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City of Seattle



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Director of Finance

**Confirmation Packet
June 17, 2010**

Glen Lee



Michael Patrick McGinn
Mayor of Seattle

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Hand Deliver

June 17, 2010

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

Dear President Conlin:

I am pleased to transmit the following confirmation packet for my appointment of Glen Lee as the City's Director of Finance. The Director of Finance position will reside in the new Department of Finance and Administrative Services (FAS) and report to the FAS Director – a position that is also subject to Council confirmation.

The materials in this packet are divided into two sections:

- A. **Glen Lee**
This section contains Glen's appointment and oath of office forms, his résumé, and the press release announcing his appointment.
- B. **Background Checks**
This section contains the Mayor's Office report on Glen's background check.

Glen Lee began his career with the City of Seattle in 1994 as a Revenue Forecaster, and was subsequently promoted to the position of Assistant Finance Director in the former Department of Finance (DOF) in 1999. Glen quickly established himself as an expert in City finance and economics. Over the years, Glen managed a professional staff; oversaw the City's annual budget process; developed financial policies affecting debt management, revenue forecasting, and accounting practices; and played a major role in designing and implementing various financial information technology systems to support Citywide budgeting and reporting. Prior to joining Seattle City government, Glen was a Fiscal and Policy Analyst for the California State Legislature where he performed in-depth analyses of tax policies and administration. Glen received his Bachelor of Science Degree in Agricultural Economics from the University of California at Berkeley, and completed graduate studies in economics from California State University in Sacramento.

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.mcgin@seattle.gov

Conlin, Honorable Richard
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In addition to his Director of Finance responsibilities, Glen will serve as one of two Deputy Directors in FAS. Specifically, Glen will oversee Debt Management, Risk Management, Treasury Services, Accounting Services, ARRA Funding, Economic Forecasting, and Tax Administration.

I believe that Glen's leadership skills, knowledge of the City's fiscal policies and practices, and economic expertise, make him uniquely qualified to assume the role of the City's Director of Finance.

If you have any questions about the attached materials or need additional information, please contact my Chief of Staff, Julie McCoy, at 233-7886.

Sincerely,



Michael McGinn
Mayor of Seattle

Attachments: Glen Lee confirmation documents
Copy: Honorable Members of the Seattle City Council



Michael Patrick McGinn
Mayor of Seattle

May 18, 2010

Glen Lee

[REDACTED]
Bellevue, WA 98006

Dear Glen:

It is my pleasure to offer you the position of Director of Finance effective May 18, 2010.

The following conditions apply to your appointment:

TERMS OF APPOINTMENT: The Director of Finance is an exempt position which is not covered by the City's Civil Service System. You have been formally appointed by my office and your appointment is subject to confirmation by the City Council. Your term of office is at the discretion of the Mayor.

SALARY: Your annual salary will be \$131,838. This position is included in the City's Accountability Pay for Executives (APEX) Program at the Executive 3 level.

Your position is exempt from the provisions of the Fair Labor Standards Act, which means that you do not receive overtime compensation. However, as a salaried employee you are not required to use accrued vacation leave or sick leave for occasional absences of four hours or less during any work day.

VACATION: As a department head, you will receive 30 days of vacation each calendar year during which you serve.

HOLIDAYS: You are eligible for 10 holidays and 2 personal holidays per year.

SICK LEAVE: You will accrue sick leave at the rate of approximately one day per month.

GENERAL BENEFITS: The City offers a comprehensive and generous benefits package. You are entitled to medical, dental and vision coverage, and a number of other benefits that you may elect to take advantage of (e.g., retirement, deferred compensation, group term life insurance, etc.). However, medical coverage requires an employee co-pay.

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RETIREMENT SYSTEM: At any time during your employment, you may join the City of Seattle's Retirement System. The City's Retirement System has a mandatory employee contribution of 8.03% of gross pay, and an employer contribution of 8.03%. If you end your employment with the City of Seattle prior to retirement, you are entitled to withdraw you own contributions plus accrued interest.

CONFIRMATION HEARINGS: Your appointment as director is subject to City Council confirmation. Therefore, you will need to attend the confirmation hearings of the full City Council.

I am looking forward to working with you in your role as Director. As a member of my cabinet, I am confident that you will continue to help administer sound policies that will make Seattle an even better place in which to work, live, and play.

Sincerely,



Mike McGinn
Mayor of Seattle

ACCEPTANCE OF OFFER: Please indicate your acceptance of this job offer by signing below, returning the document to my office, and keeping a copy for your files.



Glen Lee

5/18/2010

Date

SECTION

A

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2010 JUN 21 PM 5:12

City of Seattle Appointment



Notice of Appointment

Name: Glen Lee	<input checked="" type="checkbox"/> Executive <input type="checkbox"/> Legislative
Position: Director of Finance Department of Finance and Administrative Services	Date of Appointment: May 18, 2010
Authority (Ord., Res.):	Term of Office: From: Confirmation To: Mayor's discretion
Comments:	
Authorizing Signature: 	Name and Title of Officer Making Appointments: Mike McGinn, Mayor

Confirmed by the Following Vote at City Council

In Favor:	Against:	Date:
By:		

**City of Seattle
Oath of Office**

STATE OF WASHINGTON

County of King,

I, Glen Lee, confirm that I am the person appointed on May 18, 2010 to the position of Director of Finance, 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 of Finance.

(Signed)

**Subscribed and sworn to before me
this _____ day of _____, 2010**

Carol Shenk, City Clerk

Glen M. Lee

Summary

Senior Finance Director with a comprehensive background in municipal and state governments. Strong leadership skills with broad public sector financial management experience including economic and revenue forecasting, budget development, and program analysis. Proven experience providing elected and senior officials with rigorous, concise analyses to support informed policy and financial decision making.

