

City of Seattle



Finance Director

**Confirmation Packet
May 23, 2024**

Jamie Carnell



May 23, 2024

The Honorable Sara Nelson
President, Seattle City Council
Seattle City Hall, 2nd Floor
Seattle, WA 98104

Dear Council President Nelson:

It is my pleasure to transmit to the City Council the following confirmation packet for my appointment of Jamie Carnell as Director of the Office of City Finance (OCF).

The materials in this packet are divided into two sections:

A. **Jamie Carnell**

This section contains Ms. Carnell's appointment, oath of office form, and resume.

B. **Background Check**

This section contains the report on Ms. Carnell's background check.

Jamie Carnell has ably served as the City's Interim City Finance Director over the last two years, and after review of her remarkably well-regarded performance, it is with total confidence that I recommend her for you and your colleagues' consideration today.

Ms. Carnell brings a wealth of experience to her role, serving at the City of Seattle in roles of increasing responsibility since 1994. Prior to becoming Interim City Finance Director, she served as Director of the City's Business Systems Division and Deputy Director to former City Finance Director, Glen Lee. She has overseen several enterprise financial system implementations for the City of Seattle as well as across other multiple jurisdictions in Western Washington. Ms. Carnell has spent her entire 30-year career in local government finances, information technology, communications, and project management. She brings the right combination of big picture thinking, strategic acumen, and a commitment to fiscally sound business practices to soundly serve both our City government's operations and our community at-large.

In assessing Ms. Carnell's performance as Interim Finance Director, my office has consulted with stakeholders and leaders who have worked alongside her, including the Seattle Police Pension Board, the Seattle Firefighters Pension Board, the Executive Director of the Seattle City Employees Retirement System, the City's Financial Advisor at Piper Jaffray & Company, Accenture, the immediate former City Finance Director (and current Chief Financial Officer for the District of Columbia), the immediate former Director of the Office of Economic & Revenue Forecasts, the immediate former City Budget Director, the Director of the Seattle Department of Human Resources, the Finance Director for the City of Tacoma, the International Brotherhood of Electrical Workers (IBEW) Local 77, and several OCF employees who work with her on issues ranging from risk management to human resources. It was readily evident that Jamie Carnell has deep personal integrity, a strong project management focus, and a solution-oriented attitude to run our Office of City Finance with distinction. Review of her performance at OCF and the

overwhelmingly positive feedback from affected stakeholders is the process that informed my decision to advance Ms. Carnell for your consideration today.

I trust that after reviewing Ms. Carnell's application materials, meeting with her, and following Councilmember Strauss' diligent Finance, Native Communities, and Tribal Governments Committee review, you will find that Jamie Carnell is a thoughtful, personable, respected collaborator who cares deeply about her 150-person team and the people of Seattle. I trust you'll see she is the right choice to serve as permanent Finance Director.

If you have any questions about the attached materials or need additional information, my Chief of Staff & General Counsel Jeremy Racca would welcome hearing from you. I appreciate your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Bruce A. Harrell". The signature is written in dark ink and is positioned above the printed name and title.

Bruce A. Harrell
Mayor of Seattle

SECTION

A



City of Seattle

Mayor Bruce Harrell

May 17, 2024

Jamie Carnell
Seattle, WA
Transmitted via e-mail

Dear Jamie,

It gives me great pleasure to appoint you to the position of Finance Director and Director of the Office of City Finance at an annual salary of \$229,951.

Your appointment as Director is subject to City Council confirmation; therefore, you will need to attend the Council's confirmation hearings. Once confirmed by the City Council, your initial term will be for four years.

Your contingent offer letter provided employment information related to the terms of your employment, benefits, vacation, holiday and sick leave.

I look forward to working with you in your role as Director and wish you success. We have much work ahead of us, and I am confident that the Office will thrive under your leadership.


Sincerely,

Bruce A. Harrell
Mayor of Seattle

cc: Seattle Department of Human Resources file



City of Seattle Department Head Notice of Appointment

Appointee Name: <i>Jamie Carnell</i>	
City Department Name: <i>Office of City Finance</i>	Position Title: <i>Finance Director</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment	City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Term of Position: * Council Confirmation to <i>6/1/2028</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Background: Ms. Carnell brings a wealth of experience to her role, serving at the City of Seattle in roles of increasing responsibility since 1994. Prior to becoming Interim City Finance Director, she served as Director of the City's Business Systems Division and Deputy Director to former City Finance Director, Glen Lee. She has overseen several enterprise financial system implementations for the City of Seattle as well as across other multiple jurisdictions in Western Washington. Ms. Carnell has spent her entire 30-year career in local government finances, information technology, communications, and project management. She brings the right combination of big picture thinking, strategic acumen, and a commitment to fiscally sound business practices to soundly serve both our City government's operations and our community at-large.	
Authorizing Signature:  Date Signed: May 23, 2024	Appointing Signatory: <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

**Term begin and end date is fixed and tied to the position and not the appointment date.*



CITY OF SEATTLE ▪ STATE OF WASHINGTON
OATH OF OFFICE

State of Washington

County of King

I, Jamie Carnell, swear or affirm that I possess all of the qualifications prescribed in the Seattle City Charter and the Seattle Municipal Code for the position of Finance Director and Director of the Office of City Finance; that I will support the Constitution of the United States, the Constitution of the State of Washington, and the Charter and Ordinances of The City of Seattle; and that I will faithfully conduct myself as Finance Director and Director of the Office of City Finance.

Jamie Carnell

Subscribed and sworn to before me

this ____ day of _____, 2024.

