

RESOLUTION NO. 2025-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, APPROVING A NEW CITY MANAGER MERIT GOALS FORM.

WHEREAS, the City Council of the City of Covington adopted the Compensation Program Procedure HR-16.0 on March 27, 2012; and

WHEREAS, the Compensation Program Procedure includes the Merit Award Program that is offered to all benefitted full- and part-time employees; and

WHEREAS, the current city manager's employment agreement adopted by Resolution No. 14-19 on November 25, 2014, includes the condition that the city manager is eligible to participate in the city's Merit Award Program as long as the program remains in effect; and

WHEREAS, the Merit Award Program instructs that at the beginning of each calendar year, three (3) merit goals shall be set between each eligible employees and their supervisor; and

WHEREAS, as the highest-ranking staff member, the city manager shall be held accountable for more than three (3) merit goals in order to represent all the city council's annual citywide priorities; and

WHEREAS, the city council holds an annual Summit and Strategic Planning Meeting at the end of January to establish its citywide action items for the year that, in their entirety, shall become the annual merit goals for the city manager position that may be rated by a system proportionately approximating the rating system applied to the remaining eligible staff;

NOW THEREFORE, the City Council of the City of Covington, King County, Washington, resolves as follows:

Section 1. New Form for City Manager Use Only. A new City Manager Merit Goals Form shall be adopted as set forth in Exhibit 1, which is incorporated by this reference.

Section 2. Difference in Form. Rather than three (3) annual merit goals, the new City Manager Merit Goals Form shall contain all council-directed action items established at the city council's Summit and Strategic Planning Meeting held annually in January, the number of which may vary from year to year. The progress rating scale will approximate the rating scale applied to all other city employees but will be altered annually because as the number of action items may change from one year to another.

Section 3. Recording of Action Items. Following the city manager's presentation of the list of action items to the city council, the human resources manager will record all action items on the new City Manager Merit Goals form and adjust the rating scale as may be necessary.

Section 4. Form Retention. The form will be retained by the human resources manager until the end of the calendar year when it will be provided to the mayor for the city manager's annual performance evaluation.

Section 5. Scoring of Form. Following the city manager's annual performance evaluation, the mayor shall fill in the council's rating of each action item, complete the total scoring, sign and date the form, and meet with the city manager to provide the results. At the end of this meeting, the mayor will obtain the city manager's dated signature and then provide the form to the human resources manager.

Section 6. Processing of Scored Form. The human resources manager will sign and date the completed City Manager Merit Goals Form acknowledging receipt and provide the total score to the finance department so that the appropriate number of Merit Award Hours will be provided in the city manager's next paycheck.

Section 7. Severability. If any section, paragraph, sentence, clause, or phrase of this resolution, or its application to any person or situation, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this resolution or its application to other persons or situation. The City Council of the City of Covington hereby declares that it would have adopted this resolution and each section, subsection, sentence, clauses, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

Section 8. Corrections. Upon the approval of the city attorney, the city clerk and the codifiers of this resolution are authorized to make any necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers, and any reference thereto.

Section 9. Ratification. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

Section 10. Effective Date. This resolution shall be effective immediately upon passage by the City Council of the City of Covington.

Passed by the City Council of the City of Covington this 14th day of January, 2025.

Signed in authentication of its passage this 14th day of January, 2025.

[Signature Page Follows]

Jeff Wagner, Mayor

AUTHENTICATED:

Krista Bates, City Clerk

APPROVED AS TO FORM:

