

RESOLUTION No. 30903

me 7/24/06 walk-on

Walk-on

Peter Steinbrueck

A RESOLUTION relating to City Council reconfirmation of City department heads, outlining the steps that the Council intends to follow, and the general performance criteria that the Council intends to consider, when evaluating department heads during the reconfirmation process.

Introduced: JUL 24 2006	By: STEINBRUECK
Referred: JUL 24 2006	To: FULL COUNCIL
Referred:	To:
Reported: 7-31-06	
Passed: 7-31-06	Signed:
Filed: 7/31/06	Published: <i>Full 3pgs</i>

US5171

7-31-06
Adopted AS
Amended
7-0
(Clark not voting)
(Rasmussen Absent)

Law Department

(Handwritten mark)

RESOLUTION 30903

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3 A RESOLUTION relating to City Council reconfirmation of City department heads; outlining the
4 steps that the Council intends to follow, and the general performance criteria that the Council
5 intends to consider, when evaluating department heads during the reconfirmation process;
6 and superseding prior City Council policies or procedures.

7 WHEREAS, the Seattle Municipal Code currently provides that the heads of certain City
8 departments are subject to reappointment by the Mayor and reconfirmation by the City
9 Council every four years, and the Council is considering a possible Charter amendment and a
10 Council Bill that would make the heads of certain other City departments subject to a similar
11 reappointment and reconfirmation process; and

12 WHEREAS, periodic reappointment and reconfirmation of department heads affords the City
13 Council and the public an opportunity to review a department head's leadership,
14 accomplishments, vision, goals, priorities, challenges, management, and decision-making
15 approaches; and

16 WHEREAS, reconfirmation by the Council does not supplant or interfere with the Mayor's duty
17 under Article V, Section 1, of the City Charter to "*direct and control all subordinate officers*
18 *of the City, except in so far as such enforcement, direction and control is by this Charter*
19 *reposed in some other officer or board*"; and

20 WHEREAS, the Council intends to establish a reconfirmation process that is in accordance with the
21 concept of checks and balances between the Executive and Legislative branches of
22 government, and that ensures that highly competent and dedicated individuals are in key City
23 management positions; and

24 WHEREAS, the Council intends to have a uniform and consistent process for periodic department
25 head reconfirmation and intends to establish fair and objective general performance criteria
26 to consider when evaluating department heads during the reconfirmation process; NOW,
27 THEREFORE,

28 **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE THAT:**

Section 1. The City Council intends to follow the steps listed below when evaluating City
department heads during the reconfirmation process.

- a. The Mayor submits to the Council the written materials for the reappointment of a
department head. The City Clerk places the materials in a Clerk File (C.F.) and



1 processes the C.F. as proposed legislation is processed, including placing the C.F. on
2 the Referrals Calendar to be introduced and referred to the appropriate Council
3 committee as determined by the Council President.

4 b. The committee chair distributes to all Councilmembers the written materials for the
5 reappointment submitted by the Mayor and makes the materials available to the
6 public, including posting on the Council's website as appropriate.

7 c. The committee chair provides public notice of the reconfirmation process at least two
8 weeks before the committee meeting at which the C.F. will be discussed, in addition
9 to listing the C.F. on the agenda for that committee meeting.

10 d. The committee chair takes public comment on the proposed reconfirmation at each
11 committee meeting at which the C.F. is discussed, and also accepts public comment
12 submitted in other forms before City Council action.

13 e. The committee chair makes all written public comment available to all
14 Councilmembers for review and available to the public, including posting on the
15 Council's website as appropriate.

16 f. The Council President schedules full City Council action on the C.F. within ten
17 weeks of the date that the Mayor submits the written materials for the reappointment
18 of a department head to the Council.
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22 Section 2. The City Council intends to consider, as appropriate, the general performance
23 criteria listed below when evaluating City department heads during the reconfirmation process. In
24 addition, for each individual reconfirmation process, these criteria may be supplemented by
25 additional specific criteria appropriate to the particular department head being evaluated.

26 a. Departmental accomplishments
27
28



- b. Director leadership and achievements
- c. Timely completion of projects and annual work program
- d. Budget performance
- e. Strategic planning
- f. Demonstrated commitment to diversity in hiring, workplace operations, contracting, and constituent services
- g. Departmental management
- h. Employee morale, motivation
- i. Relations with public
- j. Relations with City Council
- k. Accomplishment of Council priorities
- l. Responsiveness to Council requests

Section 3. Any prior City Council policies or procedures relating to reconfirmation of City department heads are superseded.

Adopted by the City Council the 31st day of July, 2006, and signed by me in open session in authentication of its adoption this 31st day of July, 2006.



President _____ of the City Council

Filed by me this 1 day of Aug, 2006.



