



SEATTLE CITY COUNCIL

Housing, Arts, and Civil Rights Committee

Agenda - Revised

Revised

Wednesday, July 22, 2026

2:00 PM

Council Chamber, City Hall

600 4th Avenue

Seattle, WA 98104

Dionne Foster, Chair

Eddie Lin, Vice-Chair

Joy Hollingsworth, Member

Debora Juarez, Member

Alexis Mercedes Rinck, Member

Chair Info: 206-684-8809; Dionne.Foster@seattle.gov

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Council Chamber Listen Line: 206-684-8566

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SEATTLE CITY COUNCIL
Housing, Arts, and Civil Rights Committee
Agenda - Revised
July 22, 2026 - 2:00 PM
Revised

Meeting Location:

Council Chamber, City Hall, 600 4th Avenue, Seattle, WA 98104

Committee Website:

<https://seattle.gov/council/housing-arts-and-civil-rights>

This meeting also constitutes a meeting of the City Council, provided that the meeting shall be conducted as a committee meeting under the Council Rules and Procedures, and Council action shall be limited to committee business.

Members of the public may register for remote or in-person Public Comment to address the Council. Please register in advance in order to be recognized by the Chair. Details on how to register for Public Comment are listed below:

Remote Public Comment - Register online to speak during the Public Comment period at the meeting at <https://www.seattle.gov/council/committees/public-comment>. Online registration to speak will begin one hour before the meeting start time, and registration will end at the conclusion of the Public Comment period during the meeting.

In-Person Public Comment - Register to speak on the public comment sign-up sheet located inside Council Chambers at least 15 minutes prior to the meeting start time. Registration will end at the conclusion of the Public Comment period during the meeting.

Please submit written comments no later than four business hours prior to the start of the meeting to ensure that they are distributed to Councilmembers prior to the meeting. Comments may be submitted at Council@seattle.gov or at Seattle City Hall, Attn: Council Public Comment, 600 4th Ave., Floor 2, Seattle, WA 98104. Business hours are considered 8 a.m. - 5 p.m. Comments received after that time will be distributed after the meeting to Councilmembers and included as part of the public record.

Please Note: Times listed are estimated

A. Call To Order

B. Approval of the Agenda

C. Public Comment

Members of the public may address items on the agenda and matters within the purview of the committee. Please register in advance to be recognized by the Chair.

D. Items of Business

1. [Appt 03547](#) **Appointment of Zoe Bailey Stylianides as member, Seattle Human Rights Commission, for a term to July 22, 2027.**

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote

Presenter for Items 1 - 19: Sebastian Wilson, Seattle Office for Civil Rights

2. [Appt 03548](#) **Appointment of Terry Lin as member, Seattle Human Rights Commission, for a term to July 22, 2028.**

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote

3. [Appt 03549](#) **Reappointment of Katie Sophie Gonser as member, Seattle Human Rights Commission, for a term to July 22, 2028.**

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote

4. [Appt 03550](#) Reappointment of Phillip Lewis as member, Seattle Human Rights Commission, for a term to July 22, 2028.

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote

5. [Appt 03551](#) Reappointment of Nicholas G. Leydon as member, Seattle Human Rights Commission, for a term to July 22, 2028.

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote

6. [Appt 03552](#) Reappointment of Brandon Monson as member, Seattle Human Rights Commission, for a term to July 22, 2028.

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote

7. [Appt 03553](#) Reappointment of Beverly Smith as member, Seattle Human Rights Commission, for a term to July 22, 2028.

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote

8. [Appt 03554](#) Reappointment of Kyle Tibbs as member, Seattle Human Rights Commission, for a term to July 22, 2028.

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote

9. [Appt 03555](#) Appointment of Adekunbi Ajiboye as member, Seattle Disability Commission, for a term to April 30, 2028.

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote

10. [Appt 03556](#) **Appointment of Rashaad O’Neal as member, Seattle Disability Commission, for a term to April 30, 2028.**

 Attachments: [Appointment Packet](#)

 Briefing, Discussion, and Possible Vote

11. [Appt 03557](#) **Appointment of Daniel Ramier as member, Seattle Disability Commission, for a term to April 30, 2028.**

 Attachments: [Appointment Packet](#)

 Briefing, Discussion, and Possible Vote

12. [Appt 03558](#) **Reappointment of Balvina E. Cortez as member, Seattle Disability Commission, for a term to April 30, 2028.**

 Attachments: [Appointment Packet](#)

 Briefing, Discussion, and Possible Vote

13. [Appt 03559](#) **Reappointment of Shelby Dey as member, Seattle Disability Commission, for a term to April 30, 2028.**

 Attachments: [Appointment Packet](#)

 Briefing, Discussion, and Possible Vote

14. [Appt 03560](#) **Reappointment of Naomi Snow as member, Seattle Disability Commission, for a term to April 30, 2028.**

 Attachments: [Appointment Packet](#)

 Briefing, Discussion, and Possible Vote

15. [Appt 03561](#) **Reappointment of Sawyer Stearns as member, Seattle Disability Commission, for a term to April 30, 2028.**

 Attachments: [Appointment Packet](#)

 Briefing, Discussion, and Possible Vote

16. [Appt 03562](#) **Appointment of Sawyer McCrabb as member, Seattle LGBTQ Commission, for a term to April 30, 2028.**
- Attachments:* [Appointment Packet](#)
- Briefing, Discussion, and Possible Vote
-
17. [Appt 03563](#) **Appointment of Cadence Sagan as member, Seattle LGBTQ Commission, for a term to April 30, 2028.**
- Attachments:* [Appointment Packet](#)
- Briefing, Discussion, and Possible Vote
-
18. [Appt 03564](#) **Reappointment of Andrew Ashiofu as member, Seattle LGBTQ Commission, for a term to April 30, 2028.**
- Attachments:* [Appointment Packet](#)
- Briefing, Discussion, and Possible Vote
-
19. [Appt 03565](#) **Reappointment of Ashley E. Ford as member, Seattle LGBTQ Commission, for a term to April 30, 2028.**
- Attachments:* [Appointment Packet](#)
- Briefing, Discussion, and Possible Vote

20. [CB 121259](#) **An ordinance relating to unfair housing practices; adding new protections for homeowners from unwanted solicitation of residential property by establishing a Do Not Solicit List; providing an enforcement process; prescribing penalties; amending Section 14.08.020 and 14.08.190 of the Seattle Municipal Code; adding a new Section 14.08.042 to the Seattle Municipal Code; and adding reporting requirements.**

Supporting Documents: [Summary and Fiscal Note](#)
 [Presentation](#)
 [Amendment 1](#)

Briefing, Discussion, and Possible Vote

Presenter: Jennifer LaBrecque, Council Central Staff

21. [CB 121254](#) **An ordinance relating to rental agreement regulation; requiring disclosure of fees, prohibiting and limiting certain fees, requiring retention of compliance records, expanding investigation authority, and establishing new enforcement mechanisms; amending Section 7.24.020, 7.24.050, 7.24.060, 7.24.120, and 7.24.130 of, and adding new Sections 7.24.039, 7.24.040, 7.24.045, 7.24.170, 7.24.180, 7.24.190, 7.24.200, 7.24.210, 7.24.220, 7.24.230, and 7.24.240 to, the Seattle Municipal Code.**

Supporting Documents: [Summary and Fiscal Note](#)
 [Presentation](#)
 [Amendment 1](#)

Briefing, Discussion, and Possible Vote

Presenter: HB Harper, Council Central Staff

E. Adjournment



Legislation Text

File #: Appt 03547, **Version:** 1

Appointment of Zoe Bailey Stylianides as member, Seattle Human Rights Commission, for a term to July 22, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Zoe Bailey Stylianides*

Board or Commission Name: *Seattle Human Rights Commission*

Position Title: *Member*

☒ **Appointment** ☐ **Reappointment**

***Term of Position:** *7/23/2025 to 7/22/2027*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☐ City Council ☒ Mayor ☐ Other: *Commission*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *University District*

Appointee brief overview:

Zoe's academic and professional work has centered on human rights and justice reform. At the University of Washington, she completed an honors thesis comparing juvenile justice systems in the U.S., Italy, and Sweden, focusing on how punitive versus rehabilitative models impact young people's rights and development. Through interviews with formerly incarcerated youth and justice professionals, she saw firsthand, how policy decisions shape real lives — and how systems grounded in rehabilitation, privacy, and human dignity are urgently needed.

Zoe's current role as a Victim Advocate supporting over 1,000 survivors of sexual abuse has strengthened her commitment to survivor-centered justice and reinforced how critical it is that institutions treat people with care and respect.

She also serves on the policy development committee for the Law Enforcement Assisted Diversion (LEAD) program in Marysville and with the Tulalip Tribe, who strive to design diversion strategies that are culturally responsive and rooted in compassion rather than punishment. In addition, she founded The Pathway Project working to create safe, restorative spaces for at-risk youth in Snohomish County.

Zoe cares deeply about making systems more humane and more accountable and believes in the principles of the Universal Declaration of Human Rights not just as ideals, but as daily commitments.

Appointing Authority Signature:

Date Signed: *5/19/2026*

Appointing Authority Printed Name and Title:

Katie B. Wilson

Mayor of Seattle

EDUCATION

University of Washington

Seattle, WA

B.A. in Political Science with Honors & Philosophy with Honors

Jun 2025

GPA: 3.99; Annual Dean's List 2022-2025

University of Washington Political Science Honors Program

Seattle, WA

Honors Thesis

Sep 2024 - Apr 2025

- **Thesis:** "Rehabilitation or Retribution: *A Comparative Study of Juvenile Justice in the United States, Italy, and Sweden*"
- Conducted a cross-national analysis of juvenile justice systems in the U.S., Italy, and Sweden, comparing punitive versus rehabilitative models to evaluate how legal philosophies impact youth offenders' rights and development. Focused on transfer laws, solitary confinement, and privacy protections, assessing compliance with international standards like the UN Convention on the Rights of the Child. Employed mixed methods, including case studies and interviews with formerly incarcerated youth and justice professionals, to explore both legal frameworks and real-world experiences.

JUSTICE, LAW AND PUBLIC POLICY

Oslund Udo Little, PLLC

Seattle, WA

Victim Advocate

Oct 2025 - Present

- Manage a high-volume caseload of over 1,000 sexual abuse clients, serving as a trusted liaison between survivors and the legal team to ensure effective, compassionate representation.
- Review hundreds of pages of juvenile records per client in a timely, detail-oriented manner to support the drafting and filing of complex civil litigation documents, including discovery responses.
- Conduct trauma-informed client interviews while strengthening trust and retention through responsive communication and consistent advocacy.

Law Enforcement Assisted Diversion (LEAD)

Marysville, WA

Program Policy Development Committee Member

Aug 2025 - Present

- Collaborate with multidisciplinary stakeholders to develop policies and guiding frameworks for the LEAD program serving Marysville and the Tulalip Tribe, ensuring culturally responsive and effective diversion strategies.
- Advise on program implementation to balance public safety with compassionate care, helping reduce criminal justice involvement and improve long-term outcomes for vulnerable populations.
- Make high-level decisions on individual cases, evaluating eligibility and appropriate community-based interventions for individuals with low-level offenses linked to substance use, mental health, or poverty.

Associated Students of the University of Washington (ASUW)

Seattle, WA

Director of Internal Policy, Board of Directors

Jun 2024 - Jun 2025

- Elected by the student body to the Board of Directors, helping oversee a \$1.5M student-

- led organization and guide strategic decisions impacting all operational entities.
- Boosted student voter turnout by over 4,000 by leading targeted outreach and data-informed programming in partnership with the Elections Committee, increasing democratic participation across campus.
- Launched and directed the organization's first Internal Policy internship program, providing undergraduates with hands-on experience in university and civic processes; mentored interns, two of whom were later elected to the Board.
- Represented the University of Washington at a national Big Ten academic conference in Washington, D.C., collaborating with student government leaders from across the country on shared challenges and policy solutions.
- Revived key campus partnerships and co-hosted a flagship event with stakeholders to celebrate ASUW's history, strengthening institutional ties and deepening student engagement.

Sayre Law Offices, PLLC

Seattle, WA
Legal Clerk

Jun 2024 - Jun 2025

- Conducted comprehensive legal research and drafted documents to support attorneys and paralegals, enabling efficient case preparation and stronger client representation.
- Organized and maintained case files and records, ensuring timely access to critical documents while strictly adhering to confidentiality and compliance standards.
- Improved office efficiency by designing and implementing a new record management system, streamlining file retrieval and reducing administrative delays.
- Digitized closed client files, preserving accurate client records and enhancing long-term document accessibility and security.

Representative Adam Smith District Office

Renton, WA
Congressional Intern

Sep 2023 - Dec 2023

- Researched assigned topics thoroughly and delivered accurate, timely information to supervisors, supporting informed decision-making and office efficiency.
- Drafted professional correspondence to constituents and federal agencies, including response letters, grant communications, and congratulatory messages, ensuring clear, respectful, and solution-oriented outreach.
- Provided administrative and casework support by managing phone calls, logging constituent concerns, and following up on ongoing case files to ensure timely and accurate responses.

EDUCATION, EMPOWERMENT & EQUITY INITIATIVES

The Pathway Project — *Youth Justice & Empowerment Initiative*

Snohomish, WA
Founder & Program Lead

May 2025 - Present

- Launched a program providing at-risk youth with safe spaces, mentorship, access to job-readiness and educational help.
- Lead early-stage development, including stakeholder outreach, volunteer systems, and infrastructure planning to address critical service gaps in Snohomish County.
- Built and maintain partnerships with local organizations and schools to co-develop trauma-informed, community-driven programming grounded in restorative justice.

University of Washington Journal of Political Science (UWJPS)

Seattle, WA

Founder and Editor-in-Chief

Jan 2024 - Jun 2025

- Founded *UWJPS* to showcase undergraduate research, resulting in 80+ submissions and the publication of 32 student works in its inaugural year.
- Built and led a high-performing editorial team, expanding from 9 to 18 members by recruiting, training, and managing editors, communications staff, and PR officers to meet growing demands. Then, trained the future leadership to take over.
- Directed the full publication cycle—from editorial review to design and strategic promotion—producing a professional academic journal that boosted student engagement and readership.
- Secured institutional and external funding by cultivating partnerships with faculty, the UW Political Science Department, and outside donors, ensuring financial sustainability and long-term growth.

Bailey Farm Enterprises LLC

Snohomish, WA

Co-Founder and Creative Director

Nov 2023 - Present

- Co-founded an educational farm camp designed to help children unplug from electronics, connect with nature, and learn through hands-on outdoor experiences.
- Design curriculum, managed program logistics, and created intake forms, liability waivers, and onboarding materials to ensure smooth and safe camp operations.
- Built and maintain the program's website and digital outreach, increasing visibility and enrollment through user-friendly design and targeted communication.

Health Advocacy for Care and Kindness (H.A.C.K.)

Seattle, WA

Advocacy Director

Sep 2022 - Sep 2023

- Led advocacy efforts for H.A.C.K., a student-led UW club supporting Seattle's unhoused populations, organizing donation drives and distributing essential hygiene supplies to address public health needs.
- Created and managed social media campaigns and video content to raise awareness and boost donations, increasing community engagement and resource support for unhoused individuals.
- Planned and executed educational events with the board, informing the campus community about homelessness, public health, and hygiene access, resulting in expanded outreach and strengthened advocacy impact.

CIVIC ENGAGEMENT & GLOBAL EXCHANGE

Naren Briar for Bellevue City Council

Bellevue, WA

Field Director

Aug 2025 - Present

- Built a network of 100+ community contacts through local partnerships, helping align outreach with grassroots priorities.
- Lead the recruitment, training, and management of a volunteer team, scaling grassroots operations to engage voters.
- Represent the team at public events and provide regular briefings to leadership, translating community feedback into actionable strategies.

World Affairs Council

Seattle, WA

Global Leadership Exchange Intern

Jan 2024 - Jun 2024

- Researched and identified optimal opportunities within the State Department's International Visit or Leadership Program database, aligning them with the World Affairs Council's goals.
- Drafted tailored leadership exchange proposals, matching program objectives with Seattle's resources to maximize program effectiveness and impact.
- Assisted in creating comprehensive welcome packets and itineraries for incoming delegations, facilitating smooth visits and fostering international understanding.

Undaunted Women

Seattle, WA

Volunteer

Nov 2023 - Present

- Conduct regular weekly English chats with Afghan immigrant women to help them learn the English language and identify various resources such as apps and educational videos as additional practice.
- Develop and create various translation sheets to help women understand confusing terms and phrases.

AWARDS AND PROFESSIONAL MEMBERSHIPS

UW Political Science Robert Dahl Academic Excellence Award for Best Graduating Senior	Jun 2025
UW Libraries Upper Division Grand Prize for Thesis	Jun 2025
UW Philosophy Convocation Speaker	Jun 2025
UW College of Arts & Science's Dean Medal Finalist	Jun 2025
Phi Beta Kappa	Jun 2025
Pi Sigma Alpha NU (Political Science Honors Society)	Oct 2023

INTERESTS

- Lifelong equestrian, foodie, and aspiring gardiner.

SEATTLE HUMAN RIGHTS COMMISSION

Members: Pursuant to [insert Ordinance/ Resolution number], # or all members subject to City Council confirmation, with #-year terms.

- # City Council-appointed
- # Mayor-appointed
- # Other Appointing Authority-appointed:

Roster as of May 6, 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
1	Member	Bryennah Quander	7/23/25	7/22/27	2	City Council
2	Member	Trevor Duston	7/23/25	7/22/27	1	Mayor
3	Member	Amy Bailey	7/23/25	7/22/27	1	City Council
4	Member	Gwen McCullough	7/23/25	7/22/27	1	Mayor
5	Member	J. Queen Adams	7/23/25	7/22/27	1	City Council
6	Member	Kyle Tibbs	1/23/24	1/22/26	1	Mayor
7	Member	Mariam Sulayman Koss	1/23/24	1/22/26	1	City Council
8	Member	VACANT	7/23/25	7/22/27	1	Commission
9	Member	Beverly Smith	7/23/24	7/22/26	1	Mayor
10	Member	Avery Hultgren	7/23/24	7/22/26	P	City Council
11	Member	Brandon Monson	7/23/24	7/23/26	P	Mayor
12	Member	VACANT	7/23/26	7/22/28	1	City Council
13	Member	Zoe Bailey Stylianides	7/23/25	7/22/27	1	Mayor
14	Member	David Isaak	7/23/25	7/22/27	1	City Council
15	Member	Kim Kkwafkwao	7/23/25	7/22/27	1	Mayor
16	Get Engaged	Hector Garcia	9/1/25	8/31/26	1	Mayor
17	Member	Phillip Lewis	7/23/24	7/23/26	1	City Council
18	Member	Katie Gonser	1/23/24	1/22/26	P	Mayor
19	Member	VACANT	7/23/25	7/22/27	1	Commission
20	Member	Nicholas Leydon	1/23/24	1/22/26	1	Commission
21	Member	Miranda Catsambas	7/23/24	7/22/26	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/ African American	American Indian/ Alaska Native	White/ non-Hispanic	Hispanic/ Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	4	5					2		4	1				2
Council	3	4				1	1		1				1	3
Other	1	1		1					1					1
Total	8	10		1		1	3		6	1			1	5

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	2	2	2	3	2	0	7	0

*For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.



Legislation Text

File #: Appt 03548, **Version:** 1

Appointment of Terry Lin as member, Seattle Human Rights Commission, for a term to July 22, 2028.
The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Terry Lin*

Board or Commission Name: *Seattle Human Rights Commission*

Position Title: *Member*

☒ **Appointment** ☐ **Reappointment**

***Term of Position:** *7/23/2026 to 7/22/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☒ City Council ☐ Mayor ☐ Other: *Commission*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *Magnolia, District 6*

Appointee brief overview:

Terry has a strong desire to help realize SHRC's mission by elevating community voices and creating accountability between Seattle and the people it serves. Terry began his community advocacy work in San Francisco's Chinatown, 2018-2023, organizing with the Oakland Coalition, Chinatown Helpers, and Stroll City, grassroots groups focused on health access and safety for elderly Chinese and Vietnamese residents.

He also spent about a decade doing political organizing through local Democratic caucuses across battleground states like Wisconsin, Michigan, and Virginia. This work taught him how policy is made at the local level, how to hold coalitions together through challenges, and how to turn community frustration into strategy that produces real outcomes.

Through his work with the Sierra Club, Citizen's Climate Lobby, and Sunrise Movement, Terry has advocated for climate policy that centers the low-income communities and communities of color who are hit first and hardest. Then, through Lime Connect and Google's Disability Alliance, he pushed for ability justice in professional spaces.

Terry is a first-generation Asian American who witnessed firsthand systems not designed for people and families like his. This is the reason he organizes and the reason he wants to be a member of the commission; to hold Seattle accountable to its commitment to human rights. Not just in policy language, but in how people actually experience their daily lives.

Appointing Authority Signature:

Date Signed: *6/30/26*

Appointing Authority Printed Name and Title:

Council Member Dionne Foster

TERRY LIN

SUMMARY

Community organizer and human rights advocate with over a decade of grassroots experience in racial equity, disability justice, environmental policy, and progressive electoral organizing across battleground states. First-generation Asian American rooted in coalition-building with San Francisco's Chinatown communities, environmental advocacy with the Sierra Club, Citizens' Climate Lobby, and Sunrise Movement, and a commitment to translating collective action into measurable policy change.

COMMUNITY ORGANIZING & ADVOCACY

Community Organizer & Health Advocate | Oakland Coalition / Chinatown Helpers / Stroll City 2018 – 2023
San Francisco & Oakland, CA

Grassroots organizations serving San Francisco's Chinatown and Oakland's Asian American communities

- Organized sustained community response across five years focused on health access, elder safety, and neighborhood advocacy for predominantly Chinese and Vietnamese residents in San Francisco's Chinatown and surrounding neighborhoods
- Led volunteer escort programs and safety patrols to protect Asian American elders during the surge in anti-Asian hate crimes, coordinating directly with families, local businesses, and community leaders throughout the Bay Area
- Partnered with Chinatown Helpers and Stroll City to deliver COVID-19 vaccination education in Cantonese and Mandarin, bridging critical language barriers that official public health channels were failing to address in a timely manner
- Connected families with emergency relief resources, navigated healthcare access for seniors, and advocated to local officials and media for increased community protection measures and stronger anti-hate policy enforcement
- Built and maintained trust-based relationships with elders and families over multiple years, ensuring that advocacy efforts consistently reflected actual community needs rather than assumptions from outside organizations

Campaign Manager, Field Organizer & Strategist | Democratic Caucus Operations — Battleground States
2016 – Present

WI, MI, VA, PA, and others

Progressive electoral organizing through local Democratic caucuses across multiple election cycles

- Managed, volunteered for, and ran field operations for progressive candidates over 10 years of election cycles, including 12 state senate campaigns in 2022 across Wisconsin, Michigan, and Virginia where 7 candidates were successfully elected
- Built diverse voter coalitions across urban and rural districts, centering underrepresented communities, immigrant families, and first-generation Americans in the democratic process at every stage of campaign operations
- Developed field strategy, voter contact programs, and volunteer coordination infrastructure for campaigns focused on voting rights, racial equity, healthcare access, civil liberties, and equitable representation
- Trained and mentored new organizers and volunteers in canvassing, phone banking, and community engagement tactics designed to build lasting relationships and translate into measurable voter turnout improvements

Environmental Policy Advocate & Volunteer | Sierra Club / Citizens' Climate Lobby / Sunrise Movement
2017 – Present

- Advocated for climate legislation and environmental justice policy through sustained involvement with national organizations, centering how climate impacts disproportionately affect low-income communities and communities of color in both local and state-level conversations
- Participated in lobbying efforts, public comment campaigns, and community education initiatives; collaborated across organizations to build coalition support for equitable climate action and ensure frontline communities are represented in policy decisions

Disability Advocate & Mentor | Lime Connect 2019 – Present

- Advocate for professionals with disabilities through Lime Connect, a national nonprofit focused on creating pathways into leading employers, challenging systemic barriers, and rebranding the perception of disability in professional settings
- Mentor early-career professionals with disabilities navigating job searches, workplace accommodations, and career advancement, pushing conversations and actions beyond compliance checklists toward genuine structural inclusion

Disability Alliance Committee Member | Google 2016 – 2018
Mountain View, CA

- Led workshops on inclusivity, ability awareness, and rebranding disability narratives; championed internal discussions on accessible design and inclusive hiring practices

PROFESSIONAL EXPERIENCE

Principal Product Manager — Machine Learning | Amazon

05/2024 – Present

Seattle, WA

- Lead recommendation strategy for Amazon Books, improving content discovery precision by 32% and recall by 69% across the full catalog; drove \$240M in customer lifetime value through new user experience architecture

Director of Product — Growth | Varo Money

09/2023 – 05/2024

San Francisco, CA

- Built and led team of 7 PMs at a digital bank serving underbanked communities; increased user lifetime value 35% through personalization focused on financial empowerment and equitable access to money management tools

Product Lead — Growth & Discovery | Tinder

06/2021 – 09/2023

San Francisco, CA

- Led international growth across APAC and LATAM markets, expanding culturally relevant product experiences to underserved global communities; drove \$80M YoY revenue and 23% new user retention improvement

Product Lead — Growth/Platform | Voxee (acquired by Dolby Laboratories)

06/2020 – 06/2021

San Francisco, CA

- Built developer platform strategy for communication APIs, growing developer adoption 230% through redesigned onboarding across diverse technical audiences

Product Manager — Platform | Walmart Labs

05/2019 – 06/2020

San Francisco, CA

- Managed catalog platform serving Walmart.com, Stores, and Groceries; improved content accuracy 45% and drove \$57.2M projected revenue through ML-based product data improvements

Associate Product Manager | Capital One

02/2018 – 05/2019

Washington, D.C.

- Built fraud detection system saving \$810M annually; launched digital onboarding saving \$50M in operational costs

Associate Product Manager — AdWords | Google

2016 – 2018

Mountain View, CA

- Launched campaign tools for small and medium businesses with 62% adoption and 9% LTV lift; created monetization features generating \$6M in new revenue

Founder & COO | Curate

2014 – 2016

Philadelphia, PA

- Co-founded AR art marketplace startup at Wharton; led \$100K seed round and Ivy League venture showcases

EDUCATION

MBA — The Wharton School, University of Pennsylvania

SKILLS & COMPETENCIES

Community Organizing & Coalition Building | Campaign Strategy & Field Operations | Environmental Justice Policy | Disability Inclusion & Advocacy | Racial Equity & Anti-Discrimination | Voter Engagement & Mobilization | Stakeholder Engagement | Public Speaking | Cross-functional Leadership | Data-Driven Analysis | Bilingual (English/Mandarin) | Program Development

CERTIFICATIONS

Google UX Certification | Reforge Product Growth | Nielsen UX Certification | Product Led Alliance | PMP | Agile PSM III

SEATTLE HUMAN RIGHTS COMMISSION

21 Members: Pursuant to 3.14.920, 21 members subject to City Council confirmation, with 2-year terms.

- 8 City Council-appointed
- 9 Mayor-appointed
- 4 Other Appointing Authority-appointed: Commission

Roster as of June 10, 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
1	Member	Bryennah Quander	7/23/25	7/22/27	2	City Council
2	Member	Trevor Duston	7/23/25	7/22/27	1	Mayor
3	Member	Amy Bailey	7/23/25	7/22/27	1	City Council
4	Member	Gwen McCullough	7/23/25	7/22/27	1	Mayor
5	Member	J. Queen Adams	7/23/25	7/22/27	1	City Council
6	Member	Kyle Tibbs	7/23/26	7/22/28	1	Mayor
7	Member	VACANT	7/23/26	7/22/28	1	City Council
8	Member	VACANT	7/23/25	7/22/27	1	Commission
9	Member	Beverly Smith	7/23/26	7/22/28	2	Mayor
10	Member	VACANT	7/23/26	7/22/28	1	City Council
11	Member	Brandon Monson	7/23/26	7/22/28	1	Mayor
12	Member	Terry Lin	7/23/26	7/22/28	1	City Council
13	Member	Zoe Bailey Stylianides	7/23/25	7/22/27	1	Mayor
14	Member	David J. Isaak	7/23/25	7/22/27	1	City Council
15	Member	Kim Kkwafkwao	7/23/25	7/22/27	1	Mayor
16	Get Engaged	VACANT	9/1/25	8/31/26	1	Mayor
17	Member	Phillip Lewis	7/23/26	7/22/28	2	City Council
18	Member	Katie Sophie Gonser	7/23/26	7/22/28	1	Mayor
19	Member	VACANT	7/23/25	7/22/27	1	Commission
20	Member	Nicholas Leydon	7/23/26	7/22/28	1	Commission
21	Member	Miranda Catsambas	7/23/24	7/22/26	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/ African American	American Indian/ Alaska Native	White/ non-Hispanic	Hispanic/ Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3	5					2		4					2
Council	3	3				1	1		1				1	3
Other	1	1		1					1					1
Total	7	9		1			3		6				1	4

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	2	2	1	3	2	1	5	0

*For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.



Legislation Text

File #: Appt 03549, **Version:** 1

Reappointment of Katie Sophie Gonser as member, Seattle Human Rights Commission, for a term to July 22, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Katie Sophie Gonser*

Board or Commission Name: *Seattle Human Rights Commission*

Position Title: *Member*

☐ Appointment ☒ Reappointment

***Term of Position:** *7/23/2026 to 7/22/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☐ City Council ☒ Mayor ☐ Other: *Commission*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *Brighton, District 2*

Appointee brief overview:

Commissioner Gonser would like to continue on the commission because this is work that she's very excited about and wants to continue to make an impact! Katie's work includes improving Seattle's Welcoming City policies, notably considerations of how we can better support detained immigrants, support for non-traditional family structures to be recognized by the City and improving safeguards around City use of surveillance. Commissioner Gonser feels very inspired and motivated by her fellow commissioners and would be honored to continue to work alongside them. Katie has found it very rewarding to connect with local communities; she has learned so much during her time on the commission and looks forward to continuing this work!

Appointing Authority Signature:

Date Signed: *6/24/26*

Appointing Authority Printed Name and Title:

Mayor Katie Wilson

Katie Sophie Gonser

SUMMARY

- Over 7 years of experience advocating for, researching, and teaching about human rights issues.
- MA in Social Work & Human Rights and PhD in Human Rights/International Studies.
- Strongly motivated to contribute to equity and social justice in my local community.
- Excellent communication skills, adept at fostering collaboration, strategic problem-solving, building relationships with diverse stakeholders, and report-writing.
- Fluent in English and French, with intermediate Spanish and Swedish.
- Proficient in Microsoft Office, G Suite, SharePoint, Teams, database management, R, and able to learn new software programs quickly.