Mark Orthmann, City Attorney

EXHIBIT 1
CITY MANAGER MERIT GOALS FORM BASED ON SUMMIT ACTION ITEMS
CITY MANAGER NAME: REGAN BOLLI FOR YEAR: 2024

Item	Status as of: (JULY 2024 REVIEW)	Council Rating on Progress Write One : Insufficient OR Satisfactory OR Complete.
1 Submit to voters in August 2024 a proposal to increase the Transportation Benefit District (TBD) sales tax by two-tenths of one percent (0.2) to provide more sustainable funding for transportation.	<ul style="list-style-type: none"> • Done. • Submitted to King County for August 6 election. 	
2 A strategic outreach plan should be developed and include key messages including the percentage of the revenue from the TBD sales tax that will be paid by non-residents who use Covington's streets, bridges, & sidewalks.	<ul style="list-style-type: none"> • Done • Developed fact sheets • Added webpage with FAQs • Created posts on social media platforms 	
3 Identify the steps that are needed to fund transportation infrastructure through a Local Improvement District (LID) in neighborhoods. Produce a brief summary document and talking points for Council members to use when discussing this issue with homeowners.	<ul style="list-style-type: none"> • Done. • Created a FAQ document with a flow chart explaining the Local Improvement Process that can be handed out or used by Council to help answer questions. 	
4 Conduct research to identify the cost of upgrading the major sidewalks and walkways in Timberlane.	<ul style="list-style-type: none"> • Developing cost estimate. • Andrew is working with the Timberlane HOA – they indicated that they have some funds that they could use to reconstruct a portion of the westside walkway on Timberlane Way (private within the development) 	
5 Leadership Team to review the City's Strategic Plan every other month.	<ul style="list-style-type: none"> • Have been reviewing & updating every 2 months. 	
6 Amend the City's Zoning Code to prohibit Battery Energy Storage Systems (BESS) in residential zones unless with a conditional use permit, which will align with King County's findings and proposed ordinance.	<ul style="list-style-type: none"> • On Long range/Planning Commission 2024 Work Plan. • Passed 1 yr moratorium 5/14/24; public hearing 6/11/24 • Waiting to learn KC's final zoning and move through the Planning Commission/zoning process • Met with PSE and worked with them on the moratorium and future legislation. 	
7 Increase overall levels of service (LOS) for operations & maintenance at parks. The highest priority is Jenkins Creek Park, specifically garbage pick-up, followed by natural turf care and tree & shrub care.	<ul style="list-style-type: none"> • Increased garbage pickups at JCP. • Limbed up trees in lower section of JCP to improve sight lines and discourage camping. 	

Item	Status as of: (JULY 2024 REVIEW)	Council Rating on Progress Write One : Insufficient OR Satisfactory OR Complete.
8 Define level of resources needed to increase to desired LOS for each park and the gap between what is provided now and what is needed to achieve that LOS.	<ul style="list-style-type: none"> Drafted resource plans for Founders Park and the new Jenkins Creek Park addition. Working on resource needs for the Town Center maintenance. 	
9 Bring to the Council additional options to fund parks operations and maintenance, including the establishment of a Metropolitan Parks District (MPD).	<ul style="list-style-type: none"> Study session scheduled for 8/13/24. 	
10 Increase Town Center's visibility as the future civic center of Covington. Possible items could include art panels that picture Town Center in the future; a selfie station "pop-up" a "walk through" lighting display during the holiday season or other ideas generated by staff.	<ul style="list-style-type: none"> Working with consultant to develop branding and graphics Coordinating community events to be held at the Town Center Lawn (name we will use in branding) in 2024, including Drive-in movie, Maker's Market, etc. Worked with Chamber to have them hold their fall Makers Mart at the Town Center Lawn. 	
11 Adopt a formal process to determine the appropriate traffic calming measure where needed.	<ul style="list-style-type: none"> Gathered examples of neighborhood traffic calming programs from other cities and compiled for our own use. 	
12 Work with businesses and the community to get statues of Karma, the City's mascot, placed throughout the community.	<ul style="list-style-type: none"> Arts Commission and CEDC held a joint meeting to discuss the project. Currently working on shipping costs and foundations for the statues. Working on developing installation methods. 	

Total # of "Satisfactory Progress" & "Complete" Ratings Combined:	"Satisfactory Progress" & "Complete" Totals	Merit Hours Awarded Based on Score
# Satisfactory = _____	10-12 Occurrences (@ 92%)	32
# Complete = _____	7- 9 Occurrences (@ 67%)	24
TOTAL = _____	5- 6 Occurrences (@ 46%)	16
	2- 4 Occurrences (@ 25%)	8
	0- 1 Occurrences (≥ 1%)	0

Mayor's Scoring Signature	City Manager's Scoring Acknowledgment	HR Manager Receipt of Scoring
_____ (Signature)	_____ (Signature)	_____ (Signature)
_____ (Date)	_____ (Date)	_____ (Date)