

City of Seattle



Director

Department of Finance and Administrative Services

**Confirmation Packet
January 29, 2025**

Kiersten Grove



January 29, 2025

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

Dear Council President Nelson:

It is my pleasure to transmit to the City Council the following confirmation packet for my appointment of Kiersten Grove as Director of the Department of Finance and Administrative Services (FAS).

The materials in this packet are divided into two sections:

1. **Kiersten Grove**
This section contains Ms. Grove's appointment, oath of office form, resume and the press release announcing her appointment.
2. **Background Check**
This section contains the report on Ms. Grove's background check.

Kiersten Grove has served in FAS leadership for over five years, beginning as the Deputy Director in 2019 and taking the role of Acting Director in January 2023. She has excelled in these roles, and I wholeheartedly recommend her for your consideration today.

FAS plays a crucial role in almost every facet of City service, both internally and externally. With Ms. Grove at the helm, FAS consistently provides high-quality customer service to over 77,000 customers in the last year alone. In both 2023 and 2024, FAS exceeded its Women & Minority Business Engagement (WMBE) goals for both purchasing and consultant services and increased outreach efforts to these firms. FAS demonstrated exceptional leadership in managing our Seattle Animal Shelter and launched the City's first free pet vaccination clinics, reaching neighborhoods throughout Seattle. In addition, FAS has continued to lead on fleet electrification, priority hire, procurement processes, and promoting transparency, notably through the City's Open Data Portal.

Prior to joining FAS, Ms. Grove worked in multiple City departments, including the Seattle Department of Transportation, Seattle Public Utilities, and the former Mayor's Office. Her experience has equipped her with a profound and holistic understanding of City services.

Before referring Ms. Grove's nomination to you, my office consulted with stakeholders and leaders who worked alongside her, including labor partners, business leaders, community partners, staff within FAS, the City Clerk, Fire Chief, Human Services Director, and Seattle Public Schools leadership. They conveyed that Ms. Grove is a respected, thoughtful, and admired leader, and they appreciated her efforts to connect with staff and understand the diverse range of work happening within the department. Overall, they provided overwhelmingly positive feedback and expressed enthusiasm over her nomination.

The Honorable Sara Nelson
Kiersten Grove Confirmation Letter
January 29, 2025
Page 2 of 2

I trust that after reviewing Ms. Grove's application materials, meeting with her, and following the thoughtful review of Councilmember Strauss' Finance, Native Communities & Tribal Governments Committee, you will find that Ms. Grove is the ideal leader for FAS.

If you have any questions about the attached materials or need additional information, Chief Operating Officer Marco Lowe would welcome hearing from you. I appreciate your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Bruce A. Harrell". The signature is written in black ink and is positioned below the word "Sincerely,".

Bruce A. Harrell
Mayor of Seattle

SECTION

A



City of Seattle

Mayor Bruce Harrell

January 22, 2025

Kiersten Grove
Seattle, WA
Transmitted via e-mail

Dear Kiersten,

It gives me great pleasure to appoint you to the position of Director of the Department of Finance and Administrative Services at an annual salary of \$266,638.

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

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

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

Sincerely,


A handwritten signature in black ink that reads "Bruce A. Harrell". The signature is written in a cursive, flowing style.

Bruce A. Harrell
Mayor of Seattle

cc: Seattle Department of Human Resources file



City of Seattle Department Head Notice of Appointment

Appointee Name: <i>Kiersten Grove</i>	
City Department Name: <i>Finance and Administrative Services</i>	Position Title: <i>Director</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment	City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Term of Position: * Council Confirmation to <i>3/1/2029</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
<p>Background: Kiersten Grove has served in FAS leadership for over five years, beginning as the Deputy Director in 2019 and taking the role of Acting Director in January 2023. She has excelled in these roles, and I wholeheartedly recommend her for your consideration today.</p> <p>FAS plays a crucial role in almost every facet of City service, both internally and externally. With Ms. Grove at the helm, FAS consistently provides high-quality customer service to over 77,000 customers in the last year alone. In both 2023 and 2024, FAS exceeded its Women & Minority Business Engagement (WMBE) goals for both purchasing and consultant services and increased outreach efforts to these firms. FAS demonstrated exceptional leadership in managing our Seattle Animal Shelter and launched the City's first free pet vaccination clinics, reaching neighborhoods throughout Seattle. In addition, FAS has continued to lead on fleet electrification, priority hire, procurement processes, and promoting transparency, notably through the City's Open Data Portal.</p> <p>Prior to joining FAS, Ms. Grove worked in multiple City departments, including the Seattle Department of Transportation, Seattle Public Utilities, and the former Mayor's Office. Her experience has equipped her with a profound and holistic understanding of City services.</p>	
Authorizing Signature:  Date Signed: January 29, 2025	Appointing Signatory: <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

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



CITY OF SEATTLE ▪ STATE OF WASHINGTON

OATH OF OFFICE

State of Washington

County of King

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

Kiersten Grove

Subscribed and sworn to before me

this ____ day of _____, 2025.