EXPERIENCE

Instructor January 2020 - Present

University of Washington | Seattle, WA

- Taught courses in the International Studies and the Law, Societies, Justice departments.
- Encouraged collaborative problem solving around social issues, including structural and institutional oppression around diverse racial, gender, and sexual identities and how they relate to the classroom.
- Distilled complex concepts to a diverse group of students and fostered an open environment where questions and debate were encouraged.
- Managed conflict between students with poise, considering all perspectives and identifying appropriate supportive measures, including directing them to relevant resources where needed.
- Designed and adapted curricula for remote instruction, supported and guided students through the transition.

Project Manager, Research Lead June 2020 - June 2024

University of Washington | Seattle, WA

- Managed and led a team of 10 researchers a multi-disciplinary NSF-funded project focused on COVID-related misinformation on Twitter through full project cycle.
- Adapted quickly to changing priorities and deadlines while keeping team members motivated.
- Co-wrote applications for and won multiple grants, totaling over \$200,000.
- Liaised between and ensured collaboration across computer science and social science teams. Maintained consistent communication with both teams; provided regular updates and facilitated brainstorming sessions.
- Cultivated relationships and collaborated with Microsoft, Louisiana State University, the eScience Institute, and the Global Disinformation Index on various research projects.
- Communicated results in a variety of formats, including at conferences, in journal articles, and through an [online dashboard](#) outlining data metrics for the overall project.

Research Lead June 2020 - September 2020

Global Research Group, University of Washington | Seattle, WA

- Led a research team of five undergraduates in the drafting of the Cybersecurity Policy Evaluation Report commissioned by Microsoft.
- Analyzed policy data to propose a checklist for assessing cybersecurity policy proposals and applied this checklist to policies in the United States and European Union.

SEATTLE HUMAN RIGHTS COMMISSION

21 Members: Pursuant to 3.14.920, 21 members subject to City Council confirmation, with 2-year terms.

- 8 City Council-appointed
- 9 Mayor-appointed
- 4 Other Appointing Authority-appointed: Commission

Roster as of June 10, 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
1	Member	Bryennah Quander	7/23/25	7/22/27	2	City Council
2	Member	Trevor Duston	7/23/25	7/22/27	1	Mayor
3	Member	Amy Bailey	7/23/25	7/22/27	1	City Council
4	Member	Gwen McCullough	7/23/25	7/22/27	1	Mayor
5	Member	J. Queen Adams	7/23/25	7/22/27	1	City Council
6	Member	Kyle Tibbs	7/23/26	7/22/28	1	Mayor
7	Member	VACANT	7/23/26	7/22/28	1	City Council
8	Member	VACANT	7/23/25	7/22/27	1	Commission
9	Member	Beverly Smith	7/23/26	7/22/28	2	Mayor
10	Member	VACANT	7/23/26	7/22/28	1	City Council
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12	Member	Terry Lin	7/23/26	7/22/28	1	City Council
13	Member	Zoe Bailey Stylianides	7/23/25	7/22/27	1	Mayor
14	Member	David J. Isaak	7/23/25	7/22/27	1	City Council
15	Member	Kim Kkwafkwao	7/23/25	7/22/27	1	Mayor
16	Get Engaged	VACANT	9/1/25	8/31/26	1	Mayor
17	Member	Phillip Lewis	7/23/26	7/22/28	2	City Council
18	Member	Katie Sophie Gonser	7/23/26	7/22/28	1	Mayor
19	Member	VACANT	7/23/25	7/22/27	1	Commission
20	Member	Nicholas Leydon	7/23/26	7/22/28	1	Commission
21	Member	Miranda Catsambas	7/23/24	7/22/26	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/ African American	American Indian/ Alaska Native	White/ non-Hispanic	Hispanic/ Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3	5					2		4					2
Council	3	3				1	1		1				1	3
Other	1	1		1					1					1
Total	7	9		1			3		6				1	4

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	2	2	1	3	2	1	5	0

*For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.



Legislation Text

File #: Appt 03550, **Version:** 1

Reappointment of Phillip Lewis as member, Seattle Human Rights Commission, for a term to July 22, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Phillip Lewis*

Board or Commission Name: *Seattle Human Rights Commission*

Position Title: *Member*

☐ Appointment ☒ Reappointment ***Term of Position:** *7/23/2026 to 7/22/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☒ City Council ☐ Mayor ☐ Other: *Commission*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *Queen Anne, District 7*

Appointee brief overview:

Commissioner Lewis has found it a privilege to serve on the Seattle Human Rights Commission alongside such thoughtful, dedicated, and passionate colleagues. Over the course of his first term, he has had the opportunity to work alongside fellow commissioners, City staff, elected officials, community leaders, and advocates as we seek to protect, advance, and expand the rights of everyday Seattleites. One of the things he values most about the Commission is its ability to bring together people from different backgrounds, experiences, and perspectives to engage deeply with some of the most pressing issues facing our city. Phillip was honored to serve as Co-Chair during his first year working to rebuild the Commission and strengthen their engagement with the broader community. During that year, they were able to host a community film screening with community members, advocates, and elected officials that explored the impact of eviction in our city and across our country. More importantly, they were able to provide tangible ways for community members to respond to and engage with the ongoing affordability and housing crisis facing Seattle. Commissioner Lewis would like to continue serving because he believes there is still important work ahead and is excited about the opportunity to help move forward many of the policies, initiatives, and community partnerships the Commission has been developing, particularly the SCFRE legislation in collaboration with the LGBTQ+ Commission. He believes meaningful change requires long-term commitment, relationship-building, and sustained advocacy, and would be honored to continue contributing to the Commission's work as they advance policies and listen to community needs in a way that strengthen human rights and improve the lives of Seattle residents.

Appointing Authority Signature:

Date Signed: *6/30/2026*

Appointing Authority Printed Name and Title:

Council Member Dionne Foster

Phillip Lewis

Skills

- 10+ years of experience empowering diverse youth, fostering participation in social justice initiatives and supporting their development in leadership and embodied spiritual practices.
- Extensive experience coordinating meetings, retreats, and high-impact events, including student-run activities and executive gatherings with stake holders and executive board members. Experience securing grants of over \$100,000.
- Skilled in managing program budgets, optimizing resources for community initiatives, events and fundraising efforts.

Education

Master of Art's: Reconciliation and intercultural studies, Master's Degree <i>(The study of Spirituality, sociology and psychology and how to begin repairing and changing systems)</i> Seattle Pacific University, Seattle, WA, Cum Laude	2022
Business Administration: Marketing, Bachelor's degree University of Washington, Tacoma, WA,	2017

Work Experience

Pastor of Youth and Community: Union Presbyterian Church, Seattle

2022-Present

- Developed a queer-affirming spirituality program, growing participation from 0 to 40 middle and high schoolers in the first year through effective engagement, mentorship and community events.
- Cultivated strong relationships with parents, community leaders, and stakeholders like Seattle Public Schools and Compass House to create a vibrant community for our youth.
- Strategically collaborated with non-profit organizations to design and implement community learning and engagement programs focused on social justice.

Student Director: Quest Church, Seattle

2017-2020

- Managed program budgets, resources, and communication materials to support ongoing youth involvement.
- Demonstrated ability to lead and recruit a diverse team of 12 adults while delegating leadership to empower them and our youth to lead.
- Developed and facilitated discussions and curriculum on mental health and race, fostering growth and transformative outcomes for youth and the wider community.

Marketing Project Lead: Brehm Cascadia: Brehm Arts Engagement Foundation, Seattle

2017-2018

- Collaborated with team to develop creative marketing strategies, design visual content using Canva and support email marketing efforts for major events
- Scheduled and implemented the creation and scheduling of social media content, utilizing platforms like Instagram, Twitter and Facebook.
- Increased social media following by 200+ users within a year's time, driving higher engagement and brand visibility

Community Leadership

BIPOC Seminarian Scholarship fund**2021**

- Co-founded a scholarship program for BIPOC seminarians, securing \$100,000 in annual funding each academic year.

Dickinson Fellowship: Seattle Pacific University**2019-2020**

- Completed a competitive fellowship focused on supporting individuals and families impacted by severe mental health conditions. Collaborated on community initiatives like the NAMI walk and observed Mental Health Court.
- Participated in bi-weekly seminars covering mental illness, family dynamics, community outreach and public health policy

Lead Organizer for Seattle State of the Youth (Seattle, WA)**2018**

- Organized 100 faith leaders, psychologists, and community leaders to have a conversation around youth care and mentorship in the Seattle area.

SEATTLE HUMAN RIGHTS COMMISSION

21 Members: Pursuant to 3.14.920, 21 members subject to City Council confirmation, with 2-year terms.

- 8 City Council-appointed
- 9 Mayor-appointed
- 4 Other Appointing Authority-appointed: Commission

Roster as of June 10, 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
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3	Member	Amy Bailey	7/23/25	7/22/27	1	City Council
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5	Member	J. Queen Adams	7/23/25	7/22/27	1	City Council
6	Member	Kyle Tibbs	7/23/26	7/22/28	1	Mayor
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8	Member	VACANT	7/23/25	7/22/27	1	Commission
9	Member	Beverly Smith	7/23/26	7/22/28	2	Mayor
10	Member	VACANT	7/23/26	7/22/28	1	City Council
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14	Member	David J. Isaak	7/23/25	7/22/27	1	City Council
15	Member	Kim Kkwafkwao	7/23/25	7/22/27	1	Mayor
16	Get Engaged	VACANT	9/1/25	8/31/26	1	Mayor
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18	Member	Katie Sophie Gonser	7/23/26	7/22/28	1	Mayor
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20	Member	Nicholas Leydon	7/23/26	7/22/28	1	Commission
21	Member	Miranda Catsambas	7/23/24	7/22/26	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/African American	American Indian/Alaska Native	White/non-Hispanic	Hispanic/Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3	5					2		4					2
Council	3	3				1	1		1				1	3
Other	1	1		1					1					1
Total	7	9		1			3		6				1	4

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	2	2	1	3	2	1	5	0

*For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.



Legislation Text

File #: Appt 03551, **Version:** 1

Reappointment of Nicholas G. Leydon as member, Seattle Human Rights Commission, for a term to July 22, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Nicholas G. Leydon*

Board or Commission Name: *Seattle Human Rights Commission*

Position Title: *Member*

☐ Appointment ☒ Reappointment

***Term of Position:** *7/23/2026 to 7/22/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☐ City Council ☐ Mayor ☒ Other: *Commission*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *South Lake Union, District 7*

Appointee brief overview:

Commissioner Leydon is eager to continue his service on the Commission and to build upon the foundational work achieved in the Appeals process. Having served as the Appeals Chair in 2025 and been re-elected for in 2026, Nicholas is dedicated to ensuring Commissioners are rigorously trained and that the review panels represent a diverse range of perspectives. His primary goal for this upcoming term is to refine the internal processes in order to strengthen initial intake and proactively reduce the rate of remands, ensuring more timely and definitive justice for Seattle residents.

This administrative work is more critical than ever as Seattle faces a dual threat: the persistence of local crises like housing instability and human trafficking, coupled with newly intensified challenges to civil liberties at the federal level. Commissioner Leydon is committed to using his leadership role to ensure the Commission remains a steadfast protector of residents' rights under the Seattle Municipal Code. He looks forward to continuing this vital work to safeguard the equity and safety of all Seattleites during these volatile times.

Appointing Authority Signature:

X *Gwen McCullough*

Gwen McCullough
Commission Chair

Appointing Authority Printed Name and Title:

Commission Chair Gwen McCullough

Date Signed:

Nicholas G. Leydon, MPH, MBA (he/him)

Employment

Bill & Melinda Gates Foundation

September 2017 - present

Senior Program Officer, HIV & TB Team

Seattle, WA

- Create and fund a strategy to improve HIV service quality in high-impact focus countries in sub-Saharan Africa
- Establish and nurture relationships among senior government leaders, technical experts and PLHIV groups to inform funding
- Lead the foundation's HIV work on digital health and human resources for health to improve service quality

Senior Program Officer, Ethiopia Integrated Health Team

Seattle, WA

- Design, administer, and manage portfolio of grants and contracts to improve Ethiopia's health system (\$50 million)
- Serve as a technical expert on service delivery, community health, and human resources for health
- Provide tracking and reporting of COVID-19 in Ethiopia, including grants linked to vaccine hesitation and administration

Senior Program Officer, Health Systems Team

Seattle, WA

- Represent the Gates Foundation in international partnerships, on panels, and technical working groups
- Provide technical expertise on primary care health systems with a focus on community health, workforce, and quality
- Actively manage a diverse portfolio of grants and contracts in 15 countries

North Shore Medical Center (NSMC)

July 2014 – August 2017

Executive Director, Kaizen Promotion Office

Salem, MA

- Lead a team of six staff and manage the senior leadership team during a system-wide quality transformation initiative
- Design and implement patient-centered redesign at two community hospitals using the Toyota Production System
- Oversee system-level improvement strategy, including 30+ multi-day improvement events
- Teach and closely coach over 100 healthcare leaders to strengthen organizational management skills and build capacity

Massachusetts Department of Public Health (DPH)

2012-2014

Director and Improvement Advisor, PROMISES Project

Boston, MA

- Lead \$3 million AHRQ medical malpractice grant to improve outpatient Massachusetts healthcare
- Manage program staff and actively lead the partnership steering committee representing eight diverse organizations
- Develop curriculum of 14 outpatient safety courses available for CME Risk Management Credit
- Coach a cohort of physician offices across the Commonwealth to improve patient-centered processes
- Co-chair the dissemination work group, authored publications and liaise with federal funders

Institute for Healthcare Improvement (IHI)

2006-2012

Lead Technical Advisor, Improvement Advisor

South Africa, Malawi

- Design and guide large-scale HIV project to double the patients receiving AIDS treatment within 12 months
- Develop robust data dashboards for project partners to monitor and improve maternal and newborn mortality
- Train hundreds of African health professionals to utilize quality improvement techniques in their facilities

Operations and Improvement Manager, Low and Middle Income Countries

Cambridge, MA

- Lead Cambridge-based team and contractors during challenging growth period by focusing on organization mission
- Grow IHI's revenue in Developing Countries by 75% to include work in Malawi, South Africa, India, and Ghana

- Manage start-up of a \$10 million Gates Foundation project in Ghana to reduce mortality for children under-5

Physicians for Human Rights (PHR)

2003-2006

National Field Coordinator, Health Action AIDS Campaign

Cambridge, MA

- Mobilize national advocacy network of US health professionals across eight states to address US foreign policy
- Orchestrate lobby action for health professionals across the US to speak with hundreds of US legislators

Consulting and Teaching

Massachusetts Department of Public Health (DPH)

2013-2014

- Healthcare Quality Consultant: Lead a quality evaluation of 10 hospitals in a for-profit healthcare system

Northeastern University

2014

- Lecturer, Bouvé College of Health Sciences -- "The American Healthcare System"

Healthcare Consultant

2012-2014

- Improvement Advisor: provide technical assistance to Karolinska Institute; University Research Corp; Lucille Packard Children's Hospital; Institute for Healthcare Improvement; etc.

Education

MBA Business Administration, *cum laude*, Boston University School of Management, Boston, MA
2014

MPH Health Law and Bioethics, Boston University School of Public Health, Boston, MA
2007

BA Political Science, *summa cum laude*, Boston College, Boston, MA
2003

Other Experience

- *Board Vice President*, King County Dispute Resolution Center 2018-2019
- *Commissioner*, City of Cambridge Human Rights Commission 2014- 2017
- *Founder*, The Next 26 2013- 2014
- *Lead Volunteer*, St. Francis House 2012- 2014
- *Big Brother/Mentor*, Prospect Hill School 2010-2011

Publications

- Saldaña K, **Leydon N**, Hodgins S. Nurturing and optimizing Networks of Care to maximize benefits to patients, health workers, and health systems. *Glob Health Sci Pract.* 2022;10(6):e2200516. <https://doi.org/10.9745/GHSP-D-22-00516>
- Carmone A, Kalaris K, **Leydon N**, Sirivansanti N, Smith J, Storey A, Malata A. Developing a Common Understanding of Networks of Care through a Scoping Study. *Health Systems & Reform.* V6.2. 2020.
- Schiff GD, Reyes Nieva H, Griswold P, **Leydon N**, Ling J, Federico F, Keohane C, Ellis BR, Foscett C, Orav EJ, Goldmann D, Weissman JS, Bates DW, Biondolillo M, Singer SJ. Randomized Trial of Reducing Ambulatory Malpractice and Safety Risk: Results of the Massachusetts PROMISES Project. *Medical Care.* August 2017.
- Schiff GD, Reyes Nieva H, Griswold P, **Leydon N**, Ling J, Biondolillo M, Singer SJ. Addressing Ambulatory Safety and Malpractice: The Massachusetts PROMISES Project. *Health Services Research.* December 2016.
- Kerrissey M, Satterstrom P, **Leydon N**, Schiff G, Singer S. Integrating: A managerial practice that enables implementation in fragmented health care environments. *Health Care Management Review.* March 2016.
- Kerrissey M, Satterstrom P, **Leydon N**, Singer S. Improvement in primary care: Integrating people and processes. *Academy of Management Annual Meeting Proceedings.* 2015.
- Singer S, Nieva H, Brede N, Ling J, **Leydon, N**, Weissman J, Goldmann D, Orav E, Bates D, Biondolillo M, Schiff G. Evaluating Ambulatory Practice Safety: The PROMISES Project Administrator and Practice Staff Surveys. *Medical Care,* February 2015
- Schiff G., Griswold P., Ellis B.R., Puopolo A.L., Brede N., Reyes Nieva H., Federico F., **Leydon N.**, Leape L.L., Biondolillo M. Doing Right By Our Patients When Things Go Wrong. *Joint Commission Journal on Quality and Patient Safety,* 40(2),91-96. Feb 2014

- **Leydon, N.G.**, Venter F., Webster P.D., Moleko W., Osih R., Barker P.M. Achieving the HIV and AIDS National Strategic Plan. South African Medical Journal, 100(7), 42-424. July 2010

Qualifications

- *Quality Certified*: Virginia Mason Production System; Improvement Advisor Program (IHI); Breakthrough Series College (IHI)
- *Abstract Reviewer*: International Forum on Quality and Safety in Health Care (2009-2011;2015); APHA (2007-2009)
- *Reviewer*: International Journal of Global Health and Health Disparities (2003-2005); Global Journal on Quality and Safety in Healthcare (2017-present); Journal of Global Health (2019-2020);
- *Member*: WHO Health Systems Governance Collaborative
- *Member*: American Public Health Association, Massachusetts Public Health Association
- *Skills*: QI Charts, Minitab, Microsoft Suite, STATA, FileMaker Pro, conversant in Spanish

Awards and Honors

- Gates Foundation High Impact Bonus (HIB): 2018, 2019, 2022
- Dean's Scholarship, 2013. Boston University
- Community Scholar, 2005. Boston University
- Summer Fellow, 2001. Boston College

SEATTLE HUMAN RIGHTS COMMISSION

21 Members: Pursuant to 3.14.920, 21 members subject to City Council confirmation, with 2-year terms.

- 8 City Council-appointed
- 9 Mayor-appointed
- 4 Other Appointing Authority-appointed: Commission

Roster as of June 10, 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
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10	Member	VACANT	7/23/26	7/22/28	1	City Council
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12	Member	Terry Lin	7/23/26	7/22/28	1	City Council
13	Member	Zoe Bailey Stylianides	7/23/25	7/22/27	1	Mayor
14	Member	David J. Isaak	7/23/25	7/22/27	1	City Council
15	Member	Kim Kkwafkwao	7/23/25	7/22/27	1	Mayor
16	Get Engaged	VACANT	9/1/25	8/31/26	1	Mayor
17	Member	Phillip Lewis	7/23/26	7/22/28	1	City Council
18	Member	Katie Gonser	7/23/26	7/22/28	P	Mayor
19	Member	VACANT	7/23/25	7/22/27	1	Commission
20	Member	Nicholas G. Leydon	7/23/26	7/22/28	2	Commission
21	Member	Miranda Catsambas	7/23/24	7/22/26	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/ African American	American Indian/ Alaska Native	White/ non-Hispanic	Hispanic/ Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3	5					2		4					2
Council	3	3				1	1		1				1	3
Other	1	1		1					1					1
Total	7	9		1			3		6				1	4

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	2	2	1	3	2	1	5	0

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Legislation Text

File #: Appt 03552, **Version:** 1

Reappointment of Brandon Monson as member, Seattle Human Rights Commission, for a term to July 22, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Brandon Monson*

Board or Commission Name: *Seattle Human Rights Commission*

Position Title: *Member*

☐ Appointment ☒ Reappointment ***Term of Position:** *7/23/2026 to 7/22/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☐ City Council ☒ Mayor ☐ Other: *Commission*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *Greenwood, District 5*

Appointee brief overview:

Commissioner Monson would like to continue serving on the Commission because he believes the work of the commission has a direct impact on creating a more equitable, inclusive, and welcoming community for all residents. During his time on the Commission, Brandon has gained valuable insight into the challenges facing the communities of Seattle and the opportunities the commission has to make meaningful progress. Commissioner Monson is committed to building on the work already underway, strengthening community engagement, and ensuring diverse voices are heard in the decision-making process. Continuing his service would allow him to contribute his experience, collaborate with fellow commissioners, and help advance the Commission's mission and goals.

Appointing Authority Signature:

Date Signed: *6/24/26*

Appointing Authority Printed Name and Title:

Mayor Katie Wilson

Brandon Monson

SUMMARY

Experienced advisor to politicians, senior leaders, and managers, skilled in solving complex problems, delivering creative solutions, and identifying strategic opportunities. A cross-functional leader with a focus on empathy, stakeholder engagement, and strategic planning to drive organizational goals.

PROFESSIONAL EXPERIENCE

Campaign Manager – Toshiko Hasegawa King County District 2

2026 - Present

Special Projects Coordinator – City of Kirkland

2025-2026

Federal Emergency Management Agency (FEMA) – Congressional Affairs Manager

2023 – 2025

- Manage all communications between FEMA and Senate/Congressional offices in Oregon, Washington, Idaho, and Alaska.
- Led the response to Hurricane Helene in Tennessee and the wildfire response in Los Angeles County.
- Serve as the primary point of contact for 450 FEMA regional staff regarding congressional and intergovernmental external relations, including meeting facilitation, town halls, and site tours.
- Advise regional External Affairs Director and Regional Administrator on strategies and tactics impacting local elected officials.
- Maintain and grow relationships with elected officials and their staff.
- Provide information and recommendations to senior leadership regarding trends affecting the organization and key stakeholders.
- Manage multiple long- and short-term projects, ensuring successful execution.
- Draft and edit various communication materials for internal and external stakeholders, including press releases, talking points, speeches, briefing packets, and media advisories.

Federal Emergency Management Agency (FEMA) – Intergovernmental Affairs Specialist

2022 – 2023

- Facilitated in-person and virtual briefings for elected officials, staff, and FEMA senior leadership.
- Developed and coordinated strategic communications products, including External Affairs Guidance and embargoed documents.
- Established and maintained effective working relationships with leadership, advising on outreach and engagement efforts.
- Determined effective communication approaches to reach target audiences, tracking and evaluating outcomes for continuous improvement.

The Just One Project – Director of Outreach

2021 – 2022

- Managed 16 monthly pop-up food delivery events, serving an average of 12,000 people.
- Created and implemented permanent community markets in high schools and grocery stores in food desert areas.
- Worked with legislators to secure funding and expand service areas.
- Partnered with local businesses to increase volunteer participation and strengthen relationships.
- Led innovative initiatives to expand the organization’s reach and impact.

Nevada Homeless Alliance – Consultant

2021

- Developed policy infographics to brief state legislators.
- Provided consultation on policy construction and implementation.
- Assisted in coordinating vaccine distribution events for individuals experiencing homelessness.

Clark County Commissioner Justin Jones – District Director

2020 – 2021

- Conducted policy research, drafted legislation, speeches, and talking points, including leading the effort to ban source of income discrimination in housing.
- Managed constituent services, preventing 50+ evictions by coordinating social service grants.
- Led multiple policies and events, including affordable housing initiatives and community outreach.
- Organized the county’s first vaccine clinic for the homeless population and facilitated federal grant applications, securing a \$12 million grant for Red Rock National Park.

Congresswoman Jacky Rosen – Intern/District Representative

2018

- Provided policy guidance to leadership, developed legislative policies, and assisted in resolving key constituent issues related to USPS, Veterans Affairs, and USCIS.

Hakkasan Group – Security Specialist Manager

2013 – 2020

- Managed a team of 15+ employees, coordinating VIP entry, attendance, and security at casinos and nightclubs for high-profile guests.

EDUCATION

University of Nevada, Las Vegas

Master of Arts, Public Policy & Urban Leadership (2018 – 2020)

- Mapped Nevada food deserts and developed public-private partnerships to deploy sustainable solutions.

Bachelor of Arts, Political Science (Graduated with Honors, 2016 – 2018)

University of London

Candidate for Master of Arts, Refugee Protection & Forced Migration Studies (2023 – Current)

AWARDS & FELLOWSHIPS

- Advisory Board, UNLV Graduate Professional Development
- Winner, UNLV Student Learning and Leadership Impact Award
- Fellow, Ronald Reagan Foundation, Washington, D.C.
- Fellow, The Fund for American Studies, Washington, D.C.
- Recipient, UNLV Political Science Department Scholarship
- Finalist, Harry S. Truman Scholarship, Phoenix, AZ
- FEMA Core Value Award

COMMUNITY LEADERSHIP & IMPACT

- My Brother's Keeper Education and Equity Task Force
- 46th District Democrats Board Member
- Public Policy and Leadership Board, UNLV Graduate & Professional Student Association
- Mentor, UNLV Graduate & Professional Student Association
- Mentor, CSN Promise Scholarship
- Program Assistant, HOPE Scholars
- Homelessness and Hunger Coordinator, UNLV Volunteers
- Outreach Coordinator, UNLV Young Democrats
- President, Student Sustainability Council & Rebel Green Team

SEATTLE HUMAN RIGHTS COMMISSION

21 Members: Pursuant to 3.14.920, 21 members subject to City Council confirmation, with 2-year terms.

- 8 City Council-appointed
- 9 Mayor-appointed
- 4 Other Appointing Authority-appointed: Commission

Roster as of June 10, 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
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21	Member	Miranda Catsambas	7/23/24	7/22/26	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/ African American	American Indian/ Alaska Native	White/ non-Hispanic	Hispanic/ Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3	5					2		4					2
Council	3	3				1	1		1				1	3
Other	1	1		1					1					1
Total	7	9		1			3		6				1	4

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	2	2	1	3	2	1	5	0

*For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.



Legislation Text

File #: Appt 03553, **Version:** 1

Reappointment of Beverly Smith as member, Seattle Human Rights Commission, for a term to July 22, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Beverly Smith*

Board or Commission Name: *Seattle Human Rights Commission*

Position Title: *Member*

☐ Appointment ☒ Reappointment *Term of Position: *7/23/2026 to 7/22/2028*

☐ Serving partial term (*eligible for full terms thereafter*)

Appointing Authority: ☐ City Council ☒ Mayor ☐ Other: *Commission*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *South Lake Union, District 7*

Appointee brief overview:

Commissioner Smith has a strong desire to continue serving on the Seattle Human Rights Commission. Over the past year, she has been deeply committed to advancing the Commission's mission of promoting equity, justice, and human rights for all Seattle residents. Beverly has found her time on the Commission to be profoundly rewarding and has allowed her to collaborate with passionate individuals dedicated to meaningful change. She is eager to build upon the progress the commission has made, especially in supporting marginalized communities and amplifying their voices. Continuing her service will enable her to contribute her experience and dedication to furthering the commission's shared goals. Commission Smith believes that her ongoing involvement can help maintain the momentum they have achieved and support new initiatives that make Seattle a more just and inclusive city. She look forward to contributing to the Commission's important work for another term.

Appointing Authority Signature:

Date Signed: *6/24/26*

Appointing Authority Printed Name and Title:

Mayor Katie Wilson

BEVERLY SMITH

COMPLIANCE & PRIVACY OFFICER

DETAILS

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

SKILLS

Regulatory Compliance
Laws & Regulation

● ● ● ● ●

Regulatory Matters

● ● ● ● ● ●

Compliance

● ● ● ● ● ●

Managed Care

● ● ● ● ● ●

Ethics

● ● ● ● ● ●

Risk Management

● ● ● ● ●

Lean Six Sigma Master
Black Belt

● ● ● ● ● ●

Business Acumen

● ● ● ● ● ●

Communication Skills

● ● ● ● ● ●

Strategic Decision-Making

● ● ● ● ● ●

Stakeholder Management

● ● ● ● ● ●

Policy Governance

● ● ● ● ● ●

Leadership ability in
managing and developing
others, including leading
large teams

● ● ● ●

Innovation

● ● ● ● ●

PROFILE

Compliance & Privacy Officer with over 15 years of proven experience in leading, developing, implementing, and enhancing compliance programs for managed care and complex healthcare systems. Skilled in leading comprehensive policies, risk assessments, and training programs. Recognized for effectively managing audits, investigations, and corrective actions to ensure federal and state regulatory adherence. A strategic leader fostering collaboration across diverse teams, adept at stakeholder management, and promoting a culture of ethics and compliance. Expertise in healthcare compliance, legal knowledge, and risk analysis positions me to excel in ensuring regulatory adherence and mitigating compliance risks. Proven track record in overseeing compliance and privacy matters, providing leadership guidance, and implementing data security and privacy programs.

EMPLOYMENT HISTORY

Compliance & Privacy Officer, Wellstar Health System

2021- Present

Responsible for the development, implementation, and oversight of an effective Compliance and Privacy program. Provided leadership, strategy and guidance to executive leadership and business teams on compliance and ethics issues. Worked collaboratively to achieve system objectives and in areas of planning, implementing, and evaluating compliance programs and strategies in the delivery of integrated health services on a system-wide basis.

ACHIEVEMENTS+ HIGHLIGHTS

Effective lines of communication. Regular interaction with medical staff, community leaders, government agencies and legal advisors to carry out the goals and objectives of system-wide compliance program.

Monitoring and auditing. Provided an objective and independent compliance evaluation of various functional processes which may include issues such as Medicare and Medicaid billing, anti-kickback, fraud and abuse, managed care compliance, anti-trust, labor and employee relations, environmental health and safety matters, various trade practices, and specific issues which may arise.

