



SEATTLE CITY COUNCIL

Governance, Native Communities, and Tribal Governments Committee

Agenda

Thursday, July 20, 2023

9:30 AM

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

Debora Juarez, Chair
Alex Pedersen, Vice-Chair
Teresa Mosqueda, Member
Kshama Sawant, Member
Dan Strauss, Member

Chair Info: 206-684-8805; Debora.Juarez@seattle.gov

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SEATTLE CITY COUNCIL
Governance, Native Communities, and Tribal
Governments Committee
Agenda
July 20, 2023 - 9:30 AM

Meeting Location:

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

Committee Website:

<https://www.seattle.gov/council/committees/governance-native-communities-and-tribal-govts>

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. Details on how to provide Public Comment are listed below:

Remote Public Comment - Register online to speak during the Public Comment period at the meeting at <http://www.seattle.gov/council/committees/public-comment>. Online registration to speak will begin two hours before the meeting start time, and registration will end at the conclusion of the Public Comment period during the meeting. Speakers must be registered in order to be recognized by the Chair.

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. Speakers must be registered in order to be recognized by the Chair.

Submit written comments to Councilmember Juarez at Debora.Juarez@seattle.gov

Please Note: Times listed are estimated

A. Call To Order

B. Approval of the Agenda

C. Public Comment

D. Items of Business

1. [Appt 02609](#) **Reappointment of Ryan P. Vancil as Hearing Examiner, Office of the Hearing Examiner, for a term to March 20, 2027.**

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote (10 minutes)

Presenter: Karen Jackson, Legislative Department

2. [Appt 02608](#) **Reappointment of N. Iris Friday as member, Seattle Indian Services Committee, for a term to October 31, 2025.**

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote (5 minutes)

Presenter: Francesca Murnan, Department of Neighborhoods

3. [Appt 02610](#) **Reappointment of Esther Lucero as member, Indigenous Advisory Council, for a term to July 31, 2025.**

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote (5 minutes)

Presenter: Francesca Murnan, Department of Neighborhoods

4. [Appt 02611](#) **Reappointment of Donny Stevenson as member, Indigenous Advisory Council, for a term to July 31, 2025.**

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote (5 minutes)

Presenter: Francesca Murnan, Department of Neighborhoods

5. [Appt 02612](#) **Appointment of Megan Castillo as member, Indigenous Advisory Council, for a term to July 31, 2025.**

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote (5 minutes)

Presenter: Francesca Murnan, Department of Neighborhoods

6. [Appt 02613](#) **Reappointment of Asia Tail as member, Indigenous Advisory Council, for a term to July 31, 2025.**

Attachments: [Appointment Packet](#)

Briefing, Discussion, and Possible Vote (5 minutes)

Presenter: Francesca Murnan, Department of Neighborhoods

7. **Indigenous Advisory Council (IAC) Implementation Updates**

Supporting

Documents:

[IAC Strategic Plan](#)

[IAC Annual Work Plan](#)

[Presentation](#)

Briefing and Discussion (10 minutes)

Presenters: Francesca Murnan, Department of Neighborhoods;
Suzanne Sailto and Asia Tail, Indigenous Advisory Council (IAC).

8. [Res 32096](#) **A RESOLUTION adopting General Rules and Procedures of the Seattle City Council; superseding Resolutions 32029 and 32051.**

Attachments: [Att 1 - General Rules and Procedures of the Seattle City Council](#)
[Att 1 Appx A - List of Non-Suspendible Rules](#)

Supporting Documents: [Summary and Fiscal Note](#)
[Att 1 - General Rules and Procedures of the Seattle City Council \(track changes; as introduced\)](#)
[Central Staff Memo \(7/20/23\)](#)
[Presentation \(7/20/23\)](#)

Briefing and Discussion (30 minutes)

Presenters: Scheereen Dedman, Director, and Emilia Sanchez, Office of the City Clerk; Esther Handy, Director, and Lauren Henry, Council Central Staff.

E. Adjournment



Legislation Text

File #: Appt 02609, **Version:** 1

Reappointment of Ryan P. Vancil as Hearing Examiner, Office of the Hearing Examiner, for a term to March 20, 2027.

The Appointment Packet is provided as an attachment.

City of Seattle



**Director
Office of Hearing Examiner**

Confirmation Packet

Ryan P. Vancil



MEMORANDUM

DATE: July 3, 2023
TO: Councilmembers
FROM: Council President Debora Juarez
SUBJECT: Reappointment of Hearing Examiner Ryan P. Vancil

It is my intention to nominate Ryan P. Vancil for reappointment as Hearing Examiner to serve a second four-year term with an effective date of March 21, 2023.

Mr. Vancil has served Seattle as the Hearing Examiner since March 2018. Prior to this role, he was the Deputy Hearing Examiner in the Office of Hearing Examiner (OHE) since October 2016. As Hearing Examiner, Mr. Vancil has overseen the critical quasi-judicial administrative review of approximately 600 - 800 cases per year. Notably, he oversaw the Waterfront Local Improvement District hearings in 2020, addressing over 440 property owners over the course of nearly 30 days of hearings while simultaneously moving into a remote hearing system due to the COVID-19 pandemic.

Mr. Vancil has served the City well during his tenure. Under his direction, the OHE has demonstrated statewide leadership through incorporating race and social justice considerations in their hearing processes and systems. The OHE continues to expand accessibility by using various tools and guides to make their appeal and hearing processes understandable and to provide a fair opportunity for all parties involved.

Attached to this packet are Mr. Vancil's letter of interest and resume, which demonstrate an in-depth list of his accomplishments and experience.

Please contact me or BrynDel Swift, Chief of Staff (District 5), at BrynDel.Swift@seattle.gov, for additional information or questions. Thank you for your consideration.

Sincerely,

Debora Juarez
Seattle City Council President



City of Seattle

Office of Hearing Examiner

Ryan P. Vancil, Hearing Examiner
Susan Drummond, Deputy Hearing Examiner

June 13, 2023

Seattle City Council
600 Fourth Ave.
Seattle, WA, 98104

RE: 2023 Hearing Examiner Review/Reappointment

Dear Council President Juarez and the Members of the City of Seattle City Council:

The Office of Hearing Examiner (“OHE” or “Office”) provides an independent hearing forum to review decisions made by other City agencies. The Office performs a critical quasi-judicial administrative review role for the City of Seattle for approximately 600-800 cases a year.

I served with the office as the Deputy Hearing Examiner from late 2016 to early 2018. In early 2018 the Council approved my appointment as Hearing Examiner.

2018 and 2019 were typified by an effort to maintain ongoing operations of the Office in the face of a historically high caseload, and a complete change over in Office leadership roles. In 2018 and 2019 many case types saw historic highs for filings, and so the Office was processing hundreds of citation hearings and numerous complex multi-day land-use hearings along with other appeal types. The Council will recall that one of these was the approximately six weeks Mandatory Housing Affordability Environmental Impact Statement appeal hearing with approximately 30 neighborhood groups (each with their own or shared representative) as appellants – as complex and challenging a hearing as any land-use hearing the City (or any other Washington Examiner office) might conduct. Simultaneously, the Office was experiencing a full exit of long-time leadership, and a resulting significant loss of institutional memory. In 2018 my predecessor Sue Tanner retired after overseeing the Office for over 15 years. This was preceded by a recent departure of the former Deputy Hearing Examiner of 22 years, and the former Executive Assistant of 10 years. I took over the Office with a part-time Administrative Specialist, and a Legal Assist who had been here less time than I had, and having to hire and train replacements for the Deputy Hearing Examiner and Executive Assistant.

With diligence, Office functions were maintained and continued in the same quality they had prior to my leadership during this time. In addition, I was able to initiate RSJI programming in the Office which had prior to my time not been undertaken. All Office staff participated in all available City RSJI classes, all staff participated in a two-day People’s Institute for Survival and

Beyond Undoing Institutional Racism Workshop, and an all-Office staff member RSJI Change Team was formed. At the end of 2018 I started a language access process, that has continued for each year following, translating core documents into the seven languages identified as primary by the City.

In 2019 the first candidate for the pro tem training program was admitted and completed the program. Of the attorneys practicing land-use and those serving as hearing examiner in Washington State, few are people of color. To help address this deficiency the pro tem training program was formed. Attorneys who are fully qualified, but for experience in these areas of law, are brought into the program to be trained and to function as pro tem hearing examiners through the Office.¹

At the onset of 2020 our then well-established team faced the ongoing historically high caseload, and two known additional challenges in the form of the approaching Waterfront Local Improvement District Hearings, and an impending departure of the Deputy Hearing Examiner. By February 2020 the Office – along with the rest of the City and the world faced the wholly unanticipated challenges of the COVID-19 pandemic.

a. Conversion to remote hearings. In accordance with mandates from the governor and mayor, the OHE complied with social distancing and group meeting requirements by ending in-person hearings in March 2020. The OHE opted to immediately convert to holding remote hearings, first via Skype and then later over Zoom. This required suspending the hearing calendar for over a week, adoption of new emergency hearing rules and protocols, staff training in use and facilitation of remote platforms, and initially much training and support for hearing participants to understand the new systems. Many other jurisdictions in the state elected to stop holding hearings and faced large backlogs of hearings later in the year when it was clear that the pandemic was not a short-term challenge. The OHE is proud to have promptly made significant system changes, provided leadership to other hearings offices in the state with the development of systems and protocols, and a demonstrated staff readiness to quickly adapt and learn under challenging circumstances.

b. Waterfront Local Improvement District Hearing. The consolidated Waterfront LID hearing addressed the objections of over 440 property owners, took place over almost 30 days of hearing, and resulted in a 123-page recommendation to Council. Much of the hearing was conducted during the month of February and the first part of March, which completed hearing the objections. Moving to a remote hearing system resulted in the hearing not being finalized until summer 2020. This significantly large hearing displaced the hearing schedule for other hearings and provided a significant test of the new OHE remote hearing processes. However, under the circumstances, this matter was concluded in an efficient and procedurally competent manner.

c. Deputy Hearing Examiner hire. In January 2020, the then Deputy Hearing Examiner determined that the long commute from her home was too challenging and accepted a position from another jurisdiction, leaving the Deputy Hearing Examiner position vacant.

¹ Unfortunately, during the first two years of the pandemic this program was on hold due to other Office management issues. The program was re-initiated at the end of 2022 and a new candidate is currently moving through the program.

The Deputy Hearing Examiner typically handles half the caseload in the Office (splitting the load with the Hearing Examiner). Hiring for this crucial position typically takes 4-6 weeks of dedicated time for resume reviews, interviews, and hiring by the small OHE office team. Due to the all-consuming need to focus on the Waterfront LID hearing and conversion of the hearing process to remote hearings, it was not possible to dedicate resources to hiring for this position until the fall of 2020, at which time only a small number of applications were received, precipitating the need to re-advertise for the position at the beginning of 2021. The second round of advertising produced a large number of qualified candidates, and the position was filled in spring 2021. During the vacancy of this position, the hearing caseload was handled single-handedly by the Hearing Examiner except for a group of MUP appeals that were proper for a *pro tem* hearing examiner to take on. This did result in some backlog of the hearing schedule at the beginning of 2021, but the hearing schedule was back at normal operating capacity by June 2021.

In 2022 I was able to finally move through a large project that had been put on hold by the pandemic – a full re-write/revision of the Hearing Examiner Rules of Practice and Procedure. The Rules project allowed all of the hearing rules to be matched with current litigation practices, and to address many inefficiencies and even some inconsistencies found in the previous version. I was also able to use the Rules project as an opportunity to hold multiple public meetings to confer with other City departments, development applicants, and appellant representatives to gather input that benefitted not only the Rules update, but will also inform the performance and other practices in the Office. After completion the updated Rules were translated into Spanish, and additional language translation projects are planned.

After some slow-down in the caseload in the later part of the lockdown phase of the pandemic, the caseload has recently started to become much more active (more akin to our pre-pandemic caseload). The Office has adjusted to a new in-office and remote hybrid workplace, and most hearings continue on a remote hearing platform. After some life changes for staff that resulted in turnover, the current staff has become well established. I am extremely grateful for the opportunity this small Department grants us in the form of being able to create a close-knit supportive and collaborative team environment. Of course, it is also an honor to serve in this role with representatives from other Departments, the Council, and the City of Seattle public.

Request for Salary Adjustment

At this time of reappointment, I ask that the Council consider an adjustment to my salary.

My current salary is \$178,081.34. I am asking that the Council approve increasing that salary by \$20,000.00 for a new salary total of \$198,081.34. This adjustment can be accounted for in the current OHE budget.

This salary adjustment would make my salary more commensurate with other City Director salaries. For reference other Legislative Branch Director salaries are as follows:

Inspector General	\$201,414.54
Central Staff Director	\$195,520.11
City Auditor	\$199,730.98

For additional reference, the King County Hearing Examiner annual salary is \$ 214,202.

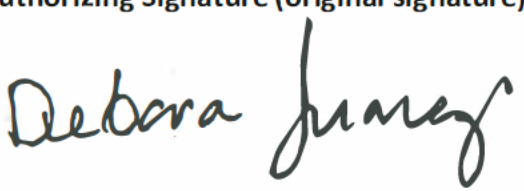
Lastly, the requested salary adjustment would improve the ratio between my salary and that of the Deputy Hearing Examiner. The current Deputy Hearing Examiner salary is \$171,232.70. For a reference the Central Staff Director salary is \$195,520.11, and the Central Staff Deputy Director is \$170,000.16.

Thank you for your consideration of my reappointment and request for salary adjustment, and for the opportunity to serve the City of Seattle in the role of Hearing Examiner.

Ryan P. Vancil
Hearing Examiner



City of Seattle Department Head Notice of Appointment

Appointee Name: <i>Ryan P. Vancil</i>		
City Department Name: <i>Office of Hearing Examiner</i>		Position Title: <i>Hearing Examiner</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment	City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other:	Term of Position: * <i>March 21, 2023 – March 20, 2027</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
Residential Neighborhood: <i>Bainbridge Island</i>	Zip Code: <i>98110</i>	Contact Phone No.: [REDACTED]
Background: <i>Mr. Vancil has served Seattle in the Office of Hearing Examiner (OHE) for the past seven years, starting as Deputy Hearing Examiner in October 2016. As Hearing Examiner, Mr. Vancil has overseen the critical quasi-judicial administrative review of approximately 600 - 800 cases per year, performing or supervising all aspects of the hearing process. He has led the OHE through challenges posed by the COVID-19 pandemic, conducting a historically high caseload of hearings while converting to a remote setting. He was initially appointed as Hearing Examiner in March 2018.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): <i>7/5/23</i>	Appointing Signatory: Debora Juarez Seattle City Council President	

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

Ryan P. Vancil, Esq.

EDUCATION

Juris Doctor, Seattle University School of Law, Seattle, WA, Cum Laude (2001)

Bachelor of Arts in English, Willamette University, Salem, Oregon (1991)

Mediator Certification, Dispute Resolution Center of King County (July 2013)

PROFESSIONAL EXPERIENCE

- 2019 - current Hearing Examiner, City of Seattle, Office of Hearing Examiner
Serving as full-time hearing examiner.
- 2016 - 2019 Deputy Hearing Examiner, City of Seattle, Office of Hearing Examiner
Serving as full-time hearing examiner for the cities of Seattle, Kirkland, Tukwila,
Mercer Island, and Shoreline.
- 2006 - 2016 Owner, Vancil Law Offices
Providing legal assistance in land use, property, governance, and environmental
matters to local governments, citizen groups, individuals, and organizations.
- 2002 - 2006 Associate Attorney, Bricklin Newman Dold, LLP
Associate in plaintiff's land use and environmental law firm.

