goals Of Goal Completion Mgr*

Mayo’s Signature (Mayor’s Signature) (Mayor’s Signature)
(Council Meeting Date) (Date) (Date) (Initials) (Dates)

Completion Rating Total Occurrences Total Score
from Above x Score
0% to Minimal Completed 0 x 0
@ 25% Completed 0 x 1
@ 50% Completed 0 x 2
@ 75% Completed 0 x 3
Completed 0 x 4

TOTAL SCORE
Merit Hours Award Score (Total / 3)

Merit Hours Award Score Equivalency:
[NOTE: Merit award eligibility is based on a total average score of 3 or higher on the year-end employee evaluation, with no “marginal” ratings.]

0 = No Merit Hours Awarded
1 = 8 Merit Hours Awarded
2 = 16 Merit Hours Awarded
3 = 24 Merit Hours Awarded
4 = 32 Merit Hours Awarded

* Personnel Manager retains original form after sign-off is complete

(Personnel Procedure No. HR-2.5 – ATTACHMENT B) 55 of 83
NOTICE: The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change, modification or deletion as deemed necessary.

PURPOSE:

The city’s Employee Merit Award Program was originally adopted by the City Council on January 8, 2008, through Resolution 08-03. At the time, all regular full- and part-time employees were included in the program. However, after administering the program in 2008 and 2009, difficulty was experienced in setting relevant merit award goals for non-benefitted part-time employees working less than a minimum of 20 hours per week on average, thus creating a significant administrative burden that resulted in minimal return for the city as well as usually a very nominal award for affected employees. On February 9, 2010, the City Council revised the original merit award program through Resolution 10-06 to apply only to benefitted, regular full- or part-time employees working a minimum of 20 hours or more, on average, each week. This revision had the effect of excluding regular part-time Aquatics staff, since they work less than the required minimum 20 hours on average each week.

The City of Covington, however, is just as committed to attracting and retaining a skilled, motivated, and cohesive workforce in the Aquatic Center as it is in its remaining employee population. The purpose of this procedure, therefore, is to establish a merit award program that is relevant to the amount of hours worked on average each week by the part-time Aquatic Center staff and which may be efficiently administered.

The performance attributes that are most enhanced through the Aquatics Center merit award program include not only the maintenance of necessary certifications, but behavioral attributes and clerical functions that support administrative efficiency and allow for seamless customer service. Additionally, the annual, year-end merit event is designed to further elevate employee morale and camaraderie by reiterating the group’s achievements in a social setting.

Finally, this is a program that remains viable and affordable during difficult economic times. However, execution of all or part of this procedure on a monthly or annual basis is dependent on budgetary considerations and the Parks & Recreation Director’s approval.
PROCEDURE:

Program Overview:
In order to be considered for participation in monthly merit award program, an Aquatic Center employee must be a regular part-time employee working less than 20 hours, on average, each week. An Aquatic Center regular employee that works 20 hours or more, on average, each week is covered by procedure HR-2 Employee Merit Award Program. Qualification by an employee to be considered for participation in the program does not ensure that the employee will subsequently qualify to receive an award.

The year-end recognition event is open to all Aquatic Center employees and relevant City management.

Monthly Merit Award Program Instructions:
Aquatic center supervision will maintain a departmental Excel spreadsheet to track individual employee points. Qualifying employees will be awarded or subtracted points on a monthly basis for the following areas:

<table>
<thead>
<tr>
<th>Awarded One (1) Point for Each Occurrence:</th>
<th>Subtracted One (1) Point for Each Occurrence:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepting a substitute shift request</td>
<td>Requiring a substitute to cover a shift</td>
</tr>
<tr>
<td>Completing a timesheet on time</td>
<td>Completing a timesheet late</td>
</tr>
<tr>
<td>Completing a timesheet correctly</td>
<td>Completing a timesheet incorrectly</td>
</tr>
<tr>
<td>Attending an in service training session</td>
<td>Missing an in service training session</td>
</tr>
<tr>
<td>Timely maintenance of acquired certifications (1 pt. per certification)</td>
<td>Not maintaining acquired certifications on time (1 pt. per certification)</td>
</tr>
</tbody>
</table>

The employee with the highest positive score will be awarded an Employee of the Month printed certificate and a $25 gift certificate to a Covington business of their choice.

In the case of tie scores between two (2) or (3) employees, all employees will receive the above-noted certificates. In case of tie scores between four (4) or more employees, two (2) names will be drawn.

