



Seattle City Council

September 24, 2014

Glen Lee, Acting Director of Finance
City of Seattle

Re: City Council Expectations for the Director of Finance

Dear Mr. Lee:

Congratulations on your re-appointment by Mayor Murray to serve as the Director of Finance and Administrative Services. 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 313937, which contains your appointment file, and documents the City Council's expectations.

First and foremost, we expect the Director of Finance 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.

Work in support for members of the Board of Administration of the Seattle City Employees' Retirement System, and the City's elected officials, is essential to maintaining the financial integrity of the retirement system, and the City's overall financial health.

Economic forecasting, in coordination with the City Budget Office, is also of vital importance. These forecasts set the baseline for the Council's budget deliberations.

We expect that the Director of Finance to work in conjunction with the Director of the City Budget Office to appropriately manage the City's use and issuance of debt, and provide the Council with policy options for the efficient use of short-term and long-term debt.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Nick Licata".

Nick Licata
Chair, Finance and Culture Committee

A handwritten signature in blue ink, appearing to read "Tim Burgess".

Tim Burgess
Council President