



# MEMORANDUM

Date: May 18, 2017

To: Administration and Finance Committee

Through: Joseph Scorcio, City Manager

From: Gwen Pilo, Finance & Systems Director

cc: Vanessa Audett, Human Resources Manager

Re: **Finance & Systems Job Reclassifications**

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## Summary

The Finance and Systems Department currently has two vacancies; the Assistant Finance Director (AFD) position in the Finance Division and a GIS Analyst position in the GIS Division. These vacancies coupled with 2 pending retirements in 2017 have created an opportunity to adjust the structural organization of the Finance & Systems Department.

A summary of the adjustments and reclassifications are provided below:

Current Position:	Reclassified to:
Assistant Finance Director (salary range 69)	Budget Analyst (est. range 57)
Accounting Technician (salary range 42)	Accounting Analyst (est. range 51)
Administrative Assistant II (salary range 39)	Accounting Technician (est. range 42)
GIS Analyst (salary range 53)	GIS Systems Analyst (est. range 54)

## Background and Analysis

The Finance and Systems Department provides all departments with financial services and technology and GIS support services.

### Finance Division

Previously the Finance Division had a Director whose main focus was the budget and Assistant Director who focused on Financials. The current Director recently performed a work task study to analyze the department's workflow and determine the division's gaps and efficiencies. The study found the treasury operations were quite efficient in the day to day functions; however gaps were identified in the finance and budget operations. One of the gaps is the function of budget and accounting data analysis.

Since the current Director's arrival, several issues and programs have been identified that require attention and the workload has increased to the point that effective analysis isn't happening. The analyst positions are better positioned to perform these duties and inform the Director of any issues requiring attention; leaving the Director to effectively manage

projects and continue evaluation of the City's overall financial operations, fiscal planning, and ensure compliance with ever changing State, federal and local policies, procedures, rules, and regulations.

The Finance Division is also anticipating two retirements before the end of the year, the first one effective as soon as June 1. With the vacancy of the Assistant Finance Director and the Accounting Technician the division is recommending the reclassification of these two positions to the Budget Analyst and Accounting Analyst positions. After the second retirement later in the year, the Director is requesting the Administrative Assistant II position be reclassified to an Accounting Technician position as the Administrative Assistant II will be assuming the duties of the Accounting Technician position.

The FTE count in the Finance Division will remain the same (7) however the reclassifications will give the department more employees with a higher level of technical skill and better able to tackle difficult projects more efficiently.

#### IS Division

In 2010, the GIS Division had a Systems Analyst position. This position was responsible for assisting the Systems Administrator with managing, maintaining and enhancing the City's general network. In order to meet budgetary demands, these general network infrastructure duties were shifted to one of our two existing GIS Analysts and the Systems Analyst position was eliminated. In addition to the regular duties assigned to the GIS Analyst position, this position became responsible for management and maintenance of the GIS servers, databases and integration with other City programs.

Over the last several years, the use of GIS services by multiple departments has increased and continues to increase. Due to the growing number of programs that integrate with, and rely on, GIS and the complexity of these integrations, it would serve the City best to shift general network support away from the GIS services division and dedicate the proposed GIS Systems Analyst position fully to the GIS services; responsible for all of the duties of the GIS Analyst, with the added responsibility of managing and maintaining the GIS infrastructure. In order to meet the need for general system support and maintenance, the IS Division was granted additional professional services funding in the 2017-2018 budget to utilize when this type of work is necessary.

**Fiscal Impact**

The Department worked with Human Resources to create job descriptions (attached) and perform a salary survey to determine ranges presented below:

<b>Current Positions</b>	<b>Range</b>	<b>2017 Salary/Year</b>
Assistant Finance Director	69	\$ 97,947 - \$125,382
Accounting Technician	42	\$ 50,294 - \$ 64,376
Administrative Assistant II	39	\$ 46,696 - \$ 59,779
GIS Analyst	53	\$ 65,978 - \$ 84,469
	Average Range	\$ 65,228 - \$ 83,501

<b>Proposed Positions</b>	<b>Range</b>	<b>2017 Salary/Year</b>
Budget Analyst	57	\$ 72,842 - \$ 93,226
Accounting Analyst	51	\$ 62,795 - \$ 80,392
Accounting Technician	42	\$ 50,294 - \$ 64,376
GIS Systems Analyst	54	\$ 67,642 - \$ 86,570
	Average Range	\$ 63,393 - \$ 81,141

The intent is to recruit for the Budget Analyst and the GIS Systems Analyst as soon as possible to fill the immediate needs of the department. The Accounting Analyst position will be filled, and Administrative Assistant II reclassified, as vacancies permit. The total costs (salaries and benefits) of the new positions will be comparable to, or less than, the combined positions in the 2017-2018 budget. Estimated savings for the 2017-2018 biennium is \$300,000.

**Authority**

SMC 2.65.030 states: "With written justification, the City Manager is authorized to adjust non-represented employee classification and compensation, subject to ratification by the Administration and Finance Committee, when necessary in order to carry out sound personnel management and to accomplish objectives within the City's defined commitments".

RCW 35A (sections 13.080 through 13.102) provide the authority of the city manager to exercise general supervision over the administrative affairs of the code city, its departments and staff. Further, the city manager may prepare and submit to the council such reports as he or she may deem advisable to submit in exercising supervision over the administrative affairs. The city manager may not amend the adopted budget.

