

City of Seattle



Director Office of Intergovernmental Relations

**Confirmation Packet
January 19, 2018**

Lily Wilson-Codega



City of Seattle

January 19, 2018

The Honorable Bruce A. Harrell
President, Seattle City Council
Seattle City Hall, 2nd Floor
Seattle, WA 98104

Dear Council President Harrell:

I am pleased to transmit to the City Council the following confirmation packet for my appointment of Lily Wilson-Codega as Director of the Office of Intergovernmental Relations.

The materials in this packet are divided into two sections:

A. Lily Wilson-Codega

This section contains Ms. Wilson-Codega's appointment and oath of office forms, her resume, and the press release announcing her appointment.

B. Background Checks

This section contains the report to the Mayor's Office on Ms. Wilson-Codega's background check.

Lily Wilson-Codega is a proven leader in bringing together stakeholders to advance policy priorities at all levels of government. She brings leadership and broad range of existing relationships to the Office of Intergovernmental Relations.

Throughout her career working with organized labor, Lily has a demonstrated track record of shaping and successfully advancing complex policy priorities. Her experience and deep relationships with elected officials will be invaluable in effectively advancing the City of Seattle's policy agenda across national, state, regional and local governments in support of a vibrant, affordable, livable, and equitable city.

If you have any questions about the attached materials or need additional information, please contact Deputy Mayor Shefali Ranganathan at 206-256-6195, or via e-mail, at Shefali.Ranganathan@seattle.gov.

Sincerely,



Jenny A. Durkan
Mayor, City of Seattle

SECTION

A



City of Seattle

January 19, 2018

Lily Wilson-Codega
Seattle, WA
Transmitted via e-mail

Dear Lily,

It gives me great pleasure to appoint you to the position of Director of the Office of Intergovernmental Relations, effective January 8, 2018, at an annual salary of \$153,405.

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, you serve at the pleasure of the Mayor for a four-year term.

Your contingent offer letter provided employment information related to the terms of your employment, benefits, vacation, holiday and sick leave. If you have questions about your employment with the City of Seattle please contact Melissa A. Beatty, Acting Human Resources Director, at 206-615-1622.

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 of Intergovernmental Relations will thrive beyond expectation under your leadership.


Sincerely,


Jenny A. Durkan
Mayor, City of Seattle

cc: Seattle Department of Human Resources



City of Seattle Department Head Notice of Appointment

Appointee Name: <i>Lily Wilson-Codega</i>		
City Department Name: <i>Office of Intergovernmental Relations</i>		Position Title: <i>Director</i>
<input checked="" type="checkbox"/> Appointment <i>OR</i> <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Specify appointing authority</i>		Term of Office: <i>Council confirmation to Mayor's discretion</i>
Legislated Authority: <i>SMC 3.14.410</i>		
Background: <p>Lily Wilson-Codega is a proven leader in bringing together stakeholders to advance policy priorities at all levels of government. She brings leadership and broad range of existing relationships to the Office of Intergovernmental Relations.</p> <p>Throughout her career working with organized labor, Lily has a demonstrated track record of shaping and successfully advancing complex policy priorities. Her experience and deep relationships with elected officials will be invaluable in effectively advancing the City of Seattle's policy agenda across national, state, regional and local governments in support of a vibrant, affordable, livable, and equitable city.</p>		
Date of Appointment: <i>1/19/2018</i>	Authorizing Signature (original signature): 	Appointing Signatory: <i>Jenny A. Durkan</i> <i>Mayor</i>



**CITY OF SEATTLE - STATE OF WASHINGTON
OATH OF OFFICE**

STATE OF WASHINGTON

COUNTY OF KING

I, Lily Wilson-Codega, swear or affirm that I possess all the qualifications prescribed in the Seattle City Charter and the Seattle Municipal Code for the position of Director of the Office of Intergovernmental Relations; 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 *Director of the Office of Intergovernmental Relations*.

Lily Wilson-Codega

**Subscribed and sworn to before me
this _____ day of _____, 2018**

(affix seal)

Monica Martinez Simmons, City Clerk

Lily M. Wilson-Codega



SUMMARY OF QUALIFICATIONS

- Ten years of experience in campaign organizing, legislative advocacy, fundraising, working with labor, elected officials and candidates
- Self-motivated, collaborative and experienced working in a fast-paced, deadline-driven environment
- Experienced in identifying ways to support and empower colleagues with new opportunities, tools and skills to advance organizational goals
- Writing and editing experience includes newsletter publications, position papers, issue testimony, candidate and issue comparison pieces and direct mail
- Technical knowledge includes video production and editing, word processing and basic desktop publishing

WORK EXPERIENCE

Political Director, Teamsters Joint Council No. 28

Tukwila, WA

May, 2013 - Present

- Managed government affairs at the local and state levels for an association representing twelve affiliates across Washington, Idaho and Alaska
- Created unique policy agendas for each affiliate corresponding to regional priorities
- Supervised a team of staff and contract lobbyists and advocated for Joint Council legislative priorities at the state, local and federal levels
- Managed compliance and reporting obligations for Joint Council lobbyists and the Washington Teamsters Legislative League
- Wrote candidate questionnaires, facilitated regional interviews and coordinated fieldwork for affiliates each election cycle
- Developed an internal member candidate recruitment and training program

Political Coordinator, Teamsters Local 117

Tukwila, WA

June, 2010 - May, 2013

- Worked with leadership and staff to create a network of regional political action committees in ten counties
- Developed candidate assessment materials and facilitated the local's candidate interview and endorsement process
- Coordinated election activities on behalf of endorsed candidates in targeted jurisdictions
- Organized lobby days to advance priority legislation
- Served on the Local 117 Strategic Planning, PRIDE and Financial Stability Committees