PRIVATE PRACTICE PROJECTS/CLIENTS

- 2007 - 2016 Bainbridge Island Metropolitan Park and Recreation District Contract Counsel
District attorney assisting with governance and management of approximately 1,500
acres of public parklands.
- 2007 - 2016 Port of Illahee Counsel
Assisting the Port with Port governance and working with community members to
create a livable community through conservation efforts, land acquisition, and
protection of natural areas.
- 2006 - 2012 City of Bainbridge Island/Friends of the Farms Public Farmland Project
A six-year project to develop a legal infrastructure of leases and policy to manage the
City's 60 acres of public farmland.
- 2011 City of Seattle
Contracted assistance drafting affordable housing ordinance.

MEMBERSHIPS AND ASSOCIATIONS

- 2014–current Washington State Bar Association, Member, Alternative Dispute Resolution and Land Use Mediation Group
- 2013-current Dispute Resolution Center of King County, Certified Mediator
- 2007-current WSBA Environmental and Land Use Law Section, Newsletter Editorial Board Member
- 2001-current Washington State Bar Association, Member
- 2015-2016 Kitsap County Bar Association, Board of Trustees, President
- 2015-2016 Washington Lawyers Practice Manual, Author, Shoreline Management Act Section Chapter 23 (2015 and 2016 editions)
- 2013-2016 Futurewise, Board Member, Vice-President
- 2013-2016 Washington Lawyers Practice Manual, Content Editor for Chapter 23: Land Use and the Environment (2013-2016 editions), and Chapter 18: Employment Discrimination (2013 edition)
- 2002-2016 King County Bar Association, Land Use and Environmental Law Section, Member
- 2002-2016 Federal Bar Association of the Western District of Washington, Member
- 2002-2009 Washington Environmental Council Legal Committee, Member

ATTACHMENT A



CITY OF SEATTLE ▪ STATE OF WASHINGTON

OATH OF OFFICE

State of Washington

County of King

I, Ryan P. Vancil, swear or affirm that I possess all the qualifications prescribed in the Seattle City Charter and the Seattle Municipal Code for the position of Hearing Examiner of the City of Seattle; 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 *Hearing Examiner*.

Ryan P. Vancil

Subscribed and sworn to before me

this day of , 2023.

[Seal]

Scheereen Dedman, City Clerk

ATTACHMENT B

2020 Annual
Report

2021 Annual
Report



City of Seattle

Office of Hearing Examiner

Ryan P. Vancil, Hearing Examiner
Susan Drummond, Deputy Hearing Examiner

MEMORANDUM

DATE: July 27, 2021
TO: Monica Martinez Simmons, City Clerk
FROM: Ryan P. Vancil, Hearing Examiner *RPV*
SUBJECT: 2020 ANNUAL REPORT

Enclosed is the Office of Hearing Examiner's Annual Report for filing with the City Clerk and referral to the City Council.

If you have any questions, please contact me at 5-1756.

Thank you!

City of Seattle



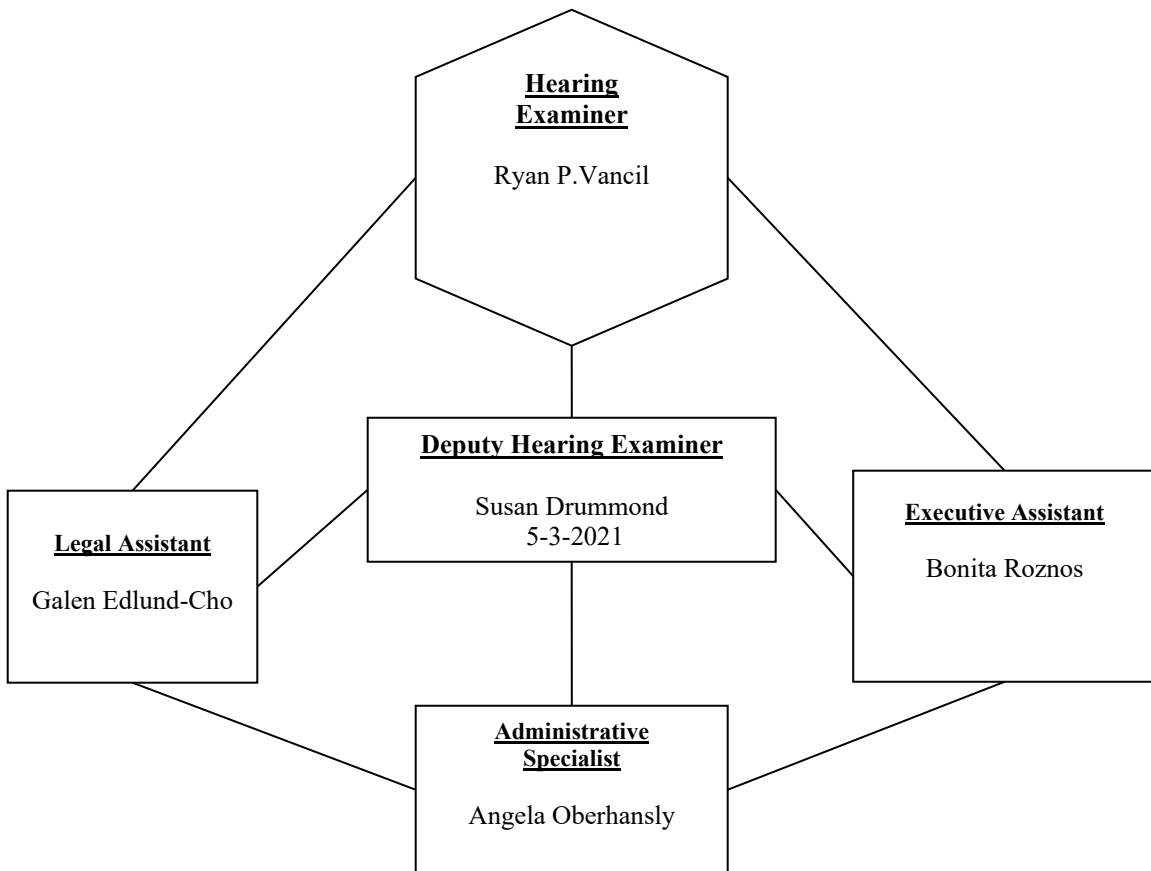
OFFICE OF HEARING EXAMINER
2020
ANNUAL REPORT

Office of Hearing Examiner
Seattle Municipal Tower, Suite 4000
700 5th Avenue
Seattle, Washington 98104
Phone: (206) 684-0521
Fax: (206) 684-0536

2020
City of Seattle
CITY COUNCIL

LORENA GONZÁLEZ, PRESIDENT
LISA HERBOLD
DEBORA JUAREZ
ANDREW J. LEWIS
TAMMY J. MORALES
TERESA MOSQUEDA
ALEX PEDERSEN
KSHAMA SAWANT
DAN STRAUSS

Office of Hearing Examiner Organizational Chart



Mission and Authority

The mission of the Office of Hearing Examiner (“Office”) is to conduct impartial administrative hearings in matters where jurisdiction has been granted by the Seattle Municipal Code (“Code”) and to issue clear and timely decisions and recommendations that are consistent with applicable law.

The position of Hearing Examiner is established in the Seattle Municipal Code. The City Council appoints the Hearing Examiner, who is responsible for all functions of the office, and is authorized to appoint Deputy Examiners and other staff.

The Office of Hearing Examiner was created in 1973 as a part of the Municipal Court. In 1977, it became a separate and independent City office under Chapter 3.02 of the Seattle Municipal Code. Before the Office was created, some appeals of administrative decisions were heard by the City Council; others went directly to court. Pursuant to authority conferred throughout the Code, the Office of Hearing Examiner now provides an independent hearing forum to review decisions made by numerous City agencies, make initial decisions on some matters, and provide the City Council with recommendations on some types of land use applications.¹

2020 Caseload

Table I presents an overview of case activity for 2020.

	2020	2019	2018	2017	2016	2015	Previous 5-Yr Average
B & O Tax Appeals	2	9	8	1	2	6	5.2
Council Land Use Actions	3	6	3	6	7	3	5
Dangerous Animals	3	1	0	1	3	0	1
Discrimination	2	2	4	10	20	7	8.6
Energy Benchmarking Appeals	0	0	0	3	0	0	0.6
Floating Homes	2	2	3	2	1	0	1.6
Health Codes	0	2	9	2	0	1	2.8
Housing and Building Unfit for Habitat	0	1	0	0	0	0	.02
Labor Standards	3	4	1	0	0	0	1
Land Use Code Interpretations	5	2	11	3	7	4	5.4
Landmarks - Special Review Districts	2	0	2	2	3	7	2.8
Licensing Appeals	3	3	8	8	3	3	5.0
Master Use Permits	28	32	31	37	25	33	31.6
Public Works Relocation	0	0	0	1	0	0	.02
School Development Departure	0	0	1	0	0	0	.02
Sepa-Only Appeals (Non Mup)	1	6	14	14	8	10	10.4
Tenant Relocation Assistance Eligibility	16	13	10	10	17	13	12.6
Utility Service Appeals-3rd Party Billing	15	3	7	13	3	3	5.8
Waterfront Local Improvement District	442	0	0	0	0	0	n/a
Total Without Citations	527	86	112	113	99	90	100
Land Use Citation Enforcement Actions	128	132	195	340	403	364	286.8
SDOT Citation Enforcement Actions	141	404	402	348	273	145	314.4
Marijuana Citation Enforcement Actions	0	2	11	29	32	16	18
SFD Citation Enforcement Actions	73	0	0	0	0	0	0
Total Citations	342	538	608	717	708	525	619.2
Grand Total	869	624	720	830	807	615	719.2

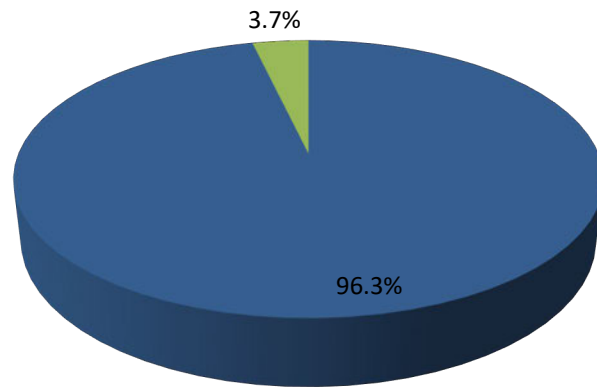
¹ A list of matters within the Hearing Examiner’s jurisdiction is found at pg. 17.

A **Master Use Permit, or “MUP,”** is a document issued to a permit applicant that includes all land-use decisions made by the Seattle Department of Construction and Inspections (“SDCI”) on an application. MUP appeals, as well as SEPA appeals, are some of the most complex matters handled by the Hearing Examiner, as they often involve multiple parties, complicated facts, substantial controversy, several days for hearings, and considerable time for research, review, and decision-writing. For several years, the number of MUP appeals filed was between 39 and 44. It fell to 17 in 2011, rose to 33 in 2015, reduced slightly to 25 in 2016, rose to 37 in 2017, 31 in 2018, 32 were filed in 2019, and 28 were filed in 2020 even in the midst of the Covid-19 Pandemic.

The Seattle Department of Construction and Inspections issued 736 MUPs in 2020. In most years, approximately 3% to 4% of MUPs are appealed to the Hearing Examiner. The appeal rate in 2020 was about 3.7%.

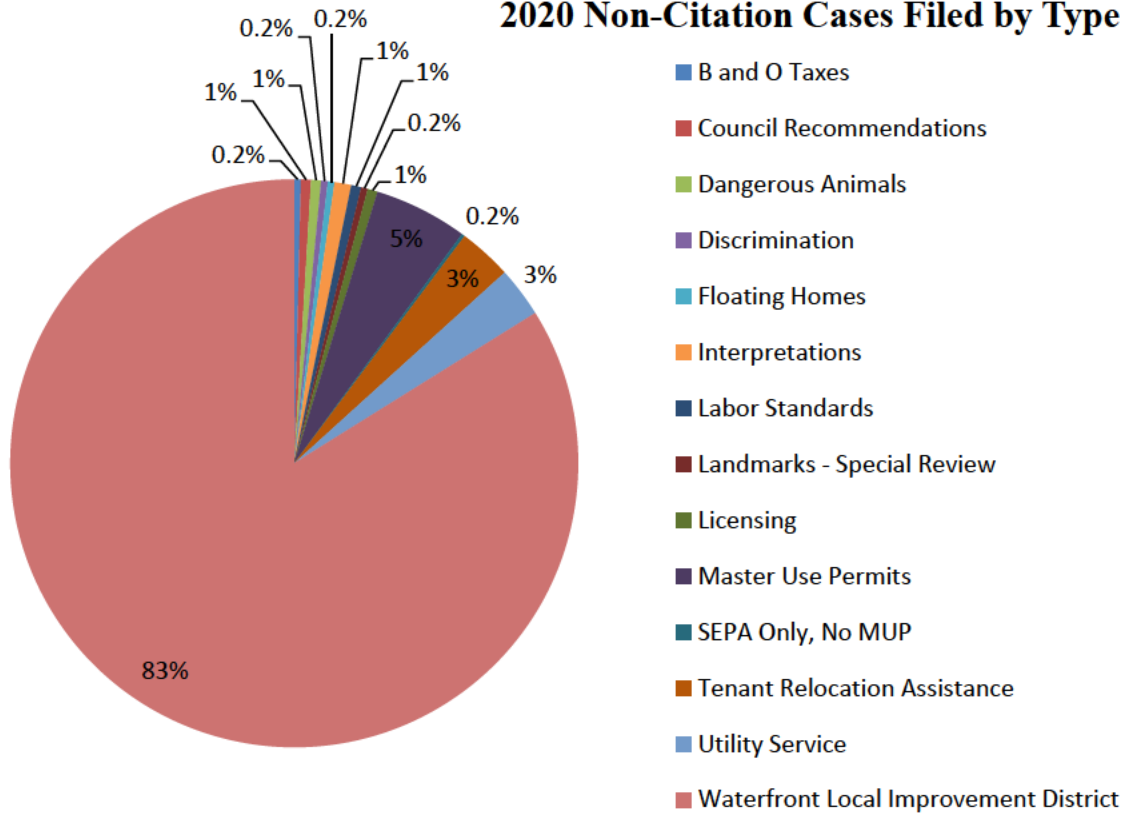
2020 Master User Permit Case Activity

■ Total 2020 MUPs Issued by SDCI ■ Total 2020 MUPs Appealed to Hearing Examiner



“**SEPA-only**” appeals are appeals of environmental determinations made for two types of proposals: 1) proposals, such as legislation, that do not require a MUP or Council land use decision; and 2) proposals that require a MUP or a Council land use decision, but a department other than SDCI makes the environmental determination on the proposal. SEPA-only appeals have fluctuated from year to year. In 2017 and 2018, we received 14 SEPA appeals, a significant increase over the previous 5-year average. In 2019 the number of appeals dropped by more than half as only six such appeals were filed. In 2020 only one SEPA-only appeal was filed.