The proposed reclassifications do not require an amendment to the 2017-2018 biennial budget, is within the general authority of the city manager, and does not require formal Council action.

**Approval**

At its May 18, 2017 meeting, the Administration and Finance Committee ratified the proposed reclassifications and compensation as recommended above.

Ratified:

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Erin Sitterley, Chair

**Attachment**

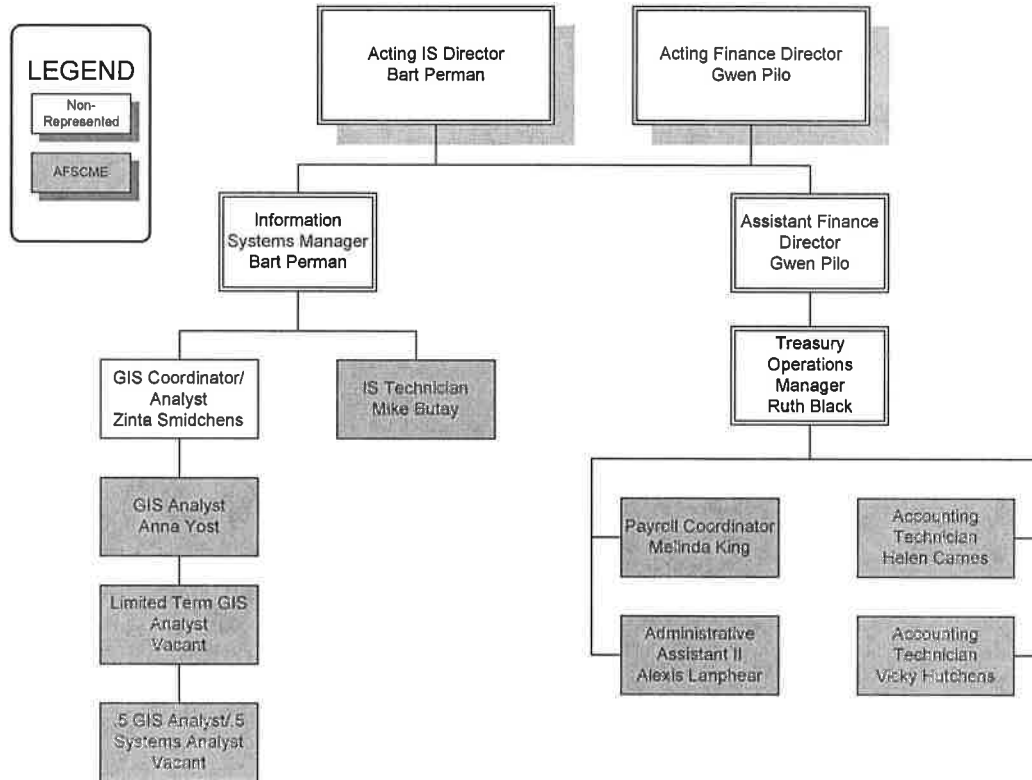
Draft Job Descriptions  
Finance & Systems Organization Charts

# CITY OF SEATAC 2017-2018 BIENNIAL BUDGET

## Department Vision, Mission and Goals



### City of SeaTac Finance & Information Systems 2017 Organization Chart



#### Vision

To become the premier provider of integrated, long-term technology and financial services.

#### IT Mission

Provide innovative, integrated, and reliable technology solutions.

#### Finance Mission

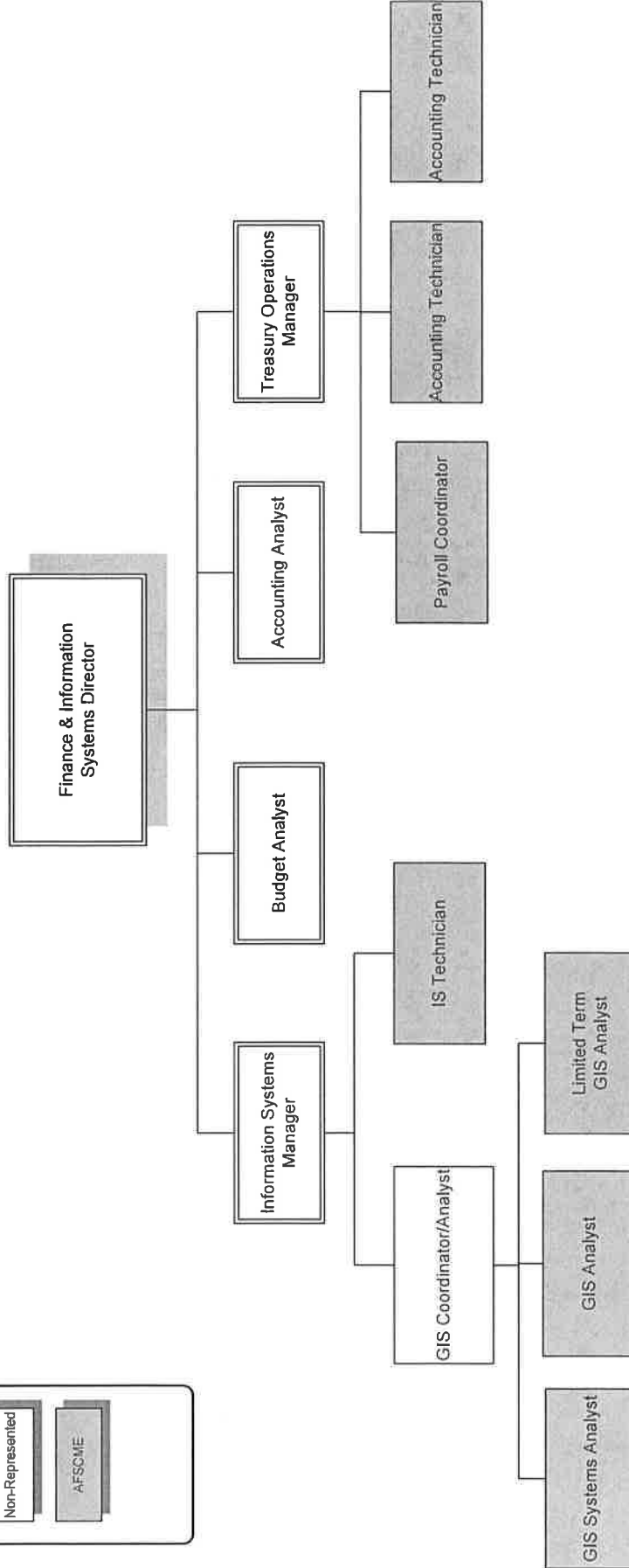
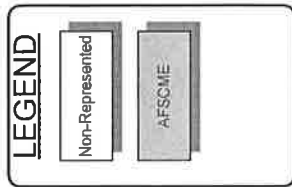
Provide timely, accurate and carefully considered financial solutions.