Written materials and training. Directed efforts to effectively incorporate the compliance program into the organization, including written materials and training programs designed specifically to promote understanding of compliance issues, laws and regulations, and consequences of noncompliance.

Chief Legal & Compliance Officer, Coerten McGinnis

2019-2021

Developed, implemented, maintained and updated written policies and procedures and standards of conduct to create a culture of compliance. Ensured adherence to applicable federal and state laws and regulations, including but not limited to: The False Claims Act, The Anti-Kickback Statute, The Civil Monetary Penalties Law, The Stark Law, HIPAA, HITECH, etc.

LANGUAGES

English



Spanish



Afrikaans



Identified and managed legal risks across the organization.

Developed and managed a risk-based compliance and privacy auditing and monitoring program to detect, respond to, and remediate compliance violations.

Reviewed and monitored compliance with legal statutes, regulations, and internal policies.

Evaluated the effectiveness of the compliance program regularly and made associated updates or revisions to ensure a best-in-class program.

Chief Compliance & Privacy Officer, Towsen Health System

2018-2019

Provided leadership guidance and support on compliance and privacy matters related to the health system and its subsidiaries and affiliates.

Responsible for all aspects of development, implementation, and maintenance of the effective, risk-based compliance program for the enterprise, including directly liaising with the Board of Directors and leading the Compliance Committee.

Investigated and reported on potential compliance issues to ensure timely resolution and adherence to applicable laws and regulations.

Conducted routine monitoring and annual compliance risk assessments working with enterprise risk management, internal audit and other stakeholders.

Enforced standards through well-publicized disciplinary guidelines in partnership with Human Resources and other stakeholders.

Developed and implemented policies and procedures to ensure data security and privacy compliance.

Developed a comprehensive data privacy program to ensure compliance with GDPR and other data protection regulations.

Collaborated with departments to ensure compliance with relevant laws and regulations

Monitored and evaluated regulatory changes to ensure company policies and procedures remain compliant

Developed and maintained a comprehensive training program for employees to ensure compliance with applicable laws and regulations

Associate (In-Residence), Cliffe Dekker Hofmyer

South Africa

2015-2016

Reviewed agency decisions, analyzed global competition laws, and drafted legal memoranda for firms engaged in cross-border mergers and acquisitions.

Identified probable outcomes of merger control reviews to advise clients of compliance requirements and risks associated with intended business transactions.

Advised clients on potential competition law considerations connected to business activities including market power, dominance, pricing issues, exclusivity risks, and domestic policy matters.

Conducted detailed research and analysis of complex legal issues to develop strategic arguments in support of client's position.

Legal Teaching & Research Assistant, Howard University School of Law

2016-2018

Conducted legal research on a wide variety of topics and provided comprehensive summaries

Developed a comprehensive understanding of the legal research process and principles of legal citation

Developed a comprehensive understanding of the legal research process and principles of legal analysis

Senior Director, UnitedHealth Group (Optum)

2011 — 2015

- Responsible for enterprise-wide and client-facing (consulting) regulatory affairs, clinical compliance programs, risk adjustment, and portfolio (ePMO) management.
- Provided audit and advisory services to clients regarding federal and state regulatory compliance, privacy, fraud/abuse, ethics, finance, business strategy, operations, continuous improvement, program management and corporate policy development.
- Led cross-functional, global teams representing key stakeholders from risk identification to remediation.

ACHIEVEMENTS + HIGHLIGHTS

- Compliance Audits (National Sample, RADV, etc)
- Best Medical Record Documentation Audits
- Key Error Indicators (HCC, HCPCS, ICD-10)
- Fraud, Waste, and Abuse Identification & Remediation

Senior Director, Government Affairs and Operations, UnitedHealth Group (UnitedHealthcare)

2009 — 2011

- Led portfolio management, regulatory affairs, risk management and continuous improvement efforts for global operations.
- Implemented internal controls and corrective remediation plans to achieve regulatory and operational compliance.
- Formulated and implemented proactive enterprise-wide regulatory compliance corrective action plans, remediation strategies and performance metrics.

ACHIEVEMENTS + HIGHLIGHTS

- APIPA Assimilation Post Acquisition
- Provider Delegation Remediation (Enterprise Wide)
- Blue Sky – Provider Loading Training Program Creation/Execution
- Uniform Provider Loading Program in conjunctions with NCQA

Senior Program Executive, UnitedHealth Group (UnitedHealthcare)

2007 — 2009

- Developed and managed deployment of new program and policy initiatives within the private healthcare sector.
- Expanded cross-functional organizational capacity by collaborating with global business partners to address operational barriers and diminished outcomes.
- Actualized ANSI 278 electronic transaction for notification with healthcare providers.
- Managed matrixed teams of key stakeholders, including health information technology (IT) partners, clinical software vendors (EPIC, Cerner, McKesson, etc.) and transaction clearinghouses, through entire project lifecycle.

Manager, Clinical Operations, Cincinnati Sportsmedicine & Orthopaedics

2006 — 2007

- Responsible for overseeing day-to-day practice operations.
- Provided management oversight for the development of high-quality, cost-effective, and integrated clinical programs.
- Directed clinical and non-clinical personnel to deliver optimal care to patients.

- Ensured staff compliance with set policies and standards as well as hiring, training, and scheduling employees.

Manager, Clinical Operations, University Of Cincinnati Department Of Neurosurgery

2004 — 2006

- Managed and oversaw the daily operations of the office, including scheduling, budgeting, and personnel
- Developed and implemented protocols to improve the efficiency of clinical operations
- Utilized evidence-based practice to ensure best practice guidelines were met

EDUCATION

Doctor of Jurisprudence (JD), Howard University

Washington

- □ Merit Scholar
- □ CALI Award Winner in Labor/Employment Law, Health Law

Bachelor of Science in Healthcare Administration, Miami University/UOP

Oxford

Certified in Healthcare Compliance (CHC)

Lean Six Sigma Master Black Belt

Certified Information Privacy Professional (CIPP)

ACADEMIC RESEARCH

Legal Articles

Higher Ed 'Do Not Resuscitate' Orders (July 3, 2017). Kentucky Law Journal, Vol. 106, No. 223, 2017; Howard Law Research Paper No. 17-1. Available at

SSRN: <https://ssrn.com/abstract=2922147> or <http://dx.doi.org/10.2139/ssrn.2922147>

Clinical Studies

Normal Pressure Hydrocephalus (NPH) – Treatment Protocol with VP Shunting
Hyperhidrosis – Sympathetic Nerve Clipping

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Roster as of June 10, 2026

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Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/African American	American Indian/Alaska Native	White/non-Hispanic	Hispanic/Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3	5					2		4					2
Council	3	3				1	1		1				1	3
Other	1	1		1					1					1
Total	7	9		1			3		6				1	4

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	2	2	1	3	2	1	5	0



Legislation Text

File #: Appt 03554, **Version:** 1

Reappointment of Kyle Tibbs as member, Seattle Human Rights Commission, for a term to July 22, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Kyle Tibbs*

Board or Commission Name: *Seattle Human Rights Commission*

Position Title: *Member*

☐ Appointment ☒ Reappointment ***Term of Position:** *7/23/2026 to 7/22/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☐ City Council ☒ Mayor ☐ Other: *Commission*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *Columbia City, District 2*

Appointee brief overview:

Commissioner Tibbs is looking forward to continuing to serve on the Seattle Human Rights Commission (SHRC) because he is deeply committed to human rights and to advancing justice, equity, and opportunity across our city. During his time on the Commission, Kyle has helped facilitate documentary screenings that highlight housing issues, participated in the appeals process, and actively engaged his community through SHRC events and programs. The Commission plays a vital role in advising the City on human rights issues that affect our communities, and Commissioner Tibbs would like to continue contributing to that work through SHRC. This is his way of giving back to a community he loves through public service.

Appointing Authority Signature:

Date Signed: *6/24/26*

Appointing Authority Printed Name and Title:

Mayor Katie Wilson

Kyle Tibbs

LINKS

PROFILE

Experienced professional with a demonstrated history of success managing stakeholder focused functions and programs. Recently named the Washington Society for Association Excellence (WSAE) Rising Star Awardee. Specialized in organizational development, operational efficiency, public policy, and mission driven collaboration through strategic planning. Adept in making key decisions and working with stakeholders to achieve goals and solve problems. Bachelor degree in Political Science, and a Master's in Public Administration. SHRM-CP certified, ADA certified, with nearly a decade of government and association experience.

EMPLOYMENT HISTORY

Nov 2022 — Present

Executive Director, Washington State Community Associations Institute (WSCAI)

- Developed & implement new policy and advocacy initiatives resulting in over 700 members responding to legislative call-to-actions in 2023.
- Membership growth of 12.3% over the last 12 months.
- 14 new programs launched in first 14 months, with member participation up 27% since date.
- Managed 15 volunteer committees, with a total of 135 volunteers.
- Led board through strategic planning and implementation process in 2024.
- Managed over a dozen large scale events with attendance between 200 and 750.
- Developed & implemented new budgeting procedures, resulting in an increase of revenue by 21% for a total budget of 900k annually, including Legislative Action Committee (LAC).
- Produced monthly, quarterly, and annual financial, membership, and strategic goal reports for the board.
- Increased member awareness of legislative goals, while raising additional funds for lobbying efforts.
- Expanded association offerings to reach members not based in the Puget Sound area, resulting in an increase of over 100 new members outside the Puget Sound region.

Jan 2018 — Sep 2022

SMACNA (Multiple offices)

Executive Vice President/Executive Director,

(Missouri Region)

- Negotiated Collective Bargaining Agreements as lead negotiator for St. Louis and Springfield offices.
- Increased overall membership in the St. Louis office by 20% within 2 years.
- Developed and implemented 5-year strategic plan in collaboration with members and Board of Directors.
- Developed and implemented a new rebate processing program, which reduced program cost by 125K annually.
- Investigated EEOC complaints, ADA requests and complaints, discrimination, and other HR related matters.
- Organized and managed over 15 annual training programs for members annually.
- Managed Local Joint Adjustment Board process and administration (dispute/arbitration process).
- Completed monthly, quarterly, and annual financial reports.
- Developed and managed organization budgets totaling \$3m.
- Responsible for implementation and management of Collective Bargaining Agreements and processes.
- Represented association/member(s) at various quasi-judicial agencies related to CBA.

Manager-Marketing & Recruitment

(Mid-Atlantic Region- DC, MD, VA, WV)

- Launched recruitment campaign "Choose Bigger".
- Managed HR related systems: ADP and QuickBooks.
- Managed grievance process between employer and employee(s) through collective bargaining requirements and processes.
- Assisted in negotiating collective bargaining agreement as second chair- 43 businesses, 1,500 union members. (3 contracts)
- Investigated ADA, discrimination, and other HR related matters per CBA.
- Developed and managed budget of \$800k.

Oct 2016 — Dec 2017

Community Relations Specialist, City of Annapolis- Mayor's Office

- Processed volunteer applications for over 40 boards and commissions.
- Led applicants through Mayoral interviews, City Council Committee hearings, and full council meeting for confirmation of appointment to boards/commissions.
- Worked with over 100 community groups, organizations, and HOAs on various city projects, grants, economic development opportunities, and community investigations.
- Processed and investigated all ADA/Fair Housing violations with employers, businesses, community organizations, and rental companies as required by federal law.
- Successfully served as a representative on the following boards & commissions: Civil Service Board (staff advisor), Commission on Aging (Liaison), Education Commission (Liaison), Human Relations Commission (staff advisor), and the Annapolis Housing Authority.
- Successfully re-established six city boards/commissions.

Aug 2015 — Oct 2016

City Administrator/Manager, City of Woodbine,GA

- Direct all day-to-day government functions and department heads.
- Develop and manage annual city budget, including sewer/water department.
- Implemented 20% savings measures to reduce liability and decrease property taxes.
- Stabilized water/sewer rates through strategic planning and budgeting, without rate increases.
- Wrote and received solar grant for wastewater treatment facility, reducing operational expenses by 20% over 10-years.

EDUCATION

Bachelor of Political Science, Marshall University

Master of Public Administration , Pennsylvania
State University

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21	Member	Miranda Catsambas	7/23/24	7/22/26	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/African American	American Indian/Alaska Native	White/non-Hispanic	Hispanic/Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3	5					2		4					2
Council	3	3				1	1		1				1	3
Other	1	1		1					1					1
Total	7	9		1			3		6				1	4

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	2	2	1	3	2	1	5	0

*For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.



Legislation Text

File #: Appt 03555, **Version:** 1

Appointment of Adekunbi Ajiboye as member, Seattle Disability Commission, for a term to April 30, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Adekunbi Ajiboye*

Board or Commission Name: *Seattle Disability Commission*

Position Title: *Member*

☒ **Appointment** ☐ **Reappointment**

***Term of Position:** *5/1/2026 to 4/30/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☒ City Council ☐ Mayor ☐ Other: *Insert Appointing Authority*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *West Seattle*

Appointee brief overview:

Dr. Adekunbi "Kunbi" Ajiboye is a higher education leader, educator, and equity-centered practitioner with more than 15 years of experience advancing access, inclusion, and student success across higher education and health systems in the United States and Canada. She has held leadership roles including Dean of Student Development at Seattle Central College and Director of Student Wellness at the University of Victoria, where she oversaw disability resources, health and wellness services, student support programs, and institutional initiatives focused on belonging and equity. Dr. Ajiboye currently teaches graduate courses in Adult and Higher Education at Western Washington University and works with organizations to strengthen equitable policies and practices.

A first-generation Nigerian-American and proud Seattle resident, she brings both professional and lived perspectives to issues of accessibility, mental health, and social justice, along with a deep commitment to building communities where all people can fully participate and thrive.

Appointing Authority Signature:

Date Signed: *6/30/2026*

Appointing Authority Printed Name and Title:

*Councilmember Dionne Foster
Seattle City Council*

Dr. Adekunbi Ajiboye, Ed.D., CHES

EXECUTIVE SUMMARY

Strategic executive leader with 15+ years driving organizational transformation, equity-centered innovation, and systemic change across education, public service, and health sectors in the U.S. and Canada. Managed cross-functional teams of 120+, budgets exceeding \$5M, and negotiated complex contracts up to \$5.6M with government agencies, health authorities, and institutional stakeholders. Proven expertise in organizational change management, policy development, philanthropic partnership cultivation, and community engagement serving diverse populations from 1,000 to 40,000+ individuals. Secured \$500K+ in annual philanthropic investments and managed federal/state/provincial grants while optimizing operations through data-driven decision-making. Expert in building high-impact cross-sector partnerships to advance inclusive excellence and measurable outcomes. Skilled in strategic planning, compliance management, crisis response, program evaluation, and accreditation processes. Adept at navigating complex regulatory environments including Title IX, ADA, FERPA, HIPAA, and provincial health/privacy regulations (BC University Act, FIPPA, WorkSafe BC). Advanced proficiency in enterprise systems (Banner, PeopleSoft, CTCLink, CRM/EMR platforms) and data analytics tools (Tableau, SPSS, Qualtrics) supporting strategic planning, performance measurement, and evidence-based organizational decision-making.

RELEVANT WORK EXPERIENCE

Adjunct Faculty and Program Coordinator | September 2022 – Present

Western Washington University | Bellingham, WA

- Teach 3 graduate courses in Adult and Higher Education program, including AHE 554 Foundations of Adult Education and Diversity, AHE 577 Learning in Adulthood, and AHE 580 Teaching and Instructional Design
- Develop and deliver equity-centered curriculum integrating adult learning theory, social justice frameworks, and culturally responsive instructional design for graduate students pursuing careers in higher education and non-profit leadership
- Led end-to-end curriculum redesign using instructional design frameworks, ensuring alignment between learning outcomes, assessments, and program-level competencies across multiple course sections
- Integrated generative AI tools and critical AI literacy into graduate course design, guiding students in evaluating AI applications for instructional contexts and ethical implications for teaching practice
- Lead program recruitment initiatives, new student orientation, and ongoing professional development on inclusive pedagogy, assessment design, and learner-centered instruction
- Design research-informed learning experiences and assessments that promote transformative educational practices and inclusive learning environments

Dean of Student Development | February 2024 – April 2025

Seattle Central College | Seattle, WA

- Provided strategic leadership for Student Development Division serving 5,000+ students across four campuses, overseeing six departments including Student Leadership Programs, Accessibility Resources, Student Well-being, and Student Support Programs
- Directed cross-functional team of 120+ employees (faculty, exempt staff, classified staff, contractors, and student workers) and managed \$5 million budget including operational funds, federal/state grants, student fees, and donor contributions
- Recruited, hired, and onboarded professional staff, faculty, and classified employees across multiple departments, ensuring alignment with institutional mission, equity commitments, and collective bargaining requirements
- Secured \$130,000 in annual funding through donor engagement and strategic cultivation efforts for student basic needs initiatives
- Led strategic planning, accreditation processes, and program reviews for College and Student Services, utilizing data-driven decision-making to develop division wide workplans improve services and meet evolving campus community needs
- Created division-wide assessment metrics and program review structures to evaluate student learning outcomes and operational effectiveness, using data to drive continuous improvement
- Facilitated student conduct, complaints, Title IX compliance, behavioral intervention, and mediation processes in alignment with federal and state law (RCW), developing protocols for coordinated cross-service response and streamlined case resolution timelines
- Spearheaded institutional policy implementation for Student Code of Conduct, student success and retention, missing students, and sex offender policies across campus and state systems
- Managed sensitive compliance cases with Attorney General's Office and executive leadership related to Section 504, ADA, and Office for Civil Rights (OCR) investigations, ensuring adherence to federal disability regulations
- Contributed to Strategic Enrollment Management Task Force, providing state-wide and local enrollment metrics, guiding principles, and recommendations
- Developed equity-based policies and procedures aligned with institutional strategic plan, leading campus-wide risk assessment initiatives to enhance crisis preparedness and inform values-driven decision-making
- Utilized Banner, PeopleSoft, and CTCLink enterprise systems to monitor, analyze, and maintain operational data and confidential reports for program planning and strategic decisions

Director, Student Wellness | September 2022 – November 2023 University of Victoria | Victoria, BC

- Provided strategic leadership for integrated Student Wellness portfolio serving 22,000+ students, overseeing Clinical Health, Clinical Counseling, Multifaith Services, and Health Promotion programs at leading Canadian research university
- Supervised cross-functional team of 7 direct reports and 60+ indirect reports (physicians, nurses, counselors, spiritual care providers, administrators) delivering culturally responsive, trauma-informed, equity-centered wellness services
- Aligned clinical, wellness, and prevention programs into a cohesive service model, establishing shared protocols, consistent expectations, and a unified student experience across previously siloed units
- Managed \$4.2M operating budget and negotiated \$5.6M five-year physician services agreement with BC Ministry of Health and Vancouver Island Health Authority, aligning medical staffing with regulatory mandates
- Secured \$500,000 in annual philanthropic investments to expand wellness programs, health promotion initiatives, and early intervention services
- Negotiated and implemented \$1.5M tripartite contract with TELUS Health for 24/7 virtual mental health services, expanding student access to care
- Conducted university's first pay equity systemic review for Student Wellness division, implementing salary adjustments to address internal equity gaps and revising Physician Terms and Conditions in alignment with BC Public Sector Employers Council mandates

- Utilized data-driven financial analysis to inform budget allocation and resource planning decisions, optimizing service delivery across Clinical Health, Counseling, and Health Promotion programs
- Reduced student counseling wait times by 50% (from 8+ weeks to 4 weeks) through strategic policy implementation, workflow optimization, and resource reallocation, enhancing early intervention and crisis prevention capacity
- Established university's first cross-functional strategic stabilization team and standard operating guidelines for student eligibility and clinical service access, strengthening service integration and coordination across Student Wellness portfolio
- Established university's first Health Promotion and Outreach unit to scale early intervention and prevention programs supporting student well-being and retention
- Embedded culturally responsive wellness services including nurse office hours at First Peoples House, Indigenous Elder-in-Residence, Indigenous counseling staff, and traditional healing practices
- Directed crisis response, emergency planning, and critical incident coordination for campus-wide health emergencies, developing policies and protocols aligned with national and international standards (CAS Standards, National Standards for Mental Health and Well-being for Post-Secondary, Okanagan Charter)
- Leveraged Banner, FAST, and CRM enterprise systems to monitor operational data and inform strategic program planning and decision-making

Associate Director for Student Life and Development | October 2017 – January 2022 Whatcom Community College | Bellingham, WA

- Led Office of Student Life and Development at commuter campus serving 7,000+ students, supervising 15 employees and 100+ student leaders across multiple programs in compliance with state and federal regulations
- Managed \$1.2M budget including Student Services and Activities (S&A) Fees, operational funds, grants, and donor contributions
- Reduced food insecurity by expanding basic needs resources, increasing food pantry donations by 5,000+ pounds annually and launching ASWCC Garden Project
- Developed and implemented ORCA SMART Bystander Intervention Curriculum, delivering training to Athletics, Residence Life, and Student Leadership teams to strengthen campus safety culture
- Contributed to development of legislatively mandated sexual assault campus climate and Title IX survey for 34 community and technical colleges in Washington State through State-wide Sexual Assault Task Force
- Directed three-year Campus Equity Project, facilitating institutional dialogue, developing educational programming, hosting nationally recognized speakers, and cultivating partnerships with Indigenous Nations (Lummi Nation, Nooksack Tribe, Swinomish Tribe) and community organizations to advance diversity, inclusion, and student success initiatives
- Facilitated 40+ outcome-based professional development workshops for faculty and staff on educational equity, student engagement, and leadership development using evidence-based instructional design methods
- Launched Student Ambassador program integrating Early Alert, Outreach, Campus Tours, and Peer2Peer initiatives to improve student retention and success
- Organized three annual student-led conferences on engagement, academic success, and advocacy, empowering student voice in institutional decision-making
- Strengthened institutional assessment and accreditation readiness by creating strategic work plans, program outcomes, and anti-racist action plans aligned with College core themes and NWCCU standards
- Secured "Voter Friendly Campus" designation through civic engagement initiatives and coordinated U.S. Mobile Guatemalan Consulate site visit serving 230+ community members with vital documentation assistance
- Contributed to state-wide Strategic Enrollment Management Task Force, providing enrollment metrics, guiding principles, and policy recommendations

Adjunct Faculty | September 2020 – January 2022 Redeemers University North America | Greenville, TX

- Taught 3 graduate courses in Master's in Ministry program, including RES 640 Social Inquiry Methods, RES 650 Fundamentals of Educational Research, and RES 696 Practicum for Master's in Ministry – Year 1
- Delivered curriculum in research methodology, applied practice, and leadership development, supporting graduate student academic scholarship and professional formation

Acting Director, Intercultural Services | October 2020 – November 2020 Whatcom Community College | Bellingham, WA

- Oversaw daily operations of Simpson Intercultural Center and managed \$232,000 departmental budget, supervising seven professional and student staff to deliver high-impact cultural support services
- Developed and launched Intercultural Center Peer Navigator Program Manual to strengthen multicultural leadership development and peer mentoring infrastructure
- Supported college-wide diversity and inclusion integration through training, consultations, and cultural competency development for faculty and staff across departments
- Served on Campus Diversity Committee and People of Color Collective Employee Resource Group, representing College at statewide Multicultural Student Services Director's Council and community events

Academic Support Coordinator | January 2017 – October 2017 Western Washington University | Bellingham, WA

- Implemented and coordinated Peer Mentor Program serving 3,000+ first-year students to enhance retention and academic success and provided academic advising, registration assistance, and individualized educational planning for 14,000+ undergraduate students
- Supervised 12 student employees, coordinating recruitment, training, and performance evaluation
- Designed and delivered quarterly workshops and panels on academic success, personal growth, and development for diverse student populations
- Taught EDUC 108, a two-credit course focused on developing academic skills and college success strategies for first-year students
- Supported annual new student orientation and outreach programs targeting first-generation, low-socioeconomic, and non-traditional students

Academic Support Coordinator | January 2017 – October 2017 Western Washington University | Bellingham, WA

- Managed \$619,000 Title V Grant overseeing peer mentoring and academic coaching for 40,000+ students, supervising 15 Graduate Assistants
- Taught US 1100 University Seminar, an undergraduate course designed to support first-year student transition, academic skill development, and university acclimation
- Analyzed retention data to inform grant reporting and strategic decision-making, developing financial literacy programming and academic success workshops -
- Collaborated with FACES program to create support network for foster care students and served on New Student Orientation Team

ADDITIONAL WORK EXPERIENCE

UBC Faculty of Medicine Admissions Interviewer Black Student Admissions Pathway Committee Member | University of British Columbia, Vancouver, BC | September 2022 – November 2023

Board Member | Whatcom Human Rights Task Force, Bellingham, WA | January 2019 – December 2023 **Podcast Content**

Creator | The Equity Project, Bellingham, WA | January 2019 – January 2022 **Advisory Board Member** | Hillcrest Chapel, Bellingham, WA | January 2019 – September 2022

Conference Planner & Reviewer | Annual Rev. Dr. Martin Luther King Jr. Human Rights Conference, Bellingham, WA | January 2017 – September 2022

Admissions Ambassador | Seattle University, Seattle, WA | June 2017 – January 2020

EDUCATION

Doctor of Education (Ed.D.), Educational Leadership – Higher Education | Seattle University – Seattle, WA

Dissertation: *Funnel Vision: Through the Looking Glass of Recruitment and Admission Practices* Ajiboye, A. O., Anderson-James, H. L., Fountain, J., & Vega-Gutiérrez, J. A. (2020). ProQuest Dissertations Publishing (Publication No. 28023098)

Master of Legal Studies (M.L.S.), Compliance and Risk Management | Seattle University, Seattle, WA | Expected December 2026 **Master of Education (M.Ed.), Health Education, Minor in Healthcare Administration |** Texas State University, San Marcos, TX **Bachelor of Arts (B.A.), General Studies, Minor in Psychology |** Western Washington University, Bellingham, WA | **Associate of Arts and Sciences (A.A.S.) |** Bellevue College – Bellevue, WA

SELECTED PRESENTATIONS, KEYNOTES, AND WORKSHOPS

Keynote Speaker. (2024). Awaking the Leader Within: Building a Future of Transformation. Annual Imesi-Ile Community Leadership Conference, Nigeria.

Presenter. (2024). Navigating the Swirl, Moving Towards Action and Caring for the Self. Faculty and Staff Conference, Spokane, WA.

Co-Presenter. (2021). Awaken the Legacy: MLK Day Event Featuring NY Times Bestselling Author Ijeoma Oluo. Western Washington University, Bellingham, WA.

Co-Presenter. (2021). College Board of Trustees Bias Masquerade Training. Whatcom Community College (WCC), Bellingham, WA

Co-Presenter. (2021). Black, Indigenous, & People of Color Caucus. 23rd Annual Rev. Dr. Martin Luther King, Jr. Human Rights Conference. Bellingham, WA.

Co-Presenter. (2020). Equity Work in Advising. Whatcom Community College Advisor Day Training. Bellingham, WA

Keynote Speaker. (2020). Keeping the Dream Alive. 22nd Annual Rev. Dr. Martin Luther King, Jr. Human Rights Conference. Bellingham, WA.

Presenter. (2020). Safe Space to Brave Space: Justice Driven Collaboration. 23rd Annual Rev. Dr. Martin Luther King Jr. Conference, Bellingham, WA

Keynote Speaker. (2019). Your First Year Playbook: Strategies for Success and Thriving. WCC Preview Day, Bellingham, WA

Co-Presenter. (2019). Equity Project Presents: Colonialism in this Land. All Campus Professional Development Day, WCC, Bellingham, WA

Co-Presenter. (2019). Building your Toolkit: Navigating Higher Education as Graduate Students of Color. Faculty & Staff of Color Conference, Spokane, WA

Co-Presenter. (2019). Is It Really about Race? WCC Professional Development Day, Bellingham, WA

Presenter. (2018). Talkin' Race: A Community Dialogue Series. Equity Project, Bellingham, WA

Co-Presenter. (2017). Bellingham Human Rights Film Festival Screening and Immigrant Stories Panel. Human Rights Film Festival, Bellingham, WA

Co-Presenter. (2016). Achieving Academic Success through a Near Peer Academic Coaching Model. 49th Annual College Reading & Learning Association, Louisville, KY

HONORS AND AWARDS

School of Law Merit Scholarship, Seattle University, 2025

**For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.*

College of Education Dean's
Scholarship, Seattle University, 2018
Academic Coach of the Year, Texas
State University, 2014, 2013 Presidential
Scholarship, Western Washington
University, 2010-2012
Global Ambassador Scholarship, Wester
n Washington University, 2010
Special Congressional Recognition, U.S. Representative William Lacy Clay, Missouri 1st Congressio
nal District

SEATTLE DISABILITY COMMISSION

21 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, with 2-year terms except for the Get Engaged member who will serve a 1-year term pursuant to SMC 3.51.

- 8 City Council-appointed
- 9 Mayor-appointed
- 4 Other Appointing Authority-appointed:

Roster as of July 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
1	Member	Samiya Nasim	5/1/25	4/30/27	1	Mayor
2	Member	Marc G Côté	5/1/25	4/30/27	1	City Council
3	Member	Scot Nelson	5/1/25	4/30/27	1	Mayor
4	Member	Adekunbi Ajiboye	5/1/26	4/30/28	1	City Council
5	Member	VACANT	5/1/26	4/30/28	1	Mayor
6	Member	Daniel Ramier	5/1/26	4/30/28	1	City Council
7	Member	VACANT	5/1/26	4/30/28	1	Mayor
8	Member	Rashaad O'Neal	5/1/26	4/30/28	1	City Council
9	Member	Balvina E Cortez	5/1/26	4/30/28	1	City Council
10	Member	Julia Thompson	5/1/26	4/30/28	1	Mayor
11	Member	Naomi Snow	5/1/26	4/30/28	1	City Council
12	Member	Sawyer Stearns	5/1/26	4/30/28	1	Mayor
13	Member	Bianca Gallegos	11/1/24	10/31/26	1	City Council
14	Member	Zachary Dar	11/1/24	10/31/26	1	Mayor
15	Member	Jessica Jensen	11/1/24	10/31/26	1	City Council
16	Get Engaged	Charlie Nguyen	9/1/25	8/31/26	1	Mayor
17	Member	VACANT	5/1/25	4/30/27	1	Commission
18	Member	Linda W. Finkle	11/1/24	10/31/26	1	Mayor
19	Member	Shelby Dey	5/1/26	4/30/28	3	Commission
20	Member	VACANT	5/1/26	4/30/28	1	Commission
21	Member	VACANT	11/1/24	10/31/26	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/African American	American Indian/Alaska Native	White/non-Hispanic	Hispanic/Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3	4				2			5					
Council	3	5					1		4	2				
Other		1							1					
Total	6	10				2	1		10	2				

City Council districts represented

*For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	2	2	3	1	1	1	5	



Legislation Text

File #: Appt 03556, **Version:** 1

Appointment of Rashaad O'Neal as member, Seattle Disability Commission, for a term to April 30, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Rashaad O'Neal*

Board or Commission Name: *Seattle Disability Commission*

Position Title: *Member*

☒ **Appointment** ☐ **Reappointment**

***Term of Position:** *5/1/2026 to 4/30/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☒ City Council ☐ Mayor ☐ Other: *Insert Appointing Authority*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *Pioneer Square*

Appointee brief overview:

Rashaad O'Neal is an integrated marketing communications professional with a Master of Arts in the field and a career-long dedication to digital equity. He has extensive experience navigating the complexities of public sector information, having spent years overseeing digital communication ecosystems for public K-12 school districts across the Puget Sound. His work is defined by the belief that clear, accessible communication is a prerequisite for civic participation. By blending technical expertise in digital strategy with a commitment to community advocacy, Rashaad focuses on dismantling information barriers to ensure that public platforms are inclusive by design.