Year-end Aquatic Center Celebratory Merit Event
All Aquatic Center employees and relevant management will be invited to attend a City-sponsored informal dinner event at a local restaurant providing a cost-effective menu. The dinner may take place in a venue that allows inclusion of an appropriate activity such as bowling. The cost will be borne by the City, with the exception of alcoholic beverages. An approximate expenditure of $50 to $75 will be allowed for several small employee awards and tokens of appreciation, while two to three $20 gift cards will be provided to Aquatic Center staff who must forfeit attendance at the event in order to staff the Aquatic Center during the event time.
# Procedure

## SUBJECT: TUITION REIMBURSEMENT PROGRAM

<table>
<thead>
<tr>
<th>Department/Division:</th>
<th>Page of 2 Pages</th>
<th>PROCEDURE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Department/Personnel Division</td>
<td></td>
<td>HR-4.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROVED BY:</th>
<th>EFFECTIVE DATE:</th>
<th>SUPERSEDES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob White, Interim City Manager</td>
<td>10/01/06</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

NOTICE: The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change and modification as deemed necessary. Any provision of this procedure will be superseded if in conflict with any provision of a valid and effective federal or state law.

## PURPOSE:

The city encourages training and educational opportunities for all employees in order that employees remain up-to-date in their knowledge and also so services rendered by the city will continue at an optimum level.

## PROCEDURE:

Following is the criteria that must be met in order to qualify for training or tuition reimbursement:

1. **City-sponsored or Mandatory Training**
   City-sponsored and mandatory training shall generally be arranged during regularly scheduled work hours and paid as regular work hours by the city. The department head may change the standard work hours to accommodate or require attendance at such training activities. If this is not possible or practical, such city-sponsored or mandatory training will be subject to overtime provisions for non-exempt employees.

2. **Voluntary Education and Training**
   Employees are encouraged to continue their formal education through participation in off-duty/non-working hours educational programs. Reimbursement for tuition expenses incurred by such participation may be granted for job-related courses with prior approval of the supervisor and the city manager by submission and approval of an “Application for Tuition Reimbursement,” (Attachment A) no later than June 30th of the year prior to the year when classes will be taken to allow time for the city to appropriate funds in the coming fiscal year budgetary process. Consideration of employee requests for tuition reimbursement is dependent upon budgetary constraints and the recommendation of the employee’s department head.

   **(A) Employment Criteria**
   1. Tuition reimbursement is generally available to only those employees who have successfully completed the designated introductory period.
   2. Part-time employees receive tuition reimbursement pro-rated, based on the number of hours in their regularly scheduled work week.

   **(B) Course Criteria**
   1. Course must closely relate to the employee’s current position or potential and realistic promotional opportunities for the employee within the city.
2. In cases of degreed programs, only “core” courses that directly relate to the degree will be covered, but elective classes not directly pertaining to the individual will not.
3. Courses eligible for tuition reimbursement must be offered by accredited colleges, universities, professional, technical or clerical schools or institutes, adult education, or home study programs (including distance learning).

(C) Course Attendance
1. Every effort should be made for time spent in attendance at these courses to be on the employee’s personal time and not counted as time worked.
2. If attendance at a course that meets the city’s requirements is required during normal working hours due to limited course instruction times, then a Work Schedule Agreement must be agreed to by the employee, employee’s department head, personnel manager and the city manager that allows the employee to make up the missed work time during hours outside the employee’s normal work schedule.
3. The department head may deny the request if, in taking the course, the employee would require an irregular work schedule which would unduly interfere with the employee’s workload.

(D) Reimbursement Criteria
1. Only the courses fitting the above course criteria are eligible for reimbursement. No reimbursement will be allowed for books, lab fees, travel expenses, or material costs.
2. Reimbursement shall occur only after successful completion of the course/program, upon presentation of a fully signed and executed Claim for (Travel) Expenses (Attachment B) accompanied by a receipt for tuition and copy of the grade report or equivalent documentation of successful course completion, submitted within 60 days following the completed course of study. (NOTE: Although the form stipulated “Travel” expenses, it is also used for reimbursement of educational expenses.)

Successful completion shall be defined as receipt of a certificate of satisfactory completion or a grade of C (2.0 grade point) or better, in the case of academically-rated courses, or attainment of “Pass” in a “Pass/Fail” grading system.

(E) Payback Provision for City-paid Tuition Expenses (Note: This Payback Provision is only in effect for credits earned after the adoption of Revision 2 of the Employee Handbook per Resolution 07-12 on February 27, 2007)

Employees are responsible for repayment of tuition expenses due to voluntary separation or termination for cause earlier than 3 years following the completion of any classes, in accordance with the following repayment schedule:

- Less than 1 year of consecutive employment: 75%
- Subsequent to 2 years of consecutive employment: 50%
- Subsequent to 3 years of consecutive employment: 25%
- Subsequent to 4 years of consecutive employment: 0%

If the employee has earned less than ½ of a planned degree, the above payback provision does not apply if the employee has made a good faith effort to attend classes, but is unable to do so for more than one year due to the city’s budgetary restrictions. If the employee has completed more than 50% of a degree, the payback schedule still applies.