[Seal]

Scheereen Dedman, City Clerk

Kiersten Grove



Summary

Collaborative executive with experience and expertise in managing a diverse portfolio of issues and stakeholders; delivering complex projects in a matrix-managed team environment; working with multiple, often conflicting, stakeholders to develop and implement policy and program initiatives; communicating and coordinating among state and local public and private sector stakeholders; and working through legal, budget and human resource challenges in a political environment.

Experience

Seattle Finance and Administrative Services

Acting Director, 1/23 – current

Leading department with 10 operational units composed of a staff of 500+ employees. Implementing training and support for department culture improvements. Serving as both Deputy Director and Acting Director, continuing the duties of each role. Leading personnel, operational and budget decisions for the department. Managing department operations with a budget of approximately \$500M. Partnering with the department's 14 Labor Unions on the implementation of the City's Collective Bargaining Agreement and a new payroll system.

Seattle Finance and Administrative Services

Deputy Director, 9/19 – 1/23

Supervised operational elements of the department for a staff of 500+ employees. Served as department lead on policy initiatives and emergency response efforts. Determined operational direction regarding personnel and budget actions of the department. Coordinated with elected officials on department work. Led senior management in operational decision-making across divisions. Served as the chief on-site operations officer for the City's vaccination clinic at Lumen Field and managed partnership with Swedish Health Services, vaccine ordering and staff development and training.

City of Seattle Office of the Mayor

Senior Operations Manager, 1/16 – 11/17, 6/18 – 9/19

Managed and aligned department and Mayoral priorities across large City departments. Guided communication and project development among the Mayor's Office and eight to twelve City of Seattle departments, including Finance and Administrative Services, the Department of Construction and Inspections, the Office of the Waterfront, Seattle Center, Department of Parks and Recreation, Human Resources, Seattle Information Technology, Office of Housing, Seattle Public Utilities and Seattle City Light. Coordinated and managed stakeholder relationships including with City Council, residents, City staff, advocates and partner governments.

Seattle Public Utilities

Interim Assistant Deputy, Project Delivery and Engineering Branch, 3/18 – 6/18

Provided strategic oversight of the Project Delivery and Engineering Branch. Supervised 30 project management division staff, including multi agency project delivery for projects such as the SR-520 redevelopment, Sound Transit II and III, Waterfront construction and Viaduct demolition and the 1st Ave Streetcar. Assisted through the leadership transition during the search for the Project Delivery and Engineering Branch Deputy.

Seattle Department of Transportation

Shared Mobility Strategic Advisor, 6/12 – 1/16

Led the development and implementation of policies and programs related to shared mobility such as free-floating car share, taxis, micro-transit and transportation network companies (TNC). Coordinated program evaluations and reports to Council and the Executive. Led the Seattle Transportation Benefit District Low Income Access to Transportation program. Coordinated cross-departmental and jurisdictional teams to develop, implement and evaluate strategies to improve access to the ORCA LIFT and Vehicle License Fee Rebate programs. Served as the policy lead and primary author of Seattle's taxi and TNC mediation and free-floating car share legislation.

**Chicago Department of Transportation In-House Consultant
Pedestrian Program Coordinator, 8/07 – 6/12**

Managed pedestrian-related planning, education and infrastructure work including Complete Streets implementation efforts, Safe Routes to School projects, \$10 million in Congestion Mitigation and Air Quality projects, Centers for Disease Control and Prevention Communities Putting Prevention to Work programs and National Highway Traffic Safety Administration education and enforcement projects. Led the development of Chicago's first Pedestrian Master Plan. Advised on policy initiatives and legislation at both the state and local level. Developed Chicago's first pedestrian safety partnership with the Chicago Police Department.

University of Illinois at Chicago

Complete Streets Course Adjunct Lecturer, 8/10 – 6/12

Instructed Masters and PhD planning and engineering students in a Complete Streets course. Developed curriculum, assessments and course materials. Consistently rated by students as an excellent instructor.