As a member of the Seattle Disability Commission, his primary goal is to contribute technical and strategic expertise in WCAG compliance, inclusive UX design, and audio description frameworks to ensure the City of Seattle's digital infrastructure is truly usable for all residents. He hopes to bridge the gap between high-level policy and the lived experience of the disability community by auditing how information is delivered and consumed across municipal channels. By applying a strategic communications lens to the Commission's work, he aims to help the City transition from basic compliance to an "accessibility first" culture, ensuring every Seattleite, regardless of ability, has equitable access to the resources, updates, and democratic processes that shape our community.

Appointing Authority Signature:

Date Signed: *6/30/2026*

Appointing Authority Printed Name and Title:

*Councilmember Dionne Foster
Seattle City Council*

Rashaad O'Neal

Data-Driven Communications Professional

Award-winning communicator and storyteller, specializing in communication management, social media marketing, and public relations. Skilled in working with elected officials, managing cross-functional teams, executing marketing campaigns, and enhancing efficiency through equity-driven communications.

Work Experience

Digital Media Strategist

Jul 2022 - Present

Puyallup School District | Puyallup, WA

Leads district digital communications, video storytelling, web and social media marketing, managing internal and external messaging and content creation across platforms. Oversees digital communication plans aligned with the district's strategic goals, leveraging analytics to strengthen community engagement.

- Collaborated with transportation staff on crisis situations to enhance digital accessibility for inclement weather bus route webpages, boosting engagement among non-English-speaking families by 23% and increasing organic search engine clicks by 29%.
- Directed a \$1.2K paid targeted recruitment advertising campaign, collaborating with media buyers and generating over 88k impressions and driving a 20% increase in paraeducator applications.
- Leads social media branding initiative to highlight district's strategic initiatives and priorities, increasing community awareness by 15%.
- Oversees district's digital strategy by researching local demographics, performance metrics and identifying optimal posting times. Supervises staff's web publishing and social media content. Guides team on digital accessibility, SEO, and brand consistency, enhancing content quality and efficiency.
- Collaborated with the Director of Equity and Student Success to implement the district's first social media guide, equipping 100+ staff with equity-centered practices that improved consistency and strengthened community engagement across schools.
- Leads audience growth strategy to increase weekly social media-to-website traffic and engagement by 15% through A/B testing, targeted messaging, and data-driven scheduling, driving improved digital engagement and platform performance.
- Led the redesign of over 30 school websites adhering to brand guidelines, ensuring staff training and vendor relations. Achieved a 40% increase in website views and SEO ranking while promoting social justice through improved digital accessibility for all stakeholders.
- Delivered district-wide public presentations to school leaders and communication staff on effective social media strategy, accessibility, and analytics interpretation.

Public Information Officer

Sep 2021 - Jun 2022

Orting School District | Orting, WA

Oversaw district external and internal communications including crisis management, public relations, social media, publications, media relations, community outreach, web design, and photography. Managed a \$5,000 department budget, achieving a 60% cost reduction, and served as the district's primary media liaison.

- Successfully led a \$400 Enrichment Levy Election Communications and Social Media Campaign, resulting in the measure passing with a 55% approval rate and a 14% increase in Yes Votes from the previous levy election.
- Directed the district rebranding initiative, leveraging community input and conducting market research and analysis, leading to a 20% increase in web traffic and a 30% boost in engagement on social media channels.
- Launched the district's media kit, utilizing news releases, photography, and other multimedia to promote district initiatives, educational programs, and community involvement for local newspapers/TV/radio outlets, boosting media coverage by 50%.
- Revamped the community engagement strategy for internal and external surveys to help develop the 2022-25 district strategic plan, increasing submissions by 70% through strategic messaging.
- Introduced strategic thinking techniques to develop organizational communication protocols and flow, which boosted stakeholder engagement (both internal and external) by 25%.
- Prepared talking points and speech materials for the superintendent, cabinet members, and board directors for media interviews and director meetings, while also strategizing on handling potential crises.

Interim Communications Manager

Jun 2021 - Aug 2021

Clover Park School District | Lakewood, WA

Provided leadership and strategic vision for the district's communication and public relations, ensuring alignment with internal and external communication strategies with the director of marketing and community relations. Oversaw district website content, social media channels, and multimedia production.

- Managed district-wide social media content, engagement strategies, and branding initiatives, increasing student engagement by 10% through trend-based content development.
- Revamped branding for the district's weekly social media staff and student recognition campaign, boosting engagement by 10%.
- Directed the layout of infographics and digital content for graphic designers.
- Spearheaded award-winning district publications, including the print calendar newsletter for the 2021-22 school year, increasing brand awareness by 30%.

Public Information Officer

Nov 2020 - Jun 2021

Washington House Democratic Caucus | Olympia, WA

Oversaw comprehensive communication plans, news releases, content calendar, virtual town hall planning, interview talking points, and marketing strategies for 13 Washington state-elected officials and the Black Members Caucus, serving as a key liaison for timely and urgent media responses.

- Oversaw social media strategy for Washington State's 11th Legislative District transportation, King County Metro, and public safety initiatives, developing targeted multimedia content that boosted engagement and followers by 12%, strengthening community awareness and support for key infrastructure projects.
- Led the development of the 2021 legislative session newsletter campaign for various members, ensuring compliance with digital ADA standards, implementing research-driven targeted messaging, and increasing weekly email open rates by 20%.
- Directed strategic messaging efforts for key legislative priorities, including digital

access, housing, and education policies, resulting in a 20% increase in social media engagement and audience growth.

- Monitored local media coverage, prepared detailed impact reports, and provided analysis to guide communication strategies and enhance public perception.

Freelance Digital Content Creator

Aug 2020 - Dec 2020

Seattle Neighborhood Greenways | Seattle, WA

Directed multimedia storytelling campaigns promoting Stay Healthy and Café Streets during the COVID-19 pandemic, increasing public awareness and community engagement with safe, accessible pedestrian-friendly spaces.

- Produced high-quality videography and photography content which showcased the benefits of reimagined city streets, driving a measurable uptick in public support for sustainable transportation options.
- Managed the creative workflow and storyboarding process for video and photo projects, ensuring timely delivery of impactful, equity-focused digital content.
- Collaborated with staff, advocates, and city stakeholders to develop visual content strategies aligned with public health and mobility goals.

Leadership Development and Communications Coordinator

Mar 2020 - Nov 2020

Washington State School Directors' Association | Lacey, WA

Managed the organization's development services for Washington state's 295 K-12 public education boards to fulfill their professional development requirements and supported the communications and leadership development director on ongoing stakeholder engagement about training programs.

- Led the launch of the equity resources webpage and finalized the graphic designer's layout, resulting in a 25% increase in member engagement.
- Contributed to content marketing and board governance expertise for the organization's magazine publication and website, targeting 2,000 subscribers, including educators, school board members, and state legislators.
- Served as the online board self-assessment tool liaison for board directors across the state and conducted research to optimize the tool for member performance enhancement and improvement identification.
- Managed board inquiries regarding COVID-19 pandemic and education resources in a timely and urgent matter.
- Demonstrated event planning by overseeing the selection of keynote speakers and supporting web/digital marketing content for the organization's annual conference.

Freelance Writer

Jun 2020 - Aug 2020

Parks Tacoma | Tacoma, WA

Researched, interviewed, and developed feature stories showcasing staff, community programs, and public services, amplifying awareness of local parks and recreation initiatives.

- Created engaging digital and print content to promote city parks, events, and community activities, strengthening public connection with local services.
- Collaborated with marketing and communications teams to ensure storytelling aligned with organizational goals, resulting in increased audience reach and

engagement.

- Delivered timely, compelling content supporting campaigns to highlight accessibility, environmental stewardship, and equitable community programming.

Communications Specialist

Apr 2019 - Mar 2020

Douglas Education Service District | Roseburg, OR

Provided leadership in internal and external communications for 13 school districts, overseeing digital marketing strategies, public relations, videography, research, website management, and social media engagement. Developed messaging and ensured consistent branding across communication channels.

- Provided guidance and talking points for superintendents to respond to timely and urgent media inquiries utilizing effective judgment. Managed crisis communications, ensuring accurate and responsive messaging during school incidents and district-wide emergencies.
- Partnered with local public education partners to promote and facilitate district-aligned student and community engagement throughout the Umpqua Valley.
- Oversaw the launch of the monthly internal staff email newsletter, crafting strategic messaging to average an open rate of 60% and internal engagement by 30%.
- Developed media outreach plans, crafted news releases, coordinated interviews, and secured media coverage for district-wide initiatives. Increased visibility of school district programs, leading to a 15% rise in positive media engagement.
- Oversaw the Sutherlin School District Superintendent column for the city's monthly newsletter, ensuring alignment with district priorities and community interests. Expanded outreach efforts, increasing community engagement by 10%.

Part-Time Communications Specialist

Oct 2018 - Mar 2019

Tukwila School District | Tukwila, WA

Managed district communication strategies and social media marketing with the director, enhancing stakeholder relations by 10%.

- Drafted and managed print, online, and social media communications to promote the school district's brand, image, and values.
- Optimized website traffic with SEO tactics and well-crafted, accessible content.
- Coordinated art and graphics creation for social media.
- Assisted in managing the creation of effective messaging using language, graphics, and marketing collateral.

Multimedia Journalist

Jul 2017 - Mar 2018

KAPP-KVEW Local News | Kennewick, WA

Delivered timely and accurate reporting on local public policy, education, and community events, ensuring clear communication to the public. Provided real-time updates on critical issues, demonstrating strong crisis communication and rapid response skills.

- Partnered with Ben Franklin Transit Leaders to spotlight expansion projects, boosting community understanding of regional mobility improvements.
- Boosted audience reach by 10% by creating compelling digital content and leading multimedia storytelling.
- Built professional relationships with public officials, education leaders, and community stakeholders to facilitate transparent communication and media

coverage.

- Applied SEO and digital communication best practices to enhance online visibility, increasing engagement by 15%.

Assistant Sports Director

Aug 2016 - Jun 2017

WTOK Newscenter 11 | Meridian, MS

Reported on high school, collegiate, and professional sports events, engaging with diverse communities and highlighting athletic and academic achievements through multimedia storytelling.

- Oversaw the development of the sports department's digital content strategies, increasing engagement by 25% through social media and website optimization.
- Built and maintained relationships with district and university leaders, coaches, and student-athletes to promote community engagement and drive compelling storytelling, increasing audience interest by 15%.
- Led content production on high-profile sports stories, demonstrating expertise in media planning and audience engagement strategies, resulting in a 15% increase in viewership.
- Coordinated media coverage of high school sporting events, overseeing production logistics and ensuring effective storytelling that resonated with local communities.

Volunteer

Communications Committee

Sep 2025 - Present

Public Relations Society of America (PRSA) Puget Sound Chapter

Oversees email newsletter outreach to over 300 members, strengthening engagement and promoting professional development opportunities.

Equity Task Force Committee

Nov 2019 - Jul 2023

National School Public Relations Association

Collaborated with colleagues nationwide to recommend policies and best practices that advance equity and inclusion in school public relations.

Vice President of Communications

Jun 2022 - Jun 2023

Washington School Public Relations Association

Elected to a leadership role overseeing statewide communications efforts, enhancing member engagement and advancing best practices in school public relations.

Board Member/DEI Sub-committee Chair

May 2019 - May 2020

Oregon School Public Relations Association

Partnered with University of Oregon public relations faculty to raise awareness about the underrepresentation of students of color in PR programs, advancing OSPRA's equity and inclusion goals.

Core Skills

Leadership and Team Management, Branding, Media Relations, Crisis Communications, Social Media Strategy, Search Engine Optimization (SEO), Digital and Print Marketing, Public Speaking, Canva, Hootsuite, AP Writing Style, Adobe Creative Suite, Social Listening, Video Content Production

Education

University of West Alabama
Master of Arts Integrated Marketing Communications

Mar 2021 - Dec 2021

Angelo State University Aug 2006 - May 2011
Bachelor of Arts Communications

SEATTLE DISABILITY COMMISSION

21 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, with 2-year terms except for the Get Engaged member who will serve a 1-year term pursuant to SMC 3.51.

- 8 City Council-appointed
- 9 Mayor-appointed
- 4 Other Appointing Authority-appointed:

Roster as of July 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
1	Member	Samiya Nasim	5/1/25	4/30/27	1	Mayor
2	Member	Marc G Côté	5/1/25	4/30/27	1	City Council
3	Member	Scot Nelson	5/1/25	4/30/27	1	Mayor
4	Member	Adekunbi Ajiboye	5/1/26	4/30/28	1	City Council
5	Member	VACANT	5/1/26	4/30/28	1	Mayor
6	Member	Daniel Ramier	5/1/26	4/30/28	1	City Council
7	Member	VACANT	5/1/26	4/30/28	1	Mayor
8	Member	Rashaad O'Neal	5/1/26	4/30/28	1	City Council
9	Member	Balvina E Cortez	5/1/26	4/30/28	1	City Council
10	Member	Julia Thompson	5/1/26	4/30/28	1	Mayor
11	Member	Naomi Snow	5/1/26	4/30/28	1	City Council
12	Member	Sawyer Stearns	5/1/26	4/30/28	1	Mayor
13	Member	Bianca Gallegos	11/1/24	10/31/26	1	City Council
14	Member	Zachary Dar	11/1/24	10/31/26	1	Mayor
15	Member	Jessica Jensen	11/1/24	10/31/26	1	City Council
16	Get Engaged	Charlie Nguyen	9/1/25	8/31/26	1	Mayor
17	Member	VACANT	5/1/25	4/30/27	1	Commission
18	Member	Linda W. Finkle	11/1/24	10/31/26	1	Mayor
19	Member	Shelby Dey	5/1/26	4/30/28	3	Commission
20	Member	VACANT	5/1/26	4/30/28	1	Commission
21	Member	VACANT	11/1/24	10/31/26	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/African American	American Indian/Alaska Native	White/non-Hispanic	Hispanic/Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3	4				2			5					
Council	3	4							4	2				
Other		1							1					
Total	6	9				2			10	2				

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	1	2	3	1	1	1	5	

*For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.



Legislation Text

File #: Appt 03557, **Version:** 1

Appointment of Daniel Ramier as member, Seattle Disability Commission, for a term to April 30, 2028.

The Appointment Packet is provided As an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Daniel Ramier*

Board or Commission Name: *Seattle Disability Commission*

Position Title: *Member*

☒ **Appointment** ☐ **Reappointment**

***Term of Position:** *5/1/2026 to 4/30/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☒ City Council ☐ Mayor ☐ Other: *Insert Appointing Authority*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *Mount Baker*

Appointee brief overview:

Born in Louisiana and raised in Minnesota, Dan's life has followed an unconventional and adventurous path. In 1978, he sustained a spinal cord injury, an event dramatically delivered by a van colliding with him and his motorcycle. After completing his undergraduate studies, he began his professional career as an administrator and trip leader with Wilderness Inquiry, an organization that takes mixed-ability groups on canoe and dogsled adventures. He then took a position at Mankato State University, where he directed a mixed-ability outdoor education program. He later returned to graduate school to pursue advanced studies in Outdoor Education and Therapeutic Recreation. Before completing the program, he relocated to Seattle and, with two partners, founded a Volvo salvage yard. After selling his interest in the business, Dan traveled to Central America to support the FMLN in El Salvador following the signing of the historic peace accords. Upon returning to the US, he joined a small software company serving agricultural cooperatives throughout the Midwest. When the company closed in 2019, he returned to his roots in recreation, accepting a position with Seattle Parks and Recreation. Throughout most of his journey, he has been accompanied by his spouse and their two sons. Since 2025, Dan has been an active participant with the Seattle Disability Commission and looks forward to bringing his lifetime advocacy and experience to the commission.

Appointing Authority Signature:

Date Signed: *6/30/2026*

Appointing Authority Printed Name and Title:

*Councilmember Dionne Foster
Seattle City Council*

Daniel Ramier

Professional Experience

General Manager - VP Technical Customer Care

BJL Software St Paul, MN

April 2010 to October 2019

Liaison to Agricultural Cooperative Upper Management and Board of Directors. Conducted requirement elicitation and business analysis with stakeholders to tailor software to their unique business needs. Project manager for AdScheduling System development/refactor in Vulcan.NET w/in MS-Visual Studio using principles of Model-View-ViewModel/OOP. Negotiated new business contracts and restructured account billing to stabilize revenue. Bid and coordinated projects to design/build/interface new CA-VO products: Grain Contracting/Banking System, BJL Back Office for Gilbarco Point of Sale. Marketed BJL Software, secured buyer and brokered sale. Handled compilation, conversion and transfer of account data to corporate partner.

Technical Support Specialist / IT Business Analyst

BJL Software St Paul, MN

January 2002 to March 2010

Led company wide transition from dial-up remote support to MSRDP (Terminal Server) internet based support. Broad technical knowledge and experience working with System Admin personnel on system configuration of customer LAN/WAN and MS-Server configurations. Team member on BJL Livestock Health/Recipe System to Repete's Feed Mill Automation System. Conducted quality assurance testing. Experienced with database tools dBase/dbAdmin.

Software Testing, Delivery and Installation

BJL Software St Paul, MN

February 1995 to December 2001

Handled new installations of BJL Accounting Suite, Patronage, Payroll, C-Store POS. Managed 100+ multiple user accounts in a manner which instilled confidence. Conducted software quality and assurance testing on new modifications, trained users on same. Contributing team member of Y2K code conversion. Worked on user and engineer documentation. Experience with remote support tools Teamviewer, pcAnywhere, CarbonCopy.

Education

Graduate Student - Outdoor Education / Therapeutic Recreation

University of Minnesota - Minneapolis, MN

September 1987 to March 1988

Interpreter Training Program Certificate - American Sign Language

St Paul College TVI - St Paul, MN

April 1984 to September 1984

Bachelor of Arts - Interdisciplinary Studies (Philosophy, History, Music)

Minnesota State University, Marshall - Marshall, MN

December 1978 to March 1983

Volunteer Community Service

American Lung Association/Fundraiser, Seattle United Youth Soccer/Treasurer, American Indians of all Tribes/Tutor, Seattle Central College/ESL Tutor, Mt Baker Youth Soccer/Coach, Ski for Light/Mobility Impaired Segment Coordinator, Seattle Sonics Wheelchair Basketball Player/Coach, CISPES/Organizer, Tenant Law Center/Advocate, In the Heart of the Beast Puppet & Mask Theater/Section for Developmentally Disabled Adults

SEATTLE DISABILITY COMMISSION

21 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, with 2-year terms except for the Get Engaged member who will serve a 1-year term pursuant to SMC 3.51.

- 8 City Council-appointed
- 9 Mayor-appointed
- 4 Other Appointing Authority-appointed:

Roster as of July 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
1	Member	Samiya Nasim	5/1/25	4/30/27	1	Mayor
2	Member	Marc G Côté	5/1/25	4/30/27	1	City Council
3	Member	Scot Nelson	5/1/25	4/30/27	1	Mayor
4	Member	Adekunbi Ajiboye	5/1/26	4/30/28	1	City Council
5	Member	VACANT	5/1/26	4/30/28	1	Mayor
6	Member	Daniel Ramier	5/1/26	4/30/28	1	City Council
7	Member	VACANT	5/1/26	4/30/28	1	Mayor
8	Member	Rashaad O'Neal	5/1/26	4/30/28	1	City Council
9	Member	Balvina E Cortez	5/1/26	4/30/28	1	City Council
10	Member	Julia Thompson	5/1/26	4/30/28	1	Mayor
11	Member	Naomi Snow	5/1/26	4/30/28	1	City Council
12	Member	Sawyer Stearns	5/1/26	4/30/28	1	Mayor
13	Member	Bianca Gallegos	11/1/24	10/31/26	1	City Council
14	Member	Zachary Dar	11/1/24	10/31/26	1	Mayor
15	Member	Jessica Jensen	11/1/24	10/31/26	1	City Council
16	Get Engaged	Charlie Nguyen	9/1/25	8/31/26	1	Mayor
17	Member	VACANT	5/1/25	4/30/27	1	Commission
18	Member	Linda W. Finkle	11/1/24	10/31/26	1	Mayor
19	Member	Shelby Dey	5/1/26	4/30/28	3	Commission
20	Member	VACANT	5/1/26	4/30/28	1	Commission
21	Member	VACANT	11/1/24	10/31/26	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/African American	American Indian/Alaska Native	White/non-Hispanic	Hispanic/Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3	4				2			5					
Council	3	4							4	2				
Other		1							1					
Total	6	9				2			10	2				

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	1	2	3	1	1	1	5	

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Legislation Text

File #: Appt 03558, **Version:** 1

Reappointment of Balvina E. Cortez as member, Seattle Disability Commission, for a term to April 30, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Balvina E. Cortez*

Board or Commission Name: *Seattle Disability Commission*

Position Title: *Member*

☐ Appointment ☒ Reappointment

***Term of Position:** *5/1/2026 to 4/30/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☒ City Council ☐ Mayor ☐ Other: *Insert Appointing Authority*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *Central District*

Appointee brief overview:

Balvina Cortez is passionate about creating systemic change and building stronger community connections. With her experience living as a parent of neurodivergent children, her formal training to serve in non-profit boards along with her current participation in UW LEND Leadership Program has prepared her to be an advocate and representative of the community. Her experiences have shown the importance of representation, and of centering disabled voices in policy and decision-making. She brings her experiences and perspective as someone directly impacted, but also her dedication to listening, learning, and working collaboratively to advance disability justice in Seattle. Balvina has been an active participant and member since 2025 and looks forward to serving her first full term.

Appointing Authority Signature:

Date Signed: *6/30/2026*

Appointing Authority Printed Name and Title:

*Councilmember Dionne Foster
Seattle City Council*

Balvina E. Cortez

SKILLS

MS Office, Excel PowerPoint SharePoint Access Structured Query Language SQL Server Integration Services EPIC Analytics
Visual Studio C# HTML JavaScript CSS, Bilingual in Spanish

EXPERIENCE

M217, Inc. Self-employed

Dec. 1, 2018-Present

Cofunded medical clothing company and worked with VAD recipients to create life changing garments. Grew company to \$250,000 annual sales. I am responsible for bookkeeping, supply chain duties, warehouse inventory, business analysis and marketing. I use different tools and platforms such as Amazon seller, Salesforce, Google search console, and Facebook business.

Centene Provider Data Analyst

Oct. 1, 2017-Nov 30, 2018

As a data analyst I performed various data management activities to maintain database integrity. I Assisted in internal and governmental audits by researching and analyzing systemic data. Used multiple systems and applications to validate and update data according to contract specifications and standard business rules.

MultiCare Medical Group Assistant Purchaser

Nov. 2016-Apr. 2017

Tacoma General Hospital

Coordinate the purchase and delivery of medication to MultiCare's 170 outpatient clinics. I re-designed work processes to eliminate waste and optimized the layout of workspace. I created a runbook along with an Excel workbook to assist in new hire training. I used Excel and SQL for reporting on federal compliance, saving Tacoma General thousands of dollars.

Pharmacy Med. Rec. Technician

Aug. 2010-Sep. 2018

Good Samaritan Hospital Emergency Department

In this role I worked in the critical section of the emergency room department which meant I had to work well under pressure, maintain focus, prioritize based on patient care impact. In addition, collected and updated data into the patient's electronic health record.

EDUCATION

2019 University of Washington Digital Marketing certification

2017 Pierce college Computer Information Systems associate degree:

Database Management & Design, Health Information Management

2017 Pierce College Certificate Business Analysis, Application development

SEATTLE DISABILITY COMMISSION

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- 8 City Council-appointed
- 9 Mayor-appointed
- 4 Other Appointing Authority-appointed:

Roster as of July 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
1	Member	Samiya Nasim	5/1/25	4/30/27	1	Mayor
2	Member	Marc G Côté	5/1/25	4/30/27	1	City Council
3	Member	Scot Nelson	5/1/25	4/30/27	1	Mayor
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5	Member	VACANT	5/1/26	4/30/28	1	Mayor
6	Member	Daniel Ramier	5/1/26	4/30/28	1	City Council
7	Member	VACANT	5/1/26	4/30/28	1	Mayor
8	Member	Rashaad O'Neal	5/1/26	4/30/28	1	City Council
9	Member	Balvina E Cortez	5/1/26	4/30/28	1	City Council
10	Member	Julia Thompson	5/1/26	4/30/28	1	Mayor
11	Member	Naomi Snow	5/1/26	4/30/28	1	City Council
12	Member	Sawyer Stearns	5/1/26	4/30/28	1	Mayor
13	Member	Bianca Gallegos	11/1/24	10/31/26	1	City Council
14	Member	Zachary Dar	11/1/24	10/31/26	1	Mayor
15	Member	Jessica Jensen	11/1/24	10/31/26	1	City Council
16	Get Engaged	Charlie Nguyen	9/1/25	8/31/26	1	Mayor
17	Member	VACANT	5/1/25	4/30/27	1	Commission
18	Member	Linda W. Finkle	11/1/24	10/31/26	1	Mayor
19	Member	Shelby Dey	5/1/26	4/30/28	3	Commission
20	Member	VACANT	5/1/26	4/30/28	1	Commission
21	Member	VACANT	11/1/24	10/31/26	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/African American	American Indian/Alaska Native	White/non-Hispanic	Hispanic/Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3	4				2			5					
Council	3	4							4	2				
Other		1							1					
Total	6	9				2			10	2				

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	1	2	3	1	1	1	5	

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Legislation Text

File #: Appt 03559, **Version:** 1

Reappointment of Shelby Dey as member, Seattle Disability Commission, for a term to April 30, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Shelby Dey*

Board or Commission Name: *Seattle Disability Commission*

Position Title: *Member*

☐ Appointment ☒ Reappointment

***Term of Position:** *5/1/2026 to 4/30/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☐ City Council ☐ Mayor ☒ Other: *Commission*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *Queen Anne*

Appointee brief overview:

As a member of the Seattle Disability Commission, Shelby is committed to continuing her contributions to the health and well-being of our community. She is passionate about improving access to mental health services and addressing the impact of rising rents on people with disabilities. Shelby aims to expand access to affordable housing while taking the time to listen closely to community needs and identify meaningful ways to support them.

She is excited to serve a third term on the commission, working on behalf of the community to improve lives wherever possible. Having previously served as co-chair, Shelby looks forward to continued collaboration, and advocacy.

Appointing Authority Signature:

Picture of signature of Bianca Gallegos

Date Signed: *6-11-26*

Appointing Authority Printed Name and Title:

*Bianca Gallegos
Seattle Disability Commission, Co-chair*

Shelby Dey

QUALIFICATION SUMMARY

Microsoft Office, Salesforce, Statistics, Research, Analysis, Interpersonal Relationships, Client Relationship Management, Cashiering, Financial Information Systems, Adaptable, Integrity, Ability to Maintain Confidentiality

EDUCATION

Skagit Valley College Continuing Education Courses

Business English, Excel/Access Course

Gonzaga University, Spokane, WA

Master of Business Administration, Finance

Pacific Lutheran University, Tacoma, WA

Bachelor of Science in Financial Mathematics and a Bachelor of Arts in Economics with a Math Emphasis, Minor in Actuarial Science

- Graduated Cum Laude
- Investigated Women's Pay Disparity-used Minitab for regression analysis and Excel for forecasting
- Invited and joined Omicron Delta Epsilon in (Economics Honor Society)

WORK EXPERIENCE

Agricultural Aide, Washington State Department of Agriculture, Seattle, WA

June 2020 – Sept 2020

- Collect Data on 800 - 1000 Gypsy Moth Traps.
- Alert supervisor of Gypsy Moth Specimens (Asian and European Gypsy Moths).
- Construct traps within guidelines. Set up traps and take down traps.
- Engage with public in providing information on the Gypsy Moth Program.

Substitute Teacher, *Sedro Woolley School District*, Sedro Woolley,

WA

Feb. 2016 – June 2020

- Teach a daily curriculum according to the teacher's guidelines and schedule.
- Facilitate classroom management to keep the learning environment inviting to all students.
- Supervise and direct paraprofessionals in my classroom to help students who need additional support.
- Keep well informed of current best teaching practices and classroom management skills.

Client Associate, *Merrill Lynch*, Spokane, WA

June 2012 – Apr. 2015

- Maintained interpersonal relationships internally and externally.
- First point of contact to determine customer needs via phone, in person, and fax inquiries.
- Managed branch operations including daily incoming/outgoing mail, records, and archiving.

- Branch Systems Administrator oversaw maintenance of information systems at branch level and coordinated vendor tickets and network troubleshooting of the mainframe.
- Keeping the office computer software and hardware safe and up to date; responsible for operations of internal monitoring of checks and client documents; administered confidential production of checks; and greeted incoming clients and provided information.

Graduate Assistant, Gonzaga University, Spokane, WA Aug. 2011 – Feb. 2016

- Prepared and maintained business statistics grades for undergraduate students.
- Graded undergraduate homework, tests, and quizzes.
- Tutored and managed graduate students lesson plans in prerequisite courses to prepare for graduate level statistics.
- Conducted confidential statistical research for the Gonzaga Nursing and Business programs.
- Taught and administered tests/quizzes on the undergraduate and graduate level when the professor was away.
- Assisted professor in creating new questions, an answer key, and data indexes for her textbook.

