

# City of Seattle



## Director Department of Neighborhoods

Confirmation Packet  
January 30, 2014

**Bernadette C. (Bernie) Agor  
Matsuno**



**City of Seattle**  
**Mayor Edward B. Murray**

January 30, 2014

The Honorable Tim Burgess  
President, Seattle City Council  
Seattle City Hall, 2<sup>nd</sup> Floor  
Seattle, WA 98104

Dear Council President Burgess:

I am pleased to transmit to the City Council the following confirmation packet for the re-appointment of Bernie Matsuno as the Director of the Department of Neighborhoods.

The materials in this packet are divided into two sections:

- A. **Director Name**  
This section contains Bernie's appointment and oath of office forms, her resume, and the press release announcing her re-appointment.
- B. **Background Checks**  
On file from original appointment.

As one of the first hires when the Department of Neighborhoods was created in 1988, Bernie has put her heart and soul into serving the department, its employees and our communities. Early on, Bernie helped create the department's Matching Fund program and over time has led many neighborhood initiatives. Bernie has served as Director of the Department of Neighborhoods since 2011. I urge you to support her re-appointment as Director.

If you have any questions about the attached materials or need additional information, please contact Uriel Ybarra of my office, at 206-684-8162, or via e-mail, at [uriel.ybarra@seattle.gov](mailto:uriel.ybarra@seattle.gov).

Sincerely,

Edward B. Murray  
Mayor, City of Seattle

**SECTION**

**A**



**Edward B. Murray**  
**Mayor of Seattle**

January 6, 2014

Bernie Matsuno  
Seattle WA 98118

Dear Bernie,

It gives me great pleasure to re-appoint you to the position of Director of the Department of Neighborhoods. All conditions of your Director's appointment continue into your next term.

Your term of office is concurrent with that of the Mayor, ending on December 31, 2017. Your re-appointment as Director is subject to City Council confirmation. Therefore, you will need to attend the confirmation hearings of the full City Council.

I thank you for your service to date and look forward to working with you in your role as Director of the Department of Neighborhoods.

Sincerely,

A handwritten signature in black ink, appearing to read "Edward B. Murray".

Edward B. Murray  
Mayor of Seattle

cc: DoN Human Resources

# City of Seattle

## Notice of Appointment

<b>Name:</b> <b>Bernadette C. Agor Matsuno</b>	<input checked="" type="checkbox"/> <b>Executive Appointment</b> <input type="checkbox"/> <b>Legislative Appointment</b>
<b>Appointed to:</b> <b>Director, Department of Neighborhoods</b>	<b>Date of Appointment:</b> <b>1/6/2014</b>
<b>Authority (Ord., Res.):</b> SMC 3.35.020	<b>Term of Office</b> <b>From:</b> City Council Confirmation <b>To:</b> 12/31/2017
<b>Comments:</b> As one of the first hires when the Department of Neighborhoods was created in 1988, Bernie has put her heart and soul into serving the department, its employees and our communities. Early on, Bernie helped create the department's Matching Fund program and over time has led many neighborhood initiatives. Bernie has served as Director of the Department of Neighborhoods since 2011. I urge you to support her re-appointment as Director.	
<b>Authorizing Signature:</b> 	<b>Name and Title of Officer Making Appointment:</b> <b>Edward B. Murray, Mayor</b>



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

**STATE OF WASHINGTON**

**COUNTY OF KING**

**I, Bernadette C. Agor Matsuno, swear or affirm that I possess all the qualifications prescribed in the Seattle City Charter and the Seattle Municipal Code for the position of Director of the Department of Neighborhoods; that I will support the Constitution of the United States, 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 Neighborhoods*.**

\_\_\_\_\_  
**Bernadette C. Agor Matsuno**

**Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2014**

(affix seal)

\_\_\_\_\_  
**Monica Martinez Simmons, City Clerk**

# Bernadette (Bernie) Agor Matsuno

## Areas of Expertise

- Organizational management and administration
- Program development and management
- Financial analysis; budget development
- Creative/outside-the-box thinking
- Big picture visionary with keen sense of the details

## Employment History:

### 2011 to present: Director, Department of Neighborhoods, City of Seattle

Following appointment by the Mayor and confirmation by the City Council, assumed responsibility for leading and managing all department operations, including oversight of five program areas: Historic Preservation, Major Institutions and Schools, District Coordinators, Neighborhood Planning Outreach, P-Patch Community Gardens and Neighborhood Matching Fund, as well as department administrative functions. Department operations are carried out by 40 staff with an operating budget of \$8.6M budget. Additionally, is a member of the Mayor's Cabinet charged with providing advice and recommendations on a variety of policy and operational matters; ensuring that a "neighborhood/community perspective" is heard and considered. Maintain strong working relationship with City Council, as well as community organizations throughout the City.

### 2008 – 2011: Retiree, City of Seattle

Parent Volunteer, Assistant to the Athletic Director, Eastside Catholic School, Sammamish WA. Performed a variety of tasks in support of the Director and athletic department.

Principle, BAM Consulting. Provided consulting services to Seattle Central Community College (research project), TRIAD Development Corporation (community outreach), and sub-contractor to Global Consulting (retreat facilitation.)

Volunteer, College Access Now @ Franklin High School, Seattle WA. Provide assistance to high school seniors, primarily immigrant or refugee students, with the college and financial aid application process.

### 2007: Deputy Director, Department of Neighborhoods, City of Seattle

Assisted newly appointed director during transition to Department and City government, and familiarized director with Seattle neighborhood/community politics, organizations, and issues. Assumed management and other administrative duties in director's absence.

