



Seattle City Council

June 6, 2011

Diane Sugimura, Director-designee
City of Seattle – Department of Planning and Development
PO Box 34019
Seattle, WA 98124-4019

Re: City Council Expectations for Director of the Department of Planning and Development

Dear Ms. Sugimura:

Mayor McGinn has designated you for reappointment as the Director of the Department of Planning and Development (DPD). To be successful, a director needs to work constructively with both the Executive branch and the City Council. A positive working relationship requires a director to be responsive to Council needs and priorities.

To that end, as part of the Council's confirmation process, this letter is designed to communicate our expectations for your job performance, once you are confirmed as Director of DPD. As a reappointment with a distinguished City record of service, the Council is familiar with your leadership. While you've presided over DPD during the recent boom/bust cycle, the coming years promise no great relief. Council will continue to look to you and your team for constant innovation despite budget pressures. DPD's planning, project review and enforcement teams will be called upon to streamline further while not compromising the City's values when it comes to sustainability, safety and responsiveness.

The Council expectations (listed below) are intended to enhance your accountability to the Council. The expectations also provide a basis for Council evaluation of your performance if and when you are confirmed. Council expectations are intended to add to the Mayor's expectations and your responsibilities established in Seattle Municipal Code Section 3.06.

A copy of this letter has been placed in Clerk File 311467, which contains Mayor McGinn's request for your appointment as Director of DPD.

I. City Council General Expectations for Diane Sugimura as Director of DPD

A. Relationship with Council. Council expects you will 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, to ensure that the Council is engaged in a proactive way before issues reaches the media and/or before the Executive submits a request for Council action.
3. Dependable implementation of policy direction provided by the Council, including reports on Statements of Legislative Intent, Budget Guidance Sheets and Provisos
4. Assistance in the research and development of Council policy initiatives.

B. Management Skills. In addition to the duties outlined for the Director of DPD in Seattle Municipal Code Section 3.06.030, you are expected to demonstrate strong commitment to the following Council priorities:

1. Public communication

- a) Conduct inclusive outreach to relevant stakeholders.
- b) Continue to implement and support a strong ethic of customer service.
- c) Expand the use of electronic information so that the public can easily track the department's performance in delivering services.
- d) Maintain and enhance DPD's commitment to providing the public with direct and timely response to public records requests, using the City's electronic information systems as a way to simplify and broaden access to public records.
- e) Progress on communicating with the public in clear, every-day language despite the complexity of land use and code regulations.
- f) Proactively reach out to organized community groups whose service boundaries encompass properties undergoing permit review.

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.
- e) Continue to provide support to all Boards and Commissions under DPD's authority
- f) Continue to engage the Planning Commission to ensure that Planning Division initiatives are thoroughly presented and ample time is provided for Commission comments and recommendations

- g) Continue DPD's commitment to employee training and oversight, to ensure that permit decision-making is consistent, transparent and is readily accessible to the public
- h) Develop a method by which DPD compares its service delivery against other departments in the area as well as best-in-class departments elsewhere in the country, with regular performance updates to the Council.

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 Diane Sugimura as Director of DPD for 2011 – 2015

During the term of appointment from 2011 to 2015, you are expected to implement (and provide regular progress reports on) the following Council expectations:

1. Public Engagement. Look for innovative ways to engage the public in all aspects of DPD's planning efforts, include long-range and neighborhood planning projects and on current development projects, including public meeting requests and design review meetings. A creative major update of the Comp Plan is a high priority for Council.

2. Race and Social Justice. Continue to advance the City's Race and Social Justice Initiative. Particular emphasis should be placed on policies and practices to ensure that all individuals have access to outreach conducted by DPD on long-range and current planning projects and proposals.

3. Planning Division work program. Maintain and enhance commitments to proactively engage the Council when developing and implementing the yearly Planning Division work program approved by Council during budget.

4. Full implementation of electronic plan submittal and review, and project permitting.

5. Show continued progress on streamlining review and compliance systems without compromising Seattle's values when it comes to community involvement and the environment.

June 2, 2011
Diane Sugimura
Re: City Council Expectations for Director of the Department of Planning and Development

The City Council looks forward to working with you to ensure that DPD continues to provide quality, dependable services to the community, with an eye towards innovation, expanded outreach and transparency in its services and decision making.

Sincerely,



Richard Conlin, President
Seattle City Council



Sally Clark, Chair
Committee on the Built Environment

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

#3
311467

City of Seattle

Notice of Appointment

Name: DIANE SUGIMURA	<input checked="" type="checkbox"/> Executive Appointment <input type="checkbox"/> Legislative Appointment
Appointed to: Director, Department of Planning & Development	Date of Appointment: March 28, 2011
Authority (Ord., Res.):	Term of Office From: Confirmation To: Confirmation + Four Years or 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:
Attested by:		Title:

DIANE M. SUGIMURA

Seattle, Washington 98109
(206) 233-3882 (work)

WORK EXPERIENCE:

2002-present Director (Acting, 2002)

Department of Planning and Development

Department of Design, Construction and Land Use, City of Seattle

In addition to the regular responsibilities of the department which include the development, administration and enforcement of the City's land use, construction and housing regulations, the City's long-range physical planning functions and the Seattle Planning Commission were transferred to the department in June 2002, Side Sewer functions in 2003, and City's Green Building Team in 2006.