AVID/Math Tutor, Sedro-Woolley School District, Sedro-Woolley, WA

Jan. 2011 – June 2011

- Mentored and prepared students in need or who needed extra support for applying and going to college.
- Assisted and tutored students in understanding math concepts in the classroom.
- Managed and taught the after school math tutoring program for middle school students.

SEATTLE DISABILITY COMMISSION

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7	Member	VACANT	5/1/26	4/30/28	1	Mayor
8	Member	Rashaad O'Neal	5/1/26	4/30/28	1	City Council
9	Member	Balvina E Cortez	5/1/26	4/30/28	1	City Council
10	Member	Julia Thompson	5/1/26	4/30/28	1	Mayor
11	Member	Naomi Snow	5/1/26	4/30/28	1	City Council
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15	Member	Jessica Jensen	11/1/24	10/31/26	1	City Council
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17	Member	VACANT	5/1/25	4/30/27	1	Commission
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19	Member	Shelby Dey	5/1/26	4/30/28	3	Commission
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Council	3	4							4	2				
Other		1							1					
Total	6	9				2			10	2				

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	1	2	3	1	1	1	5	

*For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.



Legislation Text

File #: Appt 03560, **Version:** 1

Reappointment of Naomi Snow as member, Seattle Disability Commission, for a term to April 30, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Naomi Snow*

Board or Commission Name: *Seattle Disability Commission*

Position Title: *Member*

☐ Appointment ☒ Reappointment ***Term of Position:** *5/1/2026 to 4/30/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☒ City Council ☐ Mayor ☐ Other: *Insert Appointing Authority*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *University District*

Appointee brief overview:

Naomi Snow grew up alongside her sister with intellectual and developmental disabilities, an experience that shaped her lifelong commitment to equity and inclusion. She earned her B.A. in Political Science from the University of Washington, where she served as Student Body President and worked to expand access to basic needs, healthcare, and student resources. She also founded the Beyond 22 Project, a nonprofit dedicated to improving quality of life and long-term support for individuals with disabilities and their families after they age out of public education systems. With a background in advocacy, nonprofit leadership, and policy development, Naomi contributes to the Seattle Disability Commission by strengthening accessibility, amplifying lived experiences, and advancing policies that better support people with disabilities across the city. She is the current chair of the Internal Growth & Development Committee and looks forward to serving a two-year term.

Appointing Authority Signature:

Date Signed: *6/30/2026*

Appointing Authority Printed Name and Title:

*Councilmember Dionne Foster
Seattle City Council*

Naomi Snow

EDUCATION

University of Washington - Seattle, WA

3.71 GPA

B.A. in Political Science

WORK EXPERIENCE

Caregiver

August 2022 – Present

Consumer Direct Care

- Provided in-home care for individuals with disabilities, maintaining accurate care records and ensuring consistent support aligned with client needs and state care plans.

President, Board of Directors

June 2024 - June 2025

Associated Students of the University of Washington (ASUW)

- Served as CEO and spokesperson of a \$3M nonprofit representing 50,000+ students; acted as primary liaison to university leadership, legal counsel, and government officials.
- Managed a combined \$3.0M in operating budget and reserves, overseeing 80 staff and 300+ volunteers while directing the strategic and financial operations of the organization.
- Reduced a \$200K structural deficit to enhance operations by 15%, led entity mergers, eliminations, and reevaluation of employee hours through internal audits and taskforces to eliminate redundancies.
- Oversaw scheduling systems, organizational workflows, and documentation processes; drafted and reviewed internal policies, official statements, and legislative briefs with attention to detail, formatting, and professional tone.
- Directed a statewide campaign to protect financial aid, launching a 3,000-signature petition and coordinating 2,500+ letters to legislators; efforts contributed to full funding of the Washington College Grant.
- Led project management for multiple student access initiatives, including distribution of 500+ graduate prep books, a free STI testing program for 400+ students, and allocation of \$28,000 in emergency food assistance.

Cadet Training Leader

September 2022 - June 2025

Air Force Reserve Officer Training Corps

- Led and coordinated teams of 100+ cadets in operations, logistics, and drills, managing tasks in fast-paced, high-pressure environments.
- Produced written protocols, internal memos, and evaluation rubrics for weekly operations and leadership assessments; ranked in the top 30% of cadets nationwide for leadership and precision.

Director of Programming, Board of Directors June 2023 - June 2024 Associated Students of the University of Washington (ASUW)

- Oversaw organization-wide programming efforts as an elected member of the Board of Directors, managing cross-functional teams to deliver 20+ campus-wide events with up to 2,000 attendees.
- Conducted stakeholder analysis and feedback cycles to inform event strategy and engagement metrics.
- Proposed and secured budget increases using needs assessments and comparative data.

Student Senate Membership Coordinator

February 2023 - June 2023 Associated Students of

the University of Washington (ASUW)

- Served in an elected leadership role and managed a roster of 100+ senators while facilitating weekly events to strengthen community and engagement.

Activities Coordinator August 2019 - September 2022

Red Oak Residence

- Planned and adapted daily activities to support residents' physical, emotional, and cognitive well-being.
- Coordinated off-site events and fostered strong relationships with residents, families, and interdisciplinary care staff.

Additional:

- Tools: Adobe Suite, Microsoft Suite, WordPress, Canva, Asana, Slack, Workday.
- Skills: Project management, legal and policy research, stakeholder communication, document drafting and review, case tracking, public speaking (audiences of 35,000+), team collaboration, written and verbal communication.
- Volunteer Experience: Contributed 200+ hours across the University District Food Bank, East African Community Services, Special Olympics Washington, and University of Washington fundraisers (including stadium cleanups and community events).

SEATTLE DISABILITY COMMISSION

21 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, with 2-year terms except for the Get Engaged member who will serve a 1-year term pursuant to SMC 3.51.

- 8 City Council-appointed
- 9 Mayor-appointed
- 4 Other Appointing Authority-appointed:

Roster as of July 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
1	Member	Samiya Nasim	5/1/25	4/30/27	1	Mayor
2	Member	Marc G Côté	5/1/25	4/30/27	1	City Council
3	Member	Scot Nelson	5/1/25	4/30/27	1	Mayor
4	Member	Adekunbi Ajiboye	5/1/26	4/30/28	1	City Council
5	Member	VACANT	5/1/26	4/30/28	1	Mayor
6	Member	Daniel Ramier	5/1/26	4/30/28	1	City Council
7	Member	VACANT	5/1/26	4/30/28	1	Mayor
8	Member	Rashaad O'Neal	5/1/26	4/30/28	1	City Council
9	Member	Balvina E Cortez	5/1/26	4/30/28	1	City Council
10	Member	Julia Thompson	5/1/26	4/30/28	1	Mayor
11	Member	Naomi Snow	5/1/26	4/30/28	1	City Council
12	Member	Sawyer Stearns	5/1/26	4/30/28	1	Mayor
13	Member	Bianca Gallegos	11/1/24	10/31/26	1	City Council
14	Member	Zachary Dar	11/1/24	10/31/26	1	Mayor
15	Member	Jessica Jensen	11/1/24	10/31/26	1	City Council
16	Get Engaged	Charlie Nguyen	9/1/25	8/31/26	1	Mayor
17	Member	VACANT	5/1/25	4/30/27	1	Commission
18	Member	Linda W. Finkle	11/1/24	10/31/26	1	Mayor
19	Member	Shelby Dey	5/1/26	4/30/28	3	Commission
20	Member	VACANT	5/1/26	4/30/28	1	Commission
21	Member	VACANT	11/1/24	10/31/26	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/African American	American Indian/Alaska Native	White/non-Hispanic	Hispanic/Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3	4				2			5					
Council	3	4							4	2				
Other		1							1					
Total	6	9				2			10	2				

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	1	2	3	1	1	1	5	

*For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.



Legislation Text

File #: Appt 03561, **Version:** 1

Reappointment of Sawyer Stearns as member, Seattle Disability Commission, for a term to April 30, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Sawyer Stearns*

Board or Commission Name: *Seattle Disability Commission*

Position Title: *Member*

☐ Appointment ☒ Reappointment ***Term of Position:** *5/1/2026 to 4/30/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☐ City Council ☒ Mayor ☐ Other: *Insert Appointing Authority*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *Northgate*

Appointee brief overview:

Sawyer obtained her Master's in 2023 at CWU. As a freshman in college, she sustained a spinal cord injury that left her quadriplegic. After her injury, she became much more engaged with the disability community and even had the opportunity to work at a Center for Independent Living as a Disability Specialist. This fueled her passion to advocate on a deeper level in disability policy after experiencing the inequity faced in the community and with the healthcare system. She recently completed a fellowship posted by Disability Belongs in the public policy and civic engagement department and has been looking for ways to continue supporting people with disabilities in our community. Sawyer hopes to contribute her skills and past experiences working with people with disabilities to better serve people with disabilities in Seattle and all of King County. Sawyer has been an active member on the commission since 2025 and is the current chair of the Advocacy & Representation Committee.

Appointing Authority Signature:

Date Signed: *6/24/26*

Appointing Authority Printed Name and Title:

*Katie B. Wilson
Mayor of Seattle*

Sawyer Stearns

Education

2016 High School Diploma

2017-2021 Bachelor of Science: Family and Child Life

2021-2023 Master of Science: Family and Child Life

Experience

Ambulatory Patient Support Coordinator October

2023-present

- Communicate with RN and providers to provide support and identify needs, resolve problems, escalate urgent requests, and provide administrative support to RN's

Disability Specialist at Central Washington Disability Resources

March 2021- June 2023

- Subject matter expert for people with disabilities
- Developed a Functional Assessment Service Team (FAST) to assess emergency shelters for accessibility and assist people with disabilities entering emergency shelters in maintaining independence.
- Designed and facilitated the PAS (Power, Action, and Systems) program that assists people with disabilities with bathroom modifications, ramps, grab bars, and yard work.
- Updated emergency plans to include a whole community approach

Child Life Practicum at Seattle Children's Hospital

June 2022-August 2022

- Completed a Child Life Practicum
- Observed a Child Life Specialist in practice with evidence-based and developmentally appropriate interventions to support patients.
- Enhanced knowledge in interventions and knowledge of day to day for Child Life

Teacher Aide at Early Childhood Learning Center

September 2020-March 2021

- Assist the teacher with children ages 8-12. Activities included art projects, sensory activities, snack time, outside time, and homework time.

Volunteer at Developmental Disabilities Preschool

September 2019- March 2020

- Assisted teachers with play time, snack time and other daily activities such as art and outdoor play.

Volunteer at Kadlec Regional Medical Center

June of 2018- June of 2019

Under supervision of a Child Life Specialist:

- Played games with patients in the pediatric unit.
- Cleaned and organized toys in the playroom
- Interacted with the siblings where I would play and supervise the siblings.

Mustang CIA

June-August 2016

- Collaborate with agencies locally to implement healthy life choices for teens.
- Organize workshops that focus on substance abuse prevention and provide a safe and fun alternative for teens.
- Learned about substance abuse prevention and resources in our local community.

Professional Committees

DDAC (Developmental Disability Advisory Committee)

PTAC (Public Transportation Advisory Committee)

CIEP (Coalition on Inclusive Emergency Preparedness Committee)

WA Cares Ambassador

SEATTLE DISABILITY COMMISSION

21 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, with 2-year terms except for the Get Engaged member who will serve a 1-year term pursuant to SMC 3.51.

- 8 City Council-appointed
- 9 Mayor-appointed
- 4 Other Appointing Authority-appointed:

Roster as of July 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
1	Member	Samiya Nasim	5/1/25	4/30/27	1	Mayor
2	Member	Marc G Côté	5/1/25	4/30/27	1	City Council
3	Member	Scot Nelson	5/1/25	4/30/27	1	Mayor
4	Member	VACANT	5/1/25	4/30/27	1	City Council
5	Member	VACANT	5/1/26	4/30/28	1	Mayor
6	Member	Daniel Ramier	5/1/26	4/30/28	1	City Council
7	Member	VACANT	5/1/26	4/30/28	1	Mayor
8	Member	Rashaad O'Neal	5/1/26	4/30/28	1	City Council
9	Member	Balvina E Cortez	5/1/26	4/30/28	1	City Council
10	Member	Julia Thompson	5/1/26	4/30/28	1	Mayor
11	Member	Naomi Snow	5/1/26	4/30/28	1	City Council
12	Member	Sawyer Stearns	5/1/26	4/30/28	1	Mayor
13	Member	Bianca Gallegos	11/1/24	10/31/26	1	City Council
14	Member	Zachary Dar	11/1/24	10/31/26	1	Mayor
15	Member	Jessica Jensen	11/1/24	10/31/26	1	City Council
16	Get Engaged	Charlie Nguyen	9/1/25	8/31/26	1	Mayor
17	Member	VACANT	5/1/25	4/30/27	1	Commission
18	Member	Linda W. Finkle	11/1/24	10/31/26	1	Mayor
19	Member	Shelby Dey	5/1/26	4/30/28	3	Commission
20	Member	VACANT	5/1/26	4/30/28	1	Commission
21	Member	VACANT	11/1/24	10/31/26	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/ African American	American Indian/ Alaska Native	White/ non-Hispanic	Hispanic/ Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3	4				2			5					
Council	3	4							4	2				
Other		1							1					
Total	6	9				2			10	2				

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	1	2	3	1	1	1	5	

*For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.



Legislation Text

File #: Appt 03562, **Version:** 1

Appointment of Sawyer McCrabb as member, Seattle LGBTQ Commission, for a term to April 30, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Sawyer McCrabb*

Board or Commission Name: *Seattle LGBTQ Commission*

Position Title: *Member*

☒ **Appointment** ☐ **Reappointment**

***Term of Position:** *5/1/2026 to 4/30/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☒ City Council ☐ Mayor ☐ Other: *Insert Appointing Authority*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *Capitol Hill*

Appointee brief overview:

Sawyer McCrabb (he/him) is a newer Seattleite, who moved from Washington, D.C. to Washington State with his partner in 2025 to find more security, joy in nature, and plant roots in community. Throughout his time in D.C., he worked for his hometown's Representative from Connecticut for six years, a team with which he built a career grounded in coalition work and direct community engagement. He departed his work in the federal government to pursue these values at the local and state level. Though a New Englander most of his life, Sawyer believes in the power of connecting with people regardless of their background, walk of life, or geographic location. He currently serves as the Executive Director for Fix Democracy First, a nonprofit focused on enhancing civic engagement and voter power in Washington state.

Appointing Authority Signature:

Date Signed: *6/30/2026*

Appointing Authority Printed Name and Title:

*Councilmember Dionne Foster
Seattle City Council*

Sawyer McCrabb

Topline: Former Congressional professional with six years of experience, now based in Seattle, seeking to leverage federal expertise and invest in the power of local systems. Currently balancing part-time work while planting community roots through Seattle-based volunteer groups.

Professional Experience

Office of Congressman Joe Courtney (CT-02) | Washington, D.C. (January 2020 – August 2025)

Legislative Assistant

- Policy Portfolio: LGBTQ+/Civil Rights; Elections; Oversight; Government Reform; Energy; Environment; Technology & AI; Water; Telecomms; Consumer Rights; Judiciary; Small Business.
- Spearheaded Congressman's leadership on 5 bills, maneuvering the legislative process to pass 3 in the full House or committee, despite being in the minority party.
- Researched, framed, and synthesized information to brief the Congressman on official votes, policy recommendations, committee proceedings, presidential administration activity, and meetings.
- Represent Member interests into 3-6 daily meetings, collaborating across hundreds of stakeholders to discuss policy, assess district issues, identify key considerations, and update constituencies.
- Strategized elevation of Member priorities, envisioned opportunities for positive publicity, advised on district events, conducted outreach to stakeholders, and drafted communications materials.
- Collaborated with staff to enhance Member's engagement through Congressional Equality Caucus.
- Tracked emerging LGBTQ+ policy issues across all three branches of the federal government, providing internal analysis and leveraging constituent support to recommend legislative responses.

Legislative Correspondent & Staff Assistant

- Researched and drafted 1,800+ constituent letters while curating a library of 20,000 letters, continually refining messaging to align with legislative activities, district priorities, and political dynamics.
- Developed sustainable office procedures to manage a constituent mail program, reducing a two-year-old mail backlog by 82% in one month, and creating an eloquent congressional record statement program.
- Administered office's CRM to analyze, process, judge the importance of, and respond to up to 4,000 constituent messages per week.

LGBT Congressional Staff Association | Washington, D.C. (February 2023 – April 2024)

Board of Directors – Community Engagement

- Planned and executed a panel event, facilitating a trilateral partnership with key stakeholders.
- Built a coalition of 13 government staff associations for networking events, attracting 1000+ attendees

Courtney for Congress | Norwich, CT (July 2018 – November 2018)

Field Organizer

- Recruited 300+ volunteers to contact 17,000 voters through NGP VAN by attending community events, engaging stakeholders, and deploying relational organizing tactics across 15 towns.
- Planned and hosted unified, daily voter engagement events by leveraging relationships to manage territorial stakeholder dynamics up and down the ballot.

Education

University of Connecticut | Storrs, CT
Bachelor of Arts in Political Science

Magna Cum Laude
Student Government President

SEATTLE LGBTQ COMMISSION

21 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, with 2-year terms except for the Get Engaged member who will serve a 1-year term pursuant to SMC 3.51.

- 8 City Council-appointed
- 9 Mayor-appointed
- 4 Other Appointing Authority-appointed:

Roster as of July 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
1	Member	Jesse Gavrielle Davis	5/1/25	4/30/27	1	City Council
2	Member	VACANT	5/1/25	4/30/27	1	Mayor
3	Member	Sinomi Adeleine Sison	5/1/25	4/30/27	1	City Council
4	Member	Robert Parkstone	5/1/25	4/30/27	1	Mayor
5	Member	Jeremy Erdman	5/1/25	4/30/27	2	City Council
6	Member	Carl G Harris	11/1/25	10/31/27	1	Mayor
7	Member	Kody Allen	11/1/25	10/31/27	2	Commission
8	Member	Cadence Sagan	5/1/26	4/30/28	1	Mayor
9	Member	VACANT	5/1/26	4/30/28	1	City Council
10	Member	VACANT	5/1/26	4/30/28	1	Mayor
11	Member	Sawyer McCrabb	5/1/26	4/30/28	1	City Council
12	Member	VACANT	5/1/26	4/30/28	1	Mayor
13	Member	VACANT	5/1/26	4/30/28	1	City Council
14	Member	Barry Fuentes	11/1/24	10/31/26	1	Mayor
15	Member	Dominic Del Castillo	11/1/25	10/31/27	1	City Council
16	Get Engage	VACANT	9/1/25	8/31/26	1	Mayor
17	Member	Ashley E. Ford	5/1/26	4/30/28	2	City Council
18	Member	Scott Humphreys	11/1/25	10/31/27	1	Mayor
19	Member	Chris Curia	11/1/25	10/31/27	1	Commission
20	Member	Andrew Ashiofu	5/1/26	4/30/28	3	Commission
21	Member	VACANT	5/1/26	4/30/28	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/ African American	American Indian/ Alaska Native	White/ non-Hispanic	Hispanic/ Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3				2				3					2
Council	3	2	3		1	1			2	1				2
Other	2				1		1		2					
Total	8	2	3		4	1	1		7	1				4

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	2		1	2	2		1	



Legislation Text

File #: Appt 03563, **Version:** 1

Appointment of Cadence Sagan as member, Seattle LGBTQ Commission, for a term to April 30, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Cadence Sagan*

Board or Commission Name: *Seattle LGBTQ Commission*

Position Title: *Member*

☒ **Appointment** ☐ **Reappointment**

***Term of Position:** *5/1/2026 to 4/30/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☐ City Council ☒ Mayor ☐ Other: *Insert Appointing Authority*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *University District*

Appointee brief overview:

Cadence Sagan is a queer, transgender, polyamorous wife & mother to two wonderful toddlers and a chosen daughter in college. She has a long history of environmental, healthcare, and queer advocacy spanning over 20 years. She moved to Seattle after transition because of the strength of the LGBTQ community here. When she's not volunteering, working, or being a mom, Cadence enjoys making art and music.

Cadence is committed to helping our local government officials understand the needs and experiences of LGBT people to benefit our community. As a transgender person who has been unhoused in Seattle and now as a polyamorous mother, she is especially interested in lifting up the needs of those intersectional communities. Cadence's years of experience as a marketer and business consultant will help her advise the commission & council members on how to effectively communicate these needs to the public.

Appointing Authority Signature:

Date Signed: *7/13/26*

Appointing Authority Printed Name and Title:

*Katie B. Wilson
Mayor of Seattle*

Cadence Sagan

Employment History

- Chiro One, *Chiropractic technician* 2024 – current
- Medical billing, scheduling, and record-keeping
 - Teaching and overseeing physical therapies
 - Marking x-rays, completing visual exams
 - Greeting patients, new patient intake
- Peer Workforce Development, *Community stakeholder* 2024
- Helped revise the training manual for Peer Counselor certification with head writer
 - Led groups of stakeholders through the revision process
- Bootstrap Commercial Arts, *Co-owner* 2009 – 2023
- Analyzed new clients' businesses to create complex, multi-phased proposals
 - Collaborated & managed multiple independent contractors
 - Business consulting & organization development
 - Website development, deployment, security management, and SEO
- Waterbirth Solutions, *Warehousing & kit assembly* 2013 – 2015
- Received, assembled, and shipped water birthing kits/products to hospitals and birthing centers
- Applied Colors, *Automotive paint technician* 2010 – 2012
- Assembled automotive paint repair kits in warehouse
- University of Alaska Fairbanks, *Graphic artist* 2006 – 2008
- Graphic artist creating posters, banners, and tickets for all student services
- Omni Logistics, *Tarmac worker* 2005 – 2006
- Fleet operations on the tarmac
- Orange Paradise, *Co-owner* 2004
- Computer component selection, assembly, and testing
 - Communicated with clients via email, phone, and in-person meetings
 - Financial duties including reporting to both state and federal agencies
- McDonald's, *Cook & cashier* 2002 – 2003
- Cooked, assembled sandwiches, cleaned equipment
 - Took orders at drive-thru, cashier at front counter & drive-thru

Education

University of Alaska Fairbanks 2009

- Bachelor of Arts in Art
- Music minor

Certifications & Awards

- Certified Peer Counselor
- Microsoft Office User Specialist
- Eagle Scout
- A+ Certification

Volunteering

- Ingersoll Gender Center
- People's Harm Reduction Alliance
- HRC (Human Rights Campaign)
- Peer Support Advisory Group

Skills

Leadership & Management

- Managing employees & contractors
- Written & verbal communication
- Multitasking & effective prioritization
- Well-organized, creating practical plans
- Leading meetings & presentations

Medical & Behavioral Health

- Patient intake & assessment
- Motivational interviewing
- HIPAA compliance
- Medical billing

Organizational Development

- Policy creation & codification
- DEI consultation
- Mission/vision statement creation & implementation

Information Technology

- Database management
- IT networking administrator
- Software & hardware tech support

Board Experience

Jefferson County Public Health Department, *Board member* 2023 – 2024

- Seated as the “Consumer of Public Health”
- Re-initiated & lead the subcommittee on new member onboarding materials

Northwind Arts Center, *Board member* 2017 – 2020

- Created processes for board members to document institutional knowledge
- Created policy and procedure manuals for staff
- Oversaw migration to modern SaaS collaboration and workflow tools

Fund for Women & Girls, *Board member* 2015 – 2017

- Created policy & procedure manual for marketing & communications
- Oversaw migration to modern SaaS collaboration and workflow tools

SEATTLE LBGTQ COMMISSION

21 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, with 2-year terms except for the Get Engaged member who will serve a 1-year term pursuant to SMC 3.51.

- 8 City Council-appointed
- 9 Mayor-appointed
- 4 Other Appointing Authority-appointed:

Roster as of July 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
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3	Member	Sinomi Adeleine Sison	5/1/25	4/30/27	1	City Council
4	Member	Robert Parkstone	5/1/25	4/30/27	1	Mayor
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6	Member	Carl G Harris	11/1/25	10/31/27	1	Mayor
7	Member	Kody Allen	11/1/25	10/31/27	2	Commission
8	Member	Cadence Sagan	5/1/26	4/30/28	1	Mayor
9	Member	VACANT	5/1/26	4/30/28	1	City Council
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14	Member	Barry Fuentes	11/1/24	10/31/26	1	Mayor
15	Member	Dominic Del Castillo	11/1/25	10/31/27	1	City Council
16	Get Engage	VACANT	9/1/25	8/31/26	1	Mayor
17	Member	Ashley E. Ford	5/1/26	4/30/28	2	City Council
18	Member	Scott Humphreys	11/1/25	10/31/27	1	Mayor
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20	Member	Andrew Ashiofu	5/1/26	4/30/28	3	Commission
21	Member	VACANT	5/1/26	4/30/28	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/ African American	American Indian/ Alaska Native	White/ non-Hispanic	Hispanic/ Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor														
Council														
Other														
Total														

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	2			2	2		1	

*For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.



Legislation Text

File #: Appt 03564, **Version:** 1

Reappointment of Andrew Ashiofu as member, Seattle LGBTQ Commission, for a term to April 30, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Andrew Ashiofu*

Board or Commission Name: *Seattle LGBTQ Commission*

Position Title: *Member*

☐ Appointment ☒ Reappointment

***Term of Position:** *5/1/2026 to 4/30/2028*

☐ *Serving partial term (eligible for full terms thereafter)*

Appointing Authority: ☐ City Council ☐ Mayor ☒ Other: *Commission*

City Council Confirmation Required? ☒ Yes ☐ No

Residential Neighborhood: *Yesler Terrace*

Appointee brief overview:

Andrew is a second generation Nigerian-American who was born in Houston, but moved back to Nigeria. Living under a military dictatorship helped to motivate and inform his community involvement, and Andrew participated in a number of organizations such as part of the UN Youth Caucus of the World Summit on Sustainable Development, and the House of Rainbow Nigeria. Since moving back to the United States in 2016, Andrew has been actively involved with Black Lives Matter and has been an active Commissioner on the Seattle LGBTQC Commission since 2021. Andrew has led the commission as a prior Co-chair and committee lead of the Commission and looks forward to serving another term.

Appointing Authority Signature:

Jessa Davis

Date Signed: *4-15-26*

Appointing Authority Printed Name and Title:

*Jessa Gavrielle Davis
Seattle LGBTQ Co-chair*

ANDREW ASHIOFU

EXPERIENCE

Delta Air Lines February 2015- Present

Peer Support

Serve as a mentor, coach and encourage peers to take responsibility and actively participate in the problem solving process.

Be available to volunteer on our 24hr. Support Line once every other month.

Be able to handle information gained from flight attendants in a confidential and sensitive manner. Be able to provide written and verbal responses to flight attendant concerns.

Be able to address the needs of flight attendants dealing with traumatic situations to ensure employees work with Delta's EAP.

In-flight Hiring Team Member

Responsibilities include but are not limited to:

Attending all scheduled initial and continuing Recruiting Team training
Attending all daily briefings and debriefings

Representing the Delta brand in a professional, pleasant and gracious manner, and complying with all uniform/appearance guidelines, and acting in accordance with the principles outlined in the Rules of the Road and The Way We Fly

Conducting and evaluating video interviews
Escorting applicants to and from interview area

Meeting with applicants, explaining the position, and answering questions regarding the position

Facilitating group sessions and presenting information

Conducting face to face interviews with applicants using prepared guidelines and scoring standards
Observing and evaluating candidates during group simulation exercises

Scoring interviews/exercises and assisting in making hiring recommendations based on pre-determined hiring criteria and standards

Being present for entirety of all interview sessions that are scheduled for any given week; some weekends required; workdays may begin at 0600 and may last between 10 and 12 hours

Upholding policies and complying with procedures of interview process, including the confidential handling of sensitive applicant information

General setup/breakdown for daily interview sessions making sure snacks and supplies are available
Flexibility and willingness to adapt to changes as required by work schedule and operational need

Ability and willingness to travel as required in order to be present at all recruiting sessions (if located outside Atlanta)

Any other duties/responsibilities as assigned by Hiring Manager

Purser

Promotes safety as Delta's core value to ensure crew and customers have a safe experience on the aircraft, in the airport, and on layover as the Safety Leader onboard

Sets the crew up for success with an effective briefing providing clear expectations for consistent delivery of on-board services in accordance with Delta Service and Safety Standards

Leads by example and is the ultimate role model for hospitality and performance standards while ensuring perfect service delivery nose to tail

Creates thoughtful, attentive and inspired moments for our customers and motivates crew members to do the same

Actively seeks feedback regarding performance for growth, and freely offers feedback to support the development of others

Promotes an inclusive environment by embodying Delta's core values and encompassing the Rules of the Road

Supports achieving Delta's Flight Plan goals with emphasis on raising NPS and creating raving Delta fans, and stays up to date on NPS trends through regular use of Delta Pulse data

Exhibits a high degree of cultural awareness to the markets we serve, and effectively partners with LODs to ensure cultural expectations of our customers are met
Promotes a direct relationship with bases leadership through regular engagement
Stays up to date on customer satisfaction trends through regular use of Delta Pulse data Practices safety-conscious behaviors in all operational processes and procedures.

Flight Attendant

Conduct pre-flight cabin checks and receive prepared meals, beverages and equipment. Check boarding passes and direct passengers to seats.
Advise passengers of safety regulations.
Distribute reading materials and serve meals and drinks. Provide first aid treatment and assist sick passengers.
Anticipate and provide for the comfort of passengers needing special attention, including unaccompanied children, parents with infants, and people with disabilities.
Take action in the event of decompression, turbulence, mechanical malfunction, or unlawful acts by passengers.
Prepare for emergency landings and the evacuation of passengers.

JetBlue Airways February 2013 – February 2015

Committee Member Inflight Values Team

Base Representative on the Quality of Life and Work Rules team Worked on the work rules and policy with management
Peer support and new hire mentor: Mentor new hires and also helped co-workers needing help outside work life.
Conflict resolution board member : Reviewed disciplinary cases when escalated by crewmember.
Onboard Lead Co-ordinator: Worked the premium cabin transcon products. In charge of the flight and also handled crewmember conflicts inflight.

Inflight Crewmember

Conduct pre-flight cabin checks and receive prepared meals, beverages and equipment. Check boarding passes and direct passengers to seats.
Advise passengers of safety regulations.
Distribute reading materials and serve meals and drinks. Provide first aid treatment and assist sick passengers.
Anticipate and provide for the comfort of passengers needing special attention, including unaccompanied children, parents with infants, and people with disabilities, the elderly and non-English-speaking passengers.
Take action in the event of decompression, turbulence, mechanical malfunction, or unlawful acts by passengers.
Prepare for emergency landings and the evacuation of passengers.