Education

Master of Urban and Regional Planning, Concentration in Physical Planning and Transportation

University of Michigan, Ann Arbor, MI, 9/05 – 5/07

Wallenberg Scholarship and Planning Department Fellowship Recipient

Bachelor of Arts in Middle Eastern Studies and Anthropology

New York University, New York, NY, 9/96 – 5/99

Magna Cum Laude

Other Experience

Chicago Metropolitan Agency for Planning, Chicago, IL

Summer Research Intern, 6/07 – 8/07

Researched mitigation and adaptation strategies for regional responses to climate change. Developed hypotheses to assist in building scenario models for the regional Go To 2040 Comprehensive Plan.

Office of the Wayne County Treasurer, Detroit, MI

Foreclosure Prevention Research Intern, 1/07 – 5/07

Responded to taxpayer questions regarding delinquent taxes, foreclosure procedures and financial assistance. Developed a plan to fund and implement a county tax foreclosure prevention program.

University of Michigan, Ann Arbor, MI

Graduate Student Instructor, Introduction to Urban Planning and the Environment, 8/06 – 1/07

Led weekly discussion sections of 20 students. Developed and graded student assessments and coordinated guest lecturers. 100% of students evaluated the section and instructor as excellent.

Excellence Charter School of Bedford Stuyvesant, Brooklyn, NY

Kindergarten Lead Teacher, 7/04 – 7/05

Taught a class of 22 Kindergarten boys while mentoring a first-year teaching assistant. 100% of students performed at or above grade level in both math and literacy skills.

East Sunflower Elementary, Sunflower, MS

Kindergarten Teacher, Teach For America Corps Member, 6/02 – 6/04

Taught a classroom of 40% English Language Learner students. Served on the Peer Advisory Committee tasked with modeling excellence in teaching. Raised class assessed reading score by two grade levels.



City of Seattle
Office of the Mayor

Press Release

For Immediate Release

Contact Information

Callie Craighead

callie.craighead@seattle.gov

Mayor Harrell Announces Cabinet Promotions Including New Deputy Mayor Jessyn Farrell and SDOT Director Adiam Emery

Seattle – Today, Mayor Bruce Harrell announced new promotions to and within his Cabinet. Effective February 4th, Adiam Emery will serve as the next interim director of the Seattle Department of Transportation following the departure of Director Greg Spotts, and Jessyn Farrell is promoted to deputy mayor.

“Over the last three years working in our office – and nearly 30 years at SDOT from intern to division director – Adiam Emery has proved to be one of the Seattle's most effective advocates for transportation safety,” **said Mayor Harrell.** “As one of the lead architects of our voter-approved Keep Seattle Moving transportation levy, there's no one I trust more than Adiam to lead its implementation and champion programs and projects to create safety and solutions for all transportation users – no matter how they get around. I want to thank Director Spotts for his service, positive energy, and strategic vision, and wish him all the best as he seeks to be closer to family.”

Mayor Harrell added, “We are also extremely enthusiastic to welcome Jessyn Farrell to our office as deputy mayor. Jessyn has been at the forefront of our administration in advancing meaningful climate action with tangible benefits for

our residents – more trees, cleaner buildings, and a healthier and more sustainable food system. Jessyn will bring big-picture-thinking, a comprehensive approach, and the know-how to get things done for Seattle residents, drawing on years of public service, transportation expertise, and climate leadership."

The full inventory of Cabinet staff transitions include:

- Deputy Mayor Adiam Emery will become the interim Director of the Seattle Department of Transportation (SDOT), effective February 4
- Office of Sustainability and Environment Director Jessyn Farrell will become Deputy Mayor, overseeing a portfolio that includes transportation, parks, and climate action, effective February 4
- Director of Public Safety Natalie Walton-Anderson will become Chief Public Safety Officer, a member of the mayor's Executive Team and the portfolio manager overseeing the Seattle Police Department, Community Assisted Response and Engagement Department, and the Office of Emergency Management, effective immediately
- Angela Brady will become the mayor's Sound Transit Designated Representative, while maintaining her position as the Director of the Office of the Waterfront, effective immediately
- Kiersten Grove will be nominated later this month for confirmation as the permanent Director of Finance and Administrative Services
- Office of Sustainability and Environment Deputy Director Michelle Caulfield will become acting Director of the Office of Sustainability and Environment, effective February 4, while a national search is launched for the department's next director

"Our administration is guided by a **One Seattle** approach as a learning, growing organization, committed to continuous improvement for our city. I want to thank Natalie, Angela, Kiersten, and Michelle for their willingness to further advance our efforts to build a safe, welcoming, thriving Seattle. These leaders are well deserving of this expanded responsibility and will allow us to do even more in our efforts to serve Seattle residents," **said Mayor Harrell.**

"I am honored to step into this role as a Deputy Mayor and support Mayor Harrell's ambitious goals for a healthier, safer, and more climate resilient

Seattle,” **said Deputy Mayor Farrell.** “In my three years as Director of the Office of Sustainability and Environment, we as **One Seattle** tackled the climate crisis head-on through collaboration between government, communities, and businesses. We secured and invested millions of dollars into environmental justice and workforce development, significantly reduced pollution from buildings, and made residents more comfortable with increased access to heating, cooling, clean air, and healthy foods. There is much more to do, and I look forward to working closely with Mayor Harrell and City staff to accelerate our progress toward a more sustainable Seattle.”

