TO:	Mayor and Council Members
FROM:	City Manager Elizabeth Pauli
COPY:	City Clerk
SUBJECT:	**Resolution to *Amend the Rules of Procedure of the Council of the City of Tacoma* – February 5, 2019**
DATE:	January 16, 2019

SUMMARY:

A Resolution amending the *Rules of Procedure of the Council of the City of Tacoma* to add Rule 17 - City Council Department Director Confirmation Process Guidelines.

STRATEGIC POLICY PRIORITY:

This resolution best aligns with the following strategic priority by having process guidelines in the *Rules of Procedure of the Council of the City of Tacoma* for the City Council confirmation of Department Directors:

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

In 2014, Charter Amendment Number 5 added a new requirement to the City Manager's role of approving and removing all officers and employees under the jurisdiction of this position (Charter Section 3.4). The amendment added a requirement for department director-level appointments to be confirmed by the City Council.

At the November 6, 2018 Government Performance Committee meeting, Assistant City Manager Tadd Wille presented the City Manager's developed process for department director-level appointments and City Council confirmations. The goal is to create a consistent process that allows for input and involvement from City staff, stakeholders, the public, and the City Council, when appropriate.

The proposed process was later shared with the full Council at the January 15, 2019 Study Session and there was a consensus to move a resolution forward for Council consideration to amend the *Rules of Procedure of the Council of the City of Tacoma* by adding a rule for the City Council Department Director Confirmation Process Guidelines (see attached process guidelines).

These confirmation process guidelines do not include confirming the Director of the Department of Public Utilities, as required by the section 4.18 of the Charter, since that process will be developed by the Public Utility Board and the City Council.

ISSUE:

Amendments to be made to the *Rules of Procedure for the Council of the City of Tacoma* must be adopted through a resolution and have two readings.

ALTERNATIVES:

The City Council can chose to adopt, modify or reject the resolution.

RECOMMENDATION:

The City Manager's Office has developed a three-tiered approach to the appointment/confirmation process based on the position of the department's relative impact on the community. Department Director level positions have been categorized into three tiers: public safety, outward facing and inward facing. For consistency, guidelines for a standard confirmation process are recommended to be added as Rule 17 to the *Rules of Procedure of the Council of the City of Tacoma.* The City Manager will advise the City Council when exceptions to the process may be necessary.

FISCAL IMPACT:

There is no fiscal impact if this resolution is adopted.

Director Confirmation Areas

Confirmation Category	Department Directors
Public Safety	• Police Chief • Fire Chief
Outward Facing	• Neighborhood & Community Services • Community & Economic Development • Public Works • Environmental Services • Tacoma Venues & Events • Planning & Development Services
Inward Facing (Internal Services)	• Finance • Information Technology • Human Resources • City Attorney

Confirmation Process Guidelines

GENERAL GUIDELINES	Public Safety	Outward Facing	Internal Facing
Notification of Director vacancy and opportunity for Councilmember input on recruitment outreach	X	X	X
Share resume with City Council (Minimum 1 week before confirmation)	X	X	X
External subject matter expert included on interview panel *	X	X	X
Community/stakeholder interview panel	X	X	
Standing Committee Q & A		X	X
Executive session discussion regarding candidate qualifications	X	X	X
Full City Council meet and greet (pre-hire)	X	X	X**
Public forum / public meet and greet	X	X	
Full City Council Interview/presentation	X		

*As necessary
**City Attorney Only