#### Goals

- **Support other City-Department Goals**  
Maintain system stability, availability and security. Coordinate, integrate and implement financial solutions.
- **Foster Finance & Systems Employee Engagement**  
Foster an environment where team members are engaged, informed, empowered and recognized for their value.



City of SeaTac  
**Finance & Information Systems**  
2017 Proposed Organization Chart



# CITY OF SEATAC

**CLASS TITLE: BUDGET ANALYST**

Salary Range: 57

**Essential Personnel: Yes**  **No**

FLSA: Exempt

Union: Non-Represented

## **BASIC FUNCTION:**

Under the direction of the Finance and Information Systems Director, perform a variety of responsible fiscal and program analysis for areas such as budget, capital improvement, accounting, labor contracts and other special projects; analyze and develop budget projects and forecasts for revenues, expenditures, salaries and benefits, and special budgets using electronic spreadsheets and economic indicators; draft written narrative for budget, capital improvement and other documents in non-technical language for the public and City Council.

## **REPRESENTATIVE DUTIES:**

1. Coordinate the preparation of the biennial operating budget, the capital improvement budget and the mid-biennial budget amendment. Duties include but are not limited to developing timelines, preparing forms and procedures, working with departments to develop their budgets, preparing the labor budget, preparing preliminary and final documents, preparing the budget, and coordinating entry of data into the City's financial system. *E*
2. Provide computerized technical financial records, reports and assigned special projects; develop computer spreadsheet models and representative graphs; prepare appropriate reports and trend analysis. *E*
3. Assess fiscal impacts of alternative budget policy; new federal, state and local legislation; and administrative actions. Advise staff and elected officials on those findings. *E*
4. Prepare and analyze the City's major revenue sources using computer modeling; provide written forecast analysis explaining major components and changes in non-technical languages; continually review revenue opportunities for the City. *E*
5. Prepare and present staff reports/presentations and other necessary correspondence to Directors, Administrators, Elected Officials, employees and the public. *E*

6. Monitor sales tax information, prepare related sales tax reports, track vendors for compliance, and assure council and staff has current Department of Revenue Secrecy forms. *E*
7. Serve as a member of the City's management bargaining team during labor negotiations; prepare and provide financial analysis and fiscal impacts of changes to the collective bargaining agreement; assist the City Human Resources Manager in costing the labor contract. *E*
8. Assist with special onetime only projects; prepare a variety of other statistical reports and written material regarding cost, labor, revenue, expenditures projections.
9. In conjunction with the Accounting Technician, manage the City's grants. *E*
10. Participate on committees and serve in other leadership roles as assigned; research and complete projects within specified timelines. *E*
11. Serve as a backup for activities as assigned or in the absence of the Director. *E*
12. Supports and models identified vision, values and behaviors of the organization. *E*
13. Perform other duties as assigned. *E*

*E* denotes an essential function of the job

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) for Public Sector financial management, and State of Washington Budgeting, Accounting and Reporting Systems (BARS).
- Laws, rules, regulations related to accounting and budgeting in government operations.
- General municipal operations and structures.

##### **SKILL IN:**

- Interpreting and applying complicated accounting standards and financial laws.
- PC, Microsoft Office and financial systems application software, including advanced level experience with Microsoft Excel.

##### **ABILITY TO:**

- Analyze problems; identify alternative solutions, project consequences of proposed action.



- Organize and analyze data from multiple sources and prepare reports and other documents.
- Communicate effectively verbally and in writing, and maintain quality working relationships with other City employees, public officials and the public during the course of work. Tact, patience and courtesy are needed, as well as the ability to effectively communicate technical concepts to lay people.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Plan and organize workload to meet rigid schedules and demanding timelines.
- Make and implement sound decisions and exercise good judgment in solving complex problems.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree in finance, accounting, public administration or a closely related field.
- Minimum three (3) years of progressively responsible experience in municipal accounting or finance.
- Any combination of experience, certifications and training that provides the candidate with the knowledge and skills to perform the job will be considered.