2000-2001

Deputy Director, External Relations Branch

Department of Design, Construction and Land Use, City of Seattle

Manage and direct the External Relations Branch

- Policy/code development and maintenance of the construction and Land Use codes, and other codes such as the Housing and Building Maintenance Code and the Stormwater, Grading and Drainage Control Code
- Public relations including ombuds, public information and outreach services, and liaison with Mayor's Office and City Council
- Enforcement compliance and facilitation including the Compliance Service Center and Housing and Zoning Inspections units
- CityDesign and Seattle Design Commission

1991-99

Director, Code Development and Community Relations Division

Department of Construction and Land Use, City of Seattle

Manage and direct five units, including

- Development and maintenance of the technical construction codes, Housing Code and the Land Use Code
- Code compliance and enforcement activities, coordinating with Law
- Public information and outreach services for the department
- Staff eight-member Design Commission
- Liaison/ombuds function for the customers, general citizens and elected officials

1985-91:

Planning and Development Specialist Supervisor

Office for Long-Range Planning, City of Seattle

Project manager for the Open Space Policies, Ballard Remapping Study, Fremont Remapping Study, Southwest Seattle Study, and Comprehensive Plan Framework Policies

Jul 90-
Jan 91

Acting Manager IX

Office for Long-range Planning, City of Seattle

Supervise project managers in Physical Planning Division (11 professional staff)

- 1982-85: Planning and Development Specialist II
Land Use and Transportation Project, City of Seattle
- 1978-81: Program Coordinator II, Office of Policy and Evaluation, City of Seattle
- 1978: Program Coordinator I, Office of Policy Planning, City of Seattle
- 1975-77: Planner, Planning Department, City of Bellevue

EDUCATION:

- 1974-75,
2007 Master of Urban Planning
University of Washington
- 1968-70: M.A.: Clothing, Textiles and Related Arts
Oregon State University
- 1964-68: B.A.: Textiles, Clothing and Arts
University of Washington

COMMUNITY INVOLVEMENT/AWARDS:

- Public Employee of the Year, local chapters of Master Builders Association and the American Planning Association, 2007
- Finalist for the 2007 BetterBricks "Advocate" Award
- Commission for Environmental Cooperation of North America, Green Building Advisory Committee member; one of six US representatives
- Honorary AIA Seattle, 2005
- ULI Seattle, Executive Committee and Governance Committee (current)
- UW Professionals Council, Department of Urban Design and Planning (current)
- Wing Luke Asian Museum, Board of Trustees (11 years), and again starting in 2009



**CITY OF SEATTLE - STATE OF WASHINGTON
OATH OF OFFICE**

STATE OF WASHINGTON

COUNTY OF KING

I, Diane M. Sugimura, confirm that I am the person appointed on March 28, 2011, and confirmed by the City Council on June 6, 2011, to the position of Director of the Department of Planning and Development, 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 the Director of the Department of Planning and Development.

Diane M. Sugimura

**Subscribed and sworn to before me
this 6th day of June, 2011**

(affix seal)

Monica Martinez Simmons, City Clerk



Mike McGinn, Mayor
City of Seattle

March 28, 2011

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

Dear Council President Conlin:

I am pleased to transmit to the City Council the following reconfirmation packet for my reappointment of Diane Sugimura as the Director of the Department of Planning & Development. The materials in this packet are divided into two sections:

A. Diane Sugimura

This section contains Ms. Sugimura's Appointment and Oath of Office forms.

B. Professional Credits

This section contains Ms. Sugimura's resume and list of accomplishments

Ms. Sugimura has served the City of Seattle for more than 32 years and over 15 of those years have been in leadership roles within the Department of Planning & Development. As Director of DPD, Ms. Sugimura has led the department through one of the greatest development booms and, perhaps, the greatest development declines in the history of Seattle. DPD had a staff of 450 in March of 2007, which dropped to 300 in two years. Ms. Sugimura took a great amount of care and effort in managing the layoffs while working to keep remaining staff motivated to do even more and better. She has been on the leading edge in terms of sustainable development, which included Energy Disclosure; Preservation Green Lab; the Outcome-based Energy code model and Sustainable Building Policy development, to get Seattle in the lead again. Her department has developed Creative code work, such as the Living Building Challenge demonstration ordinance, Green Factor, parking reductions and backyard cottages. Ms Sugimura is, also, part of a team committed to developing performance expectations for directors, managers and supervisors and making RSJI training a requirement to gain full merit leave days.

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Conlin, Honorable Richard

March 28, 2011

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Ms. Sugimura has proven to be a very effective and respected leader to her department. She is a terrific asset to the City of Seattle, the City Council and the Mayor and I urge you to reconfirm her.

If you have any questions about the attached materials or need additional information, please contact Tim Killian, Council Liaison to the Mayor at 233-3886.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike McGinn". The signature is stylized and cursive, with a long horizontal stroke at the end.

Mike McGinn
Mayor of Seattle