### 2006: Interim Director, Department of Neighborhoods, City of Seattle

As a member of the Mayor's Cabinet, this position reported directly to the Mayor and was responsible for the administration and management of the City's Department of Neighborhoods, which was staffed by 102 employees and had an operating budget of \$10M. Accomplishments included:

- Directed and implemented the Community Building Division's *Revisioning Project* which clarified the Division's mission, more closely aligned the mission and work program, and achieved the goal of serving communities holistically by reducing "silo-like" program operations.
- Successfully relocated two of the department's 13 Neighborhood Service Centers to improve services to Downtown and Southeast Seattle neighborhoods, while accommodating growing space needs of the Seattle Police Department and other co-locators.
- Led planning effort in anticipation of public school closures and potential reuse of the sites consistent with School District goals, as well as City and community interests.
- Led development of the department's 2007-2008 operating budget which was unanimously approved by the Mayor and City Council.
- Led transition following departure of previous director; stabilized operations, improved staff confidence in department leadership, and improved morale.

**July 2004 – 2006: Director, Community Building Division, Department of Neighborhoods, City of Seattle.**

Managed the department's Community Building Division (35 staff members) including policy development and oversight of program operations. The division is primarily responsible for carrying out programs and services that support civic engagement and activism and include the Neighborhood Matching Fund, Neighborhood Coordinators and Service Centers, Community Gardening, facilitation of Major Institution and School Advisory committees, and Neighborhood Planning and Implementation. Major accomplishments included:

- Completed citizen evaluation of the Neighborhood Matching Fund, resulting in improved access and utilization of the Fund by people of color groups and refugee and immigrant groups.
- Race and Social Justice projects – which were "piloted" the previous three years - were approved by the City Council for permanent support. Additional funding was received and designated for Race and Social Justice Projects.
- Neighborhood district councils developed and implemented outreach plans to diversify community participation in council activities.
- Requested and received increase budget for the purchase of property in Southeast Seattle primarily utilized by immigrants as a community garden.

**1988 – June 2004: Neighborhood Matching Fund (NMF) Program, Department of Neighborhoods, City of Seattle**

- Program Manager: Management and oversight of department's \$3.5M program. Staff included 10 project managers who worked with community groups to successfully carry out an array of neighborhood improvement projects. Major responsibilities included developing and monitoring the program budget, advising/preparing program recommendations to senior management, responding to Mayoral and City Council inquiries, serving as liaison to citizen volunteer groups and providing staff support as needed. Led the development and implementation of the department's Race and Social Justice Fund.
- Senior Project Manager: With three others, established and staffed the Mayor's Executive Office charged with implementing the City's Neighborhood Planning and Assistance program, including the creation of the Neighborhood Matching Fund.

**1979 – 1988: Crime Prevention Specialist, Seattle Police Department, City of Seattle**

Worked with neighborhood residents to undertake crime prevention activities, including the formation of Block Watch groups.

**1978 – 1979: Social Worker, Special Education Department, Seattle Public Schools.**

Member of a multi-disciplinary team charged with conducting student assessments and developing personalized educational plans, including non-academic resources to support the student and family.

**1976-1978: Filipino-American Resource Specialist, Ethnic Cultural Heritage Program, Seattle Public Schools.**

**1974 – 1976: Caseworker, Juvenile Division, Seattle-King County Defender Association.**

**Education**

1978: Master of Arts, Social Work, University of Washington

1974: Bachelor of Arts, Community Services, Seattle University

## Mayor-Elect Murray Announces Initial List of Departmental Retentions and Changes

November 22, 2013

FOR IMMEDIATE RELEASE:

Contact: Jeff Reading, (206) 684-3952 or Sandeep Kaushik, (206) 355-9230

Seattle (Nov. 22) – Seattle Mayor Elect Ed Murray today issued an update on where things currently stand on his ongoing conversations with department directors.

Mayor Elect Murray began meeting individually with the heads of city departments to discuss his plans and priorities for when he takes office in January. These are ongoing meetings that will continue through December.

“I mentioned earlier in the week that there would be some changes in personnel, as can be expected with any transition to a new administration. I wanted share where things stand in that regard at the present time,” Murray said.

The following department heads will be not be returning once the new administration takes office:

**Beth Goldberg**- City Budget Office

**Peter Hahn** – Department of Transportation

**Marco Lowe** – Director of Intergovernmental Affairs

**David Stewart** – Personnel Director

In addition, **Rick Hooper**, the current director of the Office of Housing, is announcing his retirement, and **Catherine Lester**, the interim Director of Human Services, has been asked to stay on for now as the City conducts a search for a permanent director.

“We enter public service with a belief that government can and should be partners with the people we serve, and responsive to the community. I want to thank all of these dedicated public servants for their commitment, professionalism and hard work for the people of Seattle. I wish them all the best in their next endeavors,” Murray said.

Mayor Elect Murray has also met with and asked for the continued service of the following:

**Fred Podesta** – Director of Finance and Administrative Services

**Bernie Matsuno** – Director Department of Neighborhoods

**Ray Hoffman**- Seattle Public Utilities

**Gregory Dean** – Fire Chief, Seattle Fire Department

**Erin Devoto** – Director, Department of Information Technology

**Steve Johnson** – Director of Department of Economic Development

**Diane Sugimura** – Director of Department of Planning and Development

**Randy Engstrom** – Director of Arts and Cultural Affairs

**Robert Nellams** – Director of Seattle Center

**Jorge Carrasco** – Superintendent of City Light

Mayor Elect Murray's transition will make additional announcements in the future as these meetings continue.

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