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City of Seattle



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CITY CLERK

Department of Finance and Administrative Services Director

Confirmation Packet
June 17, 2010

Fred Podesta



CITY CLERK

Michael Patrick McGinn
Mayor of Seattle

Hand Deliver

June 17, 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 the following confirmation packet for my appointment of Fred Podesta as the Director of the new Department of Finance and Administrative Services (FAS). The materials in this packet are divided into two sections:

- A. Fred Podesta**
This section contains Fred'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 Fred's background check.

Fred Podesta has more than 23 years of leadership experience in executive administration, and project and technology management systems. He is currently serving as the Director of the Department of Executive Administration (DEA) and Acting Director of the Fleets and Facilities Department for the City of Seattle. Before being appointed as DEA Director in 2007, Fred managed the Department's Business Technology division. During his tenure at DEA, Fred oversaw the successful implementation of new tax policies that brought the City additional revenue; improvements in Purchasing Services that increased the City's procurement of environmentally-friendly products; efforts in Contracting Services to reach out to women and minority-owned businesses to make it easier and more attractive for them to do business with the City; the restructuring of certain Accounting Services practices that will better provide City departments and elected officials with financial information, the successful in-house design and implementation of Risk Management's InCert, a risk assessment and insurance document management system that has enhanced efficiency and maximized compliance with critical insurance requirements; Treasury Services' implementation of the new ORCA cards for thousands of City employees; remarkable efforts by the Seattle Animal Shelter that have greatly

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

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Conlin, Honorable Richard
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improved animal welfare in our city; and upgrades of several management systems, including the City's financial, payroll, and human resources systems. In addition to his positions with DEA, Fred has had an impressive mix of both public and private work experience, working for Seattle City Light as its Director of Information Technology, and as a Geographic Information Systems consultant and Software Development Engineer for private industry. He has a Bachelor of Arts degree in geography from the University of Washington.

Fred is a long-time area resident and is devoted and knowledgeable about the challenges related to providing strong, supportive leadership. His combination of experience and education will be an asset to the City Council, the Mayor, Department of Finance and Administrative Services employees, and the constituents they serve.

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

Attachments: Fred Podesta confirmation documents

Copy: Honorable Members of the Seattle City Council



Michael Patrick McGinn
Mayor of Seattle

April 20, 2010

Fred Podesta

[REDACTED]
Edmonds, WA 98020

Dear Fred:

It is my pleasure to offer you the position of Director for the Finance and Administrative Services Department (FAS), effective April 20, 2010.

The following conditions apply to your appointment:

TERMS OF APPOINTMENT: The Director of the FAS Department 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 \$139,998. This position is included in the City's Accountability Pay for Executives (APEX) Program at the Executive 4 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.


Fred Podesta

4/20/2010
Date

SECTION

A



City of Seattle Appointment

Notice of Appointment

Name: Fred Podesta	<input checked="" type="checkbox"/> Executive <input type="checkbox"/> Legislative
Position: Director Department of Finance and Administrative Services	Date of Appointment: April 20, 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, Fred Podesta, confirm that I am the person appointed on April 20, 2010 to the position of Director of the Department of Finance and Administrative Services, 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 the Department of Finance and Administrative Services.

(Signed)

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

Carol Shenk, City Clerk

FRED PODESTA

SUMMARY

More than twenty years of professional experience in:

- Program administration, policy development, and financial operations management.
- Strategic planning, consulting, and project management.
- Technology development and management for government and corporate clients.

PROFESSIONAL EXPERIENCE

January 2007 to Present

Department Director

Seattle Department of Executive Administration – Seattle, Washington

Serve as a member of the mayor's cabinet and direct all aspects of the Department of Executive Administration, providing a wide variety of services to the public and other city departments. These operations include consumer protection; public safety; animal welfare; business and pet licensing; tax auditing and enforcement; and processing of payments, fines, and taxes. DEA also provides internal administrative services to city departments, such as accounting, treasury services, purchasing, contracting, payroll, risk management, and enterprise information systems management.

- Sponsored and directed reforms to the city's budgeting, contracting, and accounting policies, procedures, and technologies.
- Implemented major tax and regulatory changes.
- Led analytical, strategy, and technology support for the mayor's customer service initiative.

June 2005 to January 2007

Director, Business Technology

Seattle Department of Executive Administration – Seattle, Washington

Direct development and operations of information systems responsible for many of the City of Seattle's enterprise business functions including accounting, accounts payable, billing, accounts receivable, project costing, payroll, human resource information management, purchasing, treasury, tax management, business licensing, risk management, and animal control.

- Completed a major upgrade to the City's financial management system.
- Completed a major upgrade to the City's payroll and human resources information management system.
- Developed a comprehensive analysis of customer service processes to position the City to implement a 311 service.
- Led strategic planning to address the long-term sustainability of technology used to manage cash transactions, licensing, and taxing.

February 1999 to June 2005

Director of Information Technology

Seattle City Light – Seattle, Washington

Direct all aspects of planning, implementation, and operation of information technology for Seattle City Light, a public electric utility serving a population of 700,000 people in Seattle and nine adjoining suburban areas.