City Clerk

(Seal)



FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	DOF Analyst/Phone:
Legislative	Martha Lester / 4-8149	NA

Legislation Title:

A RESOLUTION relating to City Council reconfirmation of City department heads; outlining the steps that the Council intends to follow, and the general performance criteria that the Council intends to consider, when evaluating department heads during the reconfirmation process; and superseding prior City Council policies or procedures.

• **Summary of the Legislation:**

This resolution outlines the steps that the Council intends to follow, and the general performance criteria that the Council intends to consider, when evaluating department heads during the reconfirmation process, and supersedes prior Council policies or procedures.

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

The Seattle Municipal Code currently provides that the heads of certain City departments are subject to reappointment by the Mayor and reconfirmation by the City Council every four years, and the Council is considering a possible Charter amendment and a Council Bill that would make the heads of certain other City departments subject to a similar reappointment and reconfirmation process. Periodic reappointment and reconfirmation of department heads affords the City Council and the public an opportunity to review a department head's leadership, accomplishments, vision, goals, priorities, challenges, management, and decision-making approaches. Reconfirmation by the Council does not supplant or interfere with the Mayor's duty under Article V, Section 1, of the City Charter to "*direct and control all subordinate officers of the City, except in so far as such enforcement, direction and control is by this Charter reposed in some other officer or board.*"

In this resolution, the Council outlines a uniform and consistent process for periodic department head reconfirmation, and states fair and objective general performance criteria it will consider when evaluating department heads during the reconfirmation process.

• *Please check one of the following:*

- This legislation does not have any financial implications.** *(Stop here and delete the remainder of this document prior to saving and printing.)*



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4 steps that the Council intends to follow, and the general performance criteria that the
5 Council intends to consider, when evaluating department heads during the reconfirmation
6 process.

7 WHEREAS, the Seattle Municipal Code currently provides that the heads of certain City
8 departments are subject to reappointment by the Mayor and reconfirmation by the City
9 Council every four years, and the Council is considering a possible Charter amendment
10 and a Council Bill that would make the heads of certain other City departments subject to
11 a similar reappointment and reconfirmation process; and

12 WHEREAS, periodic reappointment and reconfirmation of department heads affords the City
13 Council and the public an opportunity to review a department head's leadership,
14 accomplishments, vision, goals, priorities, challenges, management, and decision-making
15 approaches; and

16 WHEREAS, reconfirmation by the Council does not supplant or interfere with the Mayor's duty
17 under Article V, Section 1, of the City Charter to "*direct and control all subordinate*
18 *officers of the City, except in so far as such enforcement, direction and control is by this*
19 *Charter reposed in some other officer or board*"; and

20 WHEREAS, the Council intends to have a uniform and consistent process for periodic
21 department head reconfirmation and intends to establish fair and objective general
22 performance criteria to consider when evaluating department heads during the
23 reconfirmation process; NOW, THEREFORE,

24 **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE THAT:**

25 Section 1. The City Council intends to follow the steps listed below when evaluating
26 City department heads during the reconfirmation process.

- 27 a. The Mayor submits to the Council the written materials for his reappointment of a
28 department head. The City Clerk places the materials in a Clerk File (C.F.) and
processes the C.F. as proposed legislation is processed, including placing the C.F.



1 on the Referrals Calendar to be introduced and referred to the appropriate Council
2 committee as determined by the Council President.

- 3 b. The committee chair provides public notice of the reconfirmation process at least
4 two weeks before the committee meeting at which the C.F. will be discussed, in
5 addition to listing the C.F. on the agenda for that committee meeting.
6
7 c. The committee chair takes public comment on the proposed reconfirmation at
8 each committee meeting at which the C.F. is discussed, and also accepts public
9 comment submitted in other forms before City Council action.
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11 d. The committee chair makes all written public comment that is received available
12 to the public and all Councilmembers for review.
13
14 e. The Council President schedules full City Council action on the C.F. within ten
15 weeks of the date that the Mayor submits the written materials for his
16 reappointment of a department head to the Council.

17 Section 2. The City Council intends to consider, as appropriate, the general performance
18 criteria listed below when evaluating City department heads during the reconfirmation process.

19 In addition, for each individual reconfirmation process, these criteria may be supplemented by
20 additional specific criteria appropriate to the particular department head being evaluated.

- 21 a. Departmental accomplishments
22
23 b. Director leadership and achievements
24
25 c. Timely completion of projects and annual work program
26
27 d. Budget performance
28
e. Strategic planning



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- f. Departmental management
- g. Employee morale, motivation
- h. Relations with public
- i. Relations with City Council
- j. Accomplishment of Council priorities
- k. Responsiveness to Council requests

Adopted by the City Council the ____ day of _____, 2006, and signed by me
in open session in authentication of its adoption this ____ day of _____, 2006.

President _____ of the City Council

Filed by me this ____ day of _____, 2006.