**LICENSES AND OTHER REQUIREMENTS:**

- Advanced or expert level experience in Microsoft Excel highly desirable.
- Experience working in Tyler Technologies Eden system highly desirable.
- Valid Washington State driver's license. A three year driving record abstract must be submitted prior to hire.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Work is performed in an office environment with extensive time spent at a desktop computer. Some travel and attendance at evening meetings is required.

**PHYSICAL ABILITIES:**

Sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; seeing to review plans and projects; hearing and speaking to exchange information.

**HAZARDS:**

None other than standard hazards involved in working in an office position and driving a vehicle to meetings.

Developed: 05/17 G. Pilo & V. Audett

My signature denotes my understanding of this position description as being an accurate and correct statement of the basic function and representative duties assigned to this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (*PRINTED*)

# CITY OF SEATAC

**CLASS TITLE: ACCOUNTING ANALYST**

Salary Range: 51

**Essential Personnel: Yes  No**

FLSA: Exempt

Union: Non-Represented

## **BASIC FUNCTION:**

Under the direction of the Finance and Information Systems Director, perform advanced level professional accounting functions including, but not limited to, grant and project accounting, debt, and fixed assets, month-end closing; preparation of the Comprehensive Annual Financial Report (CAFR) and all complex financial statements and reports according to regulations, laws and Generally Accepted Accounting Principles (GAAP); review, understand and recommend changes to the integrated accounting system; cash management, investment management; reconciliations; annual audit assistance; establishment, review and recommendations of internal control procedures; other responsibilities as assigned.

## **REPRESENTATIVE DUTIES:**

1. Perform a variety of professional-level accounting functions in support of the Finance Department from general operations to enterprise accounting. *E*
2. Coordinate the preparation of the Comprehensive Annual Financial Report; compile and provide financial statements, notes, statistical tables, schedules and other supplemental data as required. *E*
3. Serve as the primary contact with the State Auditor's Office during their annual audit the City's financials, accounting, and other audits. *E*
4. Review financial transactions for accuracy ensuring compliance with appropriate laws, regulations and procedures; prepare necessary accounting entries and adjustments, reconcile bank accounts general ledger accounts and other financial reports. *E*
5. Assist with the development of the chart of accounts; assure that the computer system contains current information; evaluate the integrated accounting system to assure it is operating most efficiently and effectively. *E*
6. Prepare and process recurring monthly adjusting journal entries and financial reports. *E*

7. Prepare various State, Federal and other agency reports and ensures that payments made are in compliance to State and Federal statutes and regulations. *E*
8. Perform special projects, participate on committees and serve in other leadership roles as assigned. *E*
9. Assist with the development of the 6-year Capital Improvement Program (CIP) and biennial budget. *E*
10. Act as Auditing Officer for the City, auditing all claims and periodically performing internal auditing of City Departments. *E*
11. Coordinate finance related activities and issues with City departments and outside agencies; represent the Director at meetings as needed. Serve as a technical resource to other City staff on a variety of accounting matters. *E*
12. Serve as a backup for activities as assigned or in the absence of the Director. *E*
13. Support and model the identified vision, values and behaviors of the organization. *E*
14. Perform other duties as assigned.

*E* denotes an essential function of the job

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) for public sector financial management, and State of Washington Budgeting, Accounting and Reporting Systems (BARS).
- Laws, rules, regulations related to accounting and budgeting in government operations.
- General municipal operations and structures.

##### **SKILL IN:**

- Interpreting and applying complicated accounting standards and financial laws.
- PC, Microsoft Office and financial systems application software, including advanced level experience with Microsoft Excel.

##### **ABILITY TO:**

- Communicate effectively verbally and in writing, and maintain quality working relationships with other City employees, public officials and the public during the course of work. Tact, patience and courtesy are needed, as well as the ability to effectively communicate technical concepts to lay people.

- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Plan and organize workload to meet rigid schedules and demanding timelines.
- Make and implement sound decisions and exercise good judgment in solving complex problems.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor’s degree in finance, accounting, public administration or a closely related field.
- Minimum three (3) years of progressively responsible experience in municipal accounting or finance.
- Any combination of experience, certifications and training that provides the candidate with the knowledge and skills to perform the job will be considered.

**LICENSES AND OTHER REQUIREMENTS:**

- Advanced or expert level experience in Microsoft Excel highly desirable.
- Experience working in Tyler Technologies Eden system highly desirable.
- Valid Washington State driver's license. A three year driving record abstract must be submitted prior to hire.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Work is performed in an office environment with extensive time spent at a desktop computer. Some travel and attendance at evening meetings is required.

**PHYSICAL ABILITIES:**

Sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; seeing to review plans and projects; hearing and speaking to exchange information.

**HAZARDS:**

None other than standard hazards involved in working in an office position and driving a vehicle to meetings.