[Seal]

Scheereen Dedman, City Clerk

JAMIE CARNELL

Public Finance Executive

Jamie.Carnell@seattle.gov



PROFESSIONAL PROFILE

Experienced public finance and technology executive with over 25 years developing and executing innovative change in enterprise and business transformation programs with an emphasis on financial and human capital management processes and applications. Strategic relationship builder with proven record of developing collaboration across channels within government agencies and with outside partnerships. Strong communicator with a collaborative style and demonstrated ability to work effectively with diverse teams across multiple issues and disciplines. Mission-driven, persistent, solutions-focused and dedicated to excellence. A unique ability to understand the needs of the business and identify the most efficient process and appropriate technology.

EXECUTIVE SKILLS

Ability to identify and grow talent
- highly motivational leadership style; coaches and trains team members; builds inclusive team culture.

Partner with senior leadership and cross-functional stakeholders to identify and manage cross-functional transformation initiatives

Ability to enable an enterprise-wide process evolution

TRANSFORMATION PROJECTS

WeVolve
(Workday HCM)

FinMAP
(PeopleSoft9.2)

FileLocal
(Multicity business license and tax portal)

EXPERIENCE- City of Seattle | Seattle WA

INTERIM CITY FINANCE DIRECTOR
Present

Currently serve as the City of Seattle's Interim Finance Director leading the financial operations of a triple A rated major U.S. City, with a staff of over 150 employees. Committed to implementing transparent financial processes that provide clarity to decision makers and the public. Works in partnership with CBO to oversee the City's financial control functions and enterprise reporting responsibilities while working to achieve the goals set by the Mayor and the City Council. Provides cohesive Citywide financial direction and policies to City departments. Duties include (but not limited to):

- Managing the city accounting processes and procedures and implements controls to ensure transparency and accountability. Oversees the annual production of the Annual Comprehensive Financial Report (ACFR)
- Efficiently and effectively managing the City's financial assets and liabilities – including receiving, safekeeping, investing, disbursing, and ensuring there is always enough cash available to meet operation and program obligations.
- Minimizing debt service and issuance costs, retains the highest practical credit rating, maintains full and complete legal and regulatory compliance.
- Managing Citywide financial systems (i.e., Peoplesoft & Workday) and supports interacting systems.
- Administering and collecting city-levied taxes (e.g., business licenses and taxes)
- Adjusting pre-litigated tort claims filed against the city and advises departments on risks and exposures to the city.
- Executing citywide payroll to employees and their obligations.
- Supporting external citywide financial partnerships, including public corporations (i.e. Pike Place Market, Beneroya Music Hall)
- Providing technical assistance, training, and support to City departments in performing financial functions.
- Overseeing interaction with the City and State Auditor's offices

JAMIE CARNELL

Public Finance Executive

Jamie.Carnell@seattle.gov



EDUCATION

Greater Seattle
Chamber of Commerce
Leadership Tomorrow
2015

BACHELOR OF ARTS
Seattle Pacific University
1990-1995

VOLUNTEER EXPERIENCE

BOARD MEMBER
Treasurer
Sand Point Arts and Culture
Exchange, Seattle, WA
2018-2021

COMMUNITY REPRESENTATIVE
Lake City Community Council
2011-2014

AWARDS

Government Finance Officers
Association 2018 Excellence in
Government Finance for Creative
Solution to a Common Challenge.

EXPERIENCE continued

BUSINESS SYSTEMS DIRECTOR/DEPUTY CITY FINANCE DIRECTOR
2019 - 2022

Executive responsible for driving programs that span across the organization and across departments. The division also supports internal and external back-office systems for the City of Seattle's collection of tax revenue. The division has an operating budget of around 15 million, a current capital budget of over 30 million and a staff of 45. The role requires assessing the full breadth of the transformation in the City including system usage, governance of business processes and the adoption of change by city departments.

Position also serves at the Deputy Finance Director to the City Finance Director. Responsible for providing strategic operational guidance for the divisions under the Director of Finance which encompasses citywide accounting and payroll, treasury services, risk management, and license and tax administration.

PEOPLESOFT IMPLEMENTATION DIRECTOR
2016 - 2019

Directly responsible for the successful implementation of PeopleSoft 9.2 for over 40 departments and 14,000 plus employees with an implementation budget of \$140 million. Included in implementation was a significant upgrade to a Time and Labor module, a Cash Management System with integrations to PeopleSoft 9.2 and a significant realignment of City financial and procurement practices to a single standardized set of policies and processes to ensure unified processing in PeopleSoft 9.2.

ASSISTANT FINANCE DIRECTOR
2015 - 2017

Integral executive team member in the City Finance organization responsible for articulating expectations and developing strategies for process improvements with applications owned by the City Finance Director and affiliated divisions. Responsible for driving highly complex, interdepartmental, and multidisciplinary projects on behalf of the Mayor, City Budget Office, and City Finance Directors. Advise on key information technology issues and solutions including policy and financial positions, departmental staffing/operational issues, administrative interpretations and implementation of legal and regulatory requirements, and communication with elected officials. Develop proposals and manage scope for vendor and purchase contracts.

FINANCE AND ADMINISTRATIVE SERVICES AND CITY FINANCE
Positions of Progressive Responsibility
1994-2015

SECTION

B



April 2, 2024

TO: Pam Inch – Senior Executive Recruiter SDHR
FROM: Dr. Mary M. Roberson – Office of City Finance Human Resources
SUBJECT: Background check for Jamie Lynn Carnell

The Office of City Finance Human Resources has received a copy of **Jamie Lynn Carnell's** background check provided by Global Screening Solutions. There were no findings that would impact their employment eligibility.

CC: Personnel File