Ryan International Airlines June 2011- September 2012

Flight Attendant

Conduct pre-flight cabin checks and receive prepared meals, beverages and equipment. Check boarding passes and direct passengers to seats.
Advise passengers of safety regulations.
Distribute reading materials and serve meals and drinks. Provide first aid treatment and assist sick passengers.
Anticipate and provide for the comfort of passengers needing special attention, including unaccompanied children, parents with infants, and people with disabilities, the elderly and non-English-speaking passengers.
Take action in the event of decompression, turbulence, mechanical malfunction, or unlawful acts by passengers.
Prepare for emergency landings and the evacuation of passengers.

Memorie Bella Eventi

February 2011- June 2011

Events Co-coordinator Events consulting with clients

Organizing venues, decorations and Catering for events

Organizing the program of events

Organizing photography and video coverage

Money Management International Houston, Texas April 2009 to January 2011

Housing Financial Counselor

- Developed financial analysis for clients using applications and excel spreadsheets
- Generated weekly and monthly reports from the database using excel spreadsheets (based on the sort and filter function), and presented it in a graphical format.
- Utilized excel to generate proposed accounting purposes (balance sheet and profit and loss statements) for customers.
- Responsible for assessing the client's financial situation through one-on-
- one in-person, inbound telephone calls and/or web chat counseling sessions with potential clients.
- Responsible for client follow-up, when needed, to ensure client's complete recommended action plans.
- Understood the goals and objectives of the client's and developing an action plan towards that goal.
- Created monthly team reports and presented to management using excel spreadsheets.
- Screened initial calls from prospective clients, obtained and entered
- client's personal and financial information and transferred the information to a counselor.
- Responsible for large production of one-on-one inbound calls with prospective clients.
- Maintained accuracy in all data entry, consistent with acceptable quality standards.
- Ensured accuracy in capturing of client information, referral codes, product codes and the Direct Intake Referral Screen.
- Properly routes call for specialized product sessions.
- Leads team to achieve monthly goals.
- Supervised the quality assurance of all team members and making sure they are meeting standard.

Internet America

Houston, Texas November 2008 to February 2009

DSL Support Tech Help Desk (Contract)

- Analyzed and provided level one support calls for DSL troubleshooting.
- Used CMSX software and DSL Boss.
- Performed modem troubleshooting
- Made outbound calls to customers for follow up.
- Served as guide on WAN set up and DSL set up over the telephone.

LTD Financial Services

Houston, Texas August 2008 to November 2008

Debt Collector (Contract)

- Worked on a special project.
- Located customers, made numerous outbound calls daily, and reconciled consumer debt.

Guaranty Trust Bank

Lagos, Nigeria June 2004 to March 2008

Personal Retail Banker

- Relationship Management.
- Gained general knowledge of banking rules and regulations, banking policies, and procedures.
- Rendered weekly, monthly, quarterly, and annual financial reports for team using excel

**For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.*

spreadsheets.

- Ensured that all customers' complaints were resolved in a timely manner.
- Identified fraudulent activity to prevent potential losses to the bank.
- Assisted banking center manager with many operational duties and responsibilities.
- Sold and cross-sold bank products and services.
- Handled accounts payable and accounts receivable.
- Performed credit and loan consulting including mortgage.

EDUCATION

1999 - 2004, Igbinedion University, Okada Nigeria Bachelor of Sciences,

-References Available on Request Organization:

Member Project Management Institute

PMI Information Systems Specific Interest Group (PMI-ISSIG) Certification:

HUD Certified Housing Counselor

Neighbor Works Certified

Housing counselor FCRA Certified

FICO Score Trained

NFCC Credit

Counselor Certified.

FAA Type II Flight Attendant

SEATTLE LGBTQ COMMISSION

21 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, with 2-year terms except for the Get Engaged member who will serve a 1-year term pursuant to SMC 3.51.

- 8 City Council-appointed
- 9 Mayor-appointed
- 4 Other Appointing Authority-appointed:

Roster as of July 2026

Position Number	Position Title	Appointee Name	Term Begin Date	Term End Date	*Term Number	Appointed By
1	Member	Jesse Gavrielle Davis	5/1/25	4/30/27	1	City Council
2	Member	VACANT	5/1/25	4/30/27	1	Mayor
3	Member	Sinomi Adeleine Sison	5/1/25	4/30/27	1	City Council
4	Member	Robert Parkstone	5/1/25	4/30/27	1	Mayor
5	Member	Jeremy Erdman	5/1/25	4/30/27	2	City Council
6	Member	Carl G Harris	11/1/25	10/31/27	1	Mayor
7	Member	Kody Allen	11/1/25	10/31/27	2	Commission
8	Member	Cadence Sagan	5/1/26	4/30/28	1	Mayor
9	Member	VACANT	5/1/26	4/30/28	1	City Council
10	Member	VACANT	5/1/26	4/30/28	1	Mayor
11	Member	Sawyer McCrabb	5/1/26	4/30/28	1	City Council
12	Member	VACANT	5/1/26	4/30/28	1	Mayor
13	Member	VACANT	5/1/26	4/30/28	1	City Council
14	Member	Barry Fuentes	11/1/24	10/31/26	1	Mayor
15	Member	Dominic Del Castillo	11/1/25	10/31/27	1	City Council
16	Get Engage	VACANT	9/1/25	8/31/26	1	Mayor
17	Member	Ashley E. Ford	5/1/26	4/30/28	2	City Council
18	Member	Scott Humphreys	11/1/25	10/31/27	1	Mayor
19	Member	Chris Curia	11/1/25	10/31/27	1	Commission
20	Member	Andrew Ashiofu	5/1/26	4/30/28	3	Commission
21	Member	VACANT	5/1/26	4/30/28	1	Commission

Self-identified diversity chart

Appointing Authority	Male	Female	Transgender	Non-Binary	N/A	Asian	Black/ African American	American Indian/ Alaska Native	White/ non-Hispanic	Hispanic/ Latinx	Pacific Islander	Middle Eastern	Multi-racial	N/A
Mayor	3				2				3					2
Council	3	2	3		1	1			2	1				2
Other	2				1		1		2					
Total	8	2	3		4	1	1		7	1				4

City Council districts represented

Council District	District 1	District 2	District 3	District 4	District 5	District 6	District 7	N/A
Total	2			2	2		1	

*For most boards and commissions, the term begin and end date is fixed and tied to the position and not the appointment date.



Legislation Text

File #: Appt 03565, **Version:** 1

Reappointment of Ashley E. Ford as member, Seattle LGBTQ Commission, for a term to April 30, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Ashley E. Ford*

Board or Commission Name: *Seattle LGBTQ Commission*

Position Title: *Member*

☐

Appointment

☒

Reappointment

***Term of Position:** *5/1/2026 to 4/30/2028*

☐

Serving partial term (eligible for full terms thereafter)

Appointing Authority: ☒ City Council ☐ Mayor ☐ Other: *Insert Appointing Authority*

City Council Confirmation Required?

☒

Yes

☐

No

Residential Neighborhood: *Lake City*

Appointee brief overview:

Ashley Ford (she/they) is a creative, science-driven nonprofit leader with passion for disrupting inequities. They were appointed to the LGBTQ Commission in Fall 2023 and has recently completed serving as one of the commission's co-chairs. Originally from rural North Carolina where they studied public health, Ashley has lived in Seattle's Lake City neighborhood since 2019. They work professionally as a nonprofit fundraiser and enjoy performing with the Rainbow City Concert & Marching Bands in their free time.

Appointing Authority Signature:

Date Signed: *6/30/2026*

Appointing Authority Printed Name and Title:

*Councilmember Dionne Foster
Seattle City Council*

ASHLEY E. FORD *she/they*

Professional Resume

PERSONAL BACKGROUND

I am a driven, equity-focused nonprofit leader living in Seattle, WA. I have a passion for building community through meaningful relationships and thrive in fast-paced, collaborative, and creative environments.

AREAS OF EXPERTISE

- Community Engagement
- Relationship Management
- Community Centric Fundraising
- Inclusive Problem Solving
- Leadership & Team-building
- Process Improvement
- Nonprofit Governance
- Event/Conference Planning

TECHNICAL SKILLS

- Microsoft Office Suite (15 years)
- Google Suite (11 years)
- Virtual Working (8 Years)
- Database Management (7 years)
- Canva (7 years)
- Mass Email Marketing (5 years)
- Social Media (5 years)

CAREER SUMMARY

Development Director

Aug. 2023-May 2024

Coyote Central

- Designs, implements, and manages organizational fundraising and communications strategy
- Maximizes & diversifies revenue with a particular focus on expanding outreach & community engagement while embodying community-centric fundraising principles.
- Creates organizational structures, policies, and procedures to repair and establish robust development program

Engagement Officer

July 2022-July 2023

United Way of King County

- Managed workplace giving and employee engagement for 40+ local companies, including Costco, PACCAR, and Amazon.
- Revitalized workplace giving program, increasing revenue for the first time in 10 years
- Oversaw Engagement Coordinator program of 5-8 seasonal employees
- Supported organizational racial equity and justice work by educating donors and volunteers on BIPOC-led approaches.
- Created LGBTQIA2S+ Employee Resource group

Individual Giving Coordinator

July 2021-July 2022

Cascade Public Media (KCTS 9 & Crosscut News)

- Managed portfolio of 3400+ donors at the \$500-\$1,199 level (mid-level), with a focus on moving donors through the donor pipeline and soliciting major gifts.
- Supported larger programmatic and fundraising efforts including managing fundraising campaigns, writing membership communications, and impact reporting to donors and the board.

COVID-19 Research Project Interviewer

Jan. 2021-July 2021

Fred Hutchinson Cancer Research Center

- Recruited and interviewed participants for COVID-19 prevalence study.
- Followed complex data collection instruments to collect and record data according to study protocol.

Engagement Campaign Coordinator

Aug. 2020 - Dec. 2020

United Way of King County

- Provided fundraising strategies, volunteer support, and donor cultivation skills to assist 40+ local companies in running successful workplace campaigns.
- Educated company employees and volunteers on health and human services issues, including the effects of racial inequities and the impact of the COVID-19

Shift Supervisor

April 2014-July 2020

Starbucks Coffee Company

- Led teams of 2-10 employees in exceptional execution of daily operations in fast-paced, high-volume environment.
- Delivered legendary customer service by discovering, connecting, and responding to customer needs with a focus on building authentic relationships.

ASHLEY E. FORD *she/they*

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- Google Suite (11 years)
- Virtual Working (8 Years)
- Database Management (7 years)
- Canva (7 years)
- Mass Email Marketing (5 years)
- Social Media (5 years)

LEADERSHIP EXPERIENCE

Co-Chair Sep. 2023-present

City of Seattle LGBTQ+ Commission

- Recommends legislation, policy, programs & budget items regarding LGBTQ+ people to the Mayor, City Council and City departments

Board Chair July 2021-present

Young Nonprofit Professionals Network of Seattle

- Provides strategic and operational oversight for organization.
- Oversaw implementation of a paid membership model and creation of a speaker compensation policy.

Philanthropy Chair Feb. 2021-Feb 2022

Mu Beta Psi, National Honorary Musical Fraternity Alumni Association

- Researched and collaborated with treasurer to design and execute giving initiatives.
- Created Helping Hands Grant to support COVID-19 recovery for members

Board Member - National Liaison July 2019 - July 2021

Young Nonprofit Professionals Network (YNPN) of Seattle

- Designated representative to National board.
- Ensured local level understanding of national business needs.

National Communications Officer March 2019 - March 2020

Mu Beta Psi, National Honorary Musical Fraternity

- Created annual edition of organization's national publication, The Clef.
- Managed social media channels (Facebook, Instagram, Twitter, LinkedIn)

National President March 2017-March 2019

Mu Beta Psi, National Honorary Musical Fraternity

- Presided over national organization with 7 chapters across 5 states.
- Launched initiative to modernize and replace existing Hazing, Sexual Harassment, and Substance Abuse policies.
- Oversaw transition to gender-neutral language on all governing documents

EDUCATION

In progress - Est. 6/2024
Certified Fundraising
Executive (CFRE)

Veritus Group
Discovering your Donor's
Passions and Interests

CITI Program
Certification in Human
Subjects Research - Social
Behavioral Research

NC State University
B.S. Science, Technology, &
Society - Public Health
Music Minor (Flute)

OTHER COMMUNITY INVOLVEMENT

Musician (Flute/Piccolo) Feb. 2023 - present

Rainbow City Performing Arts

SEATTLE LGBTQ COMMISSION

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Total	8	2	3		4	1	1		6	1				4

City Council districts represented

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Legislation Text

File #: CB 121259, **Version:** 1

Screen Reader Users: Make sure settings include reading strikethrough and underline font attributes.

The City of Seattle

Ordinance

Council Bill

An ordinance relating to unfair housing practices; adding new protections for homeowners from unwanted solicitation of residential property by establishing a Do Not Solicit List; providing an enforcement process; prescribing penalties; amending Section 14.08.020 and 14.08.190 of the Seattle Municipal Code; adding a new Section 14.08.042 to the Seattle Municipal Code; and adding reporting requirements.

Recitals:

City homeowners indicate that receiving excessive, unwanted solicitations to purchase their homes hinders the well-being, tranquility, and privacy of their homes.

Predatory home-buying practices target the most vulnerable in the community, and homeowners who sell in response to unsolicited offers may receive less for their home than if they had listed it on the open market.

Predatory home-buying practices can target communities of color, contributing to economic disparities, displacement, and erosion of generational wealth while also reinforcing historical patterns of racial segregation.

As the City implements changes to its Comprehensive Plan that will allow more “middle housing” types throughout the City and in formerly single-family zones, predatory home-buying

practices could increase and impact residents in all areas of the City.

In 1989, New York State adopted a “Cease and Desist Zones” law. In areas that are designated as Cease and Desist zones, real estate licensees and others are prohibited from soliciting the sale, lease, or the listing for sale or lease of residential property from any owner who has filed a statement with the Secretary of State expressing the wish not to be solicited, and whose name appears on the state Cease and Desist List. The Cease and Desist designation of an area is in place for five years but can be renewed. Over the years, five Cease and Desist Zones have been established. There is currently one active zone with over 400 individuals registered on the Cease and Desist List for that zone.

In 2020, the City of Philadelphia adopted a Do Not Solicit policy similar to New York due to reports by homeowners of excessive unwanted solicitations of residential property occurring in that City. Individuals who do not want to receive solicitations for the purchase of their homes can sign up for a public Do Not Solicit list. Unlike New York, the policy covers the entire city, not only specific neighborhoods or areas. There are currently almost 4,000 entries with a Philadelphia zip code on the Philadelphia Do Not Solicit list.

These jurisdictions have put into place do not solicit policies to protect homeowners from these unwanted solicitations and the City wants to adopt a policy that could provide similar protections.

In a May 2021 policy brief entitled “Disaster Gentrification in King County,” stopping the harassment of vulnerable homeowners by unsolicited offers was cited as one of top six policy priorities.

On June 29, 2026, there was a discussion of this ordinance at a special meeting of the City Council Housing, Arts, and Civil Rights Committee (HARC), where homeowners provided public comment citing excessive unwanted solicitations. Examples of public comment provided included: “I have received so many calls, I get so upset when people call me;” “these repeated

solicitations cause stress, fear and pressure;” and “it feels like a serious invasion of privacy.”

Additionally, at the June 29, 2026, HARC Committee a panel of three community representatives testified to the harm that unwanted solicitations have on homeowners. Examples of panelists statements include: “Our members feel hunted, I myself felt hunted;” and “these robocalls are the vultures that are picking on our community.”

In addition to the June 29, 2026, HARC meeting, Councilmember Foster’s office also electronically distributed a form to make written public comment. There were 66 respondents who reported receiving unwanted solicitations about selling their home. Respondents were from across the city, including central, northwest, northeast, and southeast Seattle. 36 percent of respondents report receiving 41 or more unwanted solicitations in the past two years. Written comments on the harms of unwanted solicitations included: “These solicitations are emotionally upsetting”; “it feels like being hunted and also like being encouraged to give up my financial anchor;” and “it is harassment when you get so many calls.”

Documents and references cited in the recitals, including all public comments, are located in Clerk File 323853.

In 2025, City Council passed Ordinance 127292, which established new consumer protections for owners of solicited residential property as well as penalties for buyers who fail to comply with these new protections. For residential property transactions in which a potential buyer actively solicits the purchase of residential property with an owner of residential property that is not currently publicly available or listed on the real estate market for purchase, residential property owners will have the right to an appraisal by a licensed appraiser, receive notice of the right to an appraisal, and have the right to cancel the purchase contract.

The City also seeks to establish a new unfair housing practice that prohibits the unwanted solicitation of property owners who have indicated they do not desire to receive such solicitations, which

impede their ability to enjoy the peaceful privacy of their homes.

Therefore,

Be it ordained by The City of Seattle as follows:

Section 1. Section 14.08.020 of the Seattle Municipal Code, last amended by Ordinance 127376, is amended as follows:

14.08.020 Definitions

Definitions as used in this Chapter 14.08, unless additional meaning clearly appears from the context, shall have the meanings subscribed:

* * *

“Real property” means dwellings, buildings, structures, real estate, lands, tenements, leaseholds, interests in real estate cooperatives, condominiums, and any interest therein.

“Residential property” means all property, excluding a multifamily property with more than four rental units, legally used or held out for individuals to live in, regardless of whether the property is occupied by its owners, rented, or vacant.

“Residential property owner” means the record owner of a residential property; a power of attorney acting on behalf of the record owner; an executor, administrator, trustee, or guardian of the record owner’s estate; or any other person having the right to sell, or approve the sale of a residential property.

* * *

“Sexual orientation” means actual or perceived male or female heterosexuality, bisexuality, or homosexuality, and includes a person’s attitudes, preferences, beliefs, and practices pertaining thereto.

“Solicit” or “solicitation” means attempting to sell, purchase, acquire any interest, or convey residential property, through any form of communication to a residential property owner including but not limited to mail, oral communication, or electronic communication.

“Solicit” includes to:

1. Advertise the accomplishments or abilities of a buyer or buyer’s representative to a residential property owner;

2. Request that a residential property owner list a residential property for sale, or inquire if the residential property owner is interested in listing a residential property for sale;

3. Offer or inquire of an interest to offer, whether on the solicitor’s own behalf or another’s behalf, to

purchase or acquire any interest in a residential property owner's residential property; or

4. Provide, or offer to provide, any type of service or assistance to help a residential property owner make a decision about selling a residential property.

The following includes but is not limited to acts that do not constitute solicitation:

1. Communications initiated at the request or invitation of the residential property owner;

2. Solely provide an estimated sale value of a residential property; or

3. Any action by a person working on behalf of a utility, as defined in Section 23.84A.040, or a government entity.

* * *

Section 2. A new Section 14.08.042 is added to the Seattle Municipal Code as follows:

14.08.042 Unfair practices - Solicitation

A.

1. It is an unfair practice for any person, including but not limited to, any real estate broker or real estate agent, salesperson, or employee, to solicit at any time after such person has notice that any residential property owner does not desire to sell such residential property, or does not desire to be solicited.

2. The Director is authorized to create and maintain a public Do Not Solicit List of residential property owners who have expressed a desire not to be solicited. Any residential property owner who has been solicited and does not desire to be solicited may request to have their name and address put on the Do Not Solicit List. Any residential property owner who appears on the Do Not Solicit List may request in writing that the Director remove their name and address from the Do Not Solicit List. The Director will then update the Do Not Solicit List with requested inclusions and removals within 30 days of such a request. The Director may remove entries from the Do Not Solicit List if the person listed is no longer the residential property owner of the listed address. The Do Not Solicit List shall be used solely to determine whether solicitation is prohibited under this Section 14.08.042. Using the Do Not Solicit List, or any information derived from it for commercial purposes is an unfair practice under this Section 14.08.042.

3. Publication of a residential property owner's name and address on the Do Not Solicit List constitutes notice to all persons, effective 30 days after the name and address first appear on the List, that the residential property owner does not desire to sell the residential property and does not desire to be solicited.

4. Notice of a residential property owner's desire not to sell their residential property or be solicited

includes but is not limited to being on the Do Not Solicit List. Residential property owners may notify any person of their desire not to sell their residential property or be solicited in writing or orally.

B. The violation or failure to comply with this Section 14.08.042 shall constitute a civil violation and shall be enforced under the citation and civil action provisions set forth in this Section 14.08.042 instead of Sections 14.08.095 through 14.08.187.

C. Citation

1. If after investigation the Director determines that the standards or requirements of provisions of this Section 14.08.042 have been violated, the Director may issue a citation to the person responsible for the violation. The citation shall include the following information: (1) the name and address of the person to whom the citation is issued; (2) a reasonable description of the location of the property on which the violation occurred; (3) a separate statement of each standard or requirement violated; (4) the date of the violation; (5) a statement that the person cited must respond to the citation within 15 days after service; (6) a space for entry of the applicable penalty; (7) a statement that a response must be sent to the Hearing Examiner and received not later than 5 p.m. on the day the response is due; (8) the name, address, email address, and phone number of the Hearing Examiner where the citation is to be filed; (9) a statement that the citation represents a determination that a violation has been committed by the person named in the citation and that the determination shall be final unless contested as provided in this Section 14.08.042; and (10) a certified statement of the Director's representative issuing the citation, authorized by RCW 5.50.050 setting forth facts supporting issuance of the citation.

2. The citation may be served by personal service in the manner set forth in RCW 4.28.080 for service of a summons or sent by first class mail, addressed to the last known address of such person(s). Service shall be complete at the time of personal service, or if mailed, three days after the date of mailing.

D. A person must respond to a citation in one of the following ways:

1. Paying the amount of the monetary penalty specified in the citation, in which case the record shall show a finding that the person cited committed the violation; or

2. Requesting in writing a mitigation hearing to explain the circumstances surrounding the commission of the violation and providing an address to which notice of such hearing may be sent; or

3. Requesting a contested hearing in writing specifying the reason why the cited violation did not occur or

why the person cited is not responsible for the violation, and providing an address to which notice of such hearing may be sent.

A response to a citation must be received by the Office of the Hearing Examiner no later than 15 days after the date the citation is served. When the last day of the appeal period so computed is a Saturday, Sunday, or federal or City holiday, the period shall run until 5 p.m. on the next business day.

E. If a person fails to respond to a citation within 15 days of service, an order shall be entered by the Hearing Examiner finding that the person cited committed the violation stated in the citation, and assessing the penalty specified in the citation.

F. Mitigation hearings

1. If a person requests a mitigation hearing, the mitigation hearing shall be held within 30 days after written response to the citation requesting a hearing is received by the Hearing Examiner. Notice of the time, place, and date of the hearing shall be sent to the address specified in the request for hearing not less than ten days before the date of the hearing.

2. The Hearing Examiner shall hold an informal hearing that shall not be governed by the Rules of Evidence. The person cited may present witnesses, but witnesses shall not be compelled to attend. A representative from the Department may also be present and may present additional information, but attendance by a representative from the Department is not required.

3. The Hearing Examiner shall determine whether the person's explanation justifies reduction of the monetary penalty. Factors that may be considered in whether to reduce the penalty include whether the violation was caused by the act, neglect, or abuse of another.

4. After hearing the explanation of the person cited and any other information presented at the hearing, the Hearing Examiner shall enter an order finding that the person cited committed the violation and assessing a monetary penalty in an amount determined pursuant to subsection 14.08.042.I. The Hearing Examiner's decision is the final decision of the City on the matter.

G. Contested hearing

1. If a person requests a contested hearing, the hearing shall be held within 60 days after the written response to the citation requesting such hearing is received.

2. Contested hearings shall be conducted pursuant to the procedures for hearing contested cases

contained in Section 3.02.090 and the rules adopted by the Hearing Examiner for hearing contested cases, except as modified by this Section 14.08.042. The issues heard at the hearing shall be limited to those that are raised in writing in the response to the citation and that are within the jurisdiction of the Hearing Examiner. The Hearing Examiner may issue subpoenas for the attendance of witnesses and the production of documents.

3. No citation shall be deemed insufficient for failure to contain a detailed statement of the facts constituting the specific violation which the person cited is alleged to have committed or by reason of defects or imperfections, provided such lack of detail or such defects or imperfections do not prejudice substantial rights of the person cited.

4. A citation may be amended prior to the conclusion of the hearing to conform to the evidence presented if substantial rights of the person cited are not thereby prejudiced.

5. The certified statement or declaration authorized by RCW 5.50.050 shall be prima facie evidence that a violation occurred and that the person cited is responsible. The certified statement or declaration authorized under RCW 5.50.050 and any other evidence accompanying the report shall be admissible without further evidentiary foundation. Any certifications or declarations authorized under RCW 5.50.050 shall also be admissible without further evidentiary foundation. The person cited may rebut the Department evidence and establish that the cited violation(s) did not occur or that the person contesting the citation is not responsible for the violation.

6. The Hearing Examiner shall determine by a preponderance of the evidence whether the violation occurred. If the Hearing Examiner determines that the violation occurred, the citation shall be sustained and the Hearing Examiner shall enter an order finding that the person cited committed the violation and imposing the applicable penalty. If the Hearing Examiner determines that the violation did not occur, the Hearing Examiner shall enter an order dismissing the citation.

7. The Hearing Examiner's decision is the final decision of the City.

H. Failure to appear for a requested hearing will result in an order being entered finding that the person cited committed the violation stated in the citation and assessing the penalty specified in the citation. For good cause shown and upon terms the Hearing Examiner deems just, the Hearing Examiner may set aside an order entered upon a failure to appear.

I. Penalties. The following penalties shall be assessed for violations of this Section 14.08.042:

1. \$1,000 for the first violation; and

2. \$2,000 for each subsequent violation within a 12-month period.

J. If the person cited fails to pay a penalty imposed pursuant to this Section 14.08.042, the penalty may be referred to a collection agency. The cost to the City for the collection services will be assessed as costs, at the rate agreed to between the City and the collection agency, and added to the penalty. Alternatively, the City may pursue collection in any other manner allowed by law.

K. Each day a person violates or fails to comply with a provision referenced in this Section 14.08.042 may be considered a separate violation for which a citation may be issued.

L. Civil action. Any aggrieved person or class of aggrieved persons who suffer injury, including but not limited to financial injury or the loss of the peaceful enjoyment and privacy of their home, as a result of a violation of an unfair practice enforced under this Section 14.08.042 may commence a civil action in a court of competent jurisdiction against a person violating Section 14.08.042 not later than two years after the occurrence of the alleged unfair practice and, upon prevailing, may be awarded reasonable attorney's fees and costs and such legal or equitable relief as may be appropriate to remedy the violation, including but not limited to injunctive relief and actual damages, including damages for mental suffering.

Section 3. Section 14.08.190 of the Seattle Municipal Code, last amended by Ordinance 126767, is amended as follows:

14.08.190 Exclusions

Nothing in this Chapter 14.08 shall:

A. Apply to the renting, subrenting, leasing, or subleasing of a single-family dwelling, wherein the owner or person entitled to possession thereof maintains a permanent residence, home, or abode, except as set forth in ((SMC 14.08.040 (B), 14.08.040(C), SMC 14.08.045, SMC 14.08.060, SMC 14.08.070(A), and SMC 14.08.070(B);)) subsection 14.08.040.B, subsection 14.08.040.C, Section 14.08.042, Section 14.08.045, Section 14.08.060, subsection 14.08.070.A, and subsection 14.08.070.B;

* * *

Section 4. Reporting

A. The Director shall submit the following information for the prior 12 months on or before July 1, 2028, and July 1, 2029, broken down by Council District:

1. Number of people added to the Do Not Solicit List;

2. Number of complaints filed;
3. Number of citations issued;
4. Number of cases appealed and the outcomes of the appeals; and
5. Amount of penalties collected under Section 14.08.042.I.

B. The Director shall, on or before July 1, 2027 describe efforts to coordinate with the Department of Financial and Administrative Services on outreach and enforcement of Ordinance 127292.

Section 5. This ordinance shall take effect on June 1, 2027.

Passed by the City Council and signed in open session in authentication of its passage on .

President of the City Council
on .

Katie B. Wilson, Mayor

Attested on .

Scheereen Dedman, City Clerk

Seal

Summary and Fiscal Note

1. Legislation Summary

Department: Legislative

Title: An ordinance relating to unfair housing practices; adding new protections for homeowners from unwanted solicitation of residential property by establishing a Do Not Solicit List; providing an enforcement process; prescribing penalties; amending Section 14.08.020 and 14.08.190 of the Seattle Municipal Code; adding a new Section 14.08.042 to the Seattle Municipal Code; and adding reporting requirements.

Background: The legislation creates a new unfair housing practice that prohibits individuals, including real estate brokers or real estate agents, salespersons or their employees, from soliciting homeowners and other residential property owners who have indicated they do not desire to sell their property or be solicited to sell their property.

Solicit means attempting to purchase, acquire any interest, or convey residential property, through any form of communication including but not limited to mail, oral communication, or electronic communication. Solicit does not include communications initiated at request of homeowner, solely providing an estimated sales value of the property or any action on behalf of a government agency or utility.

The legislation authorizes the Director of the Office of Civil Rights (OCR) to create and maintain a public “Do Not Solicit List” of residential property owners who have expressed a desire not to sell their property or be contacted. Any residential property

owner who has been solicited to sell their property and does not desire to be solicited may request to have their name and address put on the "Do Not Solicit List". Any residential property owner who appears on the "Do Not Solicit List" may request in writing that the Director remove their name and address from the "Do Not Solicit List". The property owner's name and address will be removed within 30 days of the request. The inclusion on the "Do Not Solicit List" of any residential property owner constitutes notice that a person does not desire not to sell their property and does not desire to be solicited.

The legislation also establishes enforcement provisions, including monetary penalties and a private right of action. Penalties include: \$1,000 for a first violation and \$2,000 for subsequent violations within 12 months. OCR is responsible for implementation and enforcement of this legislation. The legislation would be effective June 1, 2027.

Summary Attachments:

2. Capital Improvement Program (CIP)

Does this legislation create, fund, or amend a CIP Project?

☐ Yes

☒ No

a. CIP Project Name:

b. Master Project ID:

c. Project Location:

d. Start Date:

e. End Date:

f. Total Project Cost Through 2030:

3. Summary of Financial Implications

Does this legislation have financial impacts to the City?

