



Seattle City Council

September 24, 2014

Fred Podesta, Acting Director, Department of Finance and Administrative Services
City of Seattle

Re: City Council Expectations for the Director of the Department of Finance and Administrative Services

Dear Mr. Podesta:

Congratulations on your re-appointment by Mayor Murray to serve as the Director of the Department of Finance and Administrative Services (FAS). Thank you for your willingness to serve the people of Seattle. As part of the confirmation process, the City Council often drafts letters of expectations. This letter has been placed in Clerk File 313936, which contains your appointment file, and documents the City Council's expectations.

First and foremost, we expect the Director to maintain a constructive working relationship with the Council through prompt responses to Council inquiries, faithful implementation of Council policy direction and proactive updates on operational concerns and financial matters.

As Director of FAS, you are responsible for overseeing a number of key functions for the City: managing the City's finances, administering the City's purchasing and contracting processes, overseeing payroll, risk management, data systems management, issuing regulatory and revenue licenses, ensuring that public works projects are consistent with state and local ordinances, and overseeing Citywide compliance in responding to public record requests, among other duties.

We expect the Director of the Department of Finance and Administrative Services to carry out these duties with integrity and a strong ethic of public service.

Sincerely,


Nick Licata
Chair, Finance and Culture Committee


Tim Burgess
Council President