ATTACHMENTS:
Attachment A, “Application for Tuition Reimbursement”
Attachment B, “Claim for (Travel) Expenses”
City of Covington
Application for Tuition Reimbursement

Name: ______________________________________     Hire Date: _______________________
Job Title: ___________________________     Dept./Div. ______________________________

SECTION A:
Degree and major being pursued: ____________________________________________________
Institution of study: _______________________________________________________________
_______________________________________________________________________________
Required Credits for Program: ________       Anticipated Date of Degree Completion: _________
List Program-Required (PR) and Anticipated Elective (E) Courses:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
How does this degree relate to your current job or possible promotion: _______________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
How does this degree benefit the City of Covington in relation to your current or future job goals,
particularly as established by the City? _____________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

SECTION B:  Must be completed each year for the upcoming year’s budget.
Classes to be completed in the upcoming year:  (Use back of sheet if additional space is required)

<table>
<thead>
<tr>
<th>Course No. &amp; Title</th>
<th>Quarter</th>
<th># Credits</th>
<th>$/Credit</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Total anticipated cost for upcoming fiscal year………………………………………….$_________
**Employee Acknowledgment:**

I have read and understand the Payback Provision for City-paid Tuition Expenses contained in the City’s Personnel Policy No. 4 – Tuition Reimbursement Policy, which states that if I separate from service from the City within certain timeframes as set out by the policy, I will be responsible for repayment of tuition expenses based upon the repayment schedule.

Upon completion of the course, I will submit a fully-executed and signed Claim for Expenses with a receipt for tuition and a copy of the grade report or other appropriate documentation to the Personnel Manager for processing of the reimbursement within 60 days of completion of the applicable course.

_______________________________________________           __________________________
Employee Signature                                                                         Date

Department Head Comments:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

______________________________________________           __________________________
Department Head Signature                                                          Date

Personnel Comments:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

_______________________________________________          __________________________
Personnel Manager Signature                                                         Date

City Manager Comments:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

☐ APPROVED  ☐ DENIED

_______________________________________________           __________________________
City Manager’s Signature                                                               Date
## PART I: TRAVEL AUTHORIZATION

<table>
<thead>
<tr>
<th>NAME AND TITLE</th>
<th>TOTAL TRIP COST (Estimate)</th>
</tr>
</thead>
</table>

| DESCRIPTION, LOCATION, AND PURPOSE OF TRAVEL |

<table>
<thead>
<tr>
<th>DATES &amp; TIMES OF TRAVEL (BEGIN &amp; END)</th>
<th>PROGRAM DATES &amp; TIMES (BEGIN &amp; END)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADVANCE?</th>
<th>ADVANCE AMOUNT</th>
<th>DATE NEEDED</th>
<th>DEPT HEAD APPROVAL</th>
<th>DATE</th>
<th>CITY MANAGER APPROVAL</th>
<th>DATE</th>
</tr>
</thead>
</table>

## PART II: ADVANCED PAYMENT

I hereby certify that I received the sum of $___________ as an advance for the purpose listed above. I understand that any portion of this advance not used for this purpose will be required to be refunded by me, and if deemed by the City, may be deducted from my pay. Settlement of this advance must be made within 15 days following close of the travel.

<table>
<thead>
<tr>
<th>EMPLOYEE SIGNATURE</th>
<th>DATE</th>
<th>CHECK NO.</th>
</tr>
</thead>
</table>

## PART III: ITEMIZE EXPENSES BELOW

1. INCLUDE ALL EXPENSES, INCLUDING ANY PREPAID EXPENSES.
2. EXPENSES ARE NOT ALLOWED FOR EMPLOYEE’S FAMILY AND SHOULD NOT APPEAR ON THIS REPORT.
3. ATTACH RECEIPTS/INVOICES FOR TRANSPORTATION, LODGING, REGISTRATION FEES, AND MISCELLANEOUS ITEMS, ETC.

<table>
<thead>
<tr>
<th>DATE</th>
<th>HOTEL</th>
<th>BREAKFAST</th>
<th>LUNCH</th>
<th>DINNER</th>
<th># MILES DRIVEN</th>
<th>REGISTRATION</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof. (Attach all receipts.)

<table>
<thead>
<tr>
<th>EMPLOYEE SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

CERTIFICATION: I, 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 claim is a just due and unpaid obligation against the CITY OF COVINGTON and that I am authorized to authenticate and certify to said claim.

<table>
<thead>
<tr>
<th>RECEIPT NUMBER</th>
<th>OR</th>
</tr>
</thead>
</table>

## PART IV: RECONCILIATION OF PREPAID AMOUNTS (Finance Department Use Only)

<table>
<thead>
<tr>
<th>DATE</th>
<th>CHECK NO</th>
<th>PO NO.</th>
<th>VENDOR</th>
<th>PURPOSE</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TOTAL PREPAID EXPENSES</th>
</tr>
</thead>
</table>
NOTICE: The contents of this procedure should in no manner be considered as a contract of employment. This procedure is subject to change and modification as deemed necessary. Any provision of this procedure will be superseded if in conflict with any provision of a valid and effective federal or state law.

PURPOSE:

The City encourages efficiency, engagement, motivation and retention among its employees by supporting advancement of employees who demonstrate the willingness and ability not only to efficiently and effectively perform the duties assigned to them, but to also continue to grow in ways needed and determined by the city. In this regard, every employee shall have the opportunity to be considered for logical and systematic advancement according to knowledge, skills, ability and merit.

