Req. #19-0069



RESOLUTION NO. 40229

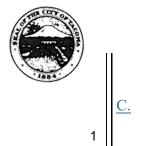
1 2 3	A RESOLUTION amending the <i>Rules of Procedure of the Council of the City of</i> <i>Tacoma</i> by adding thereto a new Rule 17, "City Council Department Director Confirmation Process Guidelines," for the purpose of establishing a standard process for City Council confirmation of Department Director appointments.					
4 5	WHEREAS, in 2014, Charter Amendment No. 5 added a new requirement					
6	to the City Manager's role of approving and removing all officers and employees					
7	under the City Manager's jurisdiction, and					
8	WHEREAS the amendment added a requirement to City Charter					
9	Section 3.4 that department director-level appointments be confirmed by the City					
10 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 17	input and involvement from City staff, stakeholders, the public, and the City					
17	Council, when appropriate, and					
19	WHEREAS the proposed confirmation process was shared with the City					
20	Council at the January 15, 2019, Study Session, and there was consensus to					
21	move a resolution forward for City Council consideration to amend the <i>Rules of</i>					
22	<i>Procedure of the Council of the City of Tacoma</i> by adding a rule for the City					
23 24	Council Department Director Confirmation Process Guidelines, and					
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	WHEREAS the proposed confirmation process does not include						
1	confirmation of the Director of the Department of Public Utilities; as required by						
2	Section 4.18 of the City Charter, that process will be developed by the Public Utility						
3 4	Board and City Council; Now, Therefore,						
4 5	BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TACOMA:						
6	That the Rules of Procedure of the Council of the City of Tacoma is hereby						
7	amended by adding thereto a new Rule 17, "City Council Department Director						
8	Confirmation Process Guidelines," for the purpose of establishing a standard						
9	process for City Council confirmation of Department Director appointments, all as						
10	more specifically set forth in the attached Exhibit "A."						
11 12							
12	Adopted						
14							
15		Mayor					
16	Attest:						
17							
18	City Clerk						
19 20	Approved as to form:						
20							
22	City Attorney						
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	EXHIBIT "A"						
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2	RULES OF PROCEDURE OF THE COUNCIL OF THE CITY OF TACOMA						
3							
4	* * *						
5	<u>RULE 17 – CITY COUNCIL DEPARTMENT DIRECTOR CONFIRMATION</u> <u>PROCESS GUIDELINES</u>						
6	A. Purpose. The purpose of this section is to create a consistent process for Council						
7	confirmation of department director-level appointments by the City Manager, which						
8	will allow for input and involvement from City staff, stakeholders, the public, and the Council, when appropriate.						
9		firmation Categories. There shall be three confirmation categories, as					
10	<u>follows:</u>						
11	Category Public Safety	Department Directors Fire Chief					
12		Police Chief					
13	Outward Faci	· · · · · ·					
14		 <u>Environmental Services</u> Neighborhood and Community Services 					
15		Planning and Development Services					
16		 <u>Public Works</u> Tacoma Venues and Events 					
17	Inward Facing						
18	(Internal Serv	• Finance • Human Resources					
19		 Information Technology 					
20		I					
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<u>Confirmation Process Guidelines.</u>

1 2		General Guidelines	Public Safety	Outward Facing	Inward Facing			
3		Notification of Director vacancy and opportunity for City Council member input on recruitment outreach	X	X	X			
4 5		<u>Share resume with City Council (Minimum</u> one week before confirmation)	X	X	X			
6 7		External subject matter expert included on interview panel*	X	X	X			
8		Community/stakeholder interview panel	X	<u>X</u>				
9		Standing Committee Q & A**		<u>X</u>	<u>X</u>			
10		Executive Session discussion regarding candidate qualifications	X	X	X			
11		Full City Council meet and greet, pre-hire	X	X	<u>X***</u>			
12		Public Forum / public meet and greet	<u>X</u>	<u>X</u>				
13		Full City Council interview/presentation	<u>X</u>					
14		 <u>As necessary</u> <u>Full City Council will interview Public Safety</u> 	y Candidates					
15		*** City Attorney only						
16	<u>D.</u>	Process Exceptions. Exceptions to these guidel						
17		need for expedited hiring, availability of individuals and groups involved, and long- term successful interim appointments. The City Manager will advise the Council of						
18	any need for process exemptions.							
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