District 2 City Council Member

ROBERT THOMS
ACTIVATED TO DEPLOY TO AFGHANISTAN

“IT IS ALWAYS AN HONOR TO RESPOND TO OUR NATION’S CALL TO SERVICE; I WILL BE SERVING AS A PUBLIC AFFAIRS OFFICER IN SUPPORT OF THE WAR ON TERROR AND ISIS.”

- District 2 Council Member Robert Thoms

District 2 City Council Member Robert Thoms, a veteran of the Persian Gulf War who currently serves as a commander in the U.S. Navy Reserves, has been involuntary recalled to active duty for a six-month tour of duty in Kabul, Afghanistan starting in March 2018 in support of Operation Resolute Support. State and federal law allow for elected officials to take extended leave for involuntary recalls to military service.

“It is always an honor to respond to our nation’s call to service; I will be serving as a public affairs officer in support of the War on Terror and ISIS.”

- District 2 Council Member Robert Thoms

“MY FAMILY, FRIENDS AND COUNCIL COLLEAGUES SUPPORT MY COMMITMENT TO SERVING IN THE U.S. NAVY AND, WHILE I WILL MISS MY FAMILY, I LOOK FORWARD TO REPRESENTING TACOMA AND OUR COMMUNITY MEMBERS IN DISTRICT 2 WHILE SUPPORTING THE CAPABILITIES OF OUR TROOPS IN AFGHANISTAN. FIGHTING TO ENSURE OUR NATION AND COMMUNITY ARE SAFE WILL BE MY TOP PRIORITY WHILE I AM THERE.”

At-Large Council Members Lillian Hunter and Conor McCarthy have agreed to pay special attention to the needs of community members in District 2 during Thoms’ absence. At the conclusion of his deployment, Thoms plans to return to Tacoma and resume the rest of his term.

Mayor Victoria Woodards, who served as a soldier in the U.S. Army while stationed at Fort Lewis, said of Thoms’ involuntary recall to active duty, “I’m extremely proud of Tacoma’s strong military heritage and I support Robert and his service. His military career and experience continue to be a tremendous asset to our community.”
Opportunity for PTO Cashout

Some employees may cash out PTO—Employees who have been enrolled in the Personal Time Off (PTO) Plan for the entire calendar year 2017, may be able to cash out up to 80 hours of PTO if they meet certain eligibility requirements.

Eligibility for PTO Cashout

- You must have been enrolled in PTO for the entire calendar year 2017.
- You must have used no more than the equivalent of two work days of unplanned personal time off (PTU) in the calendar year 2017.
- You must also have used at least 80 hours of planned personal time off (PTO) in the calendar year 2017.

Process to receive the PTO cashout

1. Obtain a form from your timekeeper, or online.
2. Complete the information
3. Return it to your timekeeper no later than Feb. 16.

If you do not return the completed form to your Timekeeper by Feb. 16, you will not be eligible to receive a cashout payment in 2018.

PTO cashouts will be processed on the pay period ending Feb. 18, 2018 only.

Online Recording Now Available for Those Unable to Attend an Employee Informational Session on Mandatory Paid Sick Leave

If you have any questions on mandatory paid sick leave after attending an informational session, please contact Karen Short at (253) 591-5424 or Sandy Davis at (253) 591-5452 in the Human Resources Department.

NOTE
TIMEKEEPERS HAVE BEEN PROVIDED WITH A LISTING OF ELIGIBLE EMPLOYEES FOR THEIR RESPECTIVE PAYROLL AREAS.
On Saturday, March 24, from 10 a.m. to 3 p.m. at the Tacoma Dome, the City of Tacoma is hosting the T-Town: Play, Explore, Learn City Services Expo – a FREE, fun, interactive community event featuring demonstrations and activities for the entire family. Parking is also FREE.

This event is a great opportunity to bring your neighborhood to work and raise their awareness about the many services we deliver here at the City of Tacoma, while also gathering their ideas and feedback about how we should utilize our resources.

Check out cityoftacoma.org/playexplorelearn for the latest updates on this event.

Check out the special events calendar for more information on other upcoming events around Tacoma.

For more information on other events taking place at the Tacoma Dome, please visit tacomadome.org.
Do you consider yourself to be a critical thinker and problem solver? Are you interested in further developing your skills while driving positive change at the City of Tacoma?

If selected to be an Improvement Advocate, you would receive training which would guide you through the process of how to identify areas for improvement, generate solutions, and guide the implementation of your recommendations.

This training would take place over the course of three full-day sessions between March 2018 and May 2018, and culminate in an open house event where you and other Improvement Advocates discuss your projects with executives from throughout the organization.

Make 2018 the year you showcase your skills and talents on impactful projects, while building a stronger professional network.

