Clerk File No. 310968

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Appointment and Oath of Office of Jill E. Simmons as Director of the Office of Sustainability and Environment.

Related Legislation File:

Date Introduced and Referred:	To: (committee):
August 2, 2010	Regional Development and Sustainability
Date Re-referred:	To: (committee):
Date Re-referred:	To: (committee):
Date of Final Action: 10.4.10	Disposition:

July 23, 2010

Date Filed with City Clerk

Emilia M Sanchez

By

The City of Seattle – Legislative Department

Clerk File sponsored by: Richard Conlin

Committee Action:

Date	Recommendation	Vote
9/21/10	passed unanimously 3-0	yes Conlin, O'Brien, Godden
* HOLD for Full Council vote until 10/4		

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

Full Council Action:

Date	Decision	Vote
10/4/10	Confirmed	9-0

CF No.310968

Title:Appointment and Oath of Office of Jill E. Simmons as Director of the Office of Sustainability and Environment.

Date Filed with City Clerk:20100723

City of Seattle

redacted and distribution version for the public

FILED
CITY OF SEATTLE
2010 JUL 23 AM 9:58
CITY CLERK

Office of Sustainability & Environment

Director

Confirmation Packet
February 26, 2010

Jill E. Simmons

Michael Patrick McGinn
Mayor of Seattle

Hand Deliver

July 21, 2010

The Honorable Richard Conlin
President, Seattle City Council
Seattle City Hall, 2nd Floor
Seattle, WA 98104

Dear President Conlin,

I am pleased to transmit to the City Council the following confirmation packet for my appointment of Jill Simmons as the Director of the Office of Sustainability & Environment. The materials in this packet are divided into two sections:

A. Jill Simmons
This section contains Ms. Simmons' appointment forms, her résumé, and the press release announcing her appointment.

B. Background Check
This section contains the Mayor's Office report on Ms. Simmons' background check.

Ms. Simmons has an impressive track record as an outstanding Manager and Policy Analyst for the City of Seattle. She currently serves as Acting Director of the Office of Sustainability & Environment where she has diligently overseen investments of more than $26 million in grant funds to further the city's climate initiatives and environmental sustainability programs. She also served as an analyst for the City's Department of Finance, University of Washington Evans School and the Woodland Park Zoo from September 2002 to February 2007.

Ms. Simmons holds a Bachelor of Arts in Political Science from the University of Minnesota where she graduated summa cum laude, and dual degrees from the University of Washington with a Master's Degree in Public Administration Evans School of Public Affairs and Juris Doctorate with high honors from the UW Law School.

Office of the Mayor
Seattle City Hall, 7th Floor
600 Fourth Avenue, PO Box 94749
Seattle, WA 98124-4749

Tel (206) 684-4000
Fax (206) 684-5360
TDD (206) 615-0476
E-mail mike.mcginn@seattle.gov

Ms. Simmons commitment to the betterment of local and global environmental initiatives is evident in her exemplary work ethic. She is a bright, energetic and conscientious leader who will be an asset to the City Council, the Mayor, and the citizens of Seattle as the new director of the Office of Sustainability and Environment.

If you have any questions about the attached materials or need additional information, please contact Timothy Killian, Council Relations at 233-3886.

Thank you for your consideration.

Sincerely,

Michael McGinn
Mayor

Attachments: Jill Simmons confirmation documents

Copy: Honorable Members of the Seattle City Council

Section

A

City of Seattle
Appointment

Notice of Appointment

Name: **Jill Erin Simmons**	**X Executive** **☐ Legislative**
Position: Director, Office of Sustainability & Environment (OSE)	**Date of Appointment:** **February 26, 2010**
Authority (Ord., Res.):	**Term of Office:** **From:** Upon Confirmation **To: Mayor's discretion**
Comments:	
Authorizing Signature:	**Name and Title of Officer Making Appointments:** Michael McGinn, Mayor

Confirmed by the Following Vote at City Council

In Favor:	**Against:**	**Date:**
By:		

Jill Simmons
[redacted] - Seattle, WA 98107
206[redacted]@gmail.com

POLICY AND MANAGEMENT

City of Seattle, Office of Sustainability and Environment — February 2010 - Present
Acting Director

Manage personnel and programs for the Office, which is responsible for the City's climate protection and urban forestry initiatives, as well as interdepartmental coordination of other environmental sustainability programs.

