

Ordinance No. 121116

Council Bill No. 114510

The City of Seattle  
Council Bill/Ordinance

AN ORDINANCE amending Seattle Municipal Code Chapter 4.88, Service Award Program, authorizing the Personnel Director to establish and administer a City Service Award Program and providing for departmental service award programs.

*we*

Pass JD, A

CF No. \_\_\_\_\_

4-7-03 Pass on

Date Introduced: <u>MAR 24 2003</u>	
Date 1st Referred: <u>MAR 24 2003</u>	To: (committee) <u>Finance, Budget, Business &amp; Labor Committee</u>
Date Re - Referred:	To: (committee)
Date Re - Referred:	To: (committee)
Date of Final Passage: <u>4-2-03</u>	Full Council Vote: <u>6-0</u>
Date Presented to Mayor: <u>4-7-03</u>	Date Approved: <u>4/7/03</u>
Date Returned to City Clerk: <u>4/17/03</u>	Date Published: <u>3/17</u>
Date Voted by Mayor:	Date Veto Published:
Date Passed Over Veto:	Veto Sustained:

(EXCISED)

This file is complete and ready

*Law Department*

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by:

*Jan Pirogo*  
Councilmember

Committee Action:

*PASS JD, PS 2-0*

*4-7-03 Passed 6-0*

*(Excused: Melzer, Pagolev, Steinbroock)*

This file is complete and ready for presentation to Full Council. Committee:

(initial/date)

*Law Department*

Law Dept. Review

OMP  
Review

*(Signature)*  
City Clerk  
Review

*(Signature)*  
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ORDINANCE 121116

AN ORDINANCE amending Seattle Municipal Code Chapter 4.88, Service Award Program, authorizing the Personnel Director to establish and administer a City Service Award Program and providing for departmental service award programs.

WHEREAS, the Mayor and the City Council recognize the value of employees' service to the City and its citizens; and

WHEREAS, it is desirable to acknowledge and commend long-term service; NOW, THEREFORE,

**BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

Section 1. Seattle Municipal Code Section 4.88.010, Program Adopted, Ordinance 81698 as amended, is hereby retitled and further amended as follows:

**SMC 4.88.010 (~~(Program adopted)~~) Recognition of Service.**

~~((The City further adopts the following program of awards in recognition of service by officers and employees of the City, including those in the Library Department subject to the approval of the Library Board, in accordance with the following rules and regulations:))~~

A. ~~((Service Recognized. To be eligible for an award an officer or employee must have completed a minimum of five (5) years' service or a multiple thereof, up to and including forty-five (45) years.))~~ City Service Award Program. The Personnel Director is authorized to establish and administer a City Service Award Program for recognition of completion of continuous service in the amounts of twenty (20), twenty-five (25), thirty (30), thirty-five (35), forty (40), forty-five (45) and fifty (50) years. Eligible employees shall receive an award, inscribed with the Mayor's signature, in a formal presentation at an appropriate venue. Service recognition for fifty (50) years and beyond is to be recognized by special action of the Mayor and the City Council but not inconsistent with the general plan provided for in this chapter. ((Length of service is to be determined by the Personnel Director.)) Funding for the City service awards shall be included in each department's biennial budget.



1  
2 B. ~~((Awards.))~~Department Service Award Program. Beginning with the fifth (5<sup>th</sup>) anniversary of  
3 an employee's most recent appointment to City service, and upon completion of each five (5)  
4 year increment of continuous service thereafter, each department may present to eligible  
5 employees, in an appropriate ceremony, an official ((The))award ((shall))consisting of an  
6 emblem of the City of Seattle Seal with the years-of-service numerically represented upon it.  
7 ~~((The emblem may be presented as a lapel pin, tie clasp, tie tack, or bracelet charm. The award~~  
8 ~~shall be of gold plate and the years-of-service colors shall be green for five (5), ten (10), and~~  
9 ~~fifteen (15), black for twenty (20) and twenty-five (25), blue for thirty (30), thirty-five (35), and~~  
10 ~~forty (40), and purple for forty-five (45) and fifty (50) years. In addition to such service emblem~~  
11 ~~those with twenty-five (25), thirty (30), thirty-five (35), forty (40), forty-five (45) and fifty (50)~~  
12 ~~years' service shall be awarded an appropriately worded certificate showing the full period of~~  
13 ~~service, signed by the Mayor and the President of the City Council and certified by the Personnel~~  
14 ~~Director. In conjunction with the presentation of awards and certificates recognizing employees~~  
15 ~~with twenty-five (25) or more years of service, each department may also present individualized~~  
16 ~~awards to such employees. Such awards shall not exceed the cost of the service award itself and~~  
17 ~~shall be consistent with the provisions of this ordinance and the administrative rules of the~~  
18 ~~program. The purchase, storage, and distribution of awards and certificates to the departments~~  
19 ~~shall be the responsibility of the Department of Executive Administration.))~~The departmental  
20 service award program is in addition to and shall not substitute for the City service award  
21 program. Funding for the departmental service awards must be included in each department's  
22 biennial budget.