“I first started working for the City as an intern after graduating from UW, and after decades of different roles with the Department of Transportation I am overjoyed to be returning as Interim Director,” **said Adiam Emery, Interim Director for the Seattle Department of Transportation.** “SDOT has been a second home for me, and I would not be where I am today without the opportunities it provided or the outstanding individuals there who have been colleagues, friends, and mentors to me over the years. I am fully invested in our commitment to safety, equity, and sustainability in transportation and am excited by the opportunity to amplify the outstanding work people in this department do every day. I look forward to delivering projects as part of our voter-approved transportation levy, better connections to make it easier and safer for people to get around, and improved programs to better serve Seattle’s diverse communities.”

“Seattle faces some real challenges as we work to improve public safety but as someone who has spent my career doing this work and as the mother of three boys still in school, I have never been more hopeful,” **said Chief Public Safety Officer Natalie Walton-Anderson.** “Under Mayor Harrell we have made significant strides in addressing crime, investing in neighborhood improvements, and better supporting our first responders. I am honored and humbled to step into this new role as Chief Public Safety Officer and look forward to continuing to work closely with our public safety departments. This work is not easy, simple, or straightforward, but it is essential to making Seattle a safe place for everyone to call home and I am wholeheartedly committed to this work, this administration, and this community.”

“As Sound Transit moves forward with designing and constructing new investments in Seattle’s communities and downtown core, the City’s ability to provide nimble and streamlined leadership will be critical,” **said Angela Brady, Sound Transit Designated Representative.** “I am excited to step into the Sound Transit Designated Representative role, where I will work on behalf of the

City to advise on key policies, foster partnerships and strategies, offer technical expertise to support project delivery, and lead interdepartmental coordination for planning, permitting, design, and review of Sound Transit projects, as well as City-delivered projects that support Sound Transit's program."

"From Customer Service Centers to the Seattle Animal Shelter to fleets and facilities to creating pathways for women- and minority-owned businesses to work with the City of Seattle, FAS provide services that make a positive difference to Seattle residents," **said Kiersten Grove, Acting Director of the Department of Finance and Administrative Services.** "I am truly honored to be nominated to lead the Department of Finance and Administrative Services and look forward to continuing to work alongside Mayor Harrell and City and community partners to keep Seattle moving forward."

"Under Jessyn's leadership, OSE has met the moment of the climate crisis head-on," **said Michelle Caulfield, Acting Director of the Office of Sustainability and Environment.** "Her passion, leadership, and effective collaboration led to the passage of nation-leading legislation like the Building Emissions Performance Standard, which will reduce building emissions by 27% by 2050. Her strategy, relationships, and communications skills will make her an exceptional deputy mayor. In the interim, I am honored to serve the mayor to continue the Office of Sustainability & Environment's momentum as we work to build a healthier, safer, and more sustainable Seattle."

Jessyn Farrell, J.D., is a leader in building public consensus on difficult issues related to the environment, housing, transportation, and the economy. A long-time environmental advocate, Jessyn served as a state legislator from the 46th District where she passed ground-breaking legislation on oil-by-rail safety, paid family leave, affordable housing near transit centers, education supports for low-income and homeless youth, protections for pregnant workers and restrictions to cell-phone use while driving. As Executive Director of Transportation Choices she led advocacy efforts resulting in billions of dollars in regional



light rail investments. Jessyn most recently served as the Director of Office of Sustainability and Environment for the City of Seattle where she led the city's work to advance climate and environmental justice, reduce carbon pollution and build healthy, resilient communities. She has three kids, a dog, two cats, and is working on her first book.



Adiam Emery is a dedicated public servant with over 30 years of experience working for the City of Seattle. Since January 2022, Emery has served on Mayor Harrell's Executive Team, most recently as deputy mayor. Throughout her tenure in the Mayor's Office, Emery has led several transformative initiatives, including advancing transportation safety, securing the passage of the \$1.55 billion transportation levy, adapting the six-year Park District Budget, restoring Seattle parks, relaunching the Park Rangers program, and advancing the One Seattle Climate Action Plan. She has also championed major investments in youth mental health and mentorship while strengthening support for Seattle's immigrant communities.