DEFINITION:

There are times when an employee’s knowledge, skills, abilities and job performance, as well as on-the-job or outside training and development, support upgrade of their position to a higher level. If the employee possesses the experience and other criteria required for a position closely related to their current position where a viable need is met on a more advanced level, a promotion-in-place shall be considered.

The difference between “Promotion” and “Promotion-in-place” is explained as follows:

“Promotion” means placing an employee in a position in a higher salary range and occurs when one or more of the following conditions are present:

- Duties are changed to that of a supervisor, manager, or director where no supervisory or managerial responsibilities were previously part of the employee’s job responsibility;
- immediate salary increase upon assuming the new position is 9% or greater; and
- the movement is not necessarily within a logical job sequence or series.

“Promotion-in-place” applies when:

- No true vacancy exists;
- there is no change of core assignments or supervisory/subordinate relationships;
- the promotion is typical in cases where the employee is to move to the next higher level in a job series;
- the employee’s job performance and skill development support upgrade of the position to a higher level; and
- the movement is not into a supervisory or management position where those responsibilities did not formerly exist.

“Promotion-in-place” does not apply to adjustments in either the employee’s salary range or step due to Council-approved implementation of the findings of a formal salary survey involving an employee’s current position.

PROCEDURE:

The following table outlines the process to be used for the submission and subsequent rejection of a promotion-in-place:
<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee and supervisor discuss potential for promotion-in-place. If possibility exists, supervisor proceeds with Step 2.</td>
</tr>
<tr>
<td>2</td>
<td>Supervisor has a preliminary discussion with the Finance Director to assess whether or not the department’s budget could afford the potential impact. If so, employee and supervisor proceed with Step 3.</td>
</tr>
<tr>
<td>3</td>
<td>Proposed job description is created by employee with supervisor’s and Personnel Manager’s assistance, as necessary. Completed job description must be reviewed and concurred with by supervisor and department director, as well as the Personnel Manager.</td>
</tr>
</tbody>
</table>
| 4    | After employee has satisfied the criteria noted in the new job description, the employee generates a Request for Personnel Action (RPA) form (Attachment A). Information requested on this form includes:  
- title change, if applicable;  
- salary range and step changes, as applicable (to be supplied by the supervisor with the Personnel Manager’s assistance, as necessary);  
- justification;  
- changes to the current organization charts/structure, if applicable; and  
- current and proposed job descriptions as attachments. |
| 4    | Request is signed by the following individuals, indicating concurrence and budgetary alignment, in the following order:  
- Supervisor  
- Department Director  
- Personnel Manager  
- Finance Director  
- City Manager |
| 5    | Personnel Manager will advise supervisor of the date the request will go before the Promotion-in-place Review Panel. The Review Panel meets twice yearly to review RPAs: June and early December. The panel consists of the following management team members: City Manager, City Clerk/Executive Assistant, Personnel Manager, Finance Director, Community Development Director, Public Works Director, and the Parks & Recreation Director. The Review Panel member who has a subordinate’s request up for review shall recuse themselves from that portion of the Review Panel Meeting. |
| 6    | The Personnel Manager will record the decision of the Review Panel on the form. If a request is rejected, reasons and possible recommendations for the future will be noted. |
| 7    | If the RPA is approved, the Personnel Manager will generate a Personnel Action (PA) form for approval signatures and implementation of the approved promotion-in-place. |
| 8    | If the RPA is not approved, the Personnel Manager will provide the Department Director with a written memorandum explaining why the request was denied. It is the Director’s responsibility to ensure the supervisor and employee are notified in a timely manner. |

**AUTHORITY:**

The City Manager has the final authority to accept or reject a Request for Personnel Action (RPA) and to determine the total number of RPAs that may be approved during either of the annual Review Panel meetings, whether or not the criteria for a promotion-in-place has been met by all applicants (employees).

**ATTACHMENTS:**

ATTACHMENT A, “Request for Personnel Action” (RPA) form
REQUEST FOR PERSONNEL ACTION
Rev. 3-2012

This request for a Promotion-in-place is in accordance with the guidelines set forth in Personnel Procedure HR-15.0.

REQUESTING EMPLOYEE (Print):  ___________________________

REQUESTING EMPLOYEE COMPLETES UNSHADED BOXES. SUPERVISOR COMPLETES SHADED BOXES:

<table>
<thead>
<tr>
<th>CURRENT INFORMATION</th>
<th>PROMOTION-IN-PLACE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Salary Range:</td>
<td></td>
</tr>
<tr>
<td>Step within Salary Range:</td>
<td></td>
</tr>
</tbody>
</table>

JUSTIFICATION:
____________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________

Does the proposed Promotion-in-place change the organizational structure (organizational chart) in any way?  □ No    □ Yes – If yes, explain how:
____________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________