☒ Yes

☐ No

a. Expenditure Change to General Fund

2026	2027 est.	2028 est.	2029 est.	2030 est.
N/A	\$200,000	\$369,500	\$369,500	\$369,500

2027 costs include 1 FTE for an engagement specialist (\$162,261), program launch and campaign costs (\$34,239) and a subscription to identify businesses by their phone number (\$3,500). Although the effective date of this legislation is not until June 1, 2027 the budget includes a full year for the engagement specialist, as that person will be responsible for establishing the systems, materials and processes needed to begin implementation on June 1, 2027.

2028 costs include the ongoing engagement specialist position, 1 FTE for a senior civil rights investigator position (\$177,156) and ongoing program costs (\$26,583).

OCR has stated that the full-time engagement specialist and senior civil rights investigator are the minimum staffing needed in order to be able to effectively implement this ordinance. While there may be other strategies to reduce costs in the short or long term, those strategies may have an impact on the ability of OCR to effectively implement the legislation and consequently the intended impact of the ordinance.

b. Revenue Change to General Fund

Because this ordinance would charge a penalty for violations, there will likely be some revenue change to the general fund. However, it is not known at this time what that increase would be, although it is likely to be modest.

c. Number of Positions

2026	2027 est.	2028 est.	2029 est.	2030 est.
N/A	1	1		

d. Total Full-Time Employee (FTE) Change

2026	2027 est.	2028 est.	2029 est.	2030 est.
N/A	1	1		

3d. Other Financial Impacts

a. Does this legislation create any other financial impacts for The City of Seattle, such as direct or indirect costs, one-time or ongoing, that aren't mentioned above? If yes, please explain these impacts. N/A

b. If the legislation has costs that can be covered within the current budget, explain how. Does the department have extra resources in its budget to handle these costs? Or does the department need to shift resources away from other work to handle these costs? N/A

c. What financial costs or other impacts might happen if this legislation is not implemented? N/A

d. How might this legislation affect other City departments besides the one that proposed it? N/A

4. Other Impacts

a. Does this legislation require a public hearing?

☐ Yes

☒ No

b. Does this legislation require a notice to be published in The Daily Journal of Commerce and/or The Seattle Times?

☐ Yes

☒ No

c. Does this legislation affect a piece of property?

d. Race and Social Justice Initiative impacts:

1. How does this legislation affect vulnerable or historically disadvantaged communities? How did you come to this conclusion? Please consider both impacts within City government (like employees and internal programs) and in the broader community.

Based on stakeholders and reports from residents, those targeted for unwanted solicitation frequently include homeowners in vulnerable, disadvantaged communities who are at risk of being taken advantage of by unethical individuals. This legislation can provide protection for homeowners from this activity.

2. Please attach any Racial Equity Toolkits or other racial equity analyses used to develop or assess this legislation.

3. What is the Language Access Plan for communicating with the public about this legislation? To Be Determined

e. Climate change impacts:

1. Emissions: Will this legislation significantly increase or decrease carbon emissions? Attach any studies or materials that inform your answer. N/A

2. Resiliency: Will this legislation make Seattle more or less able to adapt to climate change? If it reduces resiliency, explain what can be done to lessen the impact. N/A

f. If this legislation creates a new program or expands an existing one, what are the long-term, measurable goals? How will this legislation help achieve those goals? What methods will be used to track progress?

Reduce the number of homeowners who report receiving unwanted solicitations of their homes.

Leg Do Not Solicit SUM
Traci Ratzliff
D1

g. Does this legislation create a non-utility CIP that involves shared funding with a non-City partner or organization? N/A



SEATTLE CITY COUNCIL
CENTRAL STAFF

Council Bill 121259 - Do Not Solicit Ordinance

JENNIFER LABRECQUE, ANALYST

HOUSING, ARTS & CIVIL RIGHTS

JULY 22, 2026

Summary

Ordinance would:

- Establish a new unfair housing practice prohibiting unwanted solicitation of residential properties
- Establish a “Do Not Solicit” list to protect homeowners from unwanted residential property solicitations.

The ordinance, including the Do Not Solicit list, would be administered by the Office of Civil Rights

Changes made to final legislation (1/3)

Some changes were made to the draft legislation discussed at the June 29 and July 8 Housing, Arts and Civil Rights (HACR) Committee meeting, largely based on stakeholder feedback.

- Added new recitals related to public comment and the panel conversation at the June 29 HACR committee meeting
- Expanded the definition of residential property owner to include any person having the right to sell or approve the sale of the property.
- Added two actions that explicitly do not constitute solicitation - communication initiated by the property owner and any action by a government or utility.
- Removed option for property owner to remove their name (but not their address) to the list, as could not constitute public notice without both name and address.

Changes made to final legislation (2/3)

- Clarified that placement on the Do Not Solicit list constitutes notice of desire not to be solicited or to sell.
- Clarified that notice of a residential property owner's desire not to sell their residential property or be solicited includes but is not limited to being on the Do Not Solicit List. Residential property owners may notify any person of their desire not to sell their residential property or be solicited in writing or orally.
- Clarified that list could not be used for commercial purposes

Changes made to final legislation (3/3)

- Added a report due in July 2028 and 2029, that provides the following information broken down Council District:
 - Number of people on Do Not Solicit list
 - Number of complains filed
 - Number of citations issued
 - Appeal results
 - Penalties collected.
- By July 1 2027, OCR should describe efforts to coordinate efforts to coordinate with the Department of Financial and Administrative Services on outreach and enforcement of Ordinance 127292.

Questions?

Amendment 1 Version 1 to CB 121259 – Do Not Solicit ORD

Sponsor: Councilmember Foster

Create an unfair housing practice when someone who solicits a residential property owner who does not want to sell or be solicited fails to disclose their contact information.

Effect: This amendment would add an unfair practice related to failure to disclose contact and other identifying information. It would only apply when a residential property owner who does not want to sell or be solicited has been solicited. As a result, someone who solicits when a homeowner does not want to be solicited and fails to disclose their contact information could be issued a citation for two violations—one for unwanted solicitation and another for failure to disclose contact information.

Amend Section 2 of CB 121259 and renumber subsequent sections and subsections as follows:

14.08.042 Unfair practices — Solicitation

A.

1. It is an unfair practice for any person, including but not limited to, any real estate broker or real estate agent, salesperson, or employee, to solicit at any time after such person has notice that any residential property owner does not desire to sell such residential property, or does not desire to be solicited.

2. The Director is authorized to create and maintain a public Do Not Solicit List of residential property owners who have expressed a desire not to be solicited. Any residential property owner who has been solicited and does not desire to be solicited may request to have their name and address put on the Do Not Solicit List. Any residential property owner who appears on the Do Not Solicit List may request in writing that the Director remove their name and address from the Do Not Solicit List. The Director will then update the Do Not Solicit List with requested inclusions and removals within 30 days of such a request. The Director may remove entries from the

Do Not Solicit List if the person listed is no longer the residential property owner of the listed address. The Do Not Solicit List shall be used solely to determine whether solicitation is prohibited under this Section 14.08.042. Using the Do Not Solicit List, or any information derived from it for commercial purposes is an unfair practice under this Section 14.08.042.

3. Publication of a residential property owner's name and address on the Do Not Solicit List constitutes notice to all persons, effective 30 days after the name and address first appear on the List, that the residential property owner does not desire to sell the residential property and does not desire to be solicited.

4. Notice of a residential property owner's desire not to sell their residential property or be solicited includes but is not limited to being on the Do Not Solicit List. Residential property owners may notify any person of their desire not to sell their residential property or be solicited in writing or orally.

B. It is a separate unfair practice for any person who violates subsection 14.08.042.A.1 to fail to plainly disclose the full legal name of the person making the solicitation and of any person on whose behalf the solicitation is made; and a valid physical mailing address and working telephone number.

* * *



Legislation Text

File #: CB 121254, **Version:** 1

Screen Reader Users: Make sure settings include reading (1) strikethrough and underline font attributes, and (2) superscripts and subscripts.

The City of Seattle

Ordinance

Council Bill

An ordinance relating to rental agreement regulation; requiring disclosure of fees, prohibiting and limiting certain fees, requiring retention of compliance records, expanding investigation authority, and establishing new enforcement mechanisms; amending Section 7.24.020, 7.24.050, 7.24.060, 7.24.120, and 7.24.130 of, and adding new Sections 7.24.039, 7.24.040, 7.24.045, 7.24.170, 7.24.180, 7.24.190, 7.24.200, 7.24.210, 7.24.220, 7.24.230, and 7.24.240 to, the Seattle Municipal Code.

Recitals:

Seattle faces an ongoing housing affordability crisis. Market analysis by CoStar and BERK found that, between 2012 and 2022, average monthly rents rose 32 percent, from \$1,430 to \$1,897, even after adjusting for inflation.

Rising costs are hurting Seattle residents. The City of Seattle's 2025 Comprehensive Plan found that 38,365 renter households in Seattle are cost burdened, spending 30-50 percent of their income on housing. Another 33,795 renter households are severely cost burdened, with housing costs taking up more than half of their income.

Rental junk fees are a growing issue within the housing affordability crisis. These unavoidable and

often hidden fees increase the cost of living in unexpected and unpredictable ways. A 2023 study by the National Consumer Law Center found that 89 percent of renters paid one or more fees on top of their rent.

Rental junk fees are often not disclosed up front. A renter may not learn about all the rental fees attached to their housing until lease signing, after they have already spent weeks searching and paid nonrefundable application and move in fees. Tenants are left to choose between paying more than they expected or walking away and losing the time and money they invested.

Rental junk fees exacerbate existing disparities in the rental housing market. Zillow's Consumer Housing Trends Report 2025 found that renters of color (67 percent), particularly AAPI (74 percent) and Hispanic (66 percent) renters, were more likely to report paying at least one fee compared to White renters (63 percent). Renters age 18-29 were also significantly more likely (82 percent) to report paying at least one fee compared to other age groups.

Rental junk fees add up to a significant increase in housing costs. In a 2025 study, The Urban Institute found that rental fees added 10 to 30 percent to renters' total monthly payment. Based on Zillow's June 2026 average monthly rent of \$2,038 for Seattle, that percentage is \$203 to \$609 a month in extra fees.

Increases in housing costs are directly tied to the homelessness crisis. A 2020 analysis by the US Government Accountability Office found that a \$100 increase in median rent is associated with a nine percent increase in homelessness.

Rental junk fees that become rental debt further contribute to housing and financial instability. Unpaid fees increase the risk of eviction and displacement. Negative impacts on a renter's credit score can jeopardize future housing opportunities, given that 90 percent

There is no market incentive to advertise the all-in price of a rental unit. Research by the Stanford Institute for Economic Policy Research documents individual businesses losing significant market share when switching to all-in pricing. A landlord that advertises an all-in price appears more expensive than competitors with a lower base rent and unbundled fees.

Rental junk fees represent a market failure and collective action problem that will not self-correct.

Regulation of these fees is necessary to level the playing field for landlords who are transparent about their costs and protect renters from unpredictable and predatory pricing models.

Robust enforcement is necessary to achieve effective and even compliance in the rental housing market.

Investigating violations of rental agreement regulations on a building or company wide basis will result in more efficient use of City resources, broader resolution for impacted tenants, and a stronger culture of compliance.

Comprehensive remedies for rental agreement violations encourage compliance and protect tenants from unfair and excessive fees, improper notices, unpredictable rent increases, lease violations, and retaliation. Therefore,

Be it ordained by The City of Seattle as follows:

Section 1. Section 7.24.020 of the Seattle Municipal Code, last amended by Ordinance 126053, is amended as follows:

7.24.020 Definitions

As used in this Chapter 7.24:

"Common areas" means areas on a property that are accessible by tenants of more than one unit of the property, including but not limited to: hallways, lobbies, common kitchens, fitness centers, rooftop open space, pet facilities, and recreation areas.

* * *

"Last month's rent" means money that is paid as rent for the last month of a residential tenancy and that is paid at the inception of the tenancy or in installments as authorized by Section 7.24.036.

"Mail," in addition to its common meaning, means any letter, postal card, package, bag, or other item that is addressed to a specific address for delivery by the United States postal service or any commercial carrier performing the function of delivering similar items to residences or businesses.

"Mailbox," in addition to its common meaning, means any authorized depository or receptacle of mail for the United States postal service or authorized depository for a commercial carrier that provides services to the general public, including any address to which mail is or can be addressed, or a place where the United States postal service or equivalent commercial carrier delivers mail to its addressee.

* * *

"Unlawful harassment" has the meaning defined in RCW 59.18.570 as amended.

"Variable fee" means a monthly or other periodic fee, the amount of which may change each time it is assessed based on a predetermined set of conditions.

Section 2. A new Section 7.24.039 is added to the Seattle Municipal Code as follows:

7.24.039 Disclosure of fees required

Any rental agreement or renewal of a rental agreement entered into after July 1, 2027 is subject to the following requirements:

A. A landlord shall disclose in any advertisement, listing, or rental application of a dwelling unit, as well as conspicuously disclosed before the first page of the rental agreement on a form no longer than two pages:

1. The monthly rent of the dwelling unit;
2. The amounts of any discounts or concessions applied;
3. All utilities for which the tenant is responsible;
4. Any utilities included in the monthly rent;
5. The amounts of all mandatory and optional fees, including variable fees pursuant to subsection

7.24.039.E;

6. The total monthly cost to be paid by the tenant, or the average or estimated total monthly cost if any variable fees are included.

B. To meet the fee disclosure requirements of subsection 7.24.039.A in any online advertisement or listing of a

dwelling unit, a landlord may either list the required fee disclosure in full text on the advertisement listing, or if infeasible due to listing or advertisement size constraints, unavoidable word limits, or similar impediments, use a hyperlink that links to another page with the required disclosure. If a hyperlink is used, the hyperlink must be obvious on the website, must be labeled to convey that it is a hyperlink and links to the fee disclosure, and must take the reader directly to the information on the next page.

C. Nothing in subsection 7.24.039.A shall be construed as holding a landlord liable for advertisements or listings that the landlord did not authorize, including but not limited to rental listing aggregator websites.

D. A landlord shall provide an updated disclosure form of the information required in subsection 7.24.039.A that is no longer than two pages every 12 months, unless the term of the lease agreement exceeds one year with acknowledgement, witness, or seal pursuant to RCW 59.18.210, as well as upon any change to any non-variable fee. This form shall be served upon the tenant in accordance with RCW 59.12.040.

E. For variable fees, a landlord shall disclose the average monthly amount over the previous 12 months. For newly constructed buildings or other circumstances where such information is unavailable, a landlord shall provide an estimate of variable fees and clearly indicate that the amount of variable fees is an estimate. A landlord shall also provide a monthly statement with the amount of each variable fee to the tenant delivered in a clear and conspicuous manner.

F. A landlord may not charge any fee for preparing or delivering a disclosure form or variable fee monthly statement pursuant to this Section 7.24.039.

G. The Director shall prepare a model rental fee disclosure form that complies with this Section 7.24.039. The Director shall place the form on the Department's website and provide links to translated versions of the notice in the five languages most commonly spoken in Seattle other than English, as determined on an annual basis using the most recent languages published by the Office of Immigrant and Refugee Affairs. The Director may provide links to translated versions in other languages at the Director's discretion. Landlords are not required to use the model form when disclosing fees to tenants. However, landlords are responsible for ensuring proper disclosure of fees in manner that complies with the requirements of this Section 7.24.039.

Section 3. A new Section 7.24.040 is added to the Seattle Municipal Code as follows:

7.24.040 Fees permitted and prohibited

Any rental agreement or renewal of a rental agreement entered into after July 1, 2027 is subject to the following requirements:

A. A landlord may not require a tenant to pay any mandatory or optional fee, except as provided in this Chapter 7.24 or Chapter 7.25, or chapter 59.18 RCW. Mandatory or optional fees other than those identified in this Chapter 7.24 or Chapter 7.25, or chapter 59.18 RCW, regardless of the name or description of the fee, constitute unfair or excessive fees, which are prohibited. Fees not disclosed pursuant to the requirements of Section 7.24.039 constitute unfair or excessive fees, which are prohibited.

B. A landlord may charge the following fees in addition to rent:

1. Late rent fees pursuant to Section 7.24.034;
2. Security deposits and nonrefundable move-in fees pursuant to Section 7.24.035;
3. Screening fees pursuant to subsection 7.24.035.B;
4. Pet damage deposits pursuant to Section 7.24.038;
5. Utility fees pursuant to Chapter 7.25;
6. A fee for replacement of a key necessary by fault of the tenant, not to exceed the lesser of the actual cost to the landlord or \$50;
7. A fee to provide access to the building when a tenant is locked out by fault of the tenant, not to exceed \$50 for access requested between 8 a.m. and 6 p.m. Monday through Friday, except that no fee may be charged when a landlord is at the property at the time of the lockout request, or \$150 for access outside those hours;
8. A fee for payment returned to the landlord of insufficient funds, provided that the fee may not exceed the lesser of the actual costs to the landlord imposed by the financial institution or \$31;
9. A fee to reimburse a landlord expense for repair of damages to the rental unit or rental property or replacement of fixtures in the rental unit, as allowable under RCW 59.18.180(1) and consistent with the documentation requirements under RCW 59.18.280;
10. A fee for a tenant's liability for default in rent or abandonment of the unit, as provided under RCW 59.18.310, provided that no additional lease break fee may be assessed; and
11. A fee for any optional good or service that is provided to the tenant, except as prohibited under subsection 7.24.040.C, and provided that:
 - a. The fee is clearly disclosed as optional pursuant to Section 7.24.039;
 - b. The tenant affirmatively opts in to receiving the good or service in writing;
 - c. When the tenant opts in to receiving the good or service, the landlord provides a written notice

to the tenant describing the process by which the tenant may opt out of the fee;

d. The tenant may opt out of receiving the good or service at any time without penalty or cost;

and

e. If the landlord contracts with a third party to provide the good or service, the fee may not exceed the actual cost to the landlord for providing the good or service to the tenant.

C. The following fees are unfair or excessive and may not be added as optional:

1. Any fee for the use of an in-unit appliance or other feature of a dwelling unit by a tenant, except for the rental of a portable cooling device as provided under Section 1 of Chapter 184, Laws of 2026;

2. Any fee for a tenant's access to common areas, except when the fee is associated with providing the tenant exclusive access to a common area facility on a temporary basis, such as the rental of a clubhouse for a private event;

3. Any fee to accept rent payments or other payments by personal check, money order, cashier's check, or automated clearing house (ACH);

4. Any fee for the tenant to receive or collect mail, for package collection and distribution, or to have access to the mailbox associated with their rental unit or dwelling;

5. Any fee for the performance of a landlord duty required under Section 22.206.160 or RCW 59.18.060;

6. Any fee for a partial change of tenancy when adding or removing a tenant to the rental agreement.

This does not include screening fees pursuant to subsection 7.24.035.B;

7. Any fee associated with keeping a pet, except a pet damage deposit under Section 7.24.038, whether the fee is imposed once or periodically and regardless of how the fee is named or described;

8. Any fee for insurance provided by the landlord, unless:

a. The landlord meets the requirements of subsection 7.24.040.B.11;

b. The landlord provides the tenant with a copy of the policy prior to the tenant opting in, which must include a clear and conspicuous disclosure of whether the policy includes coverage for the tenant's personal property or loss of use;

c. The landlord notifies the tenant of any change to the policy within five days;

d. The provided insurance meets minimum requirements as determined by rules issued by the

Director; and

9. Any other optional fee determined by the Department to be unfair or excessive and prohibited by Director's Rule pursuant to Section 7.24.120. The Department shall consider factors when determining whether a fee is unfair or excessive, including but not limited to:

- a. The extent to which the optional good or service associated with the fee provides a meaningful and substantial benefit to tenants;
- b. The extent to which the fee is commensurate with the cost to landlords of providing the optional good or service;
- c. The extent to which the optional good or service exceeds the obligations and minimum standards set forth in Chapter 7.24, Chapter 7.25, and Chapter 22.206, and chapter 59.18 RCW;
- d. The extent to which the fee is optional for tenants;
- e. The extent to which the fee is substantively similar to fees that are prohibited by this Chapter 7.24 or by Director's Rule;
- f. The extent to which the fee is substantively similar to rent;
- g. The extent to which the fee may contribute to an eviction; and
- h. The prevalence of the fee and optional good or service.

Section 4. A new Section 7.24.045 is added to the Seattle Municipal Code as follows:

7.24.045 Rental agreement records

A. Landlords shall retain records that document compliance with this Chapter 7.24 for each tenant, including, but not limited to: rental housing advertisements, listings, and application forms; offered and signed rental lease agreements and renewals; fee disclosure forms; variable fee statements; rent and fees charged; third party vendor receipts; and pursuant to rules issued by the Director, other records that are material and necessary to effectuate the terms of this Chapter 7.24. Such records shall be retained for a period of three years from the date they were issued.

B. If a landlord fails to retain adequate records required under subsection 7.24.045.A, there shall be a presumption, rebuttable by clear and convincing evidence, that the landlord violated this Chapter 7.24 for the periods and for each tenant for whom records were not retained.

Section 5. Section 7.24.050 of the Seattle Municipal Code, last amended by Ordinance 125222, is amended as follows:

7.24.050 Defense in commencing action-Fees and costs awarded

In any action commenced for unlawful detainer or to enforce a rental agreement, to impose penalties, or to forfeit a deposit contrary to rental agreement provisions required by subsections 7.24.030.A, 7.24.030.C, ~~((or)) 7.24.030.D, or Section 7.24.039,~~ or pursuant to rental agreement provisions prohibited by subsection 7.24.030.B, ~~((and)) Section 7.24.035, or Section 7.24.040,~~ it is a defense to such action that such provisions are contrary to the requirements for rental agreements imposed by this Chapter 7.24, and a tenant who prevails on such defense shall be awarded reasonable attorney fees and costs. If a landlord charges any fees contrary to the provisions of Section 7.24.039 or 7.24.040, the amount of rent in an unlawful detainer action for failure to pay rent or vacate pursuant to Section 22.205.010 shall be reduced by the total amount of all prohibited fees charged.

Section 6. Section 7.24.060 of the Seattle Municipal Code, last amended by Ordinance 125334, is amended as follows:

7.24.060 Private right of action

A. Landlord liability to tenant

1. ~~((If))~~ Except as otherwise provided in this Section 7.25.060, if a landlord attempts to enforce provisions in a rental agreement that are contrary to, or if a landlord fails to meet their obligations under, the requirements of ~~((Sections 7.24.030, 7.24.035, 7.24.036, or 7.24.038))~~ this Chapter 7.24, the landlord shall be liable to the tenant in a civil action for: 1) any actual damages incurred by the tenant plus interest as a result of the landlord's ~~((attempted enforcement))~~ action; 2) ~~((double the amount of any penalties imposed by the City; 3)))~~ double the amount of any prohibited fee or security deposit unlawfully charged or withheld by the landlord; 3) for each violation found by the court, an amount equal to double the penalty for a violation under subsection 7.24.130.F; and 4) reasonable attorney fees and costs. Interest shall accrue from the date the prohibited fee was imposed at 12 percent per annum, or the maximum rate permitted under RCW 19.52.020.

2. A landlord who includes provisions prohibited by ~~((subsection 7.24.030.B, Section 7.24.035, Section 7.24.036, or Section 7.24.038))~~ this Chapter 7.24 in a new rental agreement, or in a renewal of an existing agreement, shall be liable to the tenant in a civil action for up to ~~(((\$3,000))~~ \$4,000 plus reasonable attorney fees and costs.

3. A landlord who engages in prohibited retaliation under Section 7.24.110 shall be liable to the tenant in a civil action for up to \$6,000, any actual damages incurred by the tenant as a result of the landlord's action, and reasonable attorney fees and costs.

4. In any action brought under this Chapter 7.24, one or more tenants may seek relief on behalf of

themselves and other similarly situated aggrieved tenants whose claims arise from the same or substantially similar policy or practice alleged to violate this Chapter 7.24 by a common defendant.

B. Remedies for tenants if landlord fails to comply

1. If a landlord fails to comply with the requirements of subsections 7.24.080.A, 7.24.080.B, or 7.24.080.C and such failure was not caused by the tenant, the tenant may terminate the rental agreement by written notice pursuant to law without cost or penalty.

2. In addition to the remedy provided by subsection 7.24.060.B.1, if a landlord fails to comply with the requirements of Section 7.24.080, the tenant may recover in a civil action from the landlord actual damages, attorney fees, and a penalty of up to \$500. If a court determines that the landlord deliberately failed to comply with the requirements of Section 7.24.080, the penalty may be up to \$1,000.

D. Effective January 1, 2028, the amounts of all liabilities in this Section 7.24.060 shall be adjusted annually by the percentage amount of change in the housing component of the Consumer Price Index for All Urban Consumers (CPI-U) for the Seattle-Tacoma-Bellevue Primary Metropolitan Statistical Area as published by the United States Department of Labor, Bureau of Labor Statistics, rounded up to the nearest whole number. The Department shall determine the amounts and file a schedule of such amounts with the City Clerk.

E. No tenant may secure relief from more than one governmental agency, instrumentality, or tribunal for the same harm or injury.

Section 7. Section 7.24.120 of the Seattle Municipal Code, last amended by Ordinance 125222, is amended as follows:

7.24.120 Administration and enforcement

A. The Director shall administer and enforce the provisions of this Chapter 7.24 and is authorized to adopt reasonable rules and regulations consistent with this Chapter 7.24 to carry out the Director's duties.

B. ~~((The))~~ Except as provided in subsection 7.24.120.C, the first and second violations of this Chapter 7.24 shall be enforced under the citation provisions set forth in Section 7.24.130.

Subsequent violations may be enforced, at the Director's discretion, under the notice of violation

provisions set forth in Section 7.24.140 or criminal provisions set forth in Section 7.24.150.

C. Nothing in this Section 7.24.120 shall prohibit the Director from initiating an investigation pursuant to Section 7.24.170 in lieu of pursuing enforcement under subsection 7.24.120.B.

D. In collaboration with the City Attorney's Office, the Director may refer investigations initiated pursuant to Section 7.24.170 to the City Attorney's Office for filing a civil action prior to issuance of an Order of Investigative Findings. The City Attorney may impose remedies consistent with Section 7.24.190.

E. Nothing contained in this Chapter 7.24 is intended to be nor shall be construed to create or form the basis for any liability on the part of the City, or its officers, employees, or agents, for any injury or damage resulting from or by reason of any act or omission in connection with the implementation or enforcement of this Chapter 7.24 on the part of the City by its officers, employees, or agents.

Section 8. Section 7.24.130 of the Seattle Municipal Code, last amended by Ordinance 127303, is amended as follows:

7.24.130 Citation

* * *

F. Citation penalties

1. The following penalties shall be assessed for each violation~~((s))~~ of any provision of this Chapter 7.24:

a. ~~((\$500))~~ \$750 for the first violation; ~~((and))~~

b. ~~((\$1000))~~ \$1,500 for each subsequent violation within a five-year period~~((:-))~~ ;

and

c. \$5,000 for prohibited retaliation pursuant to Section 7.24.110.

2. Effective January 1, 2028, the amounts of all penalties contained in this Section

7.24.130 shall be adjusted annually by the percentage amount of change in the housing component of the Consumer Price Index for All Urban Consumers (CPI-U) for the Seattle-Tacoma-Bellevue Primary Metropolitan Statistical Area as published by the United States Department of Labor, Bureau of Labor Statistics, rounded up to the nearest whole number. The Department shall determine the amounts and file a schedule of such amounts with the City Clerk.

((2))3. Violation warning. The Director may, in an exercise of discretion, issue a warning to the person responsible for the violation if that person has not been previously warned or cited for violating this Chapter 7.24.

((3))4. Collection of penalties. If the person cited fails to pay a penalty imposed pursuant to this Section 7.24.130, the penalty may be referred to a collection agency. The cost to the City for the collection services will be assessed as costs, at the rate agreed to between the City and the collection agency, and added to the penalty. Alternatively, the City may pursue collection in any other manner allowed by law.

Section 9. A new Section 7.24.170 is added to the Seattle Municipal Code as follows:

7.24.170 Investigation

A. The Department shall have the power to investigate violations of this Chapter 7.24 by any landlord. The Department may initiate an investigation pursuant to Director's Rules including, but not limited to, situations when the Director has reason to believe that a violation has occurred or will occur, or the tenant is unlikely to volunteer information regarding such violations. An investigation may also be initiated through the receipt by the Department of a report or complaint filed by a tenant or any other person.

1. The Director may request a landlord or witness to provide documents, records, files, or other sources of evidence to the Department. The Director may issue interrogatories to a landlord or witness. The landlord or witness shall respond to such interrogatories or provide such documents,

records, files, or other materials to the Department within the timelines and according to the procedures established by Director's rules.

2. The Director may initiate investigations, including individual, building-wide, and company-wide investigations, to determine the extent to which a landlord is complying with this Chapter 7.24.

B. A tenant or other person may report to the Department any suspected violation of this Chapter 7.24. The Department shall encourage reporting of alleged violations of this Chapter 7.24 by taking the following measures:

1. The Department shall keep confidential, to the maximum extent permitted by applicable laws, the name and other identifying information of the person reporting the violation. However, with the authorization of such person, the Department may disclose the person's name and identifying information as necessary to enforce this Chapter 7.24 or for other appropriate purposes.

2. The Department may require a landlord to post or otherwise notify its tenants that the Department is conducting an investigation, using a form provided by the Department. The Director may order the landlord to provide the form on an individual basis in the tenant's primary language in a physical or electronic format that is reasonably conspicuous and accessible.

C. The Department's investigation shall commence within three years of the alleged violation. To the extent permitted by law, the applicable statute of limitations for civil actions is tolled during any investigation under this Chapter 7.24 and any administrative enforcement proceeding under this Chapter 7.24 based upon the same facts. For purposes of this Chapter 7.24:

1. The Department's investigation begins on the earlier date of when the Department receives a complaint from a person under this Chapter 7.24, or the Department opens an investigation under this Chapter 7.24.

2. The Department's investigation ends when the Department issues a final order

concluding the matter and any appeals have been exhausted; the time to file any appeal has expired; or the Department notifies the landlord in writing that the investigation has been otherwise resolved.