2020 Non-Citation Cases Filed by Type



Citation Enforcement Cases Filed

Citation enforcement cases follow a unique procedure, and we track them separately from other categories of cases. When a citation is issued, a copy is sent to the Office of Hearing Examiner. In addition, all SDCI citations are uploaded from SDCI’s Acela tracking system into the Office of Hearing Examiner’s electronic case management system. If someone files an appeal of a citation, it is removed from the others and set up for an appeal hearing and decision. For citations that are neither paid nor appealed, the Hearing Examiner sends out Code-required orders of default, which note the failure of the party to respond, find that the violation has been committed, and impose the prescribed penalty.

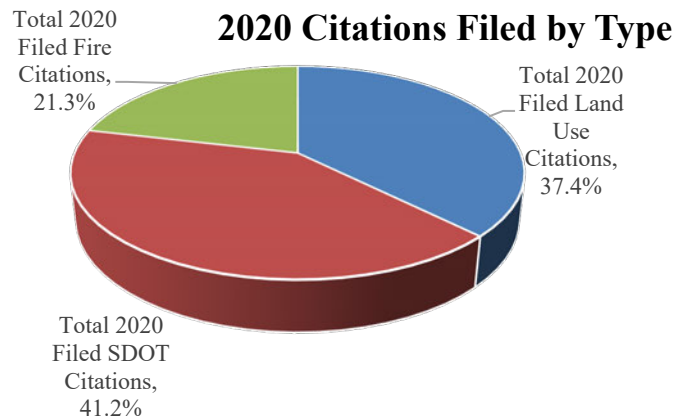
The total number of **Land Use Code and Noise Code citations**, which are combined for tracking purposes, was 132 in 2019, which is a decrease from 195 in 2018. 2020 yielded 128 citations. These numbers remain low compared to the number of citations in most recent years, which averaged over 300.

Marijuana citation appeals were reduced to two filed in 2019 and zero filed in 2020 as marijuana businesses continued to come into compliance since the time of licensing for such businesses passed into legislation.

Seattle Department of Transportation (“SDOT”) citations increased from 348 in 2017 to 402 in 2018, and 404 citations were received in 2019. Only 141 citations were processed in 2020 reflecting the impact from the Covid-19 Pandemic.



In fall 2019, the Council passed legislation allowing the **Seattle Fire Department (“SFD”)** to issue citations concerning Fire Code violations, including frequent false alarms, failure to maintain fire alarms and sprinklers, and failure to maintain exits free from obstructions. That same legislation allows for appeals of citations to the Office of Hearing Examiner, and for the Office to provide administrative support to SFD by processing payments and citation database management. In early 2020 the Office started receiving its first SFD citations and processed a total of 73 SFD citations.



Prehearing, Hearing, and Decision Activity

Prehearing Conferences. Under the Hearing Examiner Rules, prehearing conferences can be held at the request of a party to a case or the direction of the Hearing Examiner. The prehearing conference is used to organize and prepare a case for hearing, including clarifying the issues to be addressed, facilitating disclosure of each party’s intended witnesses and exhibits, establishing a case schedule for prehearing motions, and other matters. Following the conference, the Examiner normally prepares a prehearing order memorializing any agreements reached, rulings made at the conference, and dates set for the hearing schedule. Prehearing conferences are usually held in MUP, SEPA, tax, dangerous animal, discrimination, and third-party billing cases and are scheduled in other types of cases as needed. They occasionally provide the catalyst for the eventual settlement of a case, as the parties are asked if they have considered mediation or settlement, and may work during the conference to clarify the issues underlying the appeal and often stay for additional private discussions after the Hearing Examiner leaves the room.

Prehearing Decisions. Prehearing motions are frequently filed in MUP, SEPA, landmark, interpretation, and tax cases, and on SEPA or design review issues in some Council recommendation cases. Most concern substantive or procedural legal issues that the parties address in written memoranda. They usually require legal research and a written decision by the Examiner, and sometimes, but do not always, require a separate hearing. Decisions on prehearing motions affect whether, and how, a case proceeds to hearing by narrowing the issues or determining in advance whether certain testimony or evidence will be admissible at hearing. Consequently, most prehearing decisions can be appealed to court as part of an appeal of the final decision in a case. Because work on prehearing decisions involves considerable Examiner time, the Office of Hearing Examiner includes the orders in the “decisions issued” category of annual statistics.

Hearings. The length of a hearing before the Hearing Examiner depends upon many variables, such as the type and complexity of a case, the number of witnesses, and the parties’ level of preparation and expertise in the subject area. Consequently, one case may take an hour to hear, while another may require several hours, or several days. Because of the great variety in the types of cases that come before the Office of Hearing

Examiner, we do not track the number of hearing hours or hearing days per case. All dates dedicated to a hearing are counted together as one hearing regardless of the time involved.

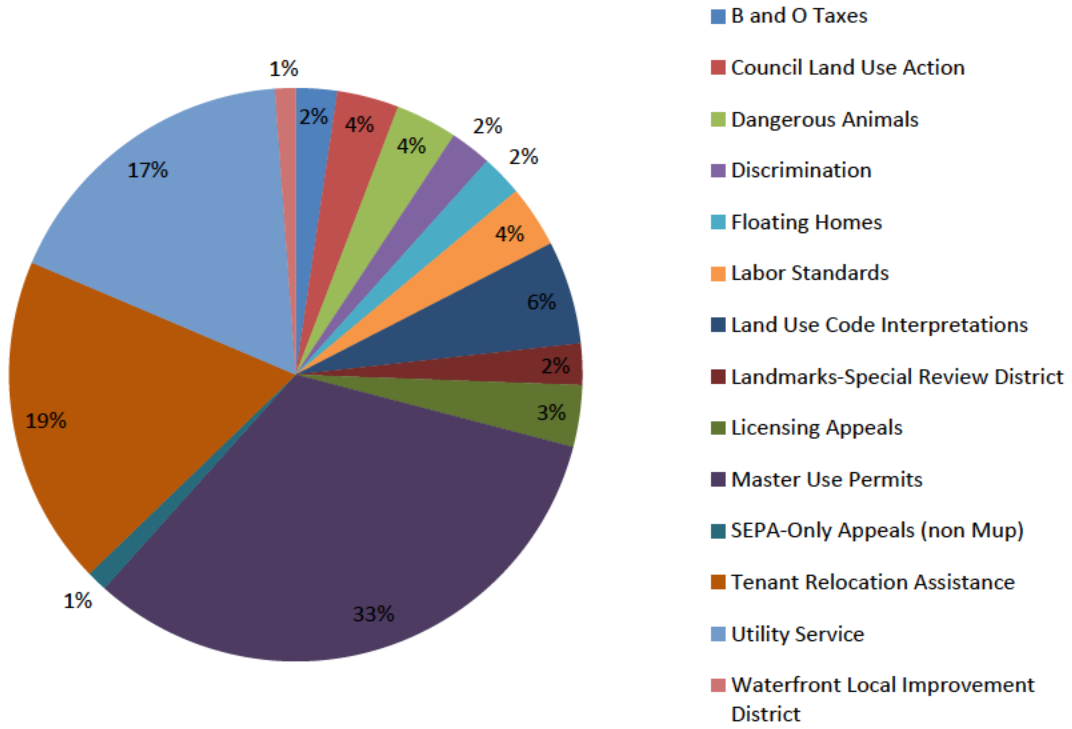
Total decisions. As noted above, total decisions include decisions issued after a full evidentiary hearing and those issued following submittal of legal memoranda and exhibits, and sometimes oral argument, on the party’s prehearing motions. In 2020, the Office of Hearing Examiner issued 113 decisions.

Table 2 – CASE ACTIVITY SUMMARY

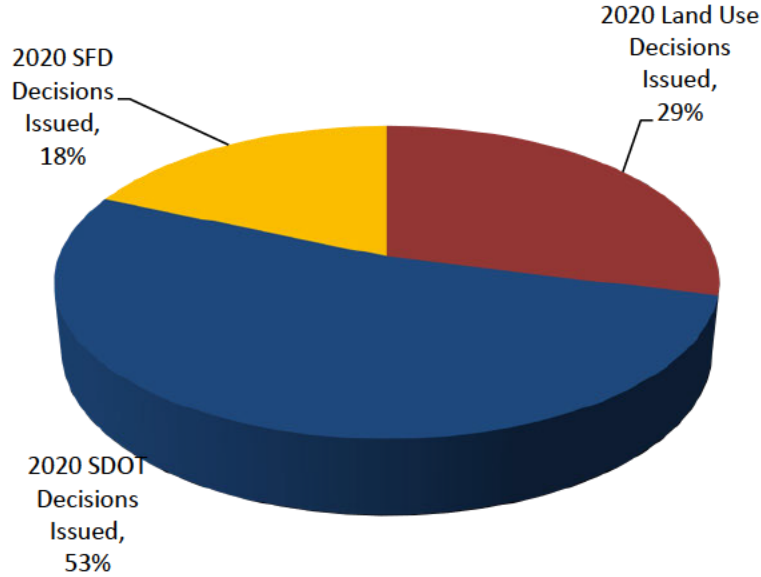
	2020 Cases Filed				2020 Case Disposition			
	Pending Appeals at Start of Year	Cases Filed	Total Caseload	Cases Heard**	Decisions Issued**	Cases Dismissed (No Hearing)***	Defaults Issued (Untimely)	Pending Appeals at End of Year
B & O Tax Appeals	7	2	9	2	3	1	0	6
Council Land Use Actions	1	3	4	2	2	0	0	2
Dangerous Animals Appeals	0	3	3	2	3	1	0	0
Discrimination	0	2	2	1	2	0	0	1
Floating Homes Petitions	0	2	2	0	2	2	0	0
Health Codes	2	0	2	1	1	0	0	1
Labor Standards	1	3	4	2	2	0	0	2
Land Use Code Interpretations	1	5	6	2	4	2	0	2
Landmarks-Special Review Districts	0	2	2	1	1	0	0	1
Licensing Appeals	0	3	3	0	2	2	0	1
Master Use Permits	3	28	31	16	22	8	0	7
Seпа-Only Appeals (Non Mup)	3	1	4	3	4	0	0	0
Tenant Relocation Assistance Eligibility Appeals	4	16	20	11	16	4	0	5
Utility Service	0	15	15	8	10	3	0	4
Waterfront Local Improvement District	0	442	442	1	1	0	0	0
Total	22	527	549	52	75	23	0	32
Land Use Citation Enforcement Actions	5	17	22	18	11	2	90	2
SDOT Citation Enforcement Actions	5	17	22	18	20	1	89	3
Fire Citation Enforcement Action	0	9	9	7	7	1	32	1
Total Citations	10	43	53	43	38	4	211	6
Total Including Citations	32	570	602	95	113	27	211	38

*Indicates some cases in category may have multiple hearings or decisions/** Indicates some cases in category were pending from prior years or will carry-over into subsequent years /***Indicates rescinded citations, dismissals, or fines paid prior to default.

2020 Non-Citation Decisions Issued by Type



2020 Citation Decisions Issued by Type



Disposition of Appeals to the Hearing Examiner

At the request of the Council, the Office of Hearing Examiner includes in the Annual Report a breakdown of the outcome of cases appealed to the Hearing Examiner. Table 3 shows the disposition of appeals by type of case, and is followed by an explanation of the standard of review required in each type.

In appeals for which the Examiner issued a final order or decision, the Examiner affirmed the Department’s decision without change approximately 41% of the time, remanded or modified the Department’s decision approximately 15% of the time, reversed the Department’s decision approximately 1% of the time, and dismissed the appeal on procedural grounds approximately 41% of the time.

Table 3 - DISPOSITION OF APPEALS*

	Affirmed	Affirmed as Modified	Affirmed, Penalty Mitigated	Other	Denied	Dismissed	Rescinded	Reversed	Remanded	Sustained	Total
B & O Tax Appeals	0	0	0	0	0	3	0	0	0	0	3
Dangerous Animals Appeals	1	0	0	0	0	2	0	0	0	0	3
Discrimination	1	0	0	1	0	0	0	0	0	0	2
Floating Homes Petitions	0	0	0	0	0	2	0	0	0	0	2
Health Codes	0	0	0	0	0	1	0	0	0	0	1
Labor Standards	2	0	0	0	0	0	0	0	0	0	2
Land Use Code Interpretations	0	1	0	0	1	2	0	0	0	0	4
Landmarks-Special Review District	0	0	0	0	0	1	0	0	0	0	1
Licensing Appeals	0	0	0	0	0	2	0	0	0	0	2
Master Use Permits	4	2	0	0	1	15	0	0	2	0	24
SEPA-Only Appeals (Non MUP)*	2	0	0	0	0	2	0	0	0	0	4
Tenant Relocation Assistance Eligibility Appeals	2	0	0	0	0	8	0	2	4	0	16
Total Without Citations	12	3	0	1	2	38	0	2	6	0	64
Land Use Citation Enforcement Actions	1	1	3	1	0	3	1	0	0	1	11
SDOT Citation Enforcement Actions	8	0	8	0	0	2	2	0	0	0	20
SFD Citation Enforcement Actions	3	0	2	0	0	1	0	0	0	1	7
Total Citations	12	1	13	1	0	6	3	0	0	2	38
Total Including Citations	24	4	13	2	2	44	3	2	6	2	102

*Includes only final decision on appeals. Does not include subdivision applications, third party billing complaints or recommendation to the City Council.

Jurisdiction

Appeals. The Office of Hearing Examiner tracks all cases that come into the Office as “Cases Filed.” The most numerous of these are appeals of decisions made by other City agencies, such as: 1) the Seattle Department of Construction and Inspections (master use permits, SEPA determinations, Land Use Code interpretations, land use and noise enforcement citations, and decisions on tenant relocation assistance); 2) the Office of Planning and Community Development (SEPA determinations on programmatic initiatives, such as comprehensive plan amendments and area-wide rezones); 3) the Department of Finance and Administrative Services (tax assessments, licensing decisions, and marijuana citations); 4) the Office of Labor Standards (decisions on alleged violations of City ordinances on paid sick and safe leave, minimum wage, wage theft, and use of criminal history in hiring); and 5) the Seattle Department of Transportation (citations related to right-of-way use).

Original Jurisdiction. In cases where the Hearing Examiner has original jurisdiction, the Examiner makes the initial decision in a case rather than reviewing another department’s decision. Original jurisdiction cases include: 1) subdivision applications processed by the Seattle Department of Construction and Inspections; 2) complaints filed by the Office for Civil Rights and Seattle City Attorney’s Office for discrimination in employment, housing, public accommodation, or public contracts; 3) complaints for third party utility billing violations; 4) petitions for review of floating home moorage fee increases; and several others.



Recommendations. The City Council has retained jurisdiction over certain land use actions, including Council conditional uses, rezone proposals, major institution master plans, planned unit developments, and landmark controls and incentives. For these cases, the Examiner holds a public hearing for the Council, gathers information to establish the record, and forwards the record and detailed written findings, conclusions and recommendation to the Council for its use in making the decision.