Attachments:  □ Current Job Description
□ Promotion-in-place Job Description

Employee Signature:  ___________________________ Date:  _____________

Supervisor Signature:  ___________________________ Date:  _____________

Department  Director Signature: ___________________________ Date:  _____________

Personnel Manager Signature: ___________________________ Date:  _____________

Finance Director Signature: ___________________________ Date:  _____________

City Manager Signature: ___________________________ Date:  _____________
SCHEDULED FOR REVIEW BOARD PANEL ON: _________________________________

Promotion-in-place Review Panel Decision:

☐ Approved:

New Job Title: _____________________________________________________________

New Salary Range: _________________________________________________________

Assigned Step Within Range: _______________________________________________

Effective Date: ___________________________________________________________

Next Step Raise Date is Scheduled For: ___________________

Will this affect the next Step Raise Date: ☐ No ☐ Yes—if yes, then how will it be affected:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Decision Notes: ___________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date Personnel Action Form was Generated: __________

OR

Date Memo was Generated: _________________________________
Employee Name: _________________________________     Schedule to Start: ____________________

Department: _________________________________

➢ **I am requesting authorization to work the following work schedule:** (check one)

- □ 5/8’s  - Traditional schedule made up of five 8-hour work days each week.
- □ 9/80  - Eight 9-hour work days, one 8-hour work day, and one day off, totaling 80 hours worked in a 2-week pay period. Four 9-hour days and one 8-hour day are worked in one week, and four 9-hour days with one day off are worked in the other week.
- □ 4/10’s  - Four 10-hour days and one day off each week.
- □ Other  - (Please explain; i.e., four 9-hour days and one 4-hour day per week; change in flex day, etc.)

➢ **Additionally, I would like the following meal break:** (check one)

- □ 1/2 Hour
- □ Full Hour

- □ First-time voluntary forfeiture of lunch break*
- □ Extension of voluntary lunch break forfeiture*

* Lunch break forfeiture is considered on an as-needed basis for either exempt or non-exempt employees, but only at the employee’s request. By signing below, employee understands requests should only be made for unusual circumstances (i.e., personal hardship due to my illness or that of a family member/close relative, outside education schedule, etc.) and not as a permanent substitution for a schedule that includes a lunch break. Approval is at the discretion of supervision and the city manager. In the occasional event that employee does observe a lunch break while this schedule is in effect, they must adjust their work hours upwards within the same week to make up for the lunch break period. Approved lunch break forfeitures last for a maximum of 6 months and must be resubmitted for consideration if the employee feels an extension is necessary.

<table>
<thead>
<tr>
<th>Week 1* Days</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time</td>
<td></td>
<td>a.m.</td>
<td>a.m.</td>
<td>a.m.</td>
<td>a.m.</td>
<td>a.m.</td>
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<tr>
<td>Stop Time</td>
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<td>to p.m.</td>
<td>to p.m.</td>
<td>to p.m.</td>
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<td>to p.m.</td>
<td>to p.m.</td>
</tr>
<tr>
<td>Total Daily Hours</td>
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<table>
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<tr>
<th>Week 2* Days</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time</td>
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<td>a.m.</td>
<td>a.m.</td>
<td>a.m.</td>
<td>a.m.</td>
<td>a.m.</td>
<td>a.m.</td>
</tr>
<tr>
<td>Stop Time</td>
<td></td>
<td>to p.m.</td>
<td>to p.m.</td>
<td>to p.m.</td>
<td>to p.m.</td>
<td>to p.m.</td>
<td>to p.m.</td>
</tr>
<tr>
<td>Total Daily Hours</td>
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<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

* Week 1 and Week 2 coincide with the weeks in the bi-weekly pay period.

I understand the above schedule is to be my normal work schedule, but that the city reserves its right to set or amend work schedules at any time, as it deems necessary.

_______________________________________________           _____________________________  
Employee Signature                                                                                                                             Date

_______________________________________________________________              ______________________________________  
Supervisor’s Signature   Date

_______________________________________________________________   ______________________________________
Personnel Manager’s Signature    Date

_______________________________________________________________   ______________________________________
City Manager’s Signature    Date
SUBJECT: CONSIDER RESOLUTION RESCINDING RESOLUTION NO. 11-03 AND DECLARING ONE VEHICLE AS SURPLUS PROPERTY AND AUTHORIZE REPLACEMENT.

RECOMMENDED BY: Glenn Akramoff, Public Works Director

ATTACHMENT(S):
1. Resolution
2. International Dump Truck (#2577) Proposal

PREPARED BY: Ross Junkin, Maintenance Supervisor

EXPLANATION:
On June 14, 2011, staff requested council to authorize the surplus and replacement of two vehicles. Since that time it has become evident that the 1992 International 5-yard dump truck (Asset #2577) should be kept due to the maintenance responsibilities of the city (see Attachment 2). Therefore, we are proposing a new resolution to rescind Resolution No. 11-03 and authorize surplus and replacement of one (1) vehicle as shown below per the City’s Fleet Management Policy Section 11.