- Develop and implement strategic plans to target the utility's information technology investments.
- Develop and manage annual work programs and budgets averaging more than \$30 million.
- Manage a division of 110 employees, including seven subordinate managers and two union bargaining units.

- Manage an applications portfolio of more than 120 business applications including customer information systems and billing for all Seattle utility services, inventory management, asset management, work order management, metering, geographic information systems, and computer aided design.
- Direct the support for personal computing, wide area networks, telecommunications, and business applications for more than 1600 workers in 28 office and field locations.
- Hold a leadership role in the governance of City of Seattle technology initiatives in concert with the Chief Technology Officer and other department directors.
- Participated as the senior City of Seattle IT manager in bargaining the initial labor contract with newly represented IT professionals.
- Directed the utility's Y2K program, which coordinated remediation and preparation activities for both information technology and power system operations.

November 1994 to February 1999

Geographic Information Systems Manager

Energy Management System Manager

Seattle City Light – Seattle, Washington

Managed application development and operations for Seattle City Light's geographic information systems (GIS) and energy management system (EMS) units.

- Directed development programs to build a GIS database to model and map the utility's distribution system and to operate and maintain automated control of the utility's generation and transmission facilities.
- Developed and managed capital and operations work programs of more than \$10 million, managing a staff of more than 25 application developers, EMS/SCADA engineers, and systems analysts.

February 1998 to January 1999

Software Development Engineer

Microsoft Corporation – Redmond, Washington

Part-time consulting engagement to design and program automated quality assurance applications to validate accuracy and completeness of transportation data used in Microsoft's consumer mapping and trip-planning software products.

March 1994 to November 1994

Geographic Information Systems Analyst

METRO/King County Department of Assessments – Seattle, Washington

Managed application development, database administration, and system administration to enable the King County Department of Assessments to begin automation of land records.

- Facilitated intergovernmental data sharing agreement between the King County Department of Assessments and the Seattle Engineering Department.
- Analyzed Department of Assessments user needs for the future countywide GIS database.
- Developed hardware and software specifications for production system for maintenance of countywide cadastral database.

August 1991 to March 1994:

Geographic Information Systems Consultant

Roy F. Weston, Inc. – Seattle, Washington

Provided project management, consulting, application development, and database design, to a variety of corporate, federal, and regional government clients.

- Performed 18 months of consulting on-site at Seattle City Light, managing technical issues, developing applications, and engaging in strategic planning.
- Provided consulting and programming services to the Seattle Water Department, Snohomish County Public Utility District, Port of Tacoma, and the Environmental Protection Agency.

April 1990 to July 1991:

Geographic Information Systems Consultant

Lockheed Engineering & Sciences Co. – Las Vegas, Nevada

Provided project management, consulting, analysis, and application programming for a variety of client and corporate projects.

- Principal analyst for a multi-year consulting contract with Clark County, Nevada, providing technical expertise to a variety of county divisions, including the Assessor's Office, Fire Dispatch Office, the Las Vegas Valley Water District, and McCarran International Airport.
- Provided GIS and AM/FM consulting to Lockheed's Corporate Environmental, Safety, and Health Department, which used ARC/INFO and digital remote sensing for environmental impact assessment, remediation and hazardous material control at manufacturing sites throughout the U.S.

September 1989 to April 1990:

Director of Geographic Information Systems

GIS Southwest – Phoenix, Arizona

Managed all technical projects and applications development for a GIS consulting firm serving clients in the public and private sectors.

- Created conceptual and physical design of GIS databases to support econometric modeling of long-term real estate values in the Phoenix metropolitan area.
- Designed and programmed a retail site selection application for a national chain.
- Developed technical specifications and resource requirements for project proposals.
- Selected, installed, and administered hardware and software.

September 1986 to September 1989:

Programmer Analyst, Geographic Information Systems

Arizona Department of Water Resources – Phoenix, Arizona

Arizona State Land Department, Forestry Division – Phoenix, Arizona

Developed and programmed systems to manipulate and query large data sets, primarily using GIS and image processing software.

- Performed programming and analysis for a watershed management feasibility study conducted by the U.S. Forest Service.
- Used GIS to forecast ground water withdrawal in the Phoenix metropolitan area based upon projected urbanization patterns through 2035.
- Supported the automated mass production of maps in support of the general adjudication of surface water rights.

EDUCATION

Bachelor of Arts degree from the University of Washington in geography, with an emphasis in geographic information systems and computer cartography.



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

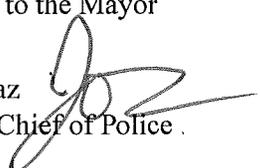
SEATTLE POLICE DEPARTMENT MEMORANDUM

RECEIVED

TO: Carl Marquardt
Counsel to the Mayor

10 JUN 18 PM 3:32

DATE: June 16, 2010

FROM: John Diaz 
Interim Chief of Police

CITY OF SEATTLE
MAYOR'S OFFICE

SUBJECT: Background check on Mr. Fred H. Podesta

The Seattle Police Department has completed the background check on Mr. Fred H. Podesta. There were no impediments found that would make the hiring of Mr. Podesta undesirable.