Judicial Appeals of Hearing Examiner Decisions

At the request of the City Council, and with the assistance of the City Attorney’s Office, the Office of Hearing Examiner tracks the results of judicial appeals of Hearing Examiner decisions. The following cases were appealed in 2020:

In the *Ballard Coalition v. City of Seattle*, appellants appealed the Deputy Hearing Examiner’s decision upholding Final EIS for the Burke Gilman Trail Missing Link Project. The appeals involved multiple prongs of appeals of City decisions, including an appeal to the Court of Appeals in which the Court of Appeals found an appearance of fairness violation when the Deputy Hearing Examiner was hearing the EIS adequacy challenge and simultaneously applying to be the Hearing Examiner. SDOT is evaluating its litigation and project options. (W-17-004)



In *Melvyn V. Mahon, II v. City of Seattle*, Superior Court #21-2-03466-3SEA, the Hearing Examiner dismissed the appeal from Appellant from a SDCI denial of Appellant’s Floating on-water Residence verification. The matter has been set for trial. (S-20-005)

Case Highlights

Each year includes cases that are noteworthy, either because of the controversy surrounding them or because they present important issues in the application of the Seattle Municipal Code or other regulations. The brief, case descriptions that follow highlight some of these cases that came before the Hearing Examiner in 2020. (The complete decision or recommendation can be found through the “Decisions” link at www.seattle.gov/examiner using the Hearing Examiner case number included in parentheses after each case description below.)

- On January 28, 2019, the City Council unanimously passed Ordinance 125760, implementing the City’s plan to create a local improvement district (“LID”) for the purpose of partially funding the Seattle Central Waterfront Improvement Program by assessing a part of the cost and expense of certain program improvements against properties identified as specially benefiting from the improvements.

The City of Seattle Office of Hearing Examiner was designated by the City Council to conduct the Waterfront Local Improvement District Assessment Hearing to hear objections from property owners. Approximately 442 property owners submitted timely objections

The hearing opened on February 4, 2020, in the Seattle City Hall Council Chambers. The hearing continued from that date with presentations by Objectors and later the City for over twenty days of hearing. The hearing was initiated prior to the start of the pandemic but was in progress when it started and progressed. The first day of the hearing—during which the Hearing Examiner delivered opening remarks, many Objectors presented oral argument for their objections, and all other Objectors were scheduled for later appearances—was conducted in person, as were many individual Objector’s presentations to the Hearing Examiner. Audio and video recordings were maintained for the entire hearing. A transcript of the hearing was produced during the course of the hearing by an independent court reporter service.

As the pandemic manifested and then progressed, hearing conditions were modified to accommodate rapidly changing circumstances. The hearing continued with live presentation of Objectors’ cases through the end of February. This completed presentation by all but a handful of Objectors. In March, the remaining Objectors completed witness presentation by remote hearing platform. Final presentation by the City and cross-examination of City witnesses by a large group of Objectors were completed by remote hearing platform at the end of June, and final written closing arguments were received in July. The 123-page preliminary recommendation from the Hearing Examiner was issued on September 8, 2020.

The Hearing Examiner’s Recommendation indicated some additional work should be completed with regard to some properties. The Council returned the objections with regard to these properties to the Hearing Examiner for further review. A Final Recommendation was issued following a remand hearing briefing process by the Hearing Examiner on January 29, 2021.

- The Director of the Seattle Department of Construction and Inspections (“Department”) issued a Determination of Non-Significance (“DNS”) for associated land use applications for the development of adjacent residential lots. An appeal of the DNS, a related code interpretation (“Interpretation”), and short subdivision were filed by Neighbors of 13 West. The hearing for this matter was the first to be held entirely by remote hearing platform Zoom in response to the pandemic. The appeal of the DNS was based on several issues related to environmental impacts, including but not limited to: geological hazards, vegetation loss, energy, aesthetics, and transportation. The Appellants also challenged the Department’s handling of measurements for a large tree to be removed from the property, and whether the

multiple parcels of the project were subject to design review. The Hearing Examiner upheld the DNS, and denied the appeal of the Interpretation. (MUP-20-008)

The Seattle Department of Construction and Inspections approved a 48-story building in Seattle’s Belltown neighborhood. The Escala Owners Association, representing residents of an adjacent building, appealed. The appeal was narrow, addressing an issue the Examiner had previously remanded to the Department on the health impacts from project shading on Escala residents. Extensive technical analysis and testimony, including 85 exhibits and nine witnesses, provided input on the additional environmental review embodied in a “Lighting Addendum” accompanying an environmental impact statement. Evidence was presented on technical issues, such as circadian entrainment and its governance by the intrinsically photosensitive retinal ganglion cells (ipRGCs) system, which is separate from the visual system. Ultimately, the Examiner concluded that while there were differences in expert opinion, and the Escala residents had reasonable concerns, the Department analysis was reasoned and supported by the record, so environmental review requirements were met. The Examiner upheld the Department’s updated SEPA analysis. (MUP-20-012).

- The Seattle Department of Construction and Inspections approved a three-story apartment building with 32 small efficiency micro-apartments on an 8,000 square foot site, just above a steep slope along Fremont Avenue North. The Code did not require parking, and the project did not provide any. The project was transit/bike/rideshare oriented, so it was anticipated to generate a relatively limited number of vehicle trips. However, though limited, these trips were within a residential neighborhood with difficult access issues. The building entrance is off an alley, which lacked sidewalks, had no room for parking and had garages often built to the property line. Given these challenges, though otherwise upholding the Master Use Permit, the Examiner remanded the decision for further consideration of the approach to mitigating impacts from vehicle circulation within the immediate neighborhood. (MUP-20-019)

ADMINISTRATIVE SECTION

Accessibility

An administrative hearing before the Hearing Examiner is a quasi-judicial process that involves the application of existing law and policy to the specific facts of a case. Constitutionally guaranteed due process requires procedural safeguards for those whose rights are affected by the outcome of the case. The hearing format resembles an informal court proceeding and is structured to provide a fair opportunity for each party to participate while also reflecting the seriousness of the matters appealed for those involved.

The Office of Hearing Examiner uses various tools to make the appeal and hearing processes understandable and more accessible while at the same time protecting the rights of parties and fulfilling legal requirements. Examples include: a “Public Guide,” which is a booklet that explains the hearing process in a question and answer format; “fill-in-the-blanks” appeal forms; an explanatory letter that is sent along with the notice of hearing in each case; sample forms for use in cases before the Examiner, and two pocket-sized pamphlets that include basic information about the hearing process and are available from our website, and at the Office. In addition, the Office’s pamphlet on code enforcement citation hearings is included with each citation issued by SDCI and SDOT. If appropriate, an information card in one of the City’s seven core languages is also handed out with the citation. The card explains what basic hearing-related information is available from the Office of Hearing Examiner.

In 2019 the Office continued to expand access to the Office for individuals for whom English is not their first language. Language interpreters are provided for appeal hearings when requested. The form for filing Land Use and SEPA appeals has been translated into the City’s seven core languages, and appellants may file an appeal in the language of the form. Information pamphlets concerning Third-Party Utility Billing appeals were also translated into the City’s seven core languages. As funding is made available, the Office will continue to have materials translated until all primary office materials can be accessed in the City’s seven core languages. LanguageLine Solutions interpretation services are now provided to individuals utilizing the Office.



Four assisted listening devices have been purchased and are made available for use by participants or audience members during hearings proceedings.

The Office accepts credit and debit cards for payment of filing fees and citation penalties, and we are the only hearing examiner office in the state to offer the option of electronic filing of appeals and subsequent documents in our cases. This is provided through a portal on the Office of Hearing Examiner website. We also provide 24-hour public access to our case files, including recordings of hearings, through the website. A Listserv on the website allows people to receive updates on proposed rule changes and other matters. We also solicit feedback from everyone who participates in a hearing. Our “Customer Satisfaction Survey” is available on-line as well as in the office and hearing rooms; it is also administered quarterly via SurveyMonkey and may be submitted anonymously through these forums.

Hearing Examiner decisions dating back to 1990 are available in a searchable database through a link on the Hearing Examiner’s website at www.seattle.gov/examiner. Although not searchable, decisions prior to 1990 are available by year on the website, which also includes the Hearing Examiner Rules, the “Public Guide,” appeal forms and fee and payment information, information on mediation of cases, public records request information, other information, and links to the Seattle Municipal Code and other resources relevant to matters that come before the Hearing Examiner.

Race and Social Justice Initiative



All staff members in the Office, including the Hearing Examiner, participate in the People’s Institute Undoing Institutional Racism training. The newly hired Deputy Hearing is expected to also complete the training. All staff members have also taken all available RSJI classes offered by the City. The Office of Civil Rights has generously supported the Office in efforts to understand and train in the application of Racial Equity Toolkits. The

Office Executive Assistant is a Certified Race and Social Justice Trainer.

In 2019 the Office initiated a pro tem hearing examiner training program targeting legal practitioners who are People of Color. The OHE is committed to advancing diversity and inclusion within the Environmental and Land Use Law section of the Washington Bar Association. Based on the experience of the Hearing Examiner, and as reflected in data from the WSBA, there is a lack of diversity in the ranks of lawyers practicing in the area of land use law. The pro tem hearing examiner training program is an opportunity for experienced legal practitioners who are People of Color to become more experienced in land use and as a hearing officer. In

addition to requiring review of some written materials, the centerpiece of the program includes mentoring the candidate through a series of nine or more citation hearings. The Office hopes to put up to two candidates a year through the program. The first candidate, Anthony Jones, a member of the Port Gamble S'klallam Tribe, completed the program in January 2020.

As discussed above, under “Accessibility,” the Office has continued efforts to expand access to Office materials and procedures for those for whom English is not their primary language.

SEPA Appeal Process

The City of Seattle City Council passed Ordinance 125964 in October 2019. Ordinance 125964 concerned (among other items) identifying specific deadlines for the Hearing Examiner to conclude the SEPA appeals. In addition, the Ordinance provides:

Section 14. The Hearing Examiner is requested to include in its 2020 Annual Report a section identifying any opportunities to shorten, streamline or otherwise improve Hearing Examiner processes. The report should identify changes to processes or procedures, new code provisions or amendments to existing code sections, or any resources that could support the Examiner’s work and improve equity in the process and outcomes for participants. The report should identify changes to the Hearing Examiner’s rules that have already been made, or that are in the process of being made at the time of the report. In developing these recommendations, the Hearing Examiner shall convene a stakeholder committee consisting of members with experience going through the hearing process, expertise in environmental justice, and a representative of the City Council.

Stakeholder Committee

The stakeholder committee called for in Ordinance 125964 was formed and planned to convene in the Spring of 2020; however, due to the exigencies of the COVID-19 Pandemic the Committee was unable to convene but is expected to do so in the third or fourth quarter of 2021.



HEARING EXAMINER JURISDICTIONS

LAND USE & ENVIRONMENTAL [Administered by Department of Construction and Inspections]

Appeals:

Downtown Housing Maintenance (SMC 22.220.140)
Denial or Revocation of Rental Housing Registration (SMC 22.214.045)
Environmental Determinations (SMC 25.05.680)[Admin. by any City dept. as lead agency]

Environmentally Critical Areas

Conditional Use (SMC 25.09.260)
Reasonable Use Exception (SMC 25.09.300)
Variance (SMC 25.09.160.C, 25.09.280)

Habitable Building Standards Variances (SMC 22.206.217)
Housing & Building Maintenance Code Violations (SMC 22.208.050)
Land Use Code Citations (SMC 23.91.006, 23.91.010, 23.91.012)
Land Use Code Interpretations (SMC 23.88.020)
Land Use Regulations (SMC 23.47A.004)
Adult Cabarets (SMC 23.49.030)
Land Use Regulations – Industrial (SMC 23.50.012)
Land Use Regulations – Affordable Housing Impact Mitigation Program for Commercial Development – (SMC 23.58B.030)
Land Use Regulations – Mandatory Housing Affordability for Residential Development (SMC 23.58C.035)
Land Use Regulations – Seattle Shoreline Master Program Regulations (SMC 23.60A.064, 23. A.202, 23.60A.203, 23.60A.204, 23.60A.214)
Land Use Regulations – Station Area Overlay District (SMC 23.61.016)
Land Use Regulations – Master Planned Communities (SMC 23.75.085, 23.75.120)
Master Use Permit [Type II] decisions (SMC 23.76.06, SMC 23.76.022):
Administrative Conditional Uses
Consistency with Planned Action Ordinance and EIS
Design Review
Downtown Planned Community Developments

Establishing Light Rail Transit Facilities
Establishing Monorail Transit Facilities
Major Phased Developments
Short Subdivisions
Special Exceptions
Temporary Uses
Variances

Noise Code Variances (SMC 25.08.590, 25.08.610, SMC 25.08.655)
Noise Code Citations (SMC 25.08.900, 25.08.910, 25.08.920, 25.08.930, 25.08.940, 25.08.950)
Pioneer Square Minimum Maintenance Violations (SMC 25.28.280, 25.28.300, 25.28.310)
Relocation Assistance: (City action causes displacement) (SMC 20.84.225, SMC 20.84.640)
Stop Work Orders (SMC 23.76.034)
Stormwater, Grading & Drainage exceptions (SMC 22.800.040)
Tenant Relocation Assistance Eligibility Determinations (SMC 22.210.100, 22.210.110, 22.210.120,
22.210.150, 22.210.160)
Weed and Vegetation Citations (SMC 10.52.031, 10.52.032, 10.52.034, 10.52.035, 10.52.034, 10.52.036)
[Admin. by DPD]

Land use decisions on Type III applications

Subdivisions (SMC 23.76.024 and SMC 23.22.054)

Recommendations to City Council on Type IV applications (SMC 23.76.036, SMC 23.76.052, SMC 23.76.054):

Council Conditional Uses

Major Amendment to Property Use and Development Agreement (SMC 23.76.058)

Major Institution Master Plans (SMC 23.69.030)

Public Facilities (SMC 23.69.032)

Rezone Applications (SMC 23.34)

SCHOOL REUSE & DEPARTURES [Administered by Department of Neighborhoods]

School Development Standard Departures (SMC 23.79.012) within MUP decision

School Reuse/SUAC (SMC 23.78.014) within MUP decision

CIVIL RIGHTS [Administered by the Office for Civil Rights]

Employment Discrimination Complaints (SMC 14.04.150, 14.04.170, 14.04.180, 14.04.185)

Unfair Public Accommodations Practices (SMC 14.06.040, 14.06.110, 14.06.120, 14.06.130, 14.06.140)

All-Gender Single-Occupant Restrooms Requirements (SMC 14.07.040)

Fair Housing (SMC 14.08.170, 14.08.180, 14.08.200)

Use of Criminal Records in Housing (SMC 14.09.085, 14.09.090,

Fair Contracting Practices (SMC 14.10.120, 14.10.130, 14.10.140, 14.10.150)

Paid Sick/Safe Leave Appeals (SMC 14.16.050, 14.16.070, 14.16.085, 14.16.090, 14.16.100, 14.16.105)

Fair Chance Employment Appeals (SMC 14.17.045, 14.17.060, 14.17.065, 14.17.075, 14.17.080)

Minimum Wage Appeals (SMC 14.19.050, 14.19.070, 14.19.085, 14.19.090, 14.19.100, 14.19.105)

Wage Theft Appeals (SMC 14.20.030, 14.20.050, 14.20.065, 14.20.070, 14.20.080, 14.20.085) The Use of
Conversion Therapy on Minors (SMC 14.21.050)

Secure Scheduling (SMC 14.22.065, 14.22.085, 14.22.100, 14.22.105, 14.22.115, 14.22.120)

Domestic Workers (SMC 14.23.095, 14.23.095, 14.23.100, 14.23.105, 14.23.115, 14.23.120)

Protecting Hotel Employees from Violent or Harassing Conduct (SMC 14.26.150, 14.26.170,
14.26.180, 14.26.210, 14.26.220)

Protecting Hotel Employees from Injury (SMC 14.27.150, 14.27.170, 14.27.180, 14.27.190, 14.27.210,

14.27.220)