The city currently owns the following vehicle:
- 1999 Dodge Pickup Truck (VIN 3B7HC12Y7XG220180) – Asset #2673

The 1999 Dodge Pickup Truck (#2673) was scheduled for replacement in December 2011. Staff believes that we have met the equipment replacement guidelines in the Fleet Management Policy. Staff is seeking council authorization to allow the disposal of this vehicle per the Fleet Policy and authorize budget authority to use the replacement funds to replace the current vehicle with a similar use vehicle immediately upon locating such vehicle.

ALTERNATIVES:
Not declare the vehicle surplus and continue to perform costly repairs.

FISCAL IMPACT:
This vehicle will be replaced with the funds set aside each month ($333 per month) during the last five years in the Equipment Replacement Fund.

The 1999 Dodge Pickup Truck (Asset #2673) currently has $18,315 set aside for replacement. These funds will be adequate for the replacement of a similar vehicle.
Councilmember ____________ moves, Councilmember ________________
seconds, to pass a resolution rescinding Resolution No. 11-03 and declaring
the 1999 Dodge Pickup Truck as surplus property and authorize
replacement.

REVIEWED BY: City Manager, City Attorney, Finance Director
RESOLUTION NO. 12-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, RESCINDING RESOLUTION NO. 11-03 AND DECLARING ONE VEHICLE AS SURPLUS PROPERTY AND AUTHORIZE REPLACEMENT.

WHEREAS, the City of Covington maintains a vehicle fleet and has a vehicle replacement program to replace vehicles on a scheduled basis to maintain a functioning fleet; and

WHEREAS, the city previously passed Resolution No. 11-03 to surplus and replace two city vehicles; and

WHEREAS, staff has since determined that one of those two surplused vehicles, the 1992 International 5-yard dump truck (Asset #2577), should be kept in the city’s vehicle fleet due to the maintenance responsibilities of the city; and

WHEREAS, the city desires for the other vehicle, a 1999 Dodge Pickup Truck (Asset #2673) that was due for scheduled replacement in December 2011, to remain surplused; and

WHEREAS, the city’s financial management policies require that titled vehicles be surplused by city council resolution; now, therefore

BE IT RESOLVED by the City Council of the City of Covington, King County, Washington, as follows:

Section 1. Resolution No. 11-03 is hereby rescinded.

Section 2. The city council does hereby declare that the 1999 Dodge Pickup Truck (VIN 3B7HC12Y7XG220180, Asset #2673) is surplus to the needs of the city and authorizes disposal of the vehicle in the most cost effective manner and to use these vehicle’s replacement funds to purchase a replacement vehicle in the future as needed.

PASSED in open and regular session on this 10th day of April, 2012.

Mayor Margaret Harto

ATTESTED: APPROVED AS TO FORM:

Sharon Scott, City Clerk Sara Springer, City Attorney
**International Dump Truck (#2577) Proposal**

Proposal:
- Un-surplus the International 5-yard dump truck (#2577) and keep the dump truck in the fleet for uses outline below.
- I recommend not paying into equipment replacement fund. Only user costs, which include fuel, maintenance, and operating costs would be paid for (estimated at $2,250/year).
- Make no plans to replace this vehicle when its useful life has expired. It would be placed in surplus at that time.
- Since the truck was placed in surplus by council in 2011, we will need to take it to council again to remove it from the surplus list.

Justifications for keeping City owned 5-yard Dump Truck (#2577)

- **Emergency Response**
  1. As we saw with this past storm, two dump trucks were needed to remove over 1,400 cubic yards of storm debris. If we did not have this truck available to us, I would have rented a dump truck.
  2. Having this vehicle in our fleet rather than renting it allows the City to respond immediately to emergencies that require its service versus waiting until a rental company can deliver it to the City. Also, there are times when trying to acquire a rental truck that it is not possible due to the supplier not having any available for rent.

- **ILA Support**
  1. In the summer of 2011 the International 5-yard dump (#2577) was used it for SWM maintenance while the other 5-yard dump (#3307) was dedicated to joint asphalt patching.
  2. Available for use in both Cities for special projects and emergency events.
  3. Available for snow & ice if our partner’s equipment fails (It has happened in the past).

- **Using a rental truck instead**
  1. No need to rent when 2nd truck is needed. (During summers we typically use a rental dump truck for SWM maintenance).
  2. Costs associated with a 6 week rental vs. using existing 5-yard dump truck are about double. Another advantage with keeping our 5-yard truck is that we have it year round for other uses.

- **Snow & Ice**
  1. Backup/supplemental plow and sander in the event that other equipment fails
  2. If we are able to purchase another 5-yard sander and plow for #3307 it gives us two larger sanders during snow events. This cuts down on the number of trips required by the smaller 2-yard sander (flatbed 1-ton truck #2764)) we currently have. Due to its size and tighter turning radius, the smaller sander would then be dedicated to residential and side streets where the larger trucks have a hard time maneuvering. The International dump truck could be set up early in the snow season and remain that way during the winter unless absolutely needed. This frees up the flatbed 1-ton truck (#2764) for everyday use.
  3. If we are able to move forward with a more aggressive salt/sand ratio we may pursue installing bins in Maple Valley for storage. Having two 5-yard dump trucks will make hauling and spreading of materials much more efficient.
**International Dump Truck (#2577) Proposal**

- **Parks**
  1. With the addition of CCP to the maintenance team’s responsibilities, keeping this dump truck will provide Parks with another tool in maintaining the Park system (not necessary to rent for Park’s specific projects).

