

**City of SeaTac Budget
Decision Card**

Date Prepared:

<p>Title:</p> <p>Amount:</p> <p>BARS#:</p> <p>On-Going One-Time</p>	<p>Department:</p> <p>Division:</p> <p>Director:</p> <p>Preparer:</p>
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Description: *(Provide a brief overview of what is being requested)*

Justification: *(Explain why this is being requested and/or how the request will benefit the City):*

Alternatives: *(List possible alternatives and/or risks if funding is not approved):*

City Goal: *(Identify one or more City Goal addressed by this request):*

Funding Source: *(How will this request be funded):*

	<u>Amount</u>	<u>Amount</u>
Current Operations:		
Ending Fund Balance:		
Grant:		
Other:		
TOTAL		

Date Approved:

Additional BARS #'s:

Amount:

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

May 12, 2022

Association of Washington Cities (AWC) Annual Conference
Vancouver, WA
June 21-24, 2022
Two councilmembers included in Council budget

Peter Kwon	A&F Date 5/12/22 Pre-Approval - Budgeted Amount PP	A&F Date 5/12/22 Expense	A&F Date
Lodging	550		
Meals	75		
Transportation	400		
Registration	450	375	
Total	\$1475	\$375	

Iris Guzmán	A&F Date 5/12/22 Pre-Approval - Budgeted Amount PP	A&F Date 5/12/22 Expense	A&F Date
Lodging	550		
Meals	75		
Transportation	400		
Registration	450	375	
Total	\$1475	\$375	

NLC City Summit
Kansas City, MO
Nov 17-19, 2022
Two councilmembers included in Council budget

Peter Kwon	A&F Date 5/12/22 Pre-Approval - Budgeted Amount PP	A&F Date	A&F Date
Lodging	1800		
Meals	320		
Transportation	725		
Registration	700		
Total	\$3545		

NLC

Hispanic Elected Officials (HELO) Leadership Retreat

June 5-8, 2022

San Juan, Puerto Rico

Not specifically budgeted, but can be absorbed in overall Council budget

Iris Guzmán	A&F Date 5/12/22 Pre-Approval Estimated costs	A&F Date	A&F Date
Lodging	1435		
Meals	242		
Transportation	820		
Registration	350		
Total	\$2847		



~~Takele Gobena, Chair~~

Iris Guzmán, Acting Chair



MEMORANDUM

Date: May 12, 2022
To: Administration and Finance Committee
Through: Carl Cole, City Manager
From: Bart Perman, Information Systems Manager
Re: **Information Systems Analyst-Position Reclassification**

Summary

The Information Systems (IS) Division is asking for A&F Committee support to reclassify the approved Information Systems Analyst position to Senior Information Systems Technician.

Background and Analysis

The IS Division currently consists of one IS Manager, one IS Systems Analyst, one IS Systems Technician, one GIS Coordinator, one GIS Systems Analyst and one GIS technician. As the complexity and number of systems the division supports have grown, additional staff is needed to continue to provide the required services.

In the 2021 Mid-Biennium budget adjustment, Council approved an additional IS Systems Analyst position starting in 2022. After further analysis of the division's structure and needs gap, it was determined the division and the City would be better served by creating a Senior Information Systems Technician position and filling that position instead of another Systems Analyst. Benefits to this would include:

- Freeing up time for both IS Manager and IS Analyst by shifting responsibility for the following to the Senior Technician including:
 - Higher level Support Tickets
 - User account creation/maintenance
 - Phone/voicemail system administration
 - Supporting A/V and broadcast of meetings
 - Inventory purchasing and tracking
 - End point maintenance
- Providing a progression path for the IS Technician position, allowing for growth in the position and providing incentive for longevity with the City.

Fiscal Impact

The approved Systems Analyst position is currently classified at pay range 57 which, if filled in June of 2022 would include approximately \$84,111 in Salaries and Benefits for 2022.

The proposed Senior Systems Technician position would be classified at pay range 53, which for the same period would include approximately \$77,808 in Salaries and Benefits for 2022, for a net budget reduction of approximately \$6,283.

Authority

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 its May 12, 2022, meeting, the Administration and Finance Committee approve the proposed reclassification as recommended above.

Ratified:



Iris Guzmán, Chair

Attachment

Job Description