Improving Access to Medical Care for Hotel Employees (SMC 14.28.150, 14.28.170, 14.28.180, 14.28.210, 14.28.220)

Hotel Employees Job Retention (SMC 14.29.170, 14.29.180, 14.29.190, 14.29.210, 14.29.220)

LANDMARKS AND SPECIAL DISTRICTS [Administered by the Dept. of Neighborhoods]

Certificates of Approval for Designated Landmarks (SMC 25.12.740)

Factors to be considered by Board or Hearing Examiner (SMC 25.12.750)

Hearing Examiner procedure (SMC 25.12.760)

Landmark Controls & Incentives (SMC 25.12.530) [Recommendations to City Council]

Owner's objections to Board's recommendation (SMC 25.12.535)

Scheduling of hearing (SMC 25.12.540)

Hearing Examiner procedure (SMC 25.12.560)

Basis for Hearing Examiner's recommendations. (SMC 25.12.570)

Hearing Examiner recommendations – Referral to Council (SMC 25.12.610)

Service of notices (SMC 25.12.840)

Landmarks Code Interpretations (SMC 25.12.845)

Conformance with general development (SMC 25.12.980)

Special Review Districts' Certificate of Approval and Code Interpretations

Certificate of Approval – Application, review and appeals (23.66.030)

Ballard Avenue Landmark District (SMC 25.16.110 & SMC 25.16.115)

Columbia City Landmark District (SMC 25.20.110 & SMC 25.20.115)

Fort Lawton Landmark District (SMC 25.21.110, 25.21.130 & 25.21.135)

Harvard Belmont Landmark District (SMC 25.21.110, 25.22.130 & SMC 25.22.135)

International District (25.24.080 & 25.24.085)

Pike Place Market Historical District (SMC 25.24.080 & SMC 25.24.085)

Pioneer Square Historical District (SMC 25.28.280, 25.28.300, 25.28.310)

Sand Point Naval Air Station Landmark District (SMC 25.30.090, 25.30.110, 25.30.120)

HEALTH AND PUBLIC SAFETY CODE VIOLATIONS

Graffiti Nuisance Violations (SMC 10.07.050) [Administered by Seattle Public Utilities]

Health Code Permit Actions (SMC 10.01.220) [Admin. by Seattle-King County Public Health]

Infectious Waste Management Ordinance Violations (SMC 21.04.090) [Admin. by Seattle-King County Public Health]

Public Nuisance Abatements (SMC 10.09.100) [Administered by Seattle Police Department]

Frozen Dairy Food Products (SMC 10.18.140) [Administered by Seattle-King County Public Health]

Noise Variance (SMC 25.08.610)

Radiofrequency Radiation Ordinance Violations (SMC 25.10.540) [Admin. by Seattle-King County Public Health]

Corrosion Prevention (SMC 21.08.350, 21.08.360) [Admin. By Seattle-King County Public Health]

CITY TAXES AND LICENSES [Admin. by Financial and Admin. Serv., Revenue & Consumer Affairs]:

Admission Tax Exemptions (SMC 5.40.028, SMC 5.40.085)

All Ages Dance and Venues (SMC 6.295.180)

Bond Claims (SMC 6.202.290)

Business and Occupation and other Tax Assessments (SMC 5.55.140, 5.55.150, 5.55.230)

Income Tax on High-Income residents (SMC 5.65.160, 5.65.170, 5.65.230)

Multifamily Housing Property Tax Exemption (SMC 5.72.110)

2004 Multifamily Housing Property Tax Exemption Program (SMC 5.73.110)
 Horse Drawn Carriage Licenses (SMC 6.315.430)
 License Denials, Suspensions & revocations (SMC 5.55.230, SMC 6.02.080, SMC 6.02.285, SMC 6.214.320, SMC 6.02.290, SMC 6.202.240, SMC 6.202.270, Chap. 6.500 SMC, SMC 6.10.120, SMC 6.10.130, 6.208.020, 6.214.320, 6.295.160, 6.295.180)
 Animal Control:
 Animal License Denials (SMC 9.25.120)
 Determinations of Viciousness/Order of Humane Disposal (SMC 9.25.036)
 Adult Entertainment (SMC 6.270)
 For-Hire Vehicles & Drivers (SMC 6.310.635, 6.310.735)
 Gas Piping (SMC 6.430.210)
 Panorama and Peepshows (SMC 6.42.080)
 Refrigeration Systems (SMC 6.410.210)
 Steam Engineers and Boiler Fireman (SMC 6.420.210)
 Unit Pricing (SMC 7.12.090)
 Marijuana Business License Citations (SMC 6.500.147, 6.500.150, 6.500.170)
 Short-Term Rentals 6.600.120)

CABLE COMMUNICATIONS – [Administered by the Office of Cable Communications]
 Franchise Termination (SMC 21.60.120)

MISCELLANEOUS JURISDICTIONS

Civil Service Appeals (SMC 4.04.250) [Delegation from Civil Service Commission]
 Commuter Benefit (SMC 14.30.150)
 Energy Benchmarking Appeals (SMC 22.920.155) [Admin. by Office of Sustainability and Environment]
 Ethics Code Violations (SMC 3.70.100) [Delegation from Ethics & Elections Commission]
 Improvement District Assessment Appeals as provided by Ordinance
 LID Assessment Rolls (SMC 20.04.090) [Admin. by SDOT]
 Rental Agreement (7.24.130) [admin. By DCI]
 Restricted Parking Zone Appeal (SMC 11.16.317) [Admin. by SDOT]
 Review of Floating Home Moorage Fees (SMC 7.20.080, SMC 7.20.090, SMC 7.20.110)
 Property Tax Exemption Elimination (SMC 5.72.110, SMC 5.73.100) [Admin. by Office of Housing]
 SDOT Citation Appeals (SMC 15.91.006) [Admin. by SDOT]
 Street Use Appeals (SMC 15.90) [Admin. by SDOT]
 Third Party Utility Billing Complaints (SMC 7.25.050)
 Whistleblower Retaliation Complaints (SMC 4.20.865) [Filed by the Ethics and Elections Commission]
 Compensation and Working Conditions Generally (SMC 4.20.225, 4.20.860, 4.20.870)
 Documentation of Eligibility for certain uses of Sick Leave and Funeral Leave (SMC 4.30.865)
 Floating Home Moorages (SMC 7.20.080, 7.20.090, 7.20.100, 7.20.110)
 Refund Anticipation Loan Regulation (SMC 7.26.070)

Please note that the list is provided only for the public’s convenience and may not reflect recent ordinances adopted by the City Council. The Seattle Municipal Code and those ordinances are the ultimate authorities on the extent of the Examiner’s jurisdiction.

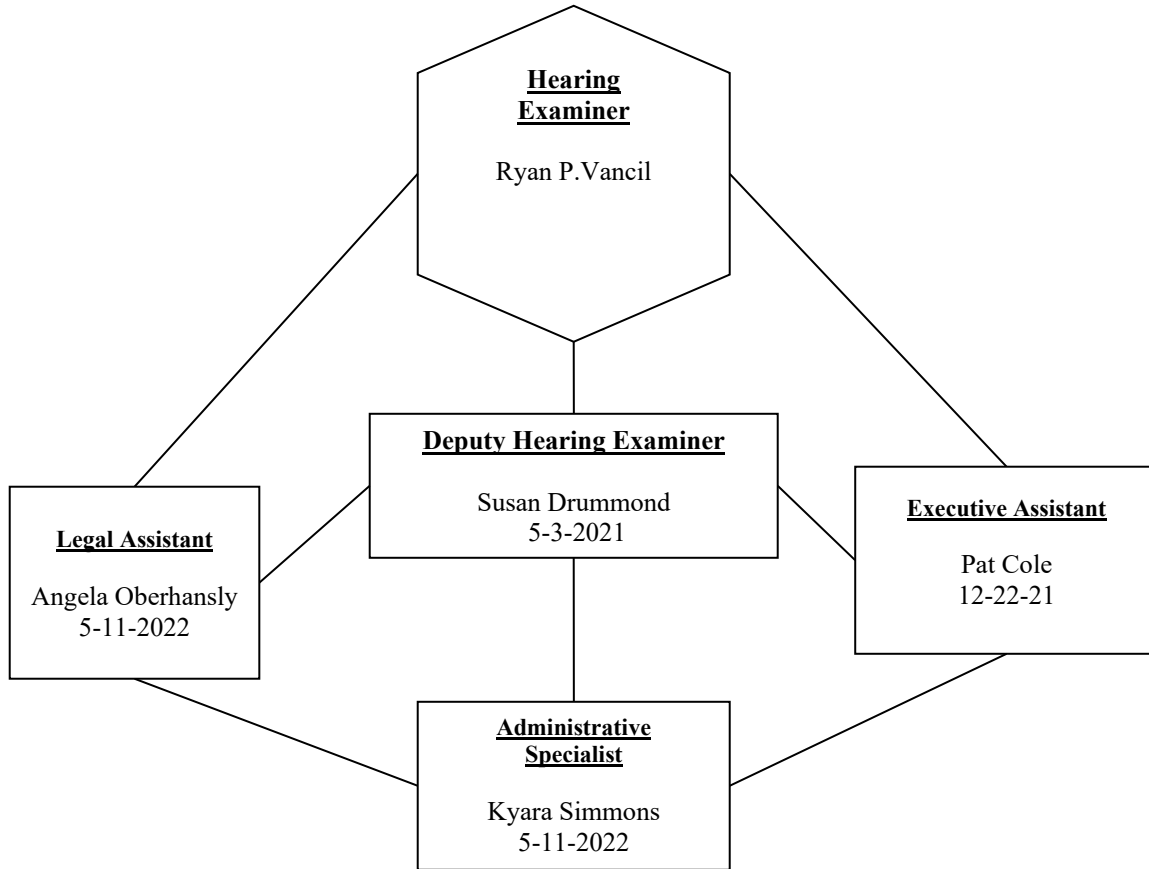
City of Seattle



OFFICE OF HEARING EXAMINER
2021
ANNUAL REPORT

Office of Hearing Examiner
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Office of Hearing Examiner Organizational Chart



Mission and Authority

The mission of the Office of Hearing Examiner (“Office”) is to conduct impartial administrative hearings in matters where jurisdiction has been granted by the Seattle Municipal Code (“Code”) and to issue clear and timely decisions and recommendations that are consistent with applicable law.

The position of Hearing Examiner is established in the Seattle Municipal Code. The City Council appoints the Hearing Examiner, who is responsible for all functions of the office, and is authorized to appoint Deputy Examiners and other staff.

The Office of Hearing Examiner was created in 1973 as a part of the Municipal Court. In 1977, it became a separate and independent City office under Chapter 3.02 of the Seattle Municipal Code. Before the Office was created, some appeals of administrative decisions were heard by the City Council; others went directly to court. Pursuant to authority conferred throughout the Code, the Office of Hearing Examiner now provides an independent hearing forum to review decisions made by numerous City agencies, make initial decisions on some matters, and provide the City Council with recommendations on some types of land use applications.¹

¹ A list of matters within the Hearing Examiner’s jurisdiction is found at pg. 14.

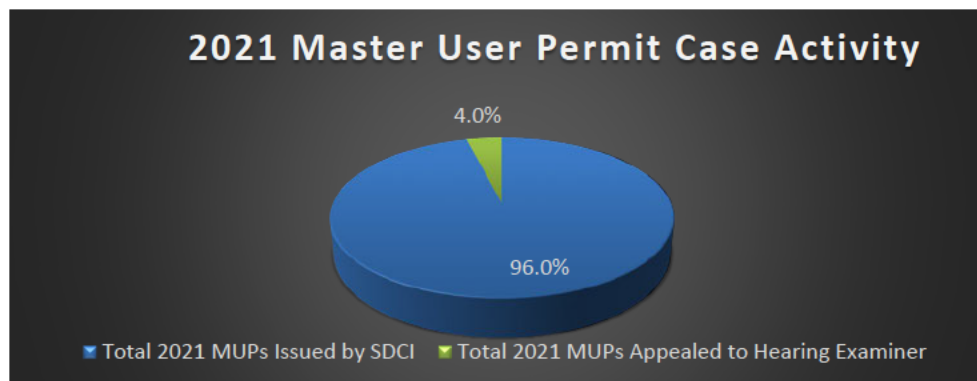
2021 Caseload

Table I presents an overview of case activity for 2021.

	2021	2020	2019	2018	2017	2016	Previous 5-Yr Average
B & O Tax Appeals	2	2	9	8	1	2	4.4
Council Land Use Actions	3	3	6	3	6	7	5.0
Dangerous Animals	2	3	1	0	1	3	1.6
Discrimination	0	2	2	4	10	20	7.6
Energy Benchmarking Appeals	0	0	0	0	3	0	0.6
Floating Homes	0	2	2	3	2	1	2.0
Health Codes	0	0	2	9	2	0	2.6
Housing and Building Unfit for Habitat	0	0	1	0	0	0	0.2
Labor Standards	4	3	4	1	0	0	1.6
Land Use Code Interpretations	2	5	2	11	3	7	5.6
Landmarks - Special Review Districts	2	2	0	2	2	3	1.8
Licensing Appeals	6	3	3	8	8	3	5.0
Master Use Permits	24	28	32	31	37	25	30.6
Public Works Relocation	0	0	0	0	1	0	0.2
School Development Departure	0	0	0	1	0	0	0.2
Sepa-Only Appeals (Non Mup)	7	1	6	14	14	8	8.6
Tenant Relocation Assistance Eligibility Appeals	4	16	13	10	10	17	13.2
Utility Service Appeals-3rd Party Billing	10	15	3	7	13	3	8.2
Waterfront Local Improvement District	0	442	0	0	0	0	n/a
Total Without Citations	66	527	86	112	113	99	187.4
SDCI Land Use Citation Enforcement Actions	130	128	132	195	340	403	239.6
SDOT Citation Enforcement Actions	221	141	404	402	348	273	313.6
Marijuana Citation Enforcement Actions	0	0	2	11	29	32	14.8
SFD Citation Enforcement Actions	17	73	0	0	0	0	14.6
Total Citations	368	342	538	608	717	708	582.6
Grand Total	434	869	624	720	830	807	770.0