- **Miscellaneous**
  1. Keeping this dump truck will serve as a back-up truck when other truck is in the shop for service.
  2. It would be available to haul and stockpile when the other dump truck is dedicated to other uses.
  3. The International 5-yard dump truck has been a solid performer with typical maintenance costs. I don’t anticipate maintenance costs to be more than what we have paid in the past.

- **Fiscal Impact**
  1. The cost for keeping this vehicle in service is estimated to be $2,250/yr. The City typically rents an additional dump truck during the summer for SWM maintenance at an average cost of $5,183/6 weeks.

- **RECOMMENDATION**
  As the Maintenance Supervisor and fleet manager, I recommend that the City remove the International Dump Truck (#2577) from the surplus list and keep the truck in service.
SUBJECT: CITIZEN POLICE VOLUNTEER PROGRAM UPDATE

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):
1. Criteria for Citizen Police Volunteer
2. Citizen Police Volunteer Training Outline

PREPARED BY: Kevin P. Klason, Police Chief

EXPLANATION:
The Citizen Police Volunteer Program will provide assistance to the Covington Police Department by adding additional visible presence in neighborhoods, parks, streets and business areas as a deterrent to criminal activity. Visible presence of easily identifiable volunteers actively watching sends a message to strangers and potential criminals that crime will not be tolerated. They are extra eyes and ears that can deter crime just by their presence and report suspicious activity to our officers in a timely and direct manner. The Citizen Police Volunteer Program provides an opportunity for citizens to participate in activities that improve their community and the livability of our neighborhoods.

We will initially use the volunteers to patrol our city parks and to conduct vacation house checks. As we are able to expand the program they may assist with Covington Days Parade activities, crime prevention services, National Night Out activities, identification of graffiti and distribution of graffiti cleanup kits.

Volunteers will complete the volunteer application packet, be interviewed by Chief Klason, one of our police department members and a Human Resource representative. All applicants must be cleared by a criminal history background check. Volunteers that complete the process successfully will attend training conducted by Covington Police. The training will include the Covington Volunteer Handbook, use of city owned vehicles, the Citizen Police Volunteer Training curriculum, a tour of the city parks and neighborhoods. We will provide hands on training and instruction on the scope of their duties and limitations of their duties. Volunteers will be provided highly visible vests with the city logo and imprinted with “Covington Citizen Volunteer” and use of a city provided cell phone during their volunteer hours.

We anticipate recruiting later this month and implementing the first patrols in May.

FISCAL IMPACT:
$500 to $600 annually.

CITY COUNCIL ACTION: _____Ordinance _____Resolution _____Motion X Other

NO ACTION NECESSARY

REVIEWED BY: City Manager; Noreen Beaufraere, Personnel Manager
CRITERIA FOR COVINGTON CITIZEN
POLICE VOLUNTEER PROGRAM

Citizen Police Volunteers will:

1. Meet the Covington Volunteer requirements to include being 18 years or older, have valid driver’s license and good driving record

2. Provide Covington Human Resource staff with a copy of their driver’s license, which will be used to obtain a 5-year driving record. The driving record must be deemed as satisfactory to the city prior to engaging in volunteer activities

3. Must be willing to submit to a Washington Access to Criminal History (WATCH) report, which must also produce satisfactory results prior to engaging in volunteer activities

4. Live or work in the City of Covington

5. Successfully complete all training

6. Attend and graduate from the next available Citizen’s Academy

7. Not be confrontational or demand information from any unwilling person

8. Not attempt to arrest or detain anyone

9. Not carry any weapons of any kind while volunteering for the City of Covington

10. Not consume any alcohol prior or during any volunteer activities for the City

11. Be cool headed and able to back down from any confrontational situation

12. Exhibit good judgment and keep out of any dangerous situation

13. Carry a notebook and pen to record pertinent data and complete city log sheets

14. Exhibit good maintenance of all city equipment and supplies
I. Citizen’s Patrol

A. Overview and Purpose

1. What is Citizen’s Patrol
2. Policy
3. Partnerships
4. Purpose

B. Requirements

1. Attend and graduate from next available Citizen’s Academy
2. Meet all requirements of police volunteer status
3. Be an adult 18 years of age or greater
4. Possess valid driver’s license and have a good driving record
5. Attend all elements of Citizen’s Patrol training
6. Attend all on-going training and meetings
II. Safety

A. Volunteer basics of safety

1. Cell phone procedures

2. Radio procedures (police radios will not be used initially, waiting on protocols through KCSO)
   a. Reporting to 911
   b. Concise and accurate terminology
   c. Knowing your location and how to report it