Developed: 05/17 G. Pilo & V. Audett

My signature denotes my understanding of this position description as being an accurate and correct statement of the basic function and representative duties assigned to this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Employee Name (*PRINTED*)

# CITY OF SEATAC

**CLASS TITLE: GIS SYSTEMS ANALYST**

Salary Range: 54

**Essential Personnel: Yes**  **No**

FLSA: Non-Exempt

Union: AFSCME

## **BASIC FUNCTION:**

Under direction of the GIS Coordinator/Analyst, the GIS Systems Analyst serves as a technical expert supporting an enterprise GIS program housed in the City's Information Systems division. Responsible for the development, implementation and maintenance of geodatabases and software tools, for performing a broad range of technically complex duties on multiple computing platforms and for integrating map services into user applications. As a member of the IS/GIS team, addresses the needs of internal customers, researches and solves information technology problems, generates reliable, publication quality information products, provides high quality customer service and support for users of the systems and provides training to staff.

## **REPRESENTATIVE DUTIES:**

1. Serve as a technical lead for GIS enterprise systems: Data management – geodatabase design, database optimization, data integrity, data acceptance testing, data loading, metadata development and production database automation. Application management – needs assessment, GUI design, system architecture, implementation processes, software installation, integration testing, system acceptance testing, performance tuning, documentation, and system rollout. E
2. Diagnose and resolve problems related to GIS software, web services, permissions, databases, printers and mobile devices. E
3. Implement and integrate 3<sup>rd</sup> party software packages that utilize GIS technology. E
4. Plan and execute software upgrades, ensuring version compatibilities. E
5. Construct scalable GIS systems and web services that are able to serve new purposes or improve a workflow. E
6. Support and maintain legacy systems and software tools. E
7. Perform complex data manipulation for data migration, data analysis, generation of custom reports. E
8. Perform complex spatial analysis, using spatial queries, dynamic segmentation, network analysis. E
9. Produce custom, publication-quality maps and illustrations, adhering to the City's general design guidelines and the GIS division's cartographic standards. E

10. Provide high-quality, detailed consultation services to city departments, technical support and troubleshooting, with an emphasis on customer satisfaction. E
11. Maintain detailed, up-to-date documentation of GIS procedures, designs and code, and write metadata. E
12. Maintain knowledge of current GIS methods, applications and database technologies through professional literature, product research, and continuing education. E
13. Serve as backup to other staff performing IS and GIS functions in the organization, to ensure continuity of services and support. E
14. Maintain regular, predictable attendance during regularly scheduled work hours. E
15. Work a flexible schedule, which may occasionally include evenings and weekends. E
16. Other duties as assigned.

*E* denotes an essential function of the job

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Principles of geography and mapping sciences, including coordinate systems, projections and units, land surveying, photogrammetry, remote sensing technologies and cartography.
- Principles and practices of geographic information systems, the ArcGIS suite of integrated applications, GPS and mobile technology.
- Principles and practices of multi-user geospatial database development and maintenance.
- Principles of Structured Query Language (SQL) for querying databases to extract information and build data reports
- Principles and practices of application development for desktop and web technologies.
- Principles and practices of cartographic design, including different approaches for print media, digital products, and interactive web-based maps.
- Principles and practices of creating and maintaining metadata for spatial and other data, and documentation of project methodology.
- Research methods, data collection and statistical analysis.

#### **SKILL IN:**

- ArcSDE administration, including installation and configuration of software, creating and administering ArcSDE geodatabases, managing permissions, in a MS SQL Server environment.
- MS SQL Server administration in support of ArcSDE geodatabases, and for integration of programs that share data between SQL databases
- ArcGIS Server administration, including installation and configuration, managing permissions, monitoring and tuning for performance.
- Managing rights, permissions and security with MS Active Directory



- Web mapping technology and components, including HTML5, Silverlight, .NET, JavaScript API, CSS3, IIS, REST, XML
- Use of web mapping components to create, publish, and consume web-based content using REST-based ArcGIS services
- The operation and trouble-shooting of client/server computer systems and networks, web, and mobile technologies
- Use of advanced ArcGIS Desktop spatial analytic tools, including ArcGIS extensions.
- Editing spatial data in a versioned, ESRI SDE geodatabase environment, enforcing topology rules, and maintaining complex data types that include subtypes and event layers.
- Scripting and creating tools for recurring processes to manipulate and port data, using Model Builder, ArcPy, python, SQL
- Working knowledge of Geocortex Essentials, Cityworks Extension for Geocortex Essentials, and Geocortex Workflows, *preferred*
- GIS desktop application development with C#, .NET, MS Visual Studio, *preferred*
- Excellent interpersonal skills for establishing and maintaining effective working relationships with staff and vendors.
- Excellent organization, time management, problem solving and planning skills

**ABILITY TO:**

- Demonstrate excellent organization, time management, problem solving and planning skills to meet schedules and timelines.
- Work effectively on several projects concurrently and complete work with many interruptions.
- Facilitate meetings involving business and technology staff.
- Work independently with little supervision.
- Work in a team environment to help solve complex problems.
- Communicate technical ideas in non-technical terms to assist staff in understanding and using GIS applications.
- Communicate effectively both orally and in writing.
- Offer excellent interpersonal skills for establishing and maintaining effective working relationships with staff and vendors. Maintain good working relationships with peers in adjacent and regional agencies, for the purposes sharing data and processes
- Maintain a patient, tactful and courteous demeanor while providing good customer service.
- Work in a multicultural work-place and with diverse customers, emphasizing communication for cooperation, collaboration, and inclusiveness

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree in geography, geomatics, computer science, or related field

- Minimum five (5) years of related GIS experience
- ESRI ArcGIS 10.x Desktop, ArcSDE, ArcGIS Server, Python, MS Office
- Preferred – SQL Server, GeoCortex, ArcGIS Online, web services, MS Visio or other UML design tools
- Preferred – C#, .NET, MS Visual Studio
- Preferred – experience working in an enterprise GIS team environment.
- Preferred – municipal GIS experience.
- A combination of education, training and experience that provides the candidate with the knowledge skills and abilities to perform the job will be considered.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Washington State driver's license. A three year driving record abstract must be submitted prior to hire.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Work is performed in an office environment with extensive time spent at a desktop computer. Some travel and attendance at evening meetings is required.