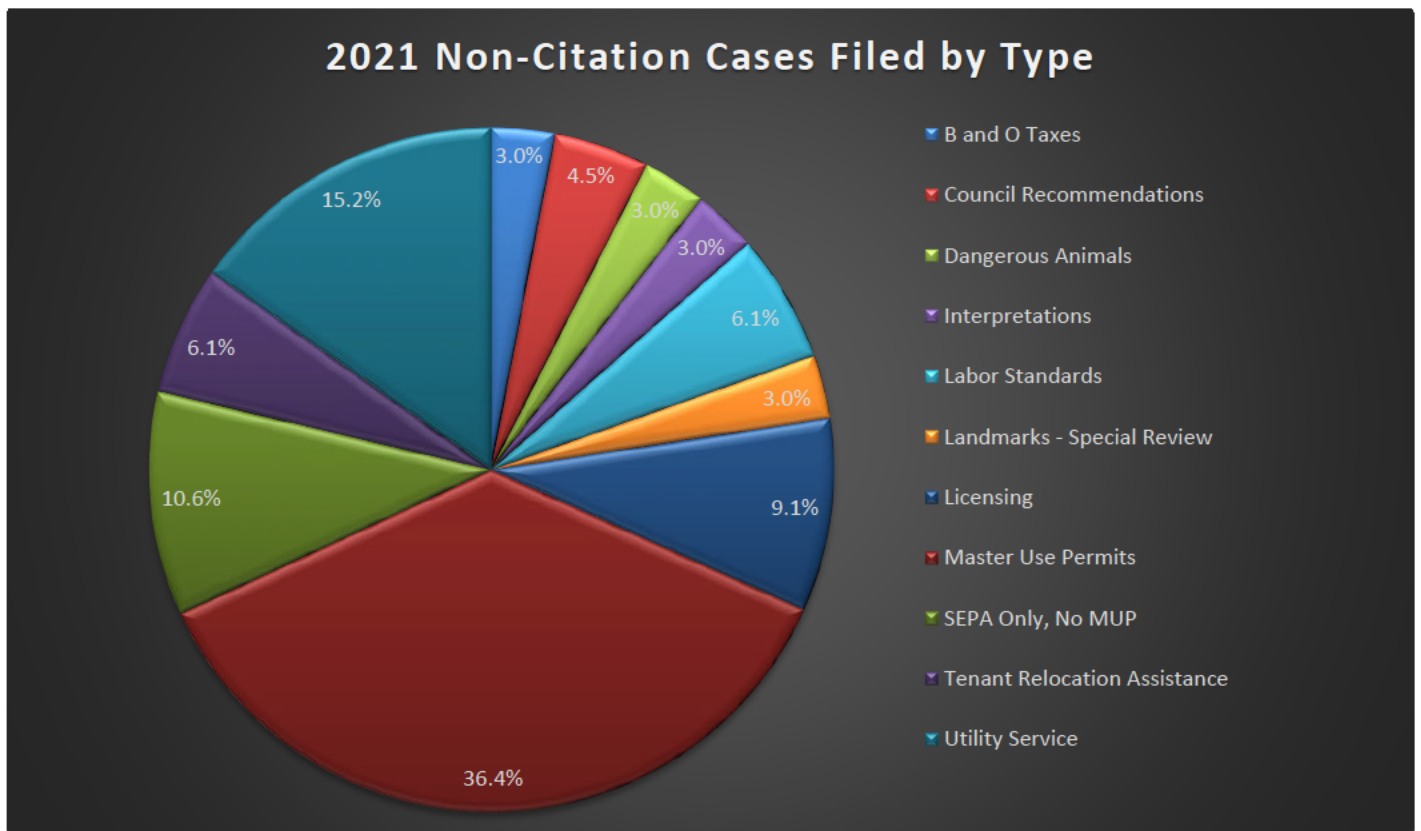
A **Master Use Permit, or “MUP,”** is a document issued to a permit applicant that includes all land-use decisions made by the Seattle Department of Construction and Inspections (“SDCI”) on an application. MUP appeals, as well as SEPA appeals, are some of the most complex matters handled by the Hearing Examiner, as they often involve multiple parties, complicated facts, substantial controversy, several days for hearings, and considerable time for research, review, and decision-writing. The number of MUP appeals filed was 25 in 2016, rose to 37 in 2017, 31 in 2018, 32 were filed in 2019, 28 were filed in 2020 in the midst of the Covid-19 Pandemic, and 24 in 2021.

The Seattle Department of Construction and Inspections issued 582 MUPs in 2021. In most years, approximately 3% to 4% of MUPs are appealed to the Hearing Examiner. The appeal rate in 2021 was about 4.0%.





“SEPA-only” appeals are appeals of environmental determinations made for two types of proposals: 1) proposals, such as legislation, that do not require a MUP or Council land use decision; and 2) proposals that require a MUP or a Council land use decision, but a department other than SDCI makes the environmental determination on the proposal. SEPA-only appeals have fluctuated from year to year. In 2017 and 2018, we received 14 SEPA appeals, a significant increase over the previous 5-year average. In 2019 the number of appeals dropped by more than half as only six such appeals were filed. In 2020 only one SEPA-only appeal was filed. In 2021 seven SEPA-only appeals were filed.



Citation Enforcement Cases Filed

Citation enforcement cases follow a unique procedure, and we track them separately from other categories of cases. When a citation is issued, a copy is sent to the Office of Hearing Examiner. In addition, all SDCI citations are uploaded from SDCI’s Accela tracking system into the Office of Hearing Examiner’s electronic case management system. If someone files an appeal of a citation, it is removed from the others and set up for an appeal hearing and decision. For citations that are neither paid nor appealed, the Hearing Examiner sends out Code-required orders of default, which note the failure of the party to respond, find that the violation has been committed, and impose the prescribed penalty.

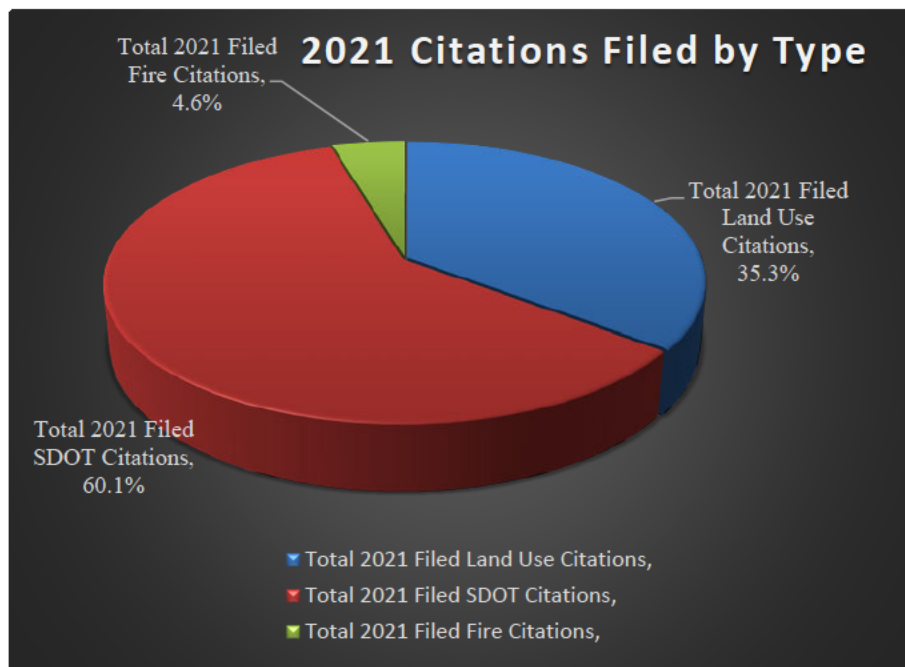
The total number of **Land Use Citations (combined Land Use Code and Noise Code citations)** was 132 in 2019, which is a decrease from 195 in 2018. 2020 saw 128 citations. 2021 yielded 130 citations. These numbers remain low compared to the number of citations in years previous to 2018, which averaged over 300.

Marijuana citation appeals were reduced to two filed in 2019 and zero filed in 2020 and 2021 as marijuana businesses seem to have mostly come into compliance since the time of licensing for such businesses passed into legislation.



Seattle Department of Transportation (“SDOT”) citations increased from 348 in 2017 to 402 in 2018, and 404 citations were received in 2019. Only 141 citations were processed in 2020, and 221 in 2021, reflecting the impact from the Covid-19 Pandemic.

In fall 2019, the Council passed legislation allowing the **Seattle Fire Department (“SFD”)** to issue citations concerning Fire Code violations, including frequent false alarms, failure to maintain fire alarms and sprinklers, and failure to maintain exits free from obstructions. That same legislation allows for appeals of citations to the Office of Hearing Examiner, and for the Office to provide administrative support to SFD by processing payments and citation database management. In early 2020 the Office started receiving its first SFD citations and processed a total of 73 SFD citations, this number was reduced to 17 in 2021.



Prehearing, Hearing, and Decision Activity

Prehearing Conferences. Under the Hearing Examiner Rules, prehearing conferences can be held at the request of a party to a case or the direction of the Hearing Examiner. The prehearing conference is used to organize and prepare a case for hearing, including clarifying the issues to be addressed, facilitating disclosure of each party's intended witnesses and exhibits, establishing a case schedule for prehearing motions, and other matters. Following the conference, the Examiner normally prepares a prehearing order memorializing any agreements reached, rulings made at the conference, and dates set for the hearing schedule. Prehearing conferences are usually held in MUP, SEPA, tax, dangerous animal, discrimination, and third-party billing cases and are scheduled in other types of cases as needed. They occasionally provide the catalyst for the eventual settlement of a case, as the parties are asked if they have considered mediation or settlement, and may work during the conference to clarify the issues underlying the appeal and often stay for additional private discussions after the Hearing Examiner leaves the room.

Prehearing Decisions. Prehearing motions are frequently filed in MUP, SEPA, landmark, interpretation, and tax cases, and on SEPA or design review issues in some Council recommendation cases. Most concern substantive or procedural legal issues that the parties address in written memoranda. They usually require legal research and a written decision by the Examiner, and sometimes, but do not always, require a separate hearing. Decisions on prehearing motions affect whether, and how, a case proceeds to hearing by narrowing the issues or determining in advance whether certain testimony or evidence will be admissible at hearing. Consequently, most prehearing decisions can be appealed to court as part of an appeal of the final decision in a case. Because work on prehearing decisions involves considerable Examiner time, the Office of Hearing Examiner includes the orders in the "decisions issued" category of annual statistics.

Hearings. The length of a hearing before the Hearing Examiner depends upon many variables, such as the type and complexity of a case, the number of witnesses, and the parties' level of preparation and expertise in the subject area. Consequently, one case may take an hour to hear, while another may require several hours, or several days. Because of the great variety in the types of cases that come before the Office of Hearing Examiner, we do not track the number of hearing hours or hearing days per case. All dates dedicated to a hearing are counted together as one hearing regardless of the time involved.

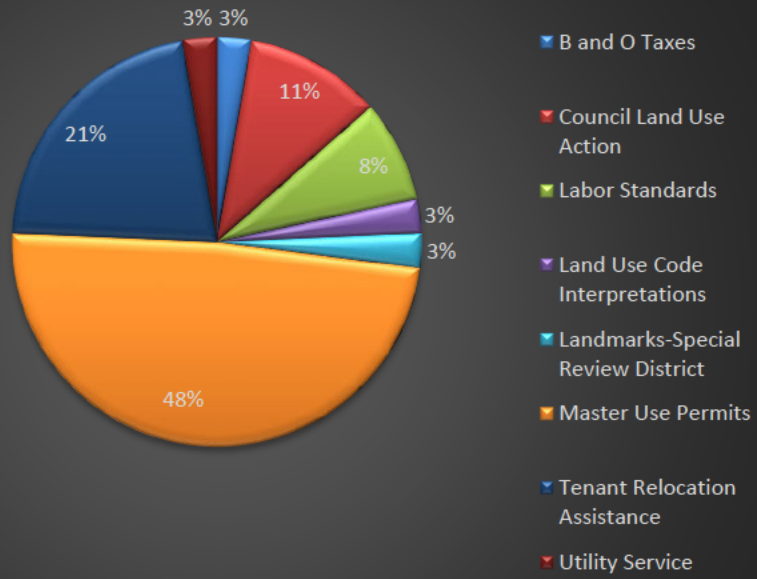
Total decisions. As noted above, total decisions include decisions issued after a full evidentiary hearing and those issued following submittal of legal memoranda and exhibits, and sometimes oral argument, on the party's prehearing motions. In 2021, the Office of Hearing Examiner issued 39 decisions.

Table 2 – CASE ACTIVITY SUMMARY

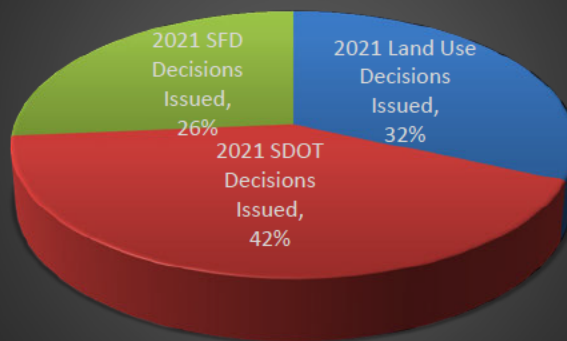
	2021 Cases Filed				2021 Case Disposition			
	Pending Appeals at Start of Year	Cases Filed	Total Caseload	Cases Heard**	Decisions Issued**	Cases Dismissed (No Hearing)***	Defaults Issued (Untimely)	Pending Appeals at End of Year
B & O Tax Appeals	6	2	8	1	1	2	0	0
Council Land Use Actions	1	3	4	4	4	0	0	0
Dangerous Animals Appeals	0	2	2	0	0	0	0	0
Discrimination	1	0	1	0	2	0	0	0
Health Codes	1	0	1	0	0	0	0	1
Labor Standards	2	4	6	3	3	1	0	3
Land Use Code Interpretations	2	2	4	1	1	2	0	1
Landmarks	1	2	3	2	1	0	0	2
Licensing Appeals	2	6	8	0	0	8	0	0
Master Use Permits	8	24	32	15	18	12	0	0
Sepa-Only Appeals (Non Mup)	0	7	7	0	0	6	0	1
Tenant Relocation Assistance Eligibility Appeals	5	4	9	6	8	3	0	0
Utility Service	4	10	14	1	1	6	0	6
Total	33	66	99	33	39	40	0	14
Land Use Citation Enforcement Actions	68	130	198	9	6	32	84	15
SDOT Citation Enforcement Actions	61	221	282	8	8	51	149	13
SFD Citation Enforcement Action	29	17	46	3	3	0	6	3
Total Citations	158	368	526	20	17	83	239	31
Total Including Citations	191	434	625	53	56	123	239	45

*Indicates some cases in category may have multiple hearings or decisions/** Indicates some cases in category were pending from prior years or will carry-over into subsequent years /***Indicates rescinded citations, posthumous dismissals, or fines paid prior to default.

2021 Non-Citation Decisions Issued by Type



2021 Citation Decisions Issued by Type



Disposition of Appeals to the Hearing Examiner

At the request of the Council, the Office of Hearing Examiner includes in the Annual Report a breakdown of the outcome of cases appealed to the Hearing Examiner. Table 3 shows the disposition of appeals by type of case, and is followed by an explanation of the standard of review required in each type.

In appeals for which the Examiner issued a final order or decision, the Examiner affirmed the Department’s decision without change approximately 41% of the time, remanded or modified the Department’s decision approximately 15% of the time, reversed the Department’s decision approximately 1% of the time, and dismissed the appeal on procedural grounds approximately 41% of the time.

Table 3 - DISPOSITION OF APPEALS*

	Affirmed	Affirmed as Modified	Affirmed , Penalty Mitigated	Denied	Dismissed	Rescinded	Reversed	Remanded	Sustained	Total
B & O Tax Appeals	0	0	0	0	3	0	0	0	0	3
Dangerous Animals Appeals	0	0	0	0	2	0	0	0	0	2
Discrimination	1	0	0	1	0	0	0	0	0	2
Floating Homes Petitions	0	0	0	0	1	0	0	0	0	1
Labor Standards	2	0	0	0	1	0	1	0	0	4
Land Use Code Interpretations	0	0	0	0	3	0	1	0	0	4
Landmarks	0	0	0	0	1	0	0	0	0	1
Licensing Appeals	0	0	0	0	6	0	2	0	0	8
Master Use Permits	10	6	0	2	12	0	0	0	0	30
Sepa-Only Appeals (Non Mup)	0	0	0	0	6	0	0	0	0	6
Tenant Relocation Assistance Eligibility Appeals	4	0	0	0	3	0	0	4	0	11
Total Without Citations	17	0	0	0	38	0	4	4	0	72
Land Use Citation Enforcement Actions	4	0	2	0	0	0	0	0	0	6
SDOT Citation Enforcement Actions	3	0	2	1	2	0	0	0	0	8
SFD Citation Enforcement Actions	1	0	2	0	0	0	0	0	0	3
Total Citations	8	0	6	1	2	0	0	0	0	17
Total Including Citations	25	0	6	1	40	0	4	4	0	80

*Includes only final decision on appeals. Does not include subdivision applications, third party billing complaints are recommendation to the City Council.