Questions?
Contact Zachary Christin at zchristin@cityoftacoma.org or Ben Thurgood at bthurgood@cityoftacoma.org

For more than 80 years, Toastmasters International has been helping people speak with confidence and build leadership skills.

Clubs worldwide are providing the supportive learning environment members need to succeed in achieving both personal and professional goals.

The City of Tacoma sponsors three clubs which are open to all City employees and the public. The City’s club officers cordially invite you to visit one of the clubs listed.

TACOMA JOINS WASHINGTON STATE IN CELEBRATION OF TOASTMASTERS INTERNATIONAL WEEK

To get started, APPLY before Friday, February 9, 2018
PRESENTATIONS TO THE CITY COUNCIL AND STANDING COMMITTEES

Here is the new PowerPoint template that departments are to start using for Study Sessions, Council Meetings and Standing Committee Meetings. Starting February 2018, all PowerPoint presentations should be on this template.

Please remember to have PowerPoint presentations for Study Sessions and City Council Meetings to Will Suarez, copying the Management Fellow inbox, by no later than the Monday prior to your presentation, at noon.

STUDY SESSIONS

For Study Sessions, you will also need to provide copies of your handouts and PowerPoint presentations, 14 color and 20 black and white, to Will Suarez in TMB North, Room 16, by no later than 11:45 a.m., on the day of your presentation.

The Standing Committee timeline for items to be submitted to the Committee support staff: Will Suarez (CVS), Lynda Foster (EDC), Chris Bell (GPFC), and Rebecca Boydston (IPS) are as follows:

MEMORANDUMS are due 10 days in advance
ADVANCE MATERIALS are due 7 days in advance
POWERPOINTS are due 24 hours in advance

Starting **February 2018**, all PowerPoint presentations should be on this template.

We want to hear from YOU!

Would you like to see the great things your department is doing highlighted in Take5? Have workplace tips, kudos, fun stories and more that you’d like to share with your fellow employees?

Submit content for the March 2018 issue of Take5 by Friday, Feb. 16 at 10 a.m. to your respective communications staff liaison.

If you have general comments, questions or suggestions about Take5, contact Maria Lee in the Media and Communications Office at maria.lee@cityoftacoma.org or (253) 591-2054.

For the latest City of Tacoma job postings, and to submit an application, visit cityoftacoma.org/jobs.

Occasionally, closing dates are revised.

For additional assistance, call (253) 591-5400, Ext. 1.

Click here and sign up today to receive emergency notifications.

If you have questions about the notification system or a safety related concern, please contact Safety Manager Don Noyes at (253) 591-5745 or dnoyes@cityoftacoma.org.

Click here and sign up today to receive emergency notifications.
Kate Larsen joined the City of Tacoma as our new Tacoma Public Library director on Jan. 2, 2018. She began her library career at the Albuquerque Public Library, before moving on to the New York Public Library where she served as a supervisor of reference.

She then became the Information Services Division head at the Washoe County Public Library System in Nevada. Most recently, she served as assistant director at the Everett Public Library, a position she had held since 2007.

Ms. Larsen earned a bachelor of arts degree at the University of New Mexico and a master of library science degree at Pratt Institute in Brooklyn, New York.

An Easy Bake Oven, Star Wars collectibles, or a Slinky? You’re sure to find your favorites from the past and today in the nationally touring, blockbuster exhibition TOYTOPIA, opening February 16 at the Washington State History Museum and running through June 10, 2018.

This exhibition is huge, and presents toys from miniature to giant-sized. Visitors can sit in a human-scale Monopoly car, walk through a doll house (complete with miniature dollhouses), and see the world’s largest Etch A Sketch, among other highlights.

Find out about TOYTOPIA, other History Museum exhibitions, hours and admission at washingtonhistory.org
2017 Tax Forms Being Mailed to Employees

AS YOU BEGIN TO PREPARE FOR YOUR 2017 INCOME TAX FILING, PLEASE BE AWARE THAT YOU WILL BE RECEIVING AN INCOME TAX FORM AND/OR FORMS THAT YOU MAY NEED TO USE AND SHOULD KEEP WITH YOUR 2017 TAX RECORDS.

The recent tax reform legislation that discontinued the individual mandate for health insurance does not take effect until 2019. Therefore, under the current legislation, most Americans are required to have health insurance or pay a penalty on their income taxes.

You do not need to attach the form(s) that identify whether you or any of your eligible dependents had qualifying health coverage through one of the City of Tacoma’s health plans in 2017 to your income tax return.

Just keep these forms on file with your other tax records. In fact, the IRS has stated that taxpayers can file their tax returns, and specifically attest to having qualifying health coverage and/or claim the premium tax credit (if applicable), before receiving these new forms.