Campaign Coordinator, Economic Opportunity Institute

Seattle, WA

April, 2010 - June, 2010

- Convened stakeholder meetings and delegations to lobby members of the Seattle City Council in support of a local paid sick leave ordinance
- Conducted small business and labor outreach for stakeholder support
- Documented audio and written testimonials from employees highlighting the need for strengthened sick leave policies at the local level
- Participated in a delegation to lobby members of Congress in support of the Healthy Families Act

Lily M. Wilson-Codega



Political Organizer, M.L King County Labor Council

Seattle, WA

May, 2007 - April, 2010

- Coordinated county-wide field operations for the M.L. King County Labor Council, AFL-CIO
- Created the Council's Political Action Committee, supervised the Council's Field Director and three student internships
- Conducted candidate forums, issue campaigns, fundraising and media outreach
- Wrote a quarterly newsletter
- Developed candidate questionnaires, direct mail, training materials, fundraising plans, reporting tools and multimedia trainings and presentations
- Created an online video archive of all interviews conducted during the 2010 election cycle

ADDITIONAL WORK EXPERIENCE

- Legislative Intern, Washington State Labor Council, Olympia, WA, January - April, 2006
- No on I-920 Campaign, Seattle, WA, August - November, 2005
- Research Intern, Service Employees International Union 925, Seattle, WA, September - December, 2003
- Research Assistant, National League of Women Voters, Seattle, WA, January - April, 2002

EDUCATION & TRAINING

University of Washington

Bachelor of Arts, Political Science

Minor in International Studies and Human Rights

Seattle, WA

October, 2001 - August, 2005

PAST ACTIVITIES AND VOLUNTEER WORK

- Board of Directors, FUSE Washington
- Advisory Board, Visit Seattle
- Executive Board, Teamsters Joint Council No. 28 Women's Caucus
- Board of Directors, Allyship LGBTQ
- Trustee, Office and Professional Employees International Union
- AFL-CIO Solidarity Center U.S. delegate to Cambodia
- Interim Board of Directors, Seattle Language Academy, French and Arabic student
- ESL teacher, Refugee Women's Alliance



City of Seattle
Mayor Jenny A. Durkan

NEWS RELEASE

FROM THE OFFICE OF THE MAYOR

FOR IMMEDIATE RELEASE:

Contact: Kamaria Hightower, Mayor's Office, Kamaria.Hightower@seattle.gov

Mayor Durkan Announces New Department Appointments

Seattle (Dec 22) - Mayor Jenny A. Durkan announced several new department leaders in her administration, including many with a focus on economic development and City planning.

With the previously announced resignation of Jesús Aguirre, Superintendent of Seattle Parks and Recreation, Mayor Durkan announced that Christopher Williams will serve as Acting Superintendent, effective January 13, 2018, as a search process for a permanent head begins. Williams currently serves as the Deputy Parks Superintendent.

With the resignation of Susan Coskey, Director of the Seattle Department of Human Resources, Mayor Durkan announced that Melissa Beatty will serve as Acting Director, effective January 3, 2018. Beatty currently serves as Chief of Staff at Seattle Department of Human Resources. Durkan will launch a search process to find a candidate for the permanent position.

"Both Susan and Jesús have served our City well for years, and I want to thank each of them for their dedication and vision," said Durkan. "I have a bold agenda for Seattle, and our department leaders across the city will work closely with me to deliver results on our most urgent challenges of housing, homelessness and transportation and to ensure our City is striving for workplace equity. Through every department, our administration will be focused on tackling the affordability crisis from all angles, delivering services to our residents and businesses, and continuing to seize opportunities to build a better future for all of Seattle."

In addition, Mayor Durkan announced that Lily Wilson-Codega will serve as the Director of the Office of Intergovernmental Relations, subject to confirmation by the City Council, effective January 8, 2018. Wilson-Codega is currently the Political Director of Teamsters Joint Council 28, the parent body of twelve Teamster Locals representing Union members across Washington State, Alaska, and northern Idaho. Chris Gregorich will continue working in the Durkan administration as an advisor at Department of Finance and Administrative Services focused on major projects including expansion of the Washington State Convention Center.

As Mayor Durkan evaluates the City's approach to solving homelessness, she announced that George Scarola has moved into a role as a strategic advisor for homelessness response at the Department of Finance and Administrative Services, which also aligns with the 2018 budget passed by City Council.

Additionally, Mayor Durkan announced several officials who will continue to serve in their roles including:

- Sam Assefa, Director of the Office of Planning and Community Development
- Kate Becker, Director of the Office of Film + Music
- Randy Engstrom, Director of the Office of Arts and Culture
- Jessica Finn Coven, Director of the Office of Sustainability & Environment
- Ben Noble, Director of the Budget Office
- Marshall Foster, Director of the Office of the Waterfront
- Glen Lee, City Finance Director
- Nathan Torgelson, Director of the Department of Construction and Inspections

"Our City has many unique opportunities as we are continuing to grow and plan for the future. Working together, we will work to keep our economy thriving, our businesses growing, and our neighborhoods affordable," concluded Durkan.

Last week, Durkan [announced](#) many department leaders and previously [announced](#) a number of public safety and utility officials who would serve in her administration.

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SECTION

B



City of Seattle

Jenny A. Durkan, Mayor

Date: January 22, 2018

To: Adam Schaefer, City Budget Office

From: Therese Ortega, HR Director, SDHR

Subject: **BACKGROUND CHECK for Lily Wilson-Codega**

The Seattle Human Resource Department has received a copy of Lily Wilson-Codega's background check run by A-Check Global. There were no findings that would impact her employment eligibility.

cc: Personnel File