Jurisdiction

Appeals. The Office of Hearing Examiner tracks all cases that come into the Office as “Cases Filed.” The most numerous of these are appeals of decisions made by other City agencies, such as: 1) the Seattle Department of Construction and Inspections (master use permits, SEPA determinations, Land Use Code interpretations, land use and noise enforcement citations, and decisions on tenant relocation assistance); 2) the Office of Planning and Community Development (SEPA determinations on programmatic initiatives, such as comprehensive plan amendments and area-wide rezones); 3) the Department of Finance and Administrative Services (tax assessments, licensing decisions, and marijuana citations); 4) the Office of Labor Standards (decisions on alleged violations of City ordinances on paid sick and safe leave, minimum wage, wage theft, and use of criminal history in hiring); and 5) the Seattle Department of Transportation (citations related to right-of-way use).

Original Jurisdiction. In cases where the Hearing Examiner has original jurisdiction, the Examiner makes the initial decision in a case rather than reviewing another department’s decision. Original jurisdiction cases include: 1) subdivision applications processed by the Seattle Department of Construction and Inspections; 2) complaints filed by the Office for Civil Rights and Seattle City Attorney’s Office for discrimination in employment, housing, public accommodation, or public contracts; 3) complaints for third party utility billing violations; 4) petitions for review of floating home moorage fee increases; and several others.



Recommendations. The City Council has retained jurisdiction over certain land use actions, including Council conditional uses, rezone proposals, major institution master plans, planned unit developments, and landmark controls and incentives. For these cases, the Examiner holds a public hearing for the Council, gathers information to establish the record, and forwards the record and detailed written findings, conclusions and recommendation to the Council for its use in making the decision.

Judicial Appeals of Hearing Examiner Decisions

At the request of the City Council, and with the assistance of the City Attorney’s Office, the Office of Hearing Examiner tracks the results of judicial appeals of Hearing Examiner decisions. The following cases were appealed in 2021:

In the *Friends of Upper Fremont v. City of Seattle*, Superior Court #20-2-18169-2 SEA, appellants appealed the Hearing Examiner *pro tem*’s decision to remand the Department’s SEPA threshold determination for a proposal to build a three-story apartment building with 32 small efficiency micro apartments. Two Land Use Petition Acts petitions were filed, one by project opponents (Friends of Upper Fremont) and one by the applicant (Vann Lanz). The petitions challenge the Hearing Examiner’s decisions remanding the SEPA threshold determination. Friends also challenges the Examiner’s decision regarding design review and consistency with the City Design Guidelines. The case was stayed on February 8, 2021, and no date has been identified for lifting the stay. (MUP-20-019)

In the *Escala Owners Association v. City of Seattle*, Superior Court #20-2-08797-1 SEA and #20-2-09241-0 SEA, appellants appealed the Hearing Examiner’s decision which affirmed in part and reversed in part a Final Environmental Impact Statement and Addendum, and affirmed a design review decision for a 48 story hotel/residential skyscraper. The case proceeded through Superior Court, resulting in an Order of Dismissal entered July 30, 2021, and was appealed to the Court of Appeals Division One. The Court of Appeals heard argument on March 9, 2022, and a decision has yet to issue. (MUP-17-035, MUP-19-031, and MUP-20-012)



In *Kenneth E. Stanfel v. City of Seattle*, Superior Court #21-2-02397-1 SEA, the Hearing Examiner *pro tem* dismissed the appeal by Appellant of the Department of Construction and Inspection’s SEPA determination of non-significance for a three-story mini-warehouse. The case was dismissed by the Court on May 13, 2021. (MUP-20-021 & MUP-20-022)

In *Melvyn V. Mahon II v. City of Seattle*, Superior Court #21-2-03466-3SEA, the Hearing Examiner dismissed the appeal from Appellant from a SDCI denial of Appellant’s Floating on-water Residence verification. The matter was heard in August 2021, and the Court found that the City erred in its denial of the Floating on-water Residence verification. (S-20-005)

In *David E Sherrard v. City of Seattle*, Superior Court #21-2-09528-0, appellant’s appeal of design review and other issues for a 7-story 155 unit apartment building with retail was denied by the Hearing Examiner. Appellant’s Land Use Petition Act appeal was dismissed by the Court. (MUP-21-002 MUP-21-003)

In *Fischer Studio Building Condo. Owner Association v. City of Seattle*, Superior Court #21-2-12880-5, Appellants challenged a Department of Construction and Inpections approval of a 46-story tower near 2nd Avenue and Pine Street. The Superior Court denied the appeal, and the matter is currently pending on appeal before Division One of the Court of Appeals. (MUP-21-004)

In *Seattle Historic Waterfront Association v. City of Seattle*, Superior Court #21-2-13647-4, the Hearing Examiner denied Appellants’ design review appeal for a mixed-use residential and retail project. Appellants appealed to Superior Court where the matter was set to be heard May 20, 2022. (MUP-21-018)

In *Save Madison Valley v. City of Seattle*, #21-2-08897-6, Appellants appealed a determination of non-significance issued by the Department of Construction and Inpections for proposal for a six-story building consisting of 82 residential units. Appellants alleged substantive and procedural SEPA errors. The Hearing Examiner denied the appeal, and upheld the Department’s decision. Appellants appealed to Superior Court, and the Court affirmed the Hearing Examiner’s decision. (MUP-18-020 and MUP-20-023)

Case Highlights

Each year includes cases that are noteworthy, either because of the controversy surrounding them or because they present important issues in the application of the Seattle Municipal Code or other regulations. The brief, case descriptions that follow highlight some of these cases that came before the Hearing Examiner in 2021. (The complete decision or recommendation can be found through the “Decisions” link at www.seattle.gov/examiner using the Hearing Examiner case number included in parentheses after each case description below.)

***Magnolia Community Council*, MUP-21-016 (October 19, 2021), recon. granted (November 16, 2021).** The Department of Construction and Inspections issued a critical areas conditional use permit for two large residences planned for a bluff overlooking Puget Sound near the Admiral’s House landmark. Steep slopes triggered the permit requirement, though the zoning code permitted the use outright. A key concern related to Seattle skyline views, which the critical areas regulations were not designed to protect. However, the Examiner determined the permitting authority may consider impacts associated with required mitigation. As the tree type the landscaping plan identified would grow to view obscuring heights, though otherwise upheld, the permit was remanded to allow for substitution. Though the issues raised were not unusual, the critical areas conditional use permit context made the case unique.

Katherine Landolt & Thornton Creek Alliance, MUP-21-024, 025 (December 14, 2021).

Appellants filed a State Environmental Policy Act, Ch.43.21C RCW, appeal of a determination of non-significance for a 410-unit apartment complex in the Northgate neighborhood proximate to the Beaver Park Natural Area. Concerns included parking, traffic, right-of-way infrastructure, and stormwater. Except for parking, the Examiner upheld the environmental review. 256 parking stalls were provided, with street parking for nine vehicles added. Street parking is limited in this area. Due to overflow concerns, the Appellants argued for a one space per unit calculation reflected in earlier projects, as opposed to the .57 per unit calculation used to support the position that the project accommodates peak demand. Given the limited analysis, the Examiner remanded the matter for additional information. With the Seattle Municipal Code not always requiring parking, or having limited requirements, parking concerns are commonly raised with the Examiner, particularly where overflow parking is limited.

ADMINISTRATIVE SECTION

Accessibility

An administrative hearing before the Hearing Examiner is a quasi-judicial process that involves the application of existing law and policy to the specific facts of a case. Constitutionally guaranteed due process requires procedural safeguards for those whose rights are affected by the outcome of the case. The hearing format resembles an informal court proceeding and is structured to provide a fair opportunity for each party to participate while also reflecting the seriousness of the matters appealed for those involved.

The Office of Hearing Examiner uses various tools to make the appeal and hearing processes understandable and more accessible while at the same time protecting the rights of parties and fulfilling legal requirements. Examples include: a “Public Guide,” which is a booklet that explains the hearing process in a question and answer format; “fill-in-the-blanks” appeal forms; an explanatory letter that is sent along with the notice of hearing in each case; sample forms for use in cases before the Examiner, and two pocket-sized pamphlets that include basic information about the hearing process and are available from our website, and at the Office. In addition, the Office’s pamphlet on code enforcement citation hearings is included with each citation issued by SDCI and SDOT. If appropriate, an information card in one of the City’s seven core languages is also handed out with the citation. The card explains what basic hearing-related information is available from the Office of Hearing Examiner.

In 2019 the Office continued to expand access to the Office for individuals for whom English is not their first language. Language interpreters are provided for appeal hearings when requested. The form for filing Land Use and SEPA appeals has been translated into the City’s seven core languages, and appellants may file an appeal in the language of the form. Information pamphlets concerning Third-Party Utility Billing appeals were also translated into the City’s seven core languages. As funding is made available, the Office will continue to have materials translated until all primary office materials can be accessed in the City’s seven core languages. LanguageLine Solutions interpretation services are now provided to



individuals utilizing the Office.

Four assisted listening devices have been purchased and are made available for use by participants or audience members during hearings proceedings.

The Office accepts credit and debit cards for payment of filing fees and citation penalties, and we are the only hearing examiner office in the state to offer the option of electronic filing of appeals and subsequent documents in our cases. This is provided through a portal on the Office of Hearing Examiner website. We also provide 24-hour public access to our case files, including recordings of hearings, through the website. A Listserv on the website allows people to receive updates on proposed rule changes and other matters. We also solicit feedback from everyone who participates in a hearing. Our “Customer Satisfaction Survey” is available on-line as well as in the office and hearing rooms; it is also administered quarterly via SurveyMonkey and may be submitted anonymously through these forums.

Hearing Examiner decisions dating back to 1990 are available in a searchable database through a link on the Hearing Examiner’s website at www.seattle.gov/examiner. Although not searchable, decisions prior to 1990 are available by year on the website, which also includes the Hearing Examiner Rules, the “Public Guide,” appeal forms and fee and payment information, information on mediation of cases, public records request information, other information, and links to the Seattle Municipal Code and other resources relevant to matters that come before the Hearing Examiner.



HEARING EXAMINER JURISDICTIONS

LAND USE & ENVIRONMENTAL [Administered by Department of Construction and Inspections]

Appeals:

Downtown Housing Maintenance (SMC 22.220.140)
Denial or Revocation of Rental Housing Registration (SMC 22.214.045)
Environmental Determinations (SMC 25.05.680)[Admin. by any City dept. as lead agency]
Environmentally Critical Areas
 Conditional Use (SMC 25.09.260)
 Reasonable Use Exception (SMC 25.09.300)
 Variance (SMC 25.09.160.C, 25.09.280)
Habitable Building Standards Variances (SMC 22.206.217)
Housing & Building Maintenance Code Violations (SMC 22.208.050)
Land Use Code Citations (SMC 23.91.006, 23.91.010, 23.91.012)
Land Use Code Interpretations (SMC 23.88.020)
Land Use Regulations (SMC 23.47A.004)
Adult Cabarets (SMC 23.49.030)
Land Use Regulations – Industrial (SMC23.50.012)
Land Use Regulations – Affordable Housing Impact Mitigation Program for Commercial Development – (SMC 23.58B.030)
Land Use Regulations – Mandatory Housing Affordability for Residential Development (SMC 23.58C.035)
Land Use Regulations – Seattle Shoreline Master Program Regulations (SMC 23.60A.064, 23. A.202, 23.60A.203, 23.60A.204, 23.60A.214)
Land Use Regulations – Station Area Overlay District (SMC 23.61.016)
Land Use Regulations – Master Planned Communities (SMC 23.75.085, 23.75.120)
Master Use Permit [Type II] decisions (SMC 23.76.06, SMC 23.76.022):
 Administrative Conditional Uses
 Consistency with Planned Action Ordinance and EIS
 Design Review
 Downtown Planned Community Developments
 Establishing Light Rail Transit Facilities
 Establishing Monorail Transit Facilities
 Major Phased Developments
 Short Subdivisions
 Special Exceptions
 Temporary Uses
 Variances
Noise Code Variances (SMC 25.08.590, 25.08.610, SMC 25.08.655)
Noise Code Citations (SMC 25.08.900, 25.08.910, 25.08.920, 25.08.930, 25.08.940, 25.08.950)
Pioneer Square Minimum Maintenance Violations (SMC 25.28.280, 25.28.300, 25,28.310)
Relocation Assistance: (City action causes displacement) (SMC 20.84.225, SMC 20.84.640)
Stop Work Orders (SMC 23.76.034)
Stormwater, Grading & Drainage exceptions (SMC 22.800.040)
Tenant Relocation Assistance Eligibility Determinations (SMC 22.210.100, 22.210.110, 22.210.120, 22.210.150, 22.210.160)
Weed and Vegetation Citations (SMC 10.52.031, 10.52.032, 10.52.034, 10.52.035, 10.52.034, 10.52.036)
[Admin. by SDCI]

Land use decisions on Type III applications

Subdivisions (SMC 23.76.024 and SMC 23.22.054)

Recommendations to City Council on Type IV applications (SMC 23.76.036, SMC 23.76.052, SMC 23.76.054):

Council Conditional Uses

Major Amendment to Property Use and Development Agreement (SMC 23.76.058)

Major Institution Master Plans (SMC 23.69.030)

Public Facilities (SMC 23.69.032)

Rezone Applications (SMC 23.34)

SCHOOL REUSE & DEPARTURES [Administered by Department of Neighborhoods]

School Development Standard Departures (SMC 23.79.012) within MUP decision

School Reuse/SUAC (SMC 23.78.014) within MUP decision

CIVIL RIGHTS [Administered by the Office for Civil Rights]

Employment Discrimination Complaints (SMC 14.04.150, 14.04.170, 14.04.180, 14.04.185)

Unfair Public Accommodations Practices (SMC 14.06.040, 14.06.110, 14.06.120, 14.06.130, 14.06.140)

All-Gender Single-Occupant Restrooms Requirements (SMC 14.07.040)

Fair Housing (SMC 14.08.170, 14.08.180, 14.08.200)

Use of Criminal Records in Housing (SMC 14.09.085, 14.09.090,

Fair Contracting Practices (SMC 14.10.120, 14.10.130, 14.10.140, 14.10.150)

Paid Sick/Safe Leave Appeals (SMC 14.16.050, 14.16.070, 14.16.085, 14.16.090, 14.16.100, 14.16.105)

Fair Chance Employment Appeals (SMC 14.17.045, 14.17.060, 14.17.065, 14.17.075, 14.17.080)

Minimum Wage Appeals (SMC 14.19.050, 14.19.070, 14.19.085, 14.19.090, 14.19.100, 14.19.105)

Wage Theft Appeals (SMC 14.20.030, 14.20.050, 14.20.065, 14.20.070, 14.20.080, 14.20.085)

The Use of Conversion Therapy on Minors (SMC 14.21.050)

Secure Scheduling (SMC 14.22.065, 14.22.085, 14.22.100, 14.22.105, 14.22.115, 14.22.120)