- Manage staff and work plans for seven full-time policy staff and two graduate interns. Overseeing expansion of work program and considerable staff growth (from 7 to 11 FTE by end of year).
- Lead on a major update to the City's Climate Action Plan, including thorough analysis of the City's climate goals and what actions will be necessary to achieve them.
- Responsible for investment of more than $26 million in grant funds to achieve deep energy efficiency, reduce climate pollution, and create green jobs.
- Supervise implementation of the Urban Forestry Management Plan and tree outreach programs.
- Represent the Mayor on the Puget Sound Clean Air Agency Board.

Climate Protection Program Manager — February 2007 - February 2010

Climate change team lead overseeing policy development and implementation of the Seattle Climate Action Plan.

- Provided strategic direction, oversight and policy analysis for the City's climate protection initiative.
- Supervised two strategic advisors and one intern, and matrix-managed a multi-departmental effort to achieve the City's climate protection goals.
- Analyzed emerging climate protection opportunities, and recommended new policies and programs the City should pursue.
- Coordinated multi-departmental implementation of priority actions, including climate adaption planning and electric vehicle infrastructure.
- Oversaw data collection and analysis of the City's community and municipal greenhouse gas inventories, and led national conversations to establish a protocol for community inventories.
- Developed annual Climate Protection Initiative progress reports.

City of Seattle, Department of Finance — April 2005 - February 2007
Fiscal and Policy Analyst

Policy and budgetary liaison between the Mayor's Office and City departments, including Sustainability and Environment, Parks and Recreation, and Arts and Cultural Affairs.

- Evaluated budget requests for cost-effectiveness and consistency with City objectives.
- Analyzed policy for the Mayor's priority initiatives, including the Environmental Action Agenda and Northgate.
- Provided oversight and guidance for multi-departmental projects and issues.
- Represented the Mayor's initiatives, priorities, and budget to Council members and staff.
- Served as City liaison to Seattle's eight Public Development Authorities.

University of Washington, Evans School of Public Affairs — November 2004 - February 2005
Graduate Research Analyst — September 2002 - July 2003

Evaluated a community trip reduction grant program and four east King County cities' transportation concurrency policies to recommended ways to accommodate predicted growth through multi-modal transportation options.

- Analyzed legislation and administrative rules; assessed program and policy goals, criteria, and outcomes.
- Wrote communications that translated technical findings into broad-based recommendations.
- Presented findings and recommendations to local jurisdictions, state agencies, and nonprofits.
- Co-wrote final reports recommending technical, programmatic, and legislative solutions.

STRATEGIC PLANNING

Woodland Park Zoo
Audience Research Analyst — March 2005 – July 2005

Led team through strategic planning to select conservation actions that the Zoo will advocate in new exhibits.

- Reviewed academic literature and conducted audience research to understand what motivates people to take actions that benefit the environment.
- Developed a strategic decision framework and facilitated planning process to select conservation actions the Zoo will promote in its exhibits.

Northwest Area Foundation — October 1997 – August 2000

Associate Community Liaison
Worked intensively with communities to develop strategic plans for ten-year, ten million dollar partnerships with the Foundation.

- Developed outreach campaigns to convene diverse community residents for strategic planning.
- Co-led two strategic planning processes that resulted in long-term partnerships with the Foundation.
- Developed reports and recommendations, which the Board of Directors used to direct program investments.

LEGAL ANALYSIS

Washington State Transportation Research Center — July 2003 – September 2003
Research Analyst

Examined the impact of privacy laws for the Center's work on intelligent transportation systems.

The Defender Association, Racial Disparity Project — June 2002 – September 2002
Law Clerk

Researched legal theories for court cases and drafted legislative amendments to achieve policy goals.

Northwest Women's Law Center — July 2001 – September 2001
Law Clerk

Developed legal and legislative strategies to enhance women's rights.

EDUCATION

University of Washington School of Law
Juris Doctorate with high honors, June 2004

University of Washington, Evans School of Public Affairs
Master of Public Administration, June 2004

University of Minnesota
Bachelor of Arts in Political Science, *summa cum laude*, June 1997

REPORTS & PUBLICATIONS

Daniel Carlson and Jill Simmons, *The CTR Performance Grant Program: Strengthening the Program's Structure and Market.* Washington State Transportation Research Center. June 2005.