**PHYSICAL ABILITIES:**

Sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; seeing to review plans and projects; hearing and speaking to exchange information.

**HAZARDS:**

None other than standard hazards involved in working in an office position and driving a vehicle to meetings.

Developed: 03/17 B. Perman

<p>My signature denotes my understanding of this position description as being an accurate and correct statement of the basic function and representative duties assigned to this position.</p>	
<p>_____</p> <p>Employee Signature</p>	<p>_____</p> <p>Date</p>
<p>_____</p> <p>Employee Name (<i>PRINTED</i>)</p>	

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE of the City Council of the City of SeaTac, Washington adding a new Chapter 2.92 to the SeaTac Municipal Code related to Ethics of Board, Committee and Commission Members.

**WHEREAS**, the City of SeaTac Council desire that members of Boards, Commissions and Committees abide by a standard of ethics that will maintain the utmost trust and confidence of the citizens of SeaTac in their local government and its representatives; and

**WHEREAS**, the City Council has previously adopted ordinances relating to ethics standards for the City Council and the City staff; and

**WHEREAS**, State law prohibits certain conduct of City officials while serving the City; and

**WHEREAS**, the City wishes to provide uniform guidelines to City officials on ethical issues, and a method of investigation and adjudication of ethics complaints;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, DO ORDAIN as follows:**

**Section 1.** A new Chapter 2.92 is added to the SeaTac Municipal Code to read as follows:

**2.92.010 Policy.**

A. It is the policy of the City of SeaTac to uphold, promote and demand the highest standard of ethics from all of its appointed officials. Appointed officials shall maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties; avoid any improprieties or material misrepresentations regarding their roles or authority as appointed public officials, as defined herein; and never use their City positions or powers for improper personal gain.

B. It is the intention of the City Council that this Chapter be liberally interpreted to accomplish its purpose of protecting the public against decisions that are affected by undue influence, conflicts of interest, or any other violation of this Code of Ethics. Interpretation of this Chapter should be guided by common sense and practicality.

C. This Chapter is intended to supplement Washington state law, including but not limited to RCW Chapter 42.23, the United States and Washington State Constitution, laws pertaining to conflicts of interests, elections campaigns and City Ordinances.

**2.92.020 Definitions**

A. As used in this Chapter, these words shall have the following meanings, unless the

context clearly indicates otherwise:

1. *“Business”* means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, consultant, holding company, joint stock company, receivership, trust, or any legal entity organized for profit.
2. *“Compensation”* means payment in any form for real or personal property or services of any kind.
3. *“Family”* means spouses, children, dependents, parents siblings, aunts, uncles, nieces, nephews, cousins, grandchildren, grandparents, son-in-law or daughter-in-law, brother-in-law or sister-in-law, and anyone residing in the person’s household;
4. *“Gift”* means a voluntary transfer of real or personal property of any kind or the voluntary rendition of services of any kind without consideration of equal or greater value, but not including any reasonable hosting expenses, including travel, entertainment, meal, and refreshment expenses incurred in connection with appearances, ceremonies, and occasions reasonably related to official City business, or where otherwise permitted by law.
5. *“Immediate family”* shall mean spouse and dependent children.
6. *“Official”* means a member of the council-appointed city boards, committees and commissions and other council-appointed task groups or committees.
7. *“Person”* means any individual, corporation, business or other entity, however constituted, organized or designated.
8. *“Remote interest”* means:
  - a. That of a non-salaried officer of a nonprofit corporation; or
  - b. That of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary; or
  - c. That of a landlord or tenant of a contracting party; or
  - d. That of a holder of less than one percent of the shares of a corporation, a limited liability company, or other entity, which is a contracting party.

### **2.92.030 Prohibited Conduct**

A. The following shall constitute violations of this Code of Ethics:

1. General Prohibition Against Conflicts of Interest. In order to avoid becoming involved or

implicated in a conflict of interest or impropriety, no Official should be involved in any activity that is in conflict with the conduct of official City business or is adverse to the interests of the City.

