

Pre-approval or final approval of City Council and City Manager travel related expenses

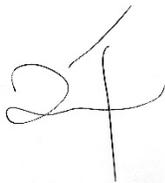
March 10, 2022 Meeting

Carl Cole
 ICMA West Coast Regional Conference
 March 15-18, 2022
 Skamania Lodge, Stevenson, WA
 Not specifically budgeted, but can be absorbed

A&F Approval Date	Lodging	Meals	Transportation	Registration	Total
Pre-approval estimates 2/10/22	\$611.00			\$325	\$936
EXPENSES:					
2/10/22				\$325	\$325.00
3/10/22 (deposit)	202.50				\$202.50

Mohamed Egal
 NLC
 Congress of Cities
 March 14-16, 2022
 Washington DC
 Budgeted: \$0 but can be absorbed in the Council budget

A&F Approval Date	Lodging	Meals	Transportation	Registration	Total
Pre-approval estimates 3/10/22	\$1800	\$320	\$725	\$700	3,545
EXPENSES:					
3/10/22 first time attendee, EconDev workshop				\$495 \$185	\$680.00



Takele Gobena, Chair



MEMORANDUM

February 24, 2022

To: Administration and Finance Committee

Through: Carl Cole, City Manager

From: Mei Barker, Human Resources Director

Re: Human Resources Analyst - Job Reclassification

Summary

The department is asking for the A&F Committee's support to reclassify the Human Resources Analyst position to Senior Human Resources Analyst with no change in compensation.

Background and Analysis

The Human Resources Department provides all departments with human resources support and services including recruiting, benefits, leave administration, learning and development, and performance management to name a few.

Prior to 2015 Human Resources Department had four (4) positions; Human Resources Technician, Human Resources Analyst, Senior Human Resources Analyst, and the Human Resources Manager position. That same year the department made position changes to their organizational structure to meet budgetary demands. This action left the department without a Senior Human Resources Analyst position. However, during the reorganization, the Senior Human Resources Analyst responsibilities were merely moved under the Human Resources Analyst position, minus the civil service responsibilities.

Pursuant to Personnel Policy 2.02 Job Audit Policy, in January 2022, an external consultant completed a job audit, and it has been determined the position is incorrectly classified, but properly compensated. This means the position has been responsible for completing higher-level work in a lower classified position but has been compensated at the higher-level position.

The department continues to review operational needs to meet City demands for human resources services and will continue to assess and make changes as we move forward.

Fiscal Impact

None.

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”.

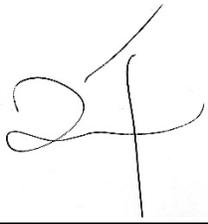
RCW 35A (sections 13.080 through 13.102) provide the authority of the City Manager to exercise general supervision over the administrative affairs of the code city, its departments and staff. Further, the City Manager may prepare and submit to the Council such reports as he or she may deem advisable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

The proposed reclassification is not an amendment to the 2021-2022 budget and does not require Council approval.

Approval

At the Regular Council Meeting on February 22, 2022, the Council referred the proposed reclassification to non-represented positions as recommended above.

Ratified:



Takele Gobena, Chair

Attachment

Job Description
Consultant’s *Findings & Recommendations*

SURPLUS AID VEHICLE TRANSFER

March 10, 2022



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

Brief A&F regarding a proposal to repurpose an 'old' SeaTac aid car (i.e. retired from service) to the Fire Cadets.

Committee action requested.

WHY IS THIS ISSUE IMPORTANT?

1. Committee considering request as per the ILA, the vehicle can be surplused and sold with the proceeds returned to the Cities Capital Purchases Fund.
2. Cadet program administered by the PSRFA.
3. Cadets attend occasional Council meetings and provide assistance at City events (International Festival, July 4th, Back to School Events).
4. Opportunity to 'upgrade' the existing cadet aid car which is increasing in maintenance costs.



POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED

- If 'Approved': Forward item to Council for Action (Presentation or Consent Agenda)
- If 'Not Approved': Provide direction to the City Manager/staff to not approve this proposal and provide the PSRFA with direction to sell aid car two and return the proceeds to the City's PSRFA Capital Purchases Fund.

STAFF RECOMMENDATION Forward item to Council for Action

REVIEWS TO DATE A&F 3/10/2022 (today)



THE TWO AID CARS

1



Aid Car One, Existing

2



Aid Car Two, Request Transfer

THE TWO AID CARS



Aid Car One

- Proposal is to sell. Monies returned to Cities Capital Purchase Fund;
- Existing cadet aid car;
- 1994;
- High miles;
- Starting to increase in maintenance issues and repair costs.

Aid Car Two

- Proposal to 'transfer' to Cadets and replace Aid Car One;
- This is not a donation (if sold at later date, monies returned to Capital Purchase Fund)
- Retired (not used for several years), sitting in lot;
- 1998;
- Seats 8 people
- Unneeded burden on fleet maintenance division;
- Consumes valuable real estate within the bays.
- Value: \$5,000 and \$15,000

CADET AID CAR USE

If approved,

- Transport Cadets to events and activities;
- Used as a rehab support unit;
- Cadets sometimes dispatched to working fires in SeaTac and through-out Zone-3 (So. King Co.);
- Used to train Cadets on the use and operations of an Aid-unit;
- PSRFA would maintain the vehicle under the current contract for maintenance with the Cadets.

If NOT approved, Cadets will continue to use the existing Aid Car 1.



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