City Clerk

(Seal)



FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	DOF Analyst/Phone:
Legislative	Martha Lester / 4-8149	NA

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• **Summary of the Legislation:**

This resolution outlines the steps that the Council intends to follow, and the general performance criteria that the Council intends to consider, when evaluating department heads during the reconfirmation process.

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

The Seattle Municipal Code currently provides that the heads of certain City departments are subject to reappointment by the Mayor and reconfirmation by the City Council every four years, and the Council is considering a possible Charter amendment and a Council Bill that would make the heads of certain other City departments subject to a similar reappointment and reconfirmation process. Periodic reappointment and reconfirmation of department heads affords the City Council and the public an opportunity to review a department head's leadership, accomplishments, vision, goals, priorities, challenges, management, and decision-making approaches. Reconfirmation by the Council does not supplant or interfere with the Mayor's duty under Article V, Section 1, of the City Charter to "*direct and control all subordinate officers of the City, except in so far as such enforcement, direction and control is by this Charter reposed in some other officer or board.*"

In this resolution, the Council outlines a uniform and consistent process for periodic department head reconfirmation, and states fair and objective general performance criteria it will consider when evaluating department heads during the reconfirmation process.

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STATE OF WASHINGTON – KING COUNTY

--SS.

201146
CITY OF SEATTLE, CLERKS OFFICE

No.

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 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

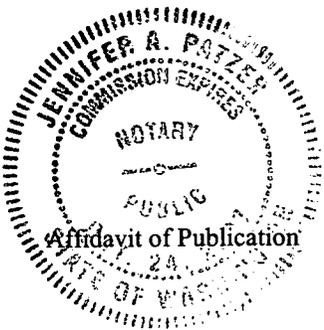
The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:30903 RESOLUTION

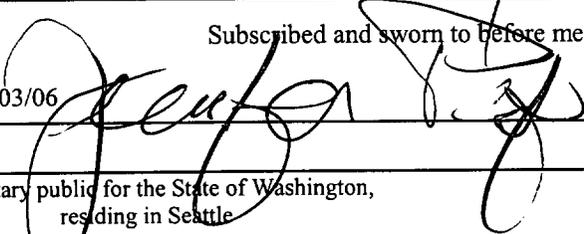
was published on

08/03/06

The amount of the fee charged for the foregoing publication is the sum of \$ 186.30, which amount has been paid in full.





Subscribed and sworn to before me on
08/03/06 

Notary public for the State of Washington,
residing in Seattle

State of Washington, King County

City of Seattle

RESOLUTION 30903

A RESOLUTION relating to City Council reconfirmation of City department heads, outlining the steps that the Council intends to follow, and the general performance criteria that the Council intends to consider when evaluating department heads during the reconfirmation process, and superseding prior City Council policies or procedures.

WHEREAS, the Seattle Municipal Code currently provides that the heads of certain City departments are subject to reappointment by the Mayor and reconfirmation by the City Council every four years and the Council is considering a possible Charter amendment and a Council Bill that would make the heads of certain other City departments subject to a similar reappointment and reconfirmation process; and

WHEREAS, periodic reappointment and reconfirmation of department heads affords the City Council and the public an opportunity to review a department head's leadership, accomplishments, vision, goals, priorities, challenges, management, and decision-making approaches; and

WHEREAS, reconfirmations by the Council does not supplant or interfere with the Mayor's duty under Article V, Section 1 of the City Charter to direct and control all subordinate officers of the City, except in so far as such enforcement, direction and controls by this Charter reposed in some other officer or board; and

WHEREAS, the Council intends to establish a reconfirmation process that is in accordance with the concept of checks and balances between the Executive and Legislative branches of government, and that ensures that highly competent and dedicated individuals are in key City management positions; and

WHEREAS, the Council intends to have a uniform and consistent process for periodic department head reconfirmation and intends to establish fair and objective general performance criteria to consider when evaluating department heads during the reconfirmation process; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE THAT:

Section 1. The City Council intends to follow the steps listed below when evaluating City department heads during the reconfirmation process.

a. The Mayor submits to the Council the written materials for the reappointment of a department head. The City Clerk places the materials in a Clerk File (C.F.) and processes the C.F. as proposed legislation is processed, including placing the C.F. on the Referrals Calendar to be introduced and referred to the appropriate Council committee as determined by the Council President.

b. The committee chair distributes to all Council members the written materials for the reappointment submitted by the Mayor and makes the materials available to the public, including posting on the Council's website as appropriate.

c. The committee chair provides public notice of the reconfirmation process at least two weeks before the committee meeting at which the C.F. will be discussed. In addition to listing the C.F. on the agenda for that committee meeting:

d. The committee chair takes public comment on the proposed reconfirmation at each committee meeting at which the C.F. is discussed, and also accepts public comment submitted in other forms before City Council action.

e. The committee chair makes all written public comment available to all Council members for review and available to the public, including posting on the Council's website as appropriate.

f. The Council President schedules full