23 C. ~~((Service Award Lists. The Personnel Director shall annually prepare and furnish a list of~~  
24 ~~employees eligible to receive service awards in the upcoming year to each City department not~~  
25 ~~later than sixty (60) days prior to the end of each year.))~~The Personnel Director shall be solely  
26  
27  
28



1 responsible for the determination of an employee's length of continuous service based on official  
2 personnel and payroll records.

3 ~~((D. Presentation. The departments shall present the service awards at departmental ceremonies~~  
4 ~~scheduled for this purpose or in conjunction with other departmental employee recognition~~  
5 ~~ceremonies and programs. The Mayor and Council President shall be invited to attend~~  
6 ~~ceremonies honoring employees with twenty-five (25) years or more of service.~~

7 ~~E. Certificates of Retirement. Those officers and employees who retire because of age or service~~  
8 ~~shall be awarded an appropriately worded certificate showing the full number of years of~~  
9 ~~service, signed by the Mayor, President of the City Council, and the Personnel Director.))~~

10 Section 2. Seattle Municipal Code Section 4.88.020, **Administration**, Ordinance 81698 as  
11 amended, is hereby repealed.

12 Section 3. This ordinance shall take effect and be in force thirty (30) days from and after its  
13 approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after  
14 presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

15  
16 Passed by the City Council the 7<sup>th</sup> day of April, 2003, and signed by me in open  
17 session in authentication of its passage this 7<sup>th</sup> day of April, 2003.

18 Heidi Glies  
19 President pro tem of the City Council

20 Approved by me this 17<sup>th</sup> day of April, 2003.

21 Gregory J. Nickels  
22 Gregory J. Nickels, Mayor

23 Filed by me this 17<sup>th</sup> day of April, 2003.

24 Judith E. Pappas  
25 City Clerk

26  
27 (Seal)

**Fiscal Note**

Each piece of legislation that appropriates funds, creates position authority, or will create a financial impact through policy direction or otherwise, requires a fiscal note. The fiscal note should be drafted by department staff and should include all relevant financial information. After preparation by departmental staff, the Department of Finance will review and make necessary revisions before transmittal to Council.

<b>Department:</b>	<b>Contact Person/Phone:</b>	<b>DOF Analyst/Phone:</b>
Personnel	Theresa Chambers/684-7924	Ellen Schroer/733-9841

**Legislation Title:**

An Ordinance amending Seattle Municipal Code Chapter 4.88, Service Award Program, authorizing the Personnel Director to establish and administer a City Service Award Program and providing for departmental service award programs.

**Summary of the Legislation:**

Creates a new citywide recognition program under the Personnel Director's administration for employees with 20 or more years of continuous service, with awards given on the anniversary of each 5-year increment of service. Also maintains the current service award program at the departmental level.

**Appropriations (in \$1,000's):**

Fund Name and Number	Department	Budget Control Level*	2003 Appropriation	2004 Anticipated Appropriation
<b>TOTAL</b>				

\* This is line of business for operating budgets, and program or project for capital improvements

**Notes:**

**Expenditures (in \$1,000's):**

Fund Name and Number	Department	Budget Control Level*	2003 Expenditures	2004 Anticipated Expenditures
744520	Personnel	N1410	\$19,000	\$20,000
<b>TOTAL</b>				

\* This is line of business for operating budgets, and program or project for capital improvements

**Notes:** This expenditure will be reimbursed by departments in which award recipients currently work: City Light, 134 awards, \$3,987; Civil Rights, 2 awards, \$52; DCLU, 12 awards, \$309; OED, 2 awards, \$50; DEA, 26 awards, \$706; Finance, 2 awards, \$50; Fire, 68 awards, \$1,977; FFD, 16 awards, \$671; Housing, 3 awards, \$76; HSD, 8 awards, \$209; DoIT, 9 awards, \$226; OIR, 3 awards, \$85; Law, 3 awards, \$74; Library, 33 awards, \$1,025; Mayor's Office, 1 award, \$26; Muni



Court, 16 awards, \$458; Neighborhoods, 3 awards, \$74; Parks, 52 awards, \$1,707; Personnel, 9 awards, \$271; Police, 89 awards, \$2,637; PSCSC, 1 award, \$38; SPU, 76 awards, \$2,163; Seattle Center, 16 awards, \$401; Transportation, 47 awards, \$1,402.

