



RESOLUTION NO. 40229

1 A RESOLUTION amending the *Rules of Procedure of the Council of the City of*
2 *Tacoma* by adding thereto a new Rule 17, "City Council Department
3 Director Confirmation Process Guidelines," for the purpose of establishing a
4 standard process for City Council confirmation of Department Director
5 appointments.

6 WHEREAS, in 2014, Charter Amendment No. 5 added a new requirement
7 to the City Manager's role of approving and removing all officers and employees
8 under the City Manager's jurisdiction, and

9 WHEREAS the amendment added a requirement to City Charter
10 Section 3.4 that department director-level appointments be confirmed by the City
11 Council, and

12 WHEREAS, at the November 6, 2018, Government Performance
13 Committee meeting, Assistant City Manager Tadd Wille presented the City
14 Manager's developed process for department director-level appointments and City
15 Council confirmations, with the goal of creating a consistent process that allows for
16 input and involvement from City staff, stakeholders, the public, and the City
17 Council, when appropriate, and

18 WHEREAS the proposed confirmation process was shared with the City
19 Council at the January 15, 2019, Study Session, and there was consensus to
20 move a resolution forward for City Council consideration to amend the *Rules of*
21 *Procedure of the Council of the City of Tacoma* by adding a rule for the City
22 Council Department Director Confirmation Process Guidelines, and
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WHEREAS the proposed confirmation process does not include confirmation of the Director of the Department of Public Utilities; as required by Section 4.18 of the City Charter, that process will be developed by the Public Utility Board and City Council; Now, Therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TACOMA:

That the *Rules of Procedure of the Council of the City of Tacoma* is hereby amended by adding thereto a new Rule 17, "City Council Department Director Confirmation Process Guidelines," for the purpose of establishing a standard process for City Council confirmation of Department Director appointments, all as more specifically set forth in the attached Exhibit "A."

Adopted _____

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney



EXHIBIT "A"

RULES OF PROCEDURE OF THE COUNCIL OF THE CITY OF TACOMA

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RULE 17 – CITY COUNCIL DEPARTMENT DIRECTOR CONFIRMATION PROCESS GUIDELINES

- A. **Purpose.** The purpose of this section is to create a consistent process for Council confirmation of department director-level appointments by the City Manager, which will allow for input and involvement from City staff, stakeholders, the public, and the Council, when appropriate.
- B. **Director Confirmation Categories.** There shall be three confirmation categories, as follows:

<u>Category</u>	<u>Department Directors</u>
<u>Public Safety</u>	<ul style="list-style-type: none"> • <u>Fire Chief</u> • <u>Police Chief</u>
<u>Outward Facing</u>	<ul style="list-style-type: none"> • <u>Community and Economic Development</u> • <u>Environmental Services</u> • <u>Neighborhood and Community Services</u> • <u>Planning and Development Services</u> • <u>Public Works</u> • <u>Tacoma Venues and Events</u>
<u>Inward Facing (Internal Services)</u>	<ul style="list-style-type: none"> • <u>City Attorney</u> • <u>Finance</u> • <u>Human Resources</u> • <u>Information Technology</u>



C. Confirmation Process Guidelines.

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<u>General Guidelines</u>	<u>Public Safety</u>	<u>Outward Facing</u>	<u>Inward Facing</u>
<u>Notification of Director vacancy and opportunity for City Council member input on recruitment outreach</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Share resume with City Council (Minimum one week before confirmation)</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>External subject matter expert included on interview panel*</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Community/stakeholder interview panel</u>	<u>X</u>	<u>X</u>	
<u>Standing Committee Q & A**</u>		<u>X</u>	<u>X</u>
<u>Executive Session discussion regarding candidate qualifications</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Full City Council meet and greet, pre-hire</u>	<u>X</u>	<u>X</u>	<u>X***</u>
<u>Public Forum / public meet and greet</u>	<u>X</u>	<u>X</u>	
<u>Full City Council interview/presentation</u>	<u>X</u>		

* As necessary

** Full City Council will interview Public Safety Candidates

*** City Attorney only

D. Process Exceptions. Exceptions to these guidelines may be necessary, such as the need for expedited hiring, availability of individuals and groups involved, and long-term successful interim appointments. The City Manager will advise the Council of any need for process exemptions.