Originally from Ethiopia, Emery came to the United States as part of the African Diaspora to pursue an education. After earning a Bachelor of Applied Science from the University of Washington, she began her career with the City as an engineering intern. Over the years, she has risen through the ranks at SDOT, serving as a transportation engineer, manager of the Transportation Operations Center, and division director for Transportation Operations.

Natalie Walton-Anderson is an experienced public safety leader who brings nearly 30 years

of experience addressing complex safety issues to her new role as Chief Public Safety Officer and a member of the mayor's Executive Team. She joined the Mayor's Office in June 2024 as Director of Public Safety where she has led efforts including police recruitment and chief search, the expansion of the CARE responder team, the Downtown Activation Team pilot, and more.



Walton-Anderson previously served as a former Assistant United States Attorney for the Western District of Washington Criminal Division, Senior Deputy Prosecuting Attorney for the King County Prosecuting Attorney's Office Criminal Division, and Criminal Division Chief for the Seattle City Attorney's Office, she is a champion for keeping people safe, including supporting survivors and victims of crimes such as domestic violence and sexual assault, holding offenders accountable, and designing and implementing diversion strategies. Walton-Anderson has a Juris Doctor from Seattle University School of Law and a Bachelor of Arts from the University of Washington.

Angela Brady is the Director of the City's Office of the Waterfront and Civic Projects, leading the charge in creating 20 acres of new parks and public spaces, as well as extensive multi-modal transportation and utility improvements on the waterfront and along key east/west connections into downtown as part of the City's \$1.2B Central Waterfront Program. With over 30 years of experience leading large multi-disciplinary teams in the fields of civil, transportation, utility, and structural engineering, Angela has successfully managed a variety of complex engineering projects from



“cradle to grave.” Prior to her work on Seattle’s Waterfront, she led the Mercer Corridor Program, a \$260M capital improvement program which completely transformed more than 30 city blocks in South Lake Union from a low-density industrial zone to a high-density mix of residential, commercial and business use. She has a bachelor’s degree in civil engineering from the University of Washington, is a licensed Professional Engineer in Washington State, and is also a licensed Project Management Professional with the Project Management Institute.



Kiersten Grove serves as the Acting Director of the Department of Finance and Administrative Services (FAS) for the City of Seattle, where she leads a 500-plus person team in providing customer-focused services that help support City operations and Seattle residents. Kiersten enjoys her work with FAS highlighting the often-unseen areas of government that have the greatest day-to-day impacts. Kiersten grew up in Washington, spent time in public service in Chicago, and returned to Seattle 13 years ago, serving the City of Seattle in several departments across the City. When she’s not at work, you can find Kiersten and her partner cheering on their 7-year son in his many sporting activities.

Michelle Caulfield has served as Deputy Director for Seattle’s Office of Sustainability & Environment since 2016. She is passionate about working at the intersection of government and community and brings more than a decade of public sector management and leadership to advance climate action, urban greening, healthy and local food, and environmental



justice. In her role as deputy, Michelle contributes to officewide success through the strategic integration of policy, planning, and communications. Michelle represents Seattle on several regional, national, and international networks and serves as Vice Chair of the Board of Directors for the Puget Sound Clean Air Agency. Prior to the City of Seattle, Michelle worked as an environmental consultant, providing policy, planning, program design, implementation, and evaluation services in the areas of resource conservation, waste, sustainability, climate, and clean energy to a wide range of public and private sector clients. She holds a Bachelor of Science in History and Environmental Studies from the University of Wisconsin-Madison and a Master of City Planning from the Massachusetts Institute of Technology (MIT).

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SECTION

B



City of Seattle

Seattle Human Resources

Kimberly Loving, Director

January 28, 2025

TO: Pam Inch – Senior Executive Recruiter SHR

FROM: Annie Nguyen - Seattle Human Resources

SUBJECT: Background check for **Kiersten Hutton Grove**

The Seattle Human Resources has received a copy of Kiersten Hutton Grove's background check provided by Global Screening Solutions. There were no findings that would impact their employment eligibility.

Cc: Personnel File

Seattle Department of Human Resources

Seattle Municipal Tower, 700 5th Avenue Suite 5500, PO Box 34028, Seattle, WA 98124-4028
(206) 684-7999 • TTY:7-1-1 Fax: (206) 684-4157 • Employment Website: www.seattle.gov/jobs

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