

From: [Vicki Lockwood](#)
To: [A&F PublicComment](#)
Subject: A & F Committee Meeting 4/14/2022
Date: Thursday, April 14, 2022 4:14:41 AM

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On pg. 83/125 of the packet, **Fiscal Impact** (the request to formalize contractually the City's prior change for Health Care Benefits) :

I'm wondering what the actual immediate and projected long-term savings of this change was? It seems logical that we must have calculated these figures prior to our making the change. The proposal as written says there is no fiscal impact, but it is my understanding that cost-savings was the impetus for the change. I would like to have those saving projections that were presented when the budget was approved stated in this Committee meeting and be included in the minutes for today's meeting. (I realize there is no need to alter the budget because of this request ... I just want the fiscal impact of the change to be stated as a part of this record.)

Thank you,
Vicki Lockwood

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

April 14, 2022

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
4/14/22	405.10				405.10
TOTAL EXPENSES	\$607.60			\$325.00	\$932.60

Peter Kwon – NLC Congress of Cities
March 14-16, 2022
Washington DC
Budgeted: \$3,545 (1)

A&F Approval Date	Lodging	Meals	Transportation	Registration	Total
Pre-approval estimates 2/10/22	\$1800	\$320	\$725	\$700	3,545.00
EXPENSES:					
2/10/22 early bird				\$520	520.00
4/14/22	1890.95	0	477		2367.95
TOTAL	\$1890.95	\$0	\$477	\$520	\$2887.95

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
4/14/22	1459.85	109.48	763.70		2333.03
TOTAL	\$1459.85	\$109.48	\$763.70	\$680	\$3013.03

Takele Gobena, Chair





MEMORANDUM

Date: April 14, 2022
To: Administration and Finance Committee
Through: Carl Cole, City Manager
From: Mei Barker, Human Resources Director
Re: **CRF2022-03 Compensation Review**

Summary

The Human Resources Department received a Council Request Form (CRF) from Councilmember Takele Gobena, requesting the city review our compensation system for wage rate below SeaTac minimum wage law, with the goal to make sure our comp system lines up with the current city minimum wage law.

Background and Analysis

Effective January 1, 2022, the City of SeaTac's Employment Standards Ordinance minimum wage increased to \$17.54 per hour. Pursuant to SeaTac Municipal Code (SMC) Section 7.45.050, the living wage rate in effect, applies to those employed in the hospitality and transportation industry within the City. The City of SeaTac does not have positions in either of these industries.

The current salary schedule has 80 ranges, and each range has six (6) steps, A through F: Range 1A – 24A are compensated between \$10.24 - \$23.06 (at step F of range 24A).

Below are the two (2) lowest compensated, regular (permanent) positions with the City of SeaTac.

	Current Compensation Rate		
<u>Position</u>	<u>Range</u>	<u>Starting Rate</u>	<u>Max Rate</u>
1. Senior Center Attendant	21	\$16.73	\$21.41
2. Preschool Instructor	25	\$18.46	\$23.63

Note; all regular (permanent) employees currently in these positions are compensated at a rate equal to or higher than \$21.41/hourly, none are compensated below the hospitality and transportation industry's minimum wage rate of \$17.54.

To address Councilmember Gobena's concern, the suggested action is to move the two positions to higher ranges of pay on the city salary schedule (pay scale) to ensure the starting rate of pay remains above the City of SeaTac's Employment Standards Ordinance minimum wage for the hospitality and transportation industry.

	Proposed Compensation Rate		
<u>Position</u>	<u>Range</u>	<u>Starting Rate</u>	<u>Max Rate</u>
1. Senior Center Attendant	25	\$18.46	\$23.63
2. Preschool Instructor	33	\$22.50	\$28.80

Fiscal Impact

None. The current Senior Center Attendant is being compensated at \$21.41 an hour and they would be moved to the same hourly rate of pay in the new range. The Preschool Instructor position is currently vacant.

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.

Approval

The committee grant the range adjustments as mentioned in this memo for the Senior Center Attendant and the Preschool Instructor position.

Ratified:



Takele Gobena, Chair

Attachment

- Senior Center Attendant - Job Description
- Preschool Instructor - Job Description
- 2022 Salary Schedule