In most cases, taxpayers will not have to file an amended tax return later based on information reported if they relied on other coverage information.

Please visit the Benefits page for more details. If you have any questions, please contact the Benefits Office at benefits@cityoftacoma.org or (253) 573-2345.

Kudos

Human Resources Staff Members Recognized for a Job Well Done

Kudos to Kathy Emerson and Georgia Lewis in Human Resources.

"Thank you for your untiring support and willingness to answer questions, explain processes and roll with the punches. You are an integral cog in the wheel and we wouldn’t be able to make it happen without you. A huge thank you for your patience as well as for going above and beyond.”

Nicole Ratliff
- Environmental Services

Kudos to Tacoma Police Officer Aaron McNeely for his selection as Washington Council of Police & Sheriffs (WACOPS) 2017 Officer of the Year.

Want to recognize a fellow City employee? Want to pass along some praise from a community member? Submit your “Kudos” entry to your department’s assigned communications staff liaison.
BUZZ WORTHY

TIMS TO BE PILOTED SOON BY CITY ATTORNEY’S OFFICE

THE TACOMA INFORMATION MANAGEMENT SYSTEM (TIMS) WILL BE IMPLEMENTED IN APRIL 2018 WITH THE CITY ATTORNEY’S OFFICE, ENABLING CITY ATTORNEY’S OFFICE EMPLOYEES TO:

- STANDARDIZE the way electronic records are kept, so employees use the same logic to save documents in a centralized location with access granted as needed.
- FIND documents more easily because employees use the same basic naming conventions and folder structure.
- COLLABORATE on documents more easily, without worrying about version control.

The TIMS project team is working closely with StoneShare, the vendor building the system, and the Information Technology Department to make sure the system is ready. The team is also working closely with organizational change management vendor, Public Knowledge (PK), to make sure City Attorney’s Office employees and others impacted by the TIMS pilot have what they need to be ready. The City Attorney’s Office has also named five change leaders within the department who will help guide employees through the change, ensure tasks are completed, and help the project team track progress and overall readiness.

Several employees outside of the City Attorney’s Office who share files will also be provided access during this pilot implementation, including eight from the City Manager’s Office and two from Risk Management.

The TIMS project team is also preparing to hold various meetings and workshops that focus on the appearance and navigation of TIMS. At these meetings and workshops, they will also talk about business process changes, and focus on how to manage those changes.

Watch for more information here as we move toward the City Attorney’s Office TIMS pilot implementation.

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March 2018 Training Schedule

GENERAL TRAINING

New Employee Orientation
March 5 - 6/TMB 1444
March 19 - 20/TMB 1444
Orientation Day 1: 10 a.m. - 4:30 p.m.
Orientation Day 2: 8 a.m. - 4 p.m.

TPU Orientation
March 28/TPU ABS-B/8:30 a.m. - 12 p.m.

Cash Credit/Card Handling
March 13/TPU Auditorium Conf Room/8:30 a.m. - 12:30 p.m.
March 21/TMB 1444/8:30 a.m. - 12:30 p.m.

Equity 101
March 1/TMB 248/1 - 5 p.m.
March 7/Fleet Operations/8 a.m. - 12 p.m.
March 13/Central Treatment Plant/1 - 5 p.m.
March 19/TMB 243/1 - 5 p.m.
March 26/Central Treatment Plant/1 - 5 p.m.

Records Management Basics (Online Only)

COMPUTER TRAINING

Excel Level 2
March 6/TPU Computer Training Room/8:25 a.m. - 4:30 p.m.

Excel Level 1
March 14/TMB 1530/8:25 a.m. - 4:30 p.m.
Tacoma First 311 March 16/TMB 1530/8:25 a.m. - 4:30 p.m.

Excel Level 3
March 20/TPU Computer Training Room/8:25 a.m. - 4:30 p.m.

SharePoint Site Content Owner’s
March 21/TMB 1530/8:25 a.m. - 4:30 p.m.

Xponential Required Training for Role
March 22/TPU Computer Training Room/9:30 a.m. - 12 p.m.

PowerPoint Level 1
March 27/TMB 1530/8:25 a.m. - 4:30 p.m.

SAFETY TRAINING

Basic First Aid/CPR
March 8/TPU Auditorium/8 a.m. - 4 p.m.
March 22/TPU Auditorium/8 a.m. - 4 p.m.

Flagging Initial/Refresher
March 21/TPU Auditorium/8 a.m. - 3 p.m.

Asbestos Awareness
March 22/TPU ABS-G/8 - 10 a.m.

Interested in Mentoring?
Explore our Mentoring Program

For the latest information, please view the Human Resources Department’s intranet site.
City of Tacoma

747 Market Street,
Tacoma, WA 98402

311 Within Tacoma City Limits

cityoftacoma.org