Employment History

Assistant Finance Director, City of Seattle

1999 – present

Manage the City's Economics and Fiscal Management team consisting of eight professionals; oversee the effort to implement standard practices for accounting and financial reporting, and develop a budget system City-wide; and act as key member of Department of Finance's Executive Management Team.

- Develop forecasts for the Seattle-area economy and the City's approximately \$1 billion in revenues from taxes, fees and fines.
- Estimate costs for City's services, including wage and benefit expenses for City employees.
- Implement guidelines and oversee the process of developing the City's budget.
- Evaluate investment policies for City employees' deferred compensation plan.
- Assess fiscal policies proposed or implemented by the State of Washington, King County, and Seattle Public Schools.
- Oversee the implementation of standard City-wide accounting practices.
- Design and implement information technology systems which assemble financial legislation and the City's budget, as well as report on City financial performance.
- Guide the testing and trial implementation of a new City budget system.

Revenue Forecaster, City of Seattle

1994 – 1999

Developed forecasts for revenues from City taxes, fees, and fines.

- Formulated and implemented state-of-the-art procedures for forecasting City revenues.
- Created monthly and quarterly reports about City revenues and expenditures.

Fiscal and Policy Analyst, California State Legislative Analyst's Office

1991 – 1994

Provided the State Legislature with analyses of State of California tax policies and administration. Assessed state-wide ballot measures regarding State and local fiscal policies. Published descriptions of ballot measures in the state-wide Voters' Pamphlet.

Related Experience

Member, Streamline Sales Tax Mitigation Advisory Committee 2007 – present

Guide State of Washington's effort to design and implement financial mitigation measures for local government entities which are negatively impacted by reforms to Sales and Use Taxes.

National Trainer, Government Finance Officers Association 2005 – 2009

Developed course on forecasting techniques designed for local government financial officials. Trained more than 200 local officials from across North America.

Staff Analyst, Seattle Public School's Advisory Committee For Investing In Educational Excellence 2005 - 2006

Supported the Committee's assessment of the financial status of the Seattle Public Schools. Identified substantial and structural financial deficits, which became a core finding in the Committee's final report.

Education

California State University, Sacramento, California
MA Economics (all but thesis), 1991

University of California, Berkeley, California
BS Agricultural Economics, 1984

Volunteer work

President, Seattle – Gdynia, Poland Sister City Association 2004 – 2008

Organized exchanges of students and cultural, business, and political leaders from northern Poland and the Puget Sound region. Managed the Seattle Polish Film Festival; facilitated the exchange of over 100 Seattle-area and Polish high school students; and led a delegation of Seattle-area business and elected officials to Poland in 2005.

Awarded prestigious Amicus Poloniae Award in November 2009 from Ambassador of the Republic of Poland, Robert Kupiecki, for contribution to American – Polish relations.



City of Seattle

Mike McGinn, Mayor

NEWS ADVISORY

SUBJECT: Mayor McGinn calls for structural changes to budget practices

FOR IMMEDIATE RELEASE: FOR MORE INFORMATION CONTACT:

3/11/2010 4:30:00 PM

Mark Matassa (206) 233-2655

Mayor McGinn calls for structural changes to budget practices

SEATTLE - At a background briefing on the city's finances Thursday, Mayor Mike McGinn said his top priority is making permanent structural changes to the city's financial management practices.

McGinn and his top financial advisers - Acting City Budget Office Director Beth Goldberg, Acting Finance and Administrative Services Director Fred Podesta and Acting Finance Director Glen Lee - said that information gathered during the first two months of McGinn's administration has underscored early concerns about the city's finances.

In addition to a projected shortfall of about \$50 million in the 2011 general-fund budget and revenue holes of about \$5 million in each of the 2009 and 2010 actual budgets, other city funds are under pressure. For example, Seattle City Light announced last week that it expects about \$70 million less revenue than forecast this year from outside power sales, due to a smaller snowpack and reduced ability to generate electricity.

The biggest contributors to the city's budget problems, McGinn said, are the economy (the worst recession since the Great Depression); insufficient long-term budget planning; decentralized accounting controls, oversight and monitoring; and the use of one-time tools such as the Rainy Day Fund to solve previous budget problems.

In his presentation Thursday, the mayor outlined steps to address the systemic issues. Among the action items are a complete financial assessment of all city funds, due at the end of April, and a new interdepartmental workgroup to review City Light's finances in more detail.

McGinn also announced the makeup of his financial team, part of a reorganization of the former Department of Finance and two other city departments. He said he would submit legislation to the City Council soon which creates a City Budget Office (CBO) and a Department of Finance and Administrative Services (FAS).

The mayor will nominate Beth Goldberg to serve as the City's Budget Director and Fred Podesta to be the Director of FAS. He will nominate as the City's Finance Director Glen Lee, who will also serve as the Deputy Director of FAS for its Finance Division. The appointments all require Council approval.

In McGinn's plan, CBO will have responsibility for developing and enforcing the City's budget, and developing revenue and debt strategies to support the budget. FAS will be responsible for the City's financial procedures and systems as well as tax administration and business regulation.

SECTION

B



City of Seattle

Michael Patrick McGinn, Mayor

Personnel Department

Darwyn B. Anderson, Acting Personnel Director

MEMORANDUM

DATE: June 21, 2010

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

FROM: Pam Inch - Employment Manager, Employment Services - Personnel

SUBJECT: Criminal History Check – Glen M. Lee

A handwritten signature in cursive script, appearing to read "Pam Inch", written over the "FROM:" line.

The Personnel Department has completed the criminal history and background review for Glen M. Lee. There were no findings that would impact the employment eligibility of Mr. Lee.

Cc: Personnel recruitment file