




MEMORANDUM

TO: City Council
FROM: Joseph Scorcio, City Manager 
DATE: January 19, 2018
SUBJECT: 2017 Ethics Code Annual Report

Per SeaTac Municipal Code 2.91.050, “The City Manager shall provide an annual report to the City Council by the end of each January, in summary form, on ethics complaints, investigations, and resolutions from the previous year.” Please find below the annual report on ethics complaints, investigations, and resolutions from 2017. There were two cases in 2017 and neither resulted in sustained ethics code violations after investigation.

1) During a meeting, an employee casually reported a perceived unethical hire to the Human Resources Manager. Despite the employee’s request not to investigate, the Human Resources Manager dutifully investigated the position’s hiring process, reviewed the interview questions, notes, and candidate rankings, interviewed the hiring manager, and found no evidence of improper hire or actions. The investigation and findings were reported back to the employee and properly documented in the Human Resources Manager’s investigation file.

2) The City Manager was contacted by two city residents who had separately received emails from an employee as to a perceived conflict of interest regarding Council participation in the confirmation of the municipal judge. The Human Resources Manager interviewed the employee and provided information to the employee which alleviated their concerns of perceived conflicts of interest. The employee was also provided with a copy of the Employee Code of Ethics and reeducated on the proper procedures for reporting perceived conflicts of interest. The investigation, findings, and resolution were properly documented in the Human Resources Manager’s investigation file.

Both incidents were properly documented, investigated, and resolved. A copy of this annual summary report will be released through the City Manager’s Weekly Update and available for public review.

In addition, on both January 12 and 17, 2018, all employees received an annual reminder and distribution of the employee code of ethics as provided in Personnel Policy 1.22.