

**CITY OF SEATTLE**

**RESOLUTION \_\_\_\_\_**

..title

A RESOLUTION relating to City Council confirmation and reconfirmation of City department heads; describing the steps that the City Council intends to follow; outlining materials that should be submitted to the City Council prior to and as part of a nomination; describing general criteria that the Council intends to consider when evaluating the search process for an appointment and department head candidates; and superseding Resolution 30962.

..body

WHEREAS, the City Charter and the Seattle Municipal Code provide that the heads of certain City departments are subject to appointment or reappointment by the Mayor, and confirmation or reconfirmation by the City Council every four years; and

WHEREAS, the confirmation and reconfirmation processes for a department head candidate affords the City Council and the public an opportunity to review the candidate's leadership, accomplishments, vision, goals, priorities, challenges, management, and decision-making approaches; and

WHEREAS, the selection, confirmation, and reconfirmation processes also afford the City Council and the public an opportunity to hear the Mayor's goals and vision for a department, as well as the desired qualifications, experience, accomplishment, leadership, and other qualities for the position of department head; and

WHEREAS, the selection, confirmation, and reconfirmation considerations set forth in this resolution are in accordance with the concept of checks and balances between the Executive and Legislative branches of government, and ensure that highly competent, inclusive, and dedicated individuals are in key City management positions; and

WHEREAS, Resolution 30962, adopted by the City Council in March 2007, outlines the process and general performance criteria for confirmation and reconfirmation of department

1 heads within ten weeks of submittal, but does not explicitly address what the Council will  
2 consider regarding the search process, including criteria to assess whether the search  
3 process was transparent and did not entrench institutional discrimination, nor what  
4 materials should be submitted describing the search process to identify the appointment;  
5 and

6 WHEREAS, the City Council intends to have uniform and consistent processes and  
7 considerations for initial confirmation and periodic reconfirmation of department heads  
8 and intends to establish fair and inclusive search processes to consider when evaluating  
9 department head candidates or existing department heads; NOW, THEREFORE,

10 **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE, THAT:**

11 Section 1. The City Council intends for the following steps in this section to occur when  
12 evaluating new City department head candidates during the initial confirmation process, and  
13 when evaluating existing City department heads during the reconfirmation process.

14 A. For initial appointments, prior to identifying and transmitting a nomination, the  
15 Mayor submits to the Council, consistent with the Clerk's Office standards, materials detailing  
16 the planned recruitment process. The Mayor should submit, at a minimum, the following:

- 17 1. A written description of the intended process;
- 18 2. A list of any advisory groups that will outline desired qualifications and  
19 skills or vet applicants; and
- 20 3. The composition of any advisory groups.

21 B. The Mayor submits to the Council the materials for the appointment of a  
22 department head in paper and electronic form consistent with the Clerk's Office standards. The  
23 Mayor should submit, at a minimum, the following:

- 1                   1.     Transmittal letter;
- 2                   2.     Letter to appointee describing terms of appointment;
- 3                   3.     Appointment form;
- 4                   4.     Oath of office;
- 5                   5.     Resume;
- 6                   6.     Memo relating to background check;
- 7                   7.     Memo describing the process to identify strong candidates and
- 8 recommend candidates for consideration by the Mayor; and
- 9                   8.     List of engagement and input sessions that were held, including the dates
- 10 and groups represented.

11                   For a reappointment, only items B.1, B.3, B.4, and B.5 apply.

12                   C.     The City Clerk places the materials in an Appointment File, for processing as

13 legislation in accordance with Council rules.

14                   D.     After the Appointment File has been introduced and referred, the committee chair

15 distributes to all Councilmembers and the Director of Central Staff the Appointment File's

16 contents.

17                   E.     The committee chair provides public notice of the confirmation or reconfirmation

18 process and the availability of the materials at least two weeks before the committee meeting at

19 which the Appointment File will be discussed, in addition to listing the Appointment File on the

20 agenda for that committee meeting.

21                   F.     The committee chair takes public comment on the proposed confirmation or

22 reconfirmation at each committee meeting at which the Appointment File is discussed and also

23 accepts public comment submitted in other forms before City Council action.

1           G.     The committee chair makes all written public comment available to all  
2 Councilmembers for review and available to the public, including posting on the Council’s  
3 website as appropriate.

4           H.     The Council President schedules full City Council action on the Appointment  
5 File.

6           I.     The Council President’s action in subsection 1.H of this resolution should take  
7 place within ten weeks of the Mayor’s transmission of materials in subsection 1.B of this  
8 resolution.

9           Section 2. The City Council intends to consider, prior to receiving a nomination and  
10 during its deliberations over an appointment, as appropriate, the general criteria listed below  
11 when evaluating the adequacy of a recruitment process for new City department head candidates.  
12 In addition, for each individual confirmation or reconfirmation process, these criteria may be  
13 supplemented by additional specific criteria appropriate to the particular department head  
14 candidate being evaluated.

15           A.     Utilization of the Racial Equity Toolkit throughout the process;

16           B.     Inclusion of affected constituencies and groups in reviewing potential candidates,  
17 interviewing candidates, and establishing expectations, including, but not limited to:

18                   1.     Staff in the impacted department;

19                   2.     Representative(s) of communities most likely to be impacted by the work  
20 of the department;

21                   3.     Representative(s) from the labor community;

22                   4.     Representative(s) from the business community; and

23                   5.     Community partners.

1 Section 3. The City Council intends to consider, as appropriate, the general performance  
2 criteria listed below when evaluating new City department head candidates during the initial  
3 confirmation process and when evaluating existing City department heads during the  
4 reconfirmation process. In addition, for each individual confirmation or reconfirmation process,  
5 these criteria may be supplemented by additional specific criteria appropriate to the particular  
6 new department head candidate or existing department head being evaluated. If the Council is  
7 reviewing a new City department head candidate who has little or no previous experience  
8 working for the City of Seattle, the Council should modify the general performance criteria listed  
9 below to apply to previous non-City experience.

- 10 A. Departmental or organizational accomplishments;
- 11 B. Leadership and achievements;
- 12 C. Timely completion of projects and work programs;
- 13 D. Budget performance;
- 14 E. Strategic planning;
- 15 F. Demonstrated commitment to diversity in hiring, workplace operations,  
16 contracting, and constituent services;
- 17 G. Departmental or organizational management;
- 18 H. Employee morale and motivation;
- 19 I. Relations with the public;
- 20 J. Relations with City Council or other elected officials or oversight boards;
- 21 K. Accomplishment of Council priorities or those of other elected officials or  
22 oversight boards; and
- 23 L. Responsiveness to Council requests or those from other elected officials or

1 oversight boards.

2           Section 4. This resolution does not apply to the Chief of Police’s appointment procedure.

3           Section 5. Resolution 30962 is superseded.

4           Section 6. For appointment materials submitted under Resolution 30962 and before this  
5 resolution takes effect, the provisions of Resolution 30962 shall apply rather than the provisions  
6 of this resolution.

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