Mark Hallenbeck, Daniel Carlson, and Jill Simmons, *The Possibilities of Transportation Concurrency: Proposal and Evaluation of Measurement Alternatives.* Washington State Transportation Research Center. October 2003.

Jill Simmons, "Beggars Can't Be Voters: Why Washington's Felon Re-Enfranchisement Law Violates the Equal Protection Clause." *Washington Law Review.* Volume 78, February 2003.

City of Seattle

Mike McGinn, Mayor

NEWS ADVISORY

SUBJECT: Jill Simmons appointed as acting director of the Office of Sustainability and Environment

FOR IMMEDIATE RELEASE:
2/26/2010 3:00:00 PM

FOR MORE INFORMATION CONTACT:
Aaron Pickus (206) 684-4000

Jill Simmons appointed as acting director of the Office of Sustainability & Environment
Charged with coordinating citywide approach to sustainability

SEATTLE - Mayor Mike McGinn today announced the appointment of Jill Simmons as acting director of the Office of Sustainability & Environment (OSE). Simmons replaces the OSE's outgoing acting director, Michael Mann.

As part of her new role, Simmons has been asked to recommend ways to strengthen sustainability efforts across City departments. She will co-lead the effort with Marshall Foster, the new City Planning Director in the Department of Planning and Development (DPD).

"While Seattle is a national leader in sustainability, I believe we can be more coordinated and efficient in our efforts," McGinn said. "I am asking Jill to carry forward the work of the Office of Sustainability and Environment and to partner with key departments like the Department of Planning and Development to develop an action-oriented approach - one that sets clear goals and identifies specific actions to reduce carbon emissions, improve environmental quality and create sustainable communities."

Prior to the appointment, Simmons served as OSE's climate protection program manager. Before coming to OSE, she worked in the city's Finance Department as a fiscal and policy analyst, and also worked on community development and sustainability initiatives at the Northwest Area Foundation. She holds a law degree and master's degree in public administration from the University of Washington.

"Jill brings the right combination of strategic thinking, dedication to sustainability, and city experience," McGinn said. "I look forward to working with Jill to enhance OSE's work and to develop a bold sustainability agenda for Seattle. "

Simmons will begin her new role on March 1.

- 30 -

Office of the Mayor

Section

B

City of Seattle

Michael Patrick McGinn, Mayor

Personnel Department
Darwyn B. Anderson, Acting Personnel Director

MEMORANDUM

DATE: June 29, 2010

TO: Carl Marquardt – Legal Counsel – Mayor's Office

FROM: Pam Inch – Acting Director, Employment Services - Personnel

SUBJECT: Criminal History Check – Jill Simmons

The Personnel Department has completed the criminal history and background review for Jill Erin Simmons. There were no findings that would impact the employment eligibility of Ms. Simmons.

cc: Personnel recruitment file

Seattle City Council

September 20, 2010

Jill E. Simmons, Acting Director, Office of Sustainability and Environment
Seattle Office of Sustainability and Environment (OSE)
PO Box 94729
Seattle, WA 98124-4729

RE: City Council Expectations for the OSE Director

Dear Ms. Simmons:

This letter has been placed in Clerk File 310968, which contains the Mayor's request for your confirmation as director of the Seattle Office of Sustainability and Environment (OSE). This letter documents the City Council's expectations for your job performance if you are confirmed.

The Council expectations (*listed below*) are intended to enhance the OSE director's accountability to the Legislative Branch. The expectations also provide a basis for Council evaluation of the director if and when she is brought forward for reconfirmation. Council expectations are intended to add to the Mayor's expectations and the director responsibilities established in the City Charter and Seattle Municipal Code.

I. City Council General Expectations for OSE Director

A. <u>Relationship with Council.</u> The director is expected to maintain a constructive working relationship with the Council, as demonstrated by:

1. Prompt and complete responses to Council information inquiries.

2. Pro-active updates on policy development, operational concerns and financial matters of significance, so that the Council is informed of significant changes or controversies before the information reaches the media and/or the Executive submits a request for Council action.

3. Dependable implementation of formal policy direction provided by the Council.

4. Assistance in the research and development of Council policy initiatives.

B. <u>Management Skills.</u> The director is expected to demonstrate strong management skills, with particular focus on the following Council priorities:

1. Public Communication
a. Conduct inclusive outreach to relevant stakeholders.
b. Implement a strong ethic of customer service.
c. Make information available so that the public can track the department's performance in delivering services.