Domestic Workers (SMC 14.23.095, 14.23.095, 14.23.100, 14.23.105, 14.23.115, 14.23.120)

Protecting Hotel Employees from Violent or Harassing Conduct (SMC 14.26.150, 14.26.170, 14.26.180, 14.26.210, 14.26.220)

Protecting Hotel Employees from Injury (SMC 14.27.150, 14.27.170, 14.27.180, 14.27.190, 14.27.210, 14.27.220)

Improving Access to Medical Care for Hotel Employees (SMC 14.28.150, 14.28.170, 14.28.180, 14.28.210, 14.28.220)

Hotel Employees Job Retention (SMC 14.29.170, 14.29.180, 14.29.190, 14.29.210, 14.29.220)

LANDMARKS AND SPECIAL DISTRICTS [Administered by the Dept. of Neighborhoods]

Certificates of Approval for Designated Landmarks (SMC 25.12.740)

Factors to be considered by Board or Hearing Examiner (SMC 25.12.750)

Hearing Examiner procedure (SMC 25.12.760)

Landmark Controls & Incentives (SMC 25.12.530) [Recommendations to City Council]

Owner's objections to Board's recommendation (SMC 25.12.535)

Scheduling of hearing (SMC 25.12.540)

Hearing Examiner procedure (SMC 25.12.560)

Basis for Hearing Examiner's recommendations. (SMC 25.12.570)

Hearing Examiner recommendations – Referral to Council (SMC 25.12.610)

Service of notices (SMC 25.12.840)

Landmarks Code Interpretations (SMC 25.12.845)

Conformance with general development (SMC 25.12.980)

Special Review Districts' Certificate of Approval and Code Interpretations
Certificate of Approval – Application, review and appeals (23.66.030)
Ballard Avenue Landmark District (SMC 25.16.110 & SMC 25.16.115)
Columbia City Landmark District (SMC 25.20.110 & SMC 25.20.115)
Fort Lawton Landmark District (SMC 25.21.110, 25.21.130 & 25.21.135)
Harvard Belmont Landmark District (SMC 25.21.110, 25.22.130 & SMC 25.22.135)
International District (25.24.080 & 25.24.085)
Pike Place Market Historical District (SMC 25.24.080 & SMC 25.24.085)
Pioneer Square Historical District (SMC 25.28.280, 25.28.300, 25.28.310)
Sand Point Naval Air Station Landmark District (SMC 25.30.090, 25.30.110, 25.30.120)

HEALTH AND PUBLIC SAFETY CODE VIOLATIONS

Graffiti Nuisance Violations (SMC 10.07.050) [Administered by Seattle Public Utilities]
Health Code Permit Actions (SMC 10.01.220) [Admin. by Seattle-King County Public Health]
Infectious Waste Management Ordinance Violations (SMC 211431090) [Admin. by Seattle-King County Public Health]
Public Nuisance Abatements (SMC 10.09.100) [Administered by Seattle Police Department]
Frozen Dairy Food Products (SMC 10.18.140) [Administered by Seattle-King County Public Health]
Noise Variance (SMC25.08.610)
Radiofrequency Radiation Ordinance Violations (SMC 25.10.540) [Admin. by Seattle-King County Public Health]
Corrosion Prevention (SMC21.08.350, 21.08.360) [Admin. By Seattle-King County Public Health]

CITY TAXES AND LICENSES [Admin. by Financial and Admin. Serv., Revenue & Consumer Affairs]:

Admission Tax Exemptions (SMC 5.40.028, SMC 5.40.085)
All Ages Dance and Venues (SMC 6.295.180)
Bond Claims (SMC 6.202.290)
Business and Occupation and other Tax Assessments (SMC 5.55.140, 5.55.150, 5.55.230)
Income Tax on High-Income residents (SMC 5.65.160, 5.65.170, 5.65.230)
Multifamily Housing Property Tax Exemption (SMC 5.72.110)
2004 Multifamily Housing Property Tax Exemption Program (SMC 5.73.110)
Horse Drawn Carriage Licenses (SMC 6.315.430)
License Denials, Suspensions & revocations (SMC 5.55.230, SMC 6.02.080, SMC 6.02.285, SMC 6.214.320, SMC 6.02.290, SMC 6.202.240, SMC 6.202.270, Chap. 6.500 SMC, SMC 6.10.120, SMC 6.10.130, 6.208.020, 6.214.320, 6.295.160, 6.295.180)
Animal Control:
 Animal License Denials (SMC 9.25.120)
 Determinations of Viciousness/Order of Humane Disposal (SMC 9.25.036)
Adult Entertainment (SMC 6.270)
For-Hire Vehicles & Drivers (SMC 6.310.635, 6.310.735)
Gas Piping (SMC 6.430.210)
Panorama and Peepshows (SMC 6.42.080)
Refrigeration Systems (SMC 6.410.210)
Steam Engineers and Boiler Fireman (SMC 6.420.210)
Unit Pricing (SMC 7.12.090)
Marijuana Business License Citations (SMC 6.500.147, 6.500.150, 6.500.170)
Short-Term Rentals 6.600.120)

CABLE COMMUNICATIONS – [Administered by the Office of Cable Communications]
Franchise Termination (SMC 21.60.120)

MISCELLANEOUS JURISDICTIONS

- Civil Service Appeals (SMC 4.04.250) [Delegation from Civil Service Commission]
- Commuter Benefit (SMC 14.30.150)
- Energy Benchmarking Appeals (SMC 22.920.155) [Admin. by Office of Sustainability and Environment]
- Ethics Code Violations (SMC 3.70.100) [Delegation from Ethics & Elections Commission]
- Improvement District Assessment Appeals as provided by Ordinance
- LID Assessment Rolls (SMC 20.04.090) [Admin. by SDOT]
- Rental Agreement (7.24.130) [admin. By DCI]
- Restricted Parking Zone Appeal (SMC 11.16.317) [Admin. by SDOT]
- Review of Floating Home Moorage Fees (SMC 7.20.080, SMC 7.20.090, SMC 7.20.110)
- Property Tax Exemption Elimination (SMC 5.72.110, SMC 5.73.100) [Admin. by Office of Housing]
- SDOT Citation Appeals (SMC 15.91.006) [Admin. by SDOT]
- Street Use Appeals (SMC 15.90) [Admin. by SDOT]
- Third Party Utility Billing Complaints (SMC 7.25.050)
- Whistleblower Retaliation Complaints (SMC 4.20.865) [Filed by the Ethics and Elections Commission]
- Compensation and Working Conditions Generally (SMC 4.20.225, 4.20.860, 4.20.870)
- Documentation of Eligibility for certain uses of Sick Leave and Funeral Leave (SMC 4.30.865)
- Floating Home Moorages (SMC 7.20.080, 7.20.090, 7.20.100, 7.20.110)
- Refund Anticipation Loan Regulation (SMC 7.26.070)

Please note that the list is provided only for the public's convenience and may not reflect recent ordinances adopted by the City Council. The Seattle Municipal Code and those ordinances are the ultimate authorities on the extent of the Examiner's jurisdiction.



Legislation Text


File #: Appt 02608, **Version:** 1

Reappointment of N. Iris Friday as member, Seattle Indian Services Committee, for a term to October 31, 2025.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>N. Iris Friday</i>		
Board/Commission Name: <i>Seattle Indian Services Commission</i>		Position Title: <i>Chair</i>
Appointment <input type="radio"/> OR <input checked="" 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: * 11/1/2022 to 10/31/2025 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
Residential Neighborhood: <i>SISC serves Seattle & King County</i>	Zip Code: <i>98122</i>	Contact Phone No.: [REDACTED]
Background: Iris Friday, Tlingit, is a Native American Program Specialist with the U.S. Department of Housing and Urban Development’s Office of Performance and Planning in headquarters. She works to bring affordable housing and homeownership opportunities to tribal communities and Native families both on and off reservation. Iris has served as a past chair of the Center for Women and Democracy, on the Seattle Tlingit and Haida Community Council delegate, and on the Kake Tribal Corporation Board of Directors. She is a past recipient of the Antone Minthorn Economic & Community Development Award, Excellence in Public Service Award, NWIHA HUD Employee of the Year, HUD Secretary’s Award for Excellence in Volunteerism, Flying Eagle Woman Award for Community Based Philanthropy, Heritage Keepers, Bernie Whitebear Unity Award, and, is a past graduate of Leadership Kitsap. She’s participated in international delegations to Morocco, Rwanda, and Panama. Iris has a bachelor’s degree in Political Science from the University of Washington and an MPA in Tribal Governance from Evergreen State College. She resides in Bremerton, WA with her husband, four children, and granddaughter.		
Authorizing Signature (original signature):  Date Signed (appointed): 6/7/2023	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.

N. Iris Friday



PROFESSIONAL HIGHLIGHTS

- Action oriented work plans focused on innovation, collaboration, coalition building, and proactive results
- Manage programs and projects with local, regional, and national results
- Recognized both within and outside of government for leadership, community development, and volunteerism

PROFESSIONAL GOAL:

To provide quality service to our clients that builds individual and tribal capacity resulting in expanded housing opportunities and strong, tribal economies.

WORK EXPERIENCE:

Native American Specialist/Loan Guarantee Coordinator **Jan 2004 - Present**
Northwest Office of Native American Programs
U.S. Dept. of Housing & Urban Development
Seattle, WA 98104
(206) 220-5420

The Northwest Office of Native American Programs (NWONAP) is entrusted with serving the 42 tribes of Washington, Oregon, and Idaho. In my role as a Native American Program Specialist I am responsible for ensuring that our department upholds the government-to-government relationship by proactively addressing the housing and community development needs of tribal communities.

HOUSING AND COMMUNITY DEVELOPMENT

- Developed an Outreach & Marketing plan for NWONAP's Title VI & Section 184 Indian Housing Loan Guarantee Program that has resulted in a 500% increase in 184 Indian Home loan activity and millions of dollars in Title VI loan activity. Our Section 184 loan program has grown from 53 loans per year to approximately 300 loans per year resulting in nearly 60 million in mortgage lending. Annually, our Title VI loan activity ranges from 2 - 9 million dollars in loans for affordable housing development.
- Partnered with the Department of Interior's Bureau of Indian Affairs to provide training for lenders on how to do trust land transactions. Outlined the Title Status Report process, mortgage approval and recordation process, and the functions of the Realty Office versus the Land Title and Records Office (LTRO). As a result I developed a regional directory of

key contacts for Realty offices, LTRO staff, along with a synopsis of trust land transactions. A final outcome is that our Section 184 Lenders have quick access to Title Status Reports.

- Partnered with the Bureau of Indian Affairs, the San Francisco Federal Reserve, and Veterans Affairs staff to host a series of workshops on “Connecting the Dots to Homeownership on Tribal Lands” that resulted in five workshops held throughout Washington, Oregon, and Idaho. I developed the agenda, provided marketing, and presented several workshop topics. Outcomes included: new partnerships with lenders, new tribes approved for the Veteran Affairs Native American Direct Loan, and renewed collaboration between the federal agencies.
- Partnered with the San Francisco Federal Reserve to form the Oregon and Idaho Federal Working Groups on Indian Affairs. In addition to hosting regular meetings to discuss how best to serve tribes, I took the lead in developing a one day training agenda on “Working Effectively with Tribal Governments” for state and federal employees. Both workshops were oversubscribed and at maximum capacity.

SPECIAL PROJECTS

- Wrote a white paper on Native Veterans and HUD VASH that addressed the challenges Native Veterans have in accessing HUD VASH vouchers on reservation. The paper was utilized as a conversation starter that highlighted the need to create a Native HUD VASH program.
- Presented to the Affiliated Tribes of Northwest Indians on HUD VASH and oversaw the consultation discussions related to Native HUD VASH.
- Collaborated with the Native Veterans Affairs division to address HUD VASH and the housing needs of Native Veterans. As a result I presented at numerous VA conferences throughout our region.
- Organized regional and national HUD seminars and summits that required managing planning teams, budgets, and developing the agenda.

ASSET BUILDING

I am a nationally recognized expert on Asset Building in Native communities and am regularly invited to present at conferences and host workshops.

- I advocated for and received approval to organize two national Native Asset Building conferences for HUD’s Office of Native American Programs. In this role I managed budgets of \$350,000 to develop a two-day agenda for 150 tribal attendees. Both conferences were a resounding success with evaluations that ranked the conference at a 96% success rate.
- Collaborated with our federal partners at USDA Rural Development, the Minneapolis Federal Reserve, First Nations Development Institute, Oweesta, Lakota Fund, and the Oklahoma Native Asset Building Coalition to present and assist with marketing the event.
- Co-Founded the Northwest Native Asset Building Coalition that formed in November 2005 as a result of a meeting and training session that I organized.

EARNED INCOME TAX CREDITS

HUD and the Internal Revenue Service (IRS) have a Memorandum of Understanding to promote Earned Income Tax Credits (EITC) to Public and Indian Housing Residents. I utilized the MOU to develop strong partnerships with the IRS to promote EITC in tribal communities by:

- Providing trainings to tribes on the EITC as an opportunity for families to pursue homeownership.
- Partnering with the IRS SPEC officers to provide trainings on Volunteer Income Tax Assistance Sites. There are now three VITA sites in Washington that bring in hundreds of thousands of dollars in EITC tax refunds for their tribal members.
- Presenting to the Affiliated Tribes of Northwest Indians general assembly.
- Working with the Internal Revenue Service Stakeholder Partnership, Education and Communications staff to bring together Native non-profits, housing and community development organizations, to highlight the Earned Income Tax Credit (EITC) and how non-profit organizations could take a leadership role in marketing the EITC, free tax preparation, and connecting families to asset building opportunities, such as home ownership, college, and small business development. Non-profits in attendance recommended the creation of a more formal entity to address EITC and asset building throughout Washington, Oregon, and Idaho. I organized a team of community stakeholders and created a work plan that made the NWNABC a reality and now exists as a non-profit organization. The NWNABC has trained numerous tribal housing counselors, financial coaches, and expanded asset building throughout tribal communities in Washington, Oregon, and Idaho.

TRAININGS

I am a certified financial education counselor, Pathways Home counselor, and Earned Income Tax Credit expert.

- Provided numerous trainings for northwest tribes on Section 184 Indian Housing Loan Guarantees, Title VI loan guarantees, homebuyer education, financial education, earned income tax credits, asset building, and utilizing government guarantees for economic development.
- Regularly invited to present at state, regional, and national conferences. I have presented at numerous regional and national conferences including: Department of Justice, National American Indian Housing Council, Affiliated Tribes of Northwest Indians, Center for Financial & Economic Development, National Community Tax Coalition, USDA Rural Development, Bureau of Indian Affairs, Buder Center, the San Francisco Federal Reserve, Department of Interior, USDA Rural Development, and Washington University.
- Responsible for facilitating numerous Government-to-Government Consultation sessions for HUD's Office of Native American Programs, including those on President Obama's Consultation Policy and the Native HUD-VASH program.

3/02-1/2004 Grants Management Specialist/Program Analyst Northwest Office of Native American Programs

Provided grants management for 12 tribal housing programs throughout the Northwest region. Responsibilities included reviewing Indian Housing Plans, providing financial oversight of

Indian Housing Block Grants, and responding to information requests. Provided technical assistance on implementing the goals of the Native American Housing Assistance and Self-Determination Act, leveraging resources, and managing housing programs.

Reviewed Indian Community Development Block Grant applications, distributed funding agreements, and closed completed grants.

3/99-3/2002 