3. Awareness and descriptions
   a. Being aware of your location and surroundings
   b. Observing behavior and actions
   c. Recording descriptions of persons
   d. Recording vehicle information
   e. Accuracy of observations vs. assumptions

4. Contacting individuals
   a. Minimum of two volunteers at all times
   b. Identifying yourself and purpose
   c. Requesting cooperation and compliance
   d. Requesting identification
   e. Recording information
   f. Verbal communication
III. Patrolling Tips

A. Identifying suspicious activity
   1. Examples

B. Locations
   1. Parks
   2. Neighborhoods
   3. Correct address formats
   4. Historical problems for specific areas

C. Resources
   1. Covington Police Department structure
   2. Patrol shifts
   3. KCSO structure
   4. City of Covington Departments
      a. Parks Department
      b. Public Works
      c. Community Development
   5. Resource/referral list

D. Questions from the public
IV. Logistics

A. Scheduling

1. Monthly

B. Record keeping

1. Volunteer log

2. Number of hours

3. Documenting and notifications of any unusual occurrences

C. Equipment Use

1. Checking out vehicles

2. Returning vehicles

3. Checking out cell phones
SUBJECT: DRAFT PUBLIC WORKS DEPARTMENT STRATEGIC PLAN PRESENTATION

RECOMMENDED BY: Derek Matheson, City Manager

ATTACHMENT(S):
1. Draft Public Works Department Strategic Plan (Plan to be provided at meeting)

PREPARED BY: Glenn Akramoff, Public Works Director

EXPLANATION:
The Public Works Department has completed its comprehensive Strategic Planning journey. From the beginning we used the City Council Vision and Goals as the basis for the Strategic Plan. The document is our touchstone to remind us of who we are, why we exist and what is important to those we serve. Like life, the strategic plan is a journey not a destination. While many things do not change such as what we value, our core mission and the vision, the road we travel to get there has many twists, turns and intersections to be navigated. The planning process has been important but more vital is having the entire team thinking in a strategic way about how every piece, big and small, fit together in fulfilling our mission.

The Strategic Plan has created a process for the department to clearly define its mission, vision and goals and how projects and programs are implemented. The team has become and will remain intentional in approaching every detail of operations in order to not only be efficient but effective in providing service to the community.

Process
The Public Works Team formed a Strategic Planning Committee who completed much of the research and led the entire Public Works Team through the process. The entire Public Works Department was involved throughout the process.

An advisory committee was formed with community representatives. The advisory committee was educated as to the full function of Covington Public Works and then began looking at some specific discussions that included Transportation, Surface Water and operational issues. The advisory committee provided input and gave the department some very good insight as to where the community felt we should focus our efforts. The department also hosted a Peer Forum for internal city staff to provide input on how the department can better provide and receive service at a high-level. This forum provided input on how we are seen by our coworkers and how we can best serve our internal customers.

All of the information was analyzed and along with our own internal assessment of our strengths, weaknesses, opportunities and threats we have been able to formulate a draft plan that reflects who we are and what we want to be. Processes, procedures and programs have been and continue to be updated as we have moved through the process.
The Public Works Department seeks the City Council’s support in adopting and implementing its Strategic Plan. Ultimately implementation of the plan will produce a roadmap for Public Works in doing its part in creating an “Unmatched Quality of Life”.

ALTERNATIVES:
None.

FISCAL IMPACT:
None at this time.

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

NO ACTION NECESSARY – DISCUSSION ITEM ONLY

REVIEWED BY:  City Manager
DISCUSSION OF FUTURE AGENDA TOPICS:

April 24, 2012 – City Council Regular Meeting

(Draft Agenda Attached)
CALL CITY COUNCIL REGULAR MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION

- Annual Update from King County Councilmember Reagan Dunn (Tentative)
- Earth Day Proclamation – April 22, 2012 (Pand)
- National Building Safety Week Proclamation (Meyers)
- National Transportation Week Proclamation (Vondran)
- National Public Works Week Proclamation (Akramoff)
- National Water Safety Month Proclamation – May 2012 (Newton)

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 April 10, 2012 Regular Meeting (Scott)
C-2. Vouchers (Hendrickson)

REPORTS OF COMMISSIONS

- Human Services Chair Haris Ahmad: March 8 and April 12 Meetings.
- Arts Chair Sandy Bisordi: April 12 Meeting.
- Planning Chair Daniel Key: April 5 and April 19 Meetings.
- Parks & Recreation Chair Steven Pand: April 18 Meeting.
- Budget Priorities Advisory Committee Liaison Darren Dofelmier: April 4 & 18 Meetings.


NEW BUSINESS
1. Consider Planning Commission Recommendation on Comprehensive Plan Amendment Docket (Hart)
2. Consider Contract for Northern Gateway Study (Hart)
3. Presentation of 2012 First Quarter Financial Report (Hendrickson)
COUNCIL/STAFF COMMENTS
  - Future Agenda Topics

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

EXECUTIVE SESSION – If needed

ADJOURN

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.