**Anticipated Revenue/Reimbursement (in \$1,000's):**

Fund Name and Number	Department	Revenue Source	2003 Revenue	2004 Revenue
<b>TOTAL</b>				

**Notes:**

**Total Permanent Positions Created Or Abrogated Through Legislation, Including FTE Impact; Estimated FTE Impact for Temporary Positions:**

Fund Name and Number	Department	Position Title*	2003 FTE	2004 FTE
<b>TOTAL</b>				

\* List each position separately

**Do positions sunset in the future? (If yes, identify sunset date):**

N/A

**Background** (Include brief description which states the purpose and context of legislation and include record of previous legislation and funding history, if applicable):

N/A

**The financial cost of not implementing the legislation** (Estimate the costs to the City of not implementing the legislation, including estimated costs to maintain or expand an existing facility or the cost avoidance due to replacement of an existing facility, potential conflicts with regulatory requirements, or other potential costs if the legislation is not implemented):

N/A

**Possible alternatives to the legislation which could achieve the same or similar objectives** (Include any potential alternatives to the proposed legislation, including using an existing facility to fulfill the uses envisioned by the proposed project, adding components to or subtracting components from the total proposed project, contracting with an outside organization to provide the services the proposed project would fill, or other alternatives):

N/A

**Is the legislation subject to public hearing requirements** (If yes, what public hearings have been held to date):

No



**Other Issues** (including long-term implications of the legislation):

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**FOR CAPITAL PROJECTS ONLY**

**Background** (Include brief description that states the purpose and context of legislation, the expected useful life, anticipated customers/users, assumed level of LEED or other sustainable design elements. Also include record of previous legislation and funding history, if applicable):

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**Project Name:**                      **Project Location:**                      **Start Date:**                      **End Date:**

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**Spending Plan and Future Appropriations for Capital Projects** (Estimate cost of legislation over time; list timing of anticipated appropriation authority requests and expected spending plan. Please identify your cost estimate methodology including inflation assumptions and key assumptions related to the timing of appropriation requests and expected expenditures. In addition, include the projected costs of meeting the LEED Silver standard in all facilities and buildings with over 5,000 gross square feet of occupied space. Also, be sure to include percent for art and percent for design as appropriate):

Spending Plan and Budget	2003	2004	2005	2006	2007	2008	Total
Spending Plan							
Current Year Appropriation							
Future Appropriations							

**Key Assumptions:**

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**Funding source** (Identify funding sources including revenue generated from the project and the expected level of funding from each source):

Funding Source	2003	2004	2005	2006	2007	2008	Total
<b>TOTAL</b>							



**Bond Financing Required** (If the project or program requires financing, please list type of financing, amount, interest rate, term and annual debt service or payment amount. Please include issuance costs of 3% in listed amount):

Type	Amount	Assumed Interest Rate	Term	Timing	Expected Annual Debt Service/Payment
<b>TOTAL</b>					

**Uses and Sources for Operation and Maintenance Costs for the Project** (Estimate cost of one-time startup, operating and maintaining the project over a six year period and identify each fund source available. Estimate the annual savings of implementing the LEED Silver standard. Identify key assumptions such as staffing required, assumed utility usage and rates and other potential drivers of the facility's cost):

O&M	2003	2004	2005	2006	2007	2008	Total
<b>Uses</b>							
Start Up							
On-going							
<b>Sources (itemize)</b>							

Key Assumptions:

--

**Periodic Major Maintenance costs for the project** (Estimate capital cost of performing periodic maintenance over life of facility. Please identify major work items, frequency):

Major Maintenance Item	Frequency	Cost	Likely Funding Source
<b>TOTAL</b>			

**Funding sources for replacement of project** (Identify possible and/or recommended method of financing the project replacement costs):

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# City of Seattle

Gregory J. Nickels, Mayor

## Office of the Mayor

March 7, 2003

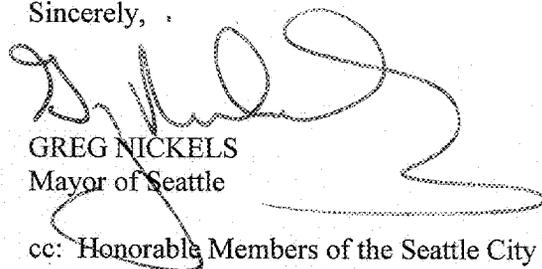
Honorable Peter Steinbrueck  
President  
Seattle City Council  
Municipal Building, 11<sup>th</sup> Floor

Dear Council President Steinbrueck:

The attached ordinance amends Seattle Municipal Code Chapter 4.88, Service Award Program, authorizing the Personnel Director to establish and administer a special Citywide recognition program for employees with 20 or more years of continuous City service. It also retains the current service award program at the departmental level for recognition of five years' service and upon completion of each five year increment of continuous service.

Thank you for your consideration of this legislation. Should you have questions please contact Theresa Chambers at 684-7924.

Sincerely,



GREG NICKELS  
Mayor of Seattle

cc: Honorable Members of the Seattle City Council

600 Fourth Avenue, 12<sup>th</sup> Floor, Seattle, WA 98104-1873

Tel: (206) 684-4000, TDD: (206) 684-8811 Fax: (206) 684-5360, E:mail: [mayors.office@ci.seattle.wa.us](mailto:mayors.office@ci.seattle.wa.us)

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**STATE OF WASHINGTON – KING COUNTY**

--SS.

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157573  
City of Seattle, Clerk's Office

No. ORDINANCE IN FULL

**Affidavit of Publication**

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12<sup>th</sup> day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:ORDINANCE 121116

was published on

4/24/2003

*JS*

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Subscribed and sworn to before me on

4/24/2003

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*Walter Pascoe*  
Notary public for the State of Washington,  
residing in Seattle

Affidavit of Publication