D. The Department's investigation shall be conducted in an objective and impartial manner.

E. The Director may apply by affidavit or declaration in the form allowed under chapter 5.50 RCW to the Hearing Examiner for the issuance of subpoenas requiring a landlord to produce the documents and records required by subsection 7.24.045.A, or for the attendance and testimony of witnesses, or any other document relevant to the issue of whether a landlord has violated any provision of this Chapter 7.24. The Hearing Examiner shall conduct the review without hearing as soon as practicable and shall issue subpoenas upon a showing that there is reason to believe that: a violation has occurred, a tenant is unlikely to volunteer information regarding such violations, or the Department has gathered preliminary information indicating that a violation may have occurred.

F. A landlord that fails to comply with the terms of any subpoena issued under subsection 7.24.170.E in an investigation by the Department under this Chapter 7.24 prior to the issuance of an Order of Investigative Findings issued pursuant to subsection 7.24.180.C may not use such records in any appeal to challenge the correctness of any determination by the Department of liability, remedies due to the tenant, or penalties assessed.

G. In addition to other remedies, the Director may refer any subpoena issued under subsection 7.24.170.E to the City Attorney to seek a court order to enforce any subpoena.

H. Where the Director has reason to believe that a violation has occurred, the Director may order any appropriate temporary or interim relief to mitigate the violation or maintain the status quo pending completion of a full investigation or hearing, including but not limited to a deposit of funds or bond sufficient to satisfy a good-faith estimate of reimbursement of civil penalties and remedies due to the tenant. A landlord may appeal any such order in accordance with Section 7.24.200.

I. Pending completion of a full investigation, the Director may refer the investigatory file to the

City Attorney's Office pursuant to subsection 7.24.120.D.

J. To avoid duplication of efforts or otherwise conserve Department resources, the Director may suspend or close a case for any reason consistent with this Chapter 7.24, including when the case is being actively pursued in another forum or a tenant or other person has withdrawn a report or complaint.

Section 10. A new Section 7.24.180 is added to the Seattle Municipal Code as follows:

7.24.180 Findings of fact and determination

A. Except when there is an agreed upon settlement or the investigatory file is referred to the City Attorney's Office, the Director shall issue a written determination with findings of fact resulting from an investigation pursuant to Section 7.24.170 and statement of whether a violation of this Chapter 7.24 has or has not occurred based on a preponderance of the evidence before the Director.

B. If the Director determines that there is no violation of this Chapter 7.24, the Director shall issue a "Determination of No Violation" with notice of a tenant or other person's right to appeal the decision, pursuant to subsection 7.24.200.A.

C. If the Director determines that a violation of this Chapter 7.24 has occurred, the Director shall issue an "Order of Investigative Findings" identifying the violation or violations.

1. The Order of Investigative Findings shall state with specificity the amounts due under this Chapter 7.24 for each violation, including payment of civil penalties and remedies due to the tenant pursuant to Section 7.24.190.

2. The Order of Investigative Findings may specify that civil penalties can be mitigated for landlord's timely payment of remedy due to a tenant pursuant to subsection 7.24.190.A.2.

3. The Order of Investigative Findings may direct the landlord to take such corrective action as is necessary to comply with the requirements of this Chapter 7.24, including, but not limited to, monitored compliance for a reasonable time period.

4. The Order of Investigative Findings shall include notice of the landlord's right to appeal the decision, pursuant to Section 7.24.200.

D. The Determination of No Violation or Order of Investigative Findings may be served by first class mail, addressed to the last known address of such person(s) to be notified. Service shall be deemed complete three days after the date of mailing.

Section 11. A new Section 7.24.190 is added to the Seattle Municipal Code as follows:

7.24.190 Remedies

A. The payment of civil penalties and remedies due to the tenant under this Chapter 7.24 is cumulative and is not intended to be exclusive of any other available remedies, penalties, and procedures. A landlord is liable for each violation or failure to comply with any provision of this Chapter 7.24, for which separate and cumulative penalties may be assessed.

1. Effective January 1, 2028, the amounts of all civil penalties contained in this Section 7.24.190 shall be adjusted annually by the percentage amount of change in the housing component of the Consumer Price Index for All Urban Consumers (CPI-U) for the Seattle-Tacoma-Bellevue Primary Metropolitan Statistical Area as published by the United States Department of Labor, Bureau of Labor Statistics, rounded up to the nearest whole number. The Department shall determine the amounts and file a schedule of such amounts with the City Clerk.

2. If there is a remedy due to a tenant, the Director may waive a portion of the amount of civil penalties due to the Department based on timely payment of the full remedy due to the tenant, as provided in this subsection 7.24.190.A.

a. The Director may waive 75 percent of the total amount of civil penalties to the Department if the Director determines that the landlord paid the full remedy due to the tenant within ten days of service of the Order of Investigative Findings.

b. The Director may waive 50 percent of the total amount of civil penalties due to

the Department if the Director determines that the landlord paid the full remedy due to the tenant within 15 days of service of the Order of Investigative Findings.

c. The Director shall not waive any amount of civil penalties due to the Department if the Director determines that the landlord has not paid the full remedy due to the tenant after 15 days of service of the Order of Investigative Findings.

B. A landlord found to be in violation of Section 7.24.040 shall be liable to the tenant for: 1) full reimbursement of all prohibited fees charged plus interest, and 2) double the amount of the prohibited fees charged. Interest shall accrue from the date the prohibited fee was charged at 12 percent per annum, or the maximum rate permitted under RCW 19.52.020.

1. If the precise amount of prohibited fees cannot be determined due to a landlord's failure to produce records, or if a landlord produces records in a manner or form which makes timely determination of the amount of prohibited fees impracticable, the Director may determine the value of prohibited fees as a matter of just and reasonable inference, including the use of representative evidence such as testimony or other evidence from representative tenants establishing violations for a class of tenants.

C. Except as provided in subsections 7.24.190.D and 7.24.190.E, The Director is authorized to assess the following civil penalties for a violation of this Chapter 7.24.

1. For a first violation of this Chapter 7.24, the Director may assess a civil penalty of \$750 per violation.

2. For any subsequent violation of this Chapter 7.24, the Director shall assess a penalty of \$1,500 per violation.

3. For purposes of this Section 7.24.190, a violation is a subsequent violation if the landlord has been a party to more than one of any of the following, or any combination of the following, within a five-year period:

- a. A settlement agreement stipulating that a violation has occurred;
- b. An Order of Investigative Findings issued against the landlord;
- c. A Court Order obtained by the City Attorney's Office pursuant to subsection

7.24.120.D; or

- d. A citation under Section 7.24.130.

D. A landlord found to be in violation of this Chapter 7.24 for retaliation under Section 7.24.110 shall be subject to a civil penalty of \$5,000.

E. A landlord who willfully hinders, prevents, impedes, or interferes with the Director or Hearing Examiner in the performance of their duties under this Chapter 7.24 shall be subject to a civil penalty of \$5,000.

F. When determining the amount of civil penalties and remedies, under this Section 7.24.190 for a settlement agreement, the Director may consider the following factors provided in this subsection. Except in exceptional circumstances, the Director shall endeavor to ensure that such settlement is for no less than the remedies due to the tenant pursuant to 7.24.190.B:

1. The total amount of civil penalties and remedies due to the tenant;
2. The nature and persistence of the violations;
3. The extent of the landlord's culpability;
4. The substantive or technical nature of the violations;
5. The business resources of the landlord;
6. The circumstances of each situation;
7. The amount of penalties in similar situations; and
8. Pursuant to rules that the Director may issue, other factors that are material and

necessary to effectuate the terms of this Chapter 7.24.

G. In addition to the civil penalties and remedies due to the tenant, the Department may

assess against the landlord in favor of the City the reasonable costs incurred in enforcing this Chapter 7.24, including but not limited to reasonable attorney's fees.

Section 12. A new Section 7.24.200 is added to the Seattle Municipal Code as follows:

7.24.200 Appeal period and failure to respond

A. A tenant or other person who claims an injury as a result of an alleged violation of this Chapter 7.24 may appeal the Determination of No Violation by filing a written statement of appeal with the Hearing Examiner within 15 days of being served with the Department's decision. If a tenant fails to appeal the Order of Investigative Findings within 15 days of service, the Determination of No Violation shall be final. If the last day of the appeal period so computed is a Saturday, Sunday, or federal or City holiday, the appeal period shall run until 5 p.m. on the next business day.

1. In considering an appeal of a Determination of No Violation, the only issue before the Hearing Examiner is whether the Director's Determination of No Violation is supported by a preponderance of the evidence.

2. The statement of appeal shall state specifically the grounds for appeal and how the Director's determination was not supported by a preponderance of the evidence. The appeal statement shall fully describe any evidence that the appellant thinks the Department should have considered.

3. For investigations into multiple allegations that result in a combination Determination of Violation and No Violation, complainants may solely appeal the Determination of No Violation portion of the investigation before the Hearing Examiner.

B. A landlord may appeal the Order of Investigative Findings, including all remedies issued pursuant to Section 7.24.190, by requesting a contested hearing before the Hearing Examiner in writing within 15 days of service of the Order of Investigative Findings. If a landlord fails to appeal the Order of Investigative Findings within 15 days of service, the Order of Investigative Findings shall be

final. If the last day of the appeal period so computed is a Saturday, Sunday, or federal or City holiday, the appeal period shall run until 5 p.m. on the next business day.

Section 13. A new Section 7.24.210 is added to the Seattle Municipal Code as follows:

7.24.210 Appeal procedure and failure to appear

A. Contested hearings requested per Section 7.24.200.B shall be conducted pursuant to the procedures for hearing contested cases contained in Section 3.02.090 and the rules adopted by the Hearing Examiner for hearing contested cases. The hearing shall be conducted de novo and the Director shall have the burden of proving by a preponderance of the evidence that the violation or violations occurred. Upon establishing such proof, the remedies and penalties imposed by the Director shall be upheld unless it is shown that the Director abused discretion. Failure to appear for a contested hearing shall result in an order being entered finding that the landlord committed the violation stated in the Order of Investigative Findings. For good cause shown and upon terms the Hearing Examiner deems just, the Hearing Examiner may set aside an order entered upon a failure to appear.

B. In all contested cases, the Hearing Examiner shall enter an order affirming, modifying or reversing the Order of Investigative Findings.

Section 14. A new Section 7.24.220 is added to the Seattle Municipal Code as follows:

7.24.220 Appeal from Hearing Examiner order

A. The landlord may obtain judicial review of the decision of the Hearing Examiner by applying for a Writ of Review in the King County Superior Court within 30 days from the date of the decision in accordance with the procedure set forth in chapter 7.16 RCW as amended, other applicable law, and court rules.

B. The decision of the Hearing Examiner shall be final and conclusive unless review is sought in compliance with this Section 7.24.220.

Section 15. A new Section 7.24.230 is added to the Seattle Municipal Code as follows:

7.24.230 Failure to comply with final order

A. If a landlord fails to comply within 30 days of service of any settlement agreement with the Department, or with any final order issued by the Director or the Hearing Examiner for which all appeal rights have been exhausted, the Department may pursue, but is not limited to, the following measures to secure compliance:

1. The Director may require the landlord to post or distribute public notice of the landlord's failure to comply in a form and manner determined by the Department.
2. The Director may refer the matter to a collection agency. The cost to the City for the collection services will be assessed as costs, at the rate agreed to between the City and the collection agency, and added to the amounts due.
3. The Director may refer the matter to the City Attorney for the filing of a civil action in a court of competent jurisdiction to enforce such order or to collect amounts due. In the alternative, the Director may seek to enforce a settlement agreement, an Order of Investigative Findings, or a final order of the Hearing Examiner under Section 7.24.240.

Section 16. A new Section 7.24.240 is added to the Seattle Municipal Code as follows:

7.24.240 Debt owed The City of Seattle

A. All monetary amounts due under a settlement agreement, Order of Investigative Findings, or Court Order obtained by the City Attorney's Office pursuant to subsection 7.24.120.D shall be a debt owed to the City and may be collected in the same manner as any other debt in like amount, which remedy shall be in addition to all other existing remedies; provided that amounts collected by the City for remedies due to the tenant shall be held in trust by the City for the tenant and, once collected by the City, shall be paid by the City to the tenant.

B. If a landlord fails to appeal an Order of Investigative Findings to the Hearing Examiner

within the time period set forth in subsection 7.24.200.B, the Director's Order shall be final, and the Director may petition the Seattle Municipal Court to enforce the Order of Investigative Findings by entering judgment in favor of the City finding that the landlord has failed to exhaust its administrative remedies and that all amounts and relief contained in the order are due. The Order of Investigative Findings shall constitute prima facie evidence that a violation occurred and shall be admissible without further evidentiary foundation. Any certifications or declarations authorized under RCW 5.50.050 containing evidence that the landlord has failed to comply with the order or any parts thereof, and is therefore in default, or that the landlord has failed to appeal the Order of Investigative Findings to the Hearing Examiner within the time period set forth in subsection 7.24.200.B and therefore has failed to exhaust the landlord's administrative remedies, shall also be admissible without further evidentiary foundation.

C. If a landlord fails to obtain judicial review of an order of the Hearing Examiner pursuant to subsection 7.24.220.A, the order of the Hearing Examiner shall be final, and the Director may petition the Seattle Municipal Court to enforce the Order of Investigative Findings by entering judgment in favor of the City for all amounts and relief due under the order of the Hearing Examiner. The order of the Hearing Examiner shall constitute conclusive evidence that the violations contained therein occurred and shall be admissible without further evidentiary foundation. Any certifications or declarations authorized under chapter 5.50 RCW containing evidence that the landlord has failed to comply with the order or any parts thereof, and is therefore in default, or that the landlord has failed to avail itself of judicial review in accordance with subsection 7.24.220.A, shall also be admissible without further evidentiary foundation.

D. In considering matters brought under subsections 7.24.240.B and 7.24.240.C, the Seattle Municipal Court may include within its judgment all terms, conditions, and remedies contained in the Order of Investigative Findings or the order of the Hearing Examiner, whichever is applicable, that are

consistent with the provisions of this Chapter 7.24.

Section 17. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity of its application to any person or circumstance, does not affect the validity of the remainder of this ordinance or the validity of its application to other persons or circumstances.

Section 18. Sections 1 through 17 of this ordinance shall take effect on July 1, 2027.

This ordinance shall take effect as provided by Seattle Municipal Code Sections 1.04.020 and 1.04.070.

Passed by the City Council and signed in open session in authentication of its passage on .

President of the City Council
on .

Katie B. Wilson, Mayor

Attested on .

Scheereen Dedman, City Clerk

Seal

Summary and Fiscal Note

1. Legislation Summary

Department: Mayor's Office/Seattle Department of Construction and Inspections

Title: An ordinance relating to rental agreement regulation; requiring disclosure of fees, prohibiting and limiting certain fees, requiring retention of compliance records, expanding investigation authority, and establishing new enforcement mechanisms; amending Section 7.24.020, 7.24.050, 7.24.060, 7.24.120, and 7.24.130 of, and adding new Sections 7.24.039, 7.24.040, 7.24.045, 7.24.170, 7.24.180, 7.24.190, 7.24.200, 7.24.210, 7.24.220, 7.24.230, and 7.24.240 to, the Seattle Municipal Code.

Background: This legislation creates a new regulatory framework for rental housing fees effective July 1, 2027. These fees are a growing issue in Seattle's housing affordability crisis. The legislation will strengthen tenant protections, reduce hidden housing costs, and promote a fair and transparent rental market, while also supporting small landlords with timely, consistent compliance guidance.

The legislation distinguishes between "mandatory fees" which are imposed on all units rented by a particular landlord and "optional fees" which are fees that renters may choose to pay or not to pay in exchange for a good or service. The legislation requires all mandatory and optional fees to be conspicuously disclosed in any advertisement or listing of a residential rental unit as well as at lease signing; updated annual disclosures are also required. The legislation prohibits any mandatory fee that is not explicitly

authorized under Seattle Municipal Code. Authorized fees that a landlord may impose mandatorily include application screening fees, security deposit and nonrefundable move-in fees, pet damage deposit fees, late rent fees, utility fees, key replacement fees, lockout fees, insufficient funds fees, fees to reimburse qualified and documented landlord expenses, and fees for tenant's liability for default in rent or abandonment of the unit. Dollar limits are imposed on certain mandatory fees.

The legislation requires that any optional fee for a good or service be conspicuously disclosed as optional, that tenants must affirmatively opt in to any optional fee and be allowed to opt out at any time without penalty, and prohibits landlords from charging more than the actual cost incurred for services provided by a third party. Specific optional fees are prohibited as unfair and excessive, including fees for access to common areas, fees for accepting certain methods of rent payments, fees for mail and package collection, fees for changes of tenancy, and pet fees beyond damage deposits.

The legislation increases citation penalties, provides for future adjustments based on CPI-U, and establishes a new penalty for prohibited retaliation. It establishes a defense to eviction for failing to pay a prohibited fee.

The legislation expands tenants' existing private right of action to include landlord action to enforce prohibited fees, establishes a new private right of action for prohibited retaliation, and increases landlords' liability to tenants in private rights of action. It provides that tenants of a similar class to pursue a joint action against a landlord.

The legislation establishes authority for the Seattle Department of Construction and Inspections to investigate rental agreement regulation violations, including building- and

company-wide investigations. It requires landlords to retain records documenting their compliance with the City of Seattle's rental agreement regulations and authorizes the department to subpoena such records as part of an investigation.

The legislation establishes the process by which the department shall deliver findings and determine if an Order of Investigative Findings requiring remedies is warranted. It establishes remedies available to the department under an Order of Investigative Findings, including civil penalties and remedies owed to the tenant. It authorizes the department to enter into settlement agreements, and to waive penalties for a landlord's timely payment of remedies owed to the tenant. It establishes a process for landlords and tenants to appeal decisions and remedies to the Hearing Examiner.

Summary Attachments: N/A

2. Capital Improvement Program (CIP)

Does this legislation create, fund, or amend a CIP Project?

☐ Yes

☒ No

3. Summary of Financial Implications

Does this legislation have financial impacts to the City?

☒ Yes

This legislation does not change appropriations or positions; however, it does anticipate future budget changes as identified below.

☐ No

a. Expenditure Change to General Fund

2026	2027 est.	2028 est.	2029 est.	2030 est.
\$0	\$0	\$0	\$0	\$0

b. Expenditure Change to Other Funds

2026	2027 est.*	2028 est.*	2029 est.*	2030 est.*
\$0	\$915,203	\$795,697	\$795,697	\$795,697

* CPI is unknown at this time. Estimated costs do not include SDCI department administrative and overhead costs.

c. Revenue Change to General Fund

2026	2027 est.	2028 est.	2029 est.	2030 est.
\$0	\$0	\$0	\$0	\$0

d. Revenue Change to Other Funds

2026	2027 est.	2028 est.	2029 est.	2030 est.
\$0	\$1,361,800	\$791,200	\$1,435,200	\$873,600

e. Number of Positions

2026	2027 est.	2028 est.	2029 est.	2030 est.
0	3	3	3	3

f. Total Full-Time Employee (FTE) Change

2026	2027 est.	2028 est.	2029 est.	2030 est.
0	3.0	3.0	3.0	3.0

3a. Appropriations

This legislation adds, changes, or deletes appropriations.

Fund Name and Number	Dept.	Budget Control Level (BCL) Name/Number	2026 Appropriation Change	2027 Estimated Appropriation Change
48100 Construction and Inspections Fund	SDCI	BO-CI-U2400	\$0	\$915,203

This legislation does not change appropriations. Modifications to appropriations will be included in the 2027 Proposed Budget and future budget actions. The amount above shows the anticipated needed budgetary increase but does not include costs that are anticipated to be absorbed within SDCI's base budget. Total 2027 costs are estimated at \$1.03 million, excluding administrative and overhead costs.

3b. Revenues/Reimbursements

This legislation adds, changes, or deletes revenues or reimbursements.

Anticipated Revenue/Reimbursement Resulting from This Legislation:

Fund Name and Number	Dept.	Revenue Source	2026 Revenue	2027 Estimated Revenue
48100 Construction and Inspections Fund	SDCI	Rental Regulatory Fee	\$0	\$1,361,800

Revenue/Reimbursement Notes:

The revenue above is anticipated to be generated from a new per-rental-unit fee effective January 1, 2027. The fee will be included in SDCI's annual fee bill which will be submitted to Council as 2027 budget legislation. The amount above assumes that fees will be collected in tandem with Rental Registration and Inspection Ordinance payments which are collected every 2 years. The estimated revenue amount above is based on an estimated 2027 fee of \$11 per rental unit, excluding short-term rentals.

3c. Positions

This legislation adds, changes, or deletes positions.

Total Regular Positions Created, Modified, or Abrogated through This Legislation, Including FTE Impact:

This legislation does not change positions; however, this legislation anticipates that the following new positions will be included in SDCI's 2027 Proposed Budget:

Position Number for Existing Positions	Individual Position Title & Department	Fund Name & Number	Program & BCL	Part-Time (PT) or Full-Time (FT)	2026 Positions	2026 FTE	Does it sunset?
	Plng&Dev Spec,Sr (SDCI)	48100 Construct ion and Inspectio ns Fund	PO-CI-U24B1	FT			No
	Code Compliance Anlyst (SDCI)	48100 Construct ion and Inspectio ns Fund	PO-CI-U24B1	FT			No
	Code Compliance Anlyst (SDCI)	48100 Construct ion and Inspectio ns Fund	PO-CI-U24B1	FT			No

If there is one or more sunseting position or other notes, please explain: N/A

3d. Other Financial Impacts

a. Does this legislation create any other financial impacts for The City of Seattle, such as direct or indirect costs, one-time or ongoing, that aren't mentioned above? If yes, please explain these impacts.

This legislation anticipates adoption of a new rental regulatory fee during the 2027-2028 budget process. The fee will be assessed on a per unit basis, billed using

the Rental Registration and Inspection Ordinance (RRIO) accounting infrastructure. The revenue will support implementation and enforcement of newly adopted City regulations governing rental fees, including 3.0 FTEs to support increased case intake, investigations, and landlord assistance related to rental fee regulation, as well as outreach and education services. The fee will be set to align with ongoing program costs.

b. If the legislation has costs that can be covered within the current budget, explain how. Does the department have extra resources in its budget to handle these costs? Or does the department need to shift resources away from other work to handle these costs?

SDCI and CBO have identified \$60,000 in 2026 General Fund underspend that will be reallocated to support the upfront IT system modification costs necessary to implement and collect the new regulatory fee.

c. What financial costs or other impacts might happen if this legislation is not implemented?

None.

d. How might this legislation affect other City departments besides the one that proposed it?

The new authority for SDCI to conduct investigations and enforcement through Order of Investigative Findings is expected to result in additional work for the Hearing Examiner. The Hearing Examiner will be responsible for reviewing SDCI subpoena applications and hearing appeals of SDCI's Order of Investigative Findings from landlords and tenants. The Hearing Examiner anticipates that this work can be managed using existing resources and will not have a budget impact.

4. Other Impacts

a. Does this legislation require a public hearing?

☐ Yes

☒ No

b. Does this legislation require a notice to be published in The Daily Journal of Commerce and/or The Seattle Times?

☐ Yes

☒ No

c. Does this legislation affect a piece of property?

This legislation does not affect a specific individual property, but will impact any residential property offered as long-term rental housing.

d. Race and Social Justice Initiative impacts:

1. How does this legislation affect vulnerable or historically disadvantaged communities? How did you come to this conclusion? Please consider both impacts within City government (like employees and internal programs) and in the broader community.

Renters are disproportionately likely to be from vulnerable or historically disadvantaged communities. Using data from the American Community Survey, the City's 2025 Comprehensive Plan Update found that 51% of White households are renters, compared to 56% of AAPI households, 66% of Native American households, 71% of Hispanic or Latino households, and 78% of Black households. Renters also tend to be lower income; the median income of owner households (\$151,430) is more than twice the median income of renter households (\$74,580).

Rental housing fees further exacerbate these disparities. Zillow's Consumer Housing Trends Report 2025 found that renters of color (67%), particularly AAPI (74%) and Hispanic (66%) renters, were more likely to report paying at least one fee compared to White renters (63%). Renters age 18-29 were also significantly more likely (82%) to report paying at least one fee compared to other age groups.

Rental housing fees can add up to a significant increase in housing costs. In a 2025 study, The Urban Institute found that rental fees added 10 to 30 percent to renters' total monthly payment. Based on Zillow's June 2026 average monthly rent of \$2,038 for Seattle, that percentage is \$203 to \$609 a month in extra fees.

Regulating rental housing fees will help reduce the disproportionate financial burden that vulnerable and historically disadvantaged communities experience.

2. Please attach any Racial Equity Toolkits or other racial equity analyses used to develop or assess this legislation.

None.

3. What is the Language Access Plan for communicating with the public about this legislation?

\$100,000 in onetime funding from the new rental regulatory fee will support updated translated materials and in-language outreach, consistent with SDCI's Language Access Plan. This will include:

- Renter's Handbook Update translation, Renter's Handbook printing, Required Notice & other translation
- Ethnic and weekly media advertising
- Bus advertising
- Renting in Seattle Website refresh

The fee is also expected to provide \$65,000 annually for ongoing rental housing outreach and education efforts.

e. Climate change impacts:

1. Emissions: Will this legislation significantly increase or decrease carbon emissions? Attach any studies or materials that inform your answer.

This legislation is not expected to impact carbon emissions.

2. Resiliency: Will this legislation make Seattle more or less able to adapt to climate change? If it reduces resiliency, explain what can be done to lessen the impact.

This legislation is not expected to impact climate change resiliency.

f. If this legislation creates a new program or expands an existing one, what are the long-term, measurable goals? How will this legislation help achieve those goals? What methods will be used to track progress?

N/A

g. Does this legislation create a non-utility CIP that involves shared funding with a non-City partner or organization?

No.



SEATTLE CITY COUNCIL
CENTRAL STAFF

Rental Fees and Enforcement – CB 121254

HB HARPER, ANALYST

HOUSING, ARTS, AND CIVIL RIGHTS COMMITTEE
JULY 22, 2026

Today's Briefing

- Regulatory Context
- Legislation Overview
 - Disclosure requirements
 - Records retention
 - Fees allowed
 - Optional fee requirements
 - Fees prohibited
 - Enforcement
 - Investigations
 - Remedies/Penalties
- Fiscal Impacts

Regulatory Context

- Chapter 59.18 RCW Residential Landlord-Tenant Act (1973)
- Ordinance 125222 (2016)
 - limits the amount of security deposits and non-refundable move-in fees
 - allows tenants to pay move-in fees in installments
 - established some enforcement provisions
- Ordinance 125337 (2017) – information packet
- Ordinance 126803 (2023) – capping late fees

Legislation Overview

- Disclosure requirements
- Records retention
- Fee Categories
- Implementation/enforcement

Fees Allowed

- Already regulated:
 - Late rent
 - Security deposits/move-in fees
 - Screening fees
 - Pet damage deposit
 - Utility charges
 - Repair of damages
- Proposed additional allowances:
 - Replacement keys
 - Lockout fees
 - Fee for payment returned for insufficient funds

Optional Fees

- Requirements for optional fees:
 - Clear disclosure
 - Affirmative opt-in
 - Opt-out method clear, no fee
 - Cannot exceed cost to landlord if contracted with third party

Prohibited Fees

- Use of in-unit appliance
 - *Exception: air conditioner rental per RCW*
- Access to common area
 - *Exception: exclusive reservation for private event*
- Accepting rent payments via check, money order, or ACH
- Mail/package collection/access to mailbox
- Performance of landlord duty
- Partial change of tenancy when adding/removing roommate
- Keeping a pet
 - *Exception: pet damage deposit*

Enforcement

- Investigations
- Subpoena power
- Appeal process
- CAO referral

Remedies/Penalties

- Raising existing penalties for citation/NOV
- \$750 for first violation \$1500 for subsequent violations
- Fines are cumulative
- Discretion for penalties

Fiscal Impacts

- 3.0 FTE
- Budget legislation
- Per unit fee to be assessed with RRIO fees
- Initial outreach costs
- No costs identified for CAO

Questions?

Screen Reader Users: Make sure settings include reading strikethrough and underline font attributes.

Amendment 1 Version 1 to CB 121254 – Rental Fees and Enforcement

Sponsor: Councilmember Rinck

Prohibiting bundling of optional fees

Effect: This amendment would require that when optional fees are bundled, each discrete good or service shall also be separately available. This would have the effect of prohibiting optional fees solely offered in a bundle, such as cable and internet.

Amend Section 3 of CB 121254 as follows;

Section 3. A new Section 7.24.040 is added to the Seattle Municipal Code as follows:

7.24.040 Fees permitted and prohibited

* * *

B. A landlord may charge the following fees in addition to rent:

1. Late rent fees pursuant to Section 7.24.034;
2. Security deposits and nonrefundable move-in fees pursuant to Section 7.24.035;
3. Screening fees pursuant to subsection 7.24.035.B;
4. Pet damage deposits pursuant to Section 7.24.038;
5. Utility fees pursuant to Chapter 7.25;
6. A fee for replacement of a key necessary by fault of the tenant, not to exceed the lesser of the actual cost to the landlord or \$50;
7. A fee to provide access to the building when a tenant is locked out by fault of the tenant, not to exceed \$50 for access requested between 8 a.m. and 6 p.m. Monday through Friday, except that no fee may be charged when a landlord is at the property at the time of the lockout request, or \$150 for access outside those hours;

8. A fee for payment returned to the landlord of insufficient funds, provided that the fee may not exceed the lesser of the actual costs to the landlord imposed by the financial institution or \$31;

9. A fee to reimburse a landlord expense for repair of damages to the rental unit or rental property or replacement of fixtures in the rental unit, as allowable under RCW 59.18.180(1) and consistent with the documentation requirements under RCW 59.18.280;

10. A fee for a tenant's liability for default in rent or abandonment of the unit, as provided under RCW 59.18.310, provided that no additional lease break fee may be assessed; and

11. A fee for any optional good or service that is provided to the tenant, except as prohibited under subsection 7.24.040.C, and provided that:

a. The fee is clearly disclosed as optional pursuant to Section 7.24.039;

b. The tenant affirmatively opts in to receiving the good or service in writing;

c. When the tenant opts in to receiving the good or service, the landlord provides a written notice to the tenant describing the process by which the tenant may opt out of the fee;

d. The tenant may opt out of receiving the good or service at any time without penalty or cost; ~~((and))~~

e. If the landlord contracts with a third party to provide the good or service, the fee may not exceed the actual cost to the landlord for providing the good or service to the tenant~~((:))~~ ; and

f. For a bundled set of goods or services (such as a technology fee bundling cable and internet), the landlord shall also make each component of the bundle available separately, and cannot solely offer the bundled set of goods or services.

HB Harper
Housing Arts and Civil Rights Committee
July 22, 2026
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