2. Organizational Management
a. Coordinate productively with other City departments.
b. Maintain strong working relationships with other governmental entities.
c. Operate within budget constraints and pro-actively manage expenditures.
d. Provide a fair and equitable approach to the award of City contracts.

3. **Personnel Management**
   a. Develop and maintain strong morale among employees.
   b. Provide an inclusive work environment that offers equitable opportunities for all.
   c. Address issues of succession planning and the professional development of existing staff.

4. **Service Delivery –including both routine operations and emergent situations**
   a. Ensure that on-going day-to-day services are provided effectively and efficiently, and that the department tracks its performance in delivering such services.
   b. Make certain the department is able to deal with localized emergencies or service disruptions and has thoroughly planned how to manage its operations in case of a City-wide emergency.

II. Specific Expectations for OSE Director in 2010 to 2013

During her initial term, the director is expected to implement (and provide regular progress reports on) the following Council expectations:

A. **Community Power Works.** Successfully implement the building energy efficiency and job creation measures funded by the 2010 U.S. Department of Energy (DOE) American Recovery and Reinvestment Act grant, including meeting all performance expectations established by the Council and DOE.

B. **Urban Forests**. Provide the support needed by the Urban Forestry Commission to perform its duties in advising the Council and Mayor on urban forest protection and restoration.

C. **Carbon Neutrality, Climate Action Planning and Implementation.** Work with the Council, departments and community to: 1) identify a City carbon neutrality goal, 2) develop a plan of action (including public engagement strategies) for achieving that goal, and 3) assist departments and the community in implementing actions toward that goal.

D. **Climate Adaptation**. Work with the Council and departments to develop policies and a plan of action for adapting City activities to a changing climate, and assist departments in implementing that plan.

E. **Coordinating with City Departments.** Work with City departments to foster interdepartmental cooperation in meeting City environmental and sustainability goals.

F. **Race and Social Justice.** Advance the City's Race and Social Justice Initiative.

The next director will be leading OSE through many challenges. The Seattle City Council looks forward to working cooperatively with the director toward a cleaner, more sustainable city.

Sincerely,

Richard Conlin, President
Seattle City Council

Cc: Michael McGinn, Mayor, City of Seattle
Seattle City Council Members

City of Seattle

FILED
CITY OF SEATTLE
2010 JUL 23 AM 9:58
CITY CLERK

Office of Sustainability & Environment

Director

Confirmation Packet
February 26, 2010

Jill E. Simmons

BOS
CITY
CLERK

Michael Patrick McGinn
Mayor of Seattle

Hand Deliver

July 21, 2010

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Seattle City Hall, 2nd Floor
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Michael McGinn
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Copy: Honorable Members of the Seattle City Council

Section

A

City of Seattle
Appointment

Notice of Appointment

Name: **Jill Erin Simmons**	**X Executive** **☐ Legislative**
Position: Director, Office of Sustainability & Environment (OSE)	**Date of Appointment:** **February 26, 2010**
Authority (Ord., Res.):	**Term of Office:** **From:** Upon Confirmation **To: Mayor's discretion**
Comments:	
Authorizing Signature:	**Name and Title of Officer Making Appointments:** Michael McGinn, Mayor

Confirmed by the Following Vote at City Council

In Favor: 9	**Against:** 0	**Date:** 10.4.10
By:		

G:forms/Boards.Comm.Appt

CITY OF SEATTLE - STATE OF WASHINGTON
OATH OF OFFICE

STATE OF WASHINGTON

COUNTY OF KING

I, Jill E. Simmons, confirm that I am the person appointed on February 26, 2010, and confirmed by the City Council on October 4, 2010, to the position of Director of the Office of Sustainability and Environment, of the City of Seattle, in the State of Washington, and that I possess all the qualifications prescribed for said position by the Charter of the City of Seattle; that I will support the Constitution of the United States; and the Constitution of the State of Washington; and the Charter and Ordinances of the City of Seattle; and that I will faithfully conduct myself as Director, Office of Sustainability and Environment.

Jill E. Simmons

Subscribed and sworn to before me
this 4th day of October, 2010

Monica Martinez Simmons, City Clerk

City of Seattle

Mike McGinn, Mayor

NEWS ADVISORY

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FOR IMMEDIATE RELEASE:
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Office of the Mayor

Section

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City of Seattle
Michael Patrick McGinn, Mayor
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Darwyn B. Anderson, Acting Personnel Director

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