2. Beneficial Interests in Contracts Prohibited. No Official shall participate in his/her capacity as an Official in the making of a contract in which she/he has a financial interest, direct or indirect. This shall include any contract for sale, lease or purchase, with or for the use of the City, or the acceptance directly or indirectly of any compensation, gratuity or reward from any other person beneficially interested therein. Provided, however, that this prohibition shall not apply where the Official has only a remote interest in the contract, and where the fact and extent of such interest is disclosed and noted in the official minutes or similar records of the City prior to formation of the contract, and thereafter the governing body authorizes, approves or ratifies the contract in good faith, by a vote of its membership sufficient for the purpose without counting the vote(s) of the official(s) having the remote interest.
3. Beneficial Influence in Contract Selection Prohibited. No Official shall influence the City's selection of, or its conduct of business with, a corporation, person or firm having or proposing to do business with the City if the Official has a financial interest in or with the corporation, person or firm, unless such interest is a remote interest and where the fact and extent of such interest is disclosed and noted in the official minutes or similar records of the City prior to formation of the contract.
4. Representation of Private Person at City Proceeding Prohibited. No Official shall appear on behalf of a private person, other than him/herself or an immediate family member, or except as a witness under subpoena, before any regulatory governmental agency or court of law in an action or proceeding to which the City or an Official in an official capacity is a party, or accept a retainer or compensation that is contingent upon a specific action by the City.
5. Beneficial Interest in Legislation Prohibited. No Official, in appearing before the City Council or when giving an opinion before the City Council in their capacity as a member of a Board, Commission or Committee, shall have a financial interest in any legislation coming before the City Council or participate in any discussion with or give an official opinion to the City Council, unless such interest is a remote interest and where the fact and extent of such interest is disclosed and noted on the record of the Council or similar records of the City, prior to consideration of the legislation by the City Council.
6. Disclosure of Confidential Information Prohibited. No Official shall disclose or use any confidential, privileged or proprietary information, gained by reason of his/her official position, for a purpose which is other than a City purpose; provided, however, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public upon request.
7. Concealment of Public Records Prohibited. No Official may intentionally destroy public records, or conceal a record if the Official knew the record was required to be released

under the Public Records Act, was under a personal obligation to release the record, and failed to do so. This subsection does not apply where the decision to withhold the record was made in good faith after consultation with the City Attorney's Office and the City's Public Records Officer.

8. Use of Email. No Official may use a non-City email account to conduct City business, with the intent to avoid records being preserved as required by law.
9. Improper Use of Position Prohibited. No Official shall knowingly use his/her position to secure personal benefit, gain or profit, or use his/her position to secure special privileges or exceptions for him/herself, or for the benefit, gain or profits of any other persons.
10. Improper Interference with the City Manager. No Official shall interfere with the duties of the City Manager, as set forth in RCW 35A.13.120.
11. Improper Use of City Property Prohibited. No Official shall use City owned vehicles, equipment, materials, money or property for personal or private convenience or profit. Such use is restricted to those services which are available to the public generally, for the authorized conduct of official City business.
12. Acceptance of Compensation, Gifts, Favors, Rewards or Gratuity Prohibited. No Official may, directly or indirectly, give or receive, or agree to give or receive, any compensation, gift, favor, reward or gratuity, for a matter connected with or related to the Official's services with the City of SeaTac; provided, however, that this prohibition shall not apply to:
  - a. Attendance by an Official at a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of City business, or where attendance by the Official as a City representative is appropriate;
  - b. An award publicly presented in recognition of public service; or
  - c. Any gift valued at \$50.00 or less, which gift cannot reasonably be presumed to influence the vote, action or judgment of the Official, or be considered as part of a reward for action or inaction. The following are presumed not to influence the vote, action or judgment of the Official, or be considered as part of a reward for action or inaction, so as to allow an official or employee to receive or accept them:
    - i. Unsolicited advertising or promotional items of nominal value, such as pens and note pads;
    - ii. Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
    - iii. Unsolicited items received for the purpose of evaluation or review, if the recipient has no personal beneficial interest in the eventual use or acquisition of the item;

- iv. Informational material, publications, or subscriptions related to the recipient's performance in their capacity as a City representative;
  - v. Food and beverages consumed at hosted receptions where attendance is related to the recipient's performance as a City representative;
  - vi. Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization;
  - vii. Payments by a governmental or nongovernmental entity of reasonable expenses incurred in connection with a speech, presentation, appearance, or trade mission related to the recipient's performance as a City representative;
  - viii. Payments for seminars and educational programs sponsored by a bona fide nonprofit professional, educational, or trade association, or charitable institution related to the recipient's performance as a City representative;
  - ix. Flowers, plants, and floral arrangements, however, such items shall be made available for the enjoyment of all City employees.
  - x. Food and beverages on infrequent occasions in the ordinary course of meals where attendance is as a City representative.
- d. The presumption in this subsection (c) is rebuttable and may be overcome by clear and convincing evidence based on the circumstances surrounding the giving and acceptance of the item.

13. Impermissible Conduct After Leaving City Service.

- a. *Disclosure of Privileged, Confidential, or Proprietary Information Prohibited.* No former Official shall disclose or use any privileged, confidential or proprietary information gained because of his/her City position.
- b. *Participation in City Matter Prohibited.* No former Official shall, during the period of one year after leaving City office:
  - i. Assist any person in matters involving the City if, while in the course of duty with the City, the former Official was officially involved in the matter, or personally and substantially participated in the matter, or acted on the matter; or
  - ii. Participate as or with a bidder, vendor or consultant in any competitive selection process for a City contract in which he/she assisted the City in determining the project or work to be done, or the process to be used.

**2.92.040 Complaint Process and Enforcement**

A. A complaint that this Code of Ethics has been violated shall be filed with the City Clerk. The subject of the complaint shall be sent a copy of the complaint by the City Clerk. All complaints shall be subject to the following requirements:

1. The complaint must be based upon facts within the personal knowledge of the complainant;
  2. The complaint must be submitted in writing and signed under oath by the complainant and filed no more than one year from the date of the alleged violation;
  3. The complaint must include a detailed factual description of the alleged violation including the date, time and place of each occurrence and the name of the person or persons who are alleged to have committed a violation. The complaint must also refer to the specific provisions of the code of ethics which are alleged to have been violated;
  4. The complaint must be accompanied by all available documentation or other evidence known to the complainant to support the allegations of the complaint;
- B. No person shall knowingly file a false or frivolous complaint, or a false or frivolous report of violation of this Code of Ethics.
- C. Any complaint that this Code of Ethics has been violated shall be forwarded to the City Attorney or his or her designee for a sufficiency determination. After reviewing the complaint, the City Attorney may take any of the following actions and inform the complainant, the subject of the complaint, and the City Council as appropriate:
1. Determine that the facts stated in the complaint, even if true, would not constitute a violation of the Code of Ethics, and that no further action is warranted.
  2. Determine that the facts stated in the complaint, even if true, would not constitute a material violation of the Code of Ethics because any potential violation was inadvertent or minor or has been adequately cured, such that further proceedings on the complaint would not serve the purposes of the Code of Ethics. The City Attorney may communicate with the subject of the complaint and/or the City Council to provide advice and/or counseling so that such a violation, even if true, could be prevented in the future.
  3. Make a preliminary determination that the facts stated in the complaint, if true, could potentially constitute a violation of the Code of Ethics such that further proceedings are warranted.
  4. The Initial Determination shall be documented in writing within 15 days of its receipt of the complaint, unless a longer time is deemed warranted by the City Attorney based on particular circumstances. The City Attorney's Initial Determination is final.
  5. For all complaints in which the City Attorney's Initial Determination is that further proceedings are warranted, the City Attorney shall promptly designate an individual to conduct an investigation of the complaint. The individual designated to investigate the complaint may, but is not required, to be a City employee.



D. The individual designated to conduct the investigation shall complete the investigation and prepare written findings, conclusions, and recommended disposition as soon as practicable, but no later than 30 days of the date of the Initial Determination unless an extension is granted by the City Attorney. A copy of the written investigation findings and conclusions shall be provided to the City Attorney.

E. Within 5 business days of receipt of the investigator's written findings, conclusions, and recommended disposition, the City Attorney shall forward a copy to the City's Hearing Examiner. The City Attorney shall also forward a copy to the complaining party and the subject of the investigation.

F. Within 10 business days of receipt of the investigator's report, unless a longer time is approved by the City Attorney, the Hearing Examiner shall consider and review the complaint, findings, conclusions and recommended disposition. If Hearing Examiner determines that more information is needed to make a determination as to whether the Code of Ethics has been violated, it may request additional documentary evidence or convene a hearing to gather such additional evidence as required. After final deliberations on the complaint, investigator's findings, as well as any additional testimony, statements, or documents presented at the hearing, if any, the Hearing Examiner shall determine whether or not a violation of the Code of Ethics has occurred. Throughout the process, the Hearing Examiner may seek legal advice from the City Attorney or other legal counsel as assigned by the City Attorney.

G. If the Hearing Examiner determines that a violation of the Code of Ethics has occurred, it may, but is not required, to recommend penalties be imposed for the violation.

H. Copies of the written findings of fact, conclusions and recommended disposition of the Hearing Examiner shall be forwarded to the complaining party and the subject of the investigation and the City Council. Additional copies shall be forwarded to the investigator and the City Attorney.

I. If the Hearing Examiner determines that a violation of the Code of Ethics occurred, the Council shall review and discuss the written findings of fact, conclusions and recommended disposition at the next regularly scheduled Council meeting agenda. Any penalty for violation of the Code of Ethics must be approved by majority vote of the Council. If the Hearing Examiner determines that no violation of the Code of Ethics occurred, the determination is final and closed.

J. After a complaint has been filed and during the pendency of a complaint, members of the City Council shall not discuss directly or indirectly with any party or other person about any issue or fact or law regarding the complaint, except as part of the investigation or disposition of the complaint.

K. Neither the city nor any official may take or threaten to take, directly or indirectly, official or personal action, including but not limited to discharge, discipline, personal attack, harassment, intimidation, or change in job, salary, or responsibilities against any person because that person filed a complaint.

**2.92.050 Penalties for Noncompliance**

Any Official found to have violated any provision of this Code of Ethics may be subject to one or more of the following penalties, subject to approval of a majority of the Council:

- A. A cease and desist order as to violations of this Code of Ethics.
- B. An order to disclose any reports or other documents or information requested.
- C. Removal from the Board, Committee, or Commission.
- D. Any other penalty that is deemed just and equitable.

**2.92.060 Frivolous Complaints**

The City Attorney may request that the Hearing Examiner make a finding that a complaint brought pursuant to this Ethics Code is frivolous and without merit. Upon such a finding, the person making such a complaint may be liable to the City for the cost of any investigation, if applicable. If the complainant is a City employee, he or she may additionally be subject to disciplinary action.

**2.92.070 Acknowledgement**

All members of Council appointed city boards, committees and commissions shall acknowledge receipt and review of this Ordinance by signing an Acknowledgement form.

**Section 2.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances shall not be affected.

**Section 3.** It shall not be a violation of this Ordinance for any alleged actions that occurred prior to the effective date of this Ordinance.

**Section 4.** This Ordinance shall be in full force and effect five (5) days after passage and publication as required by law.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017, and signed in authentication thereof on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF SEATAC**

\_\_\_\_\_  
Michael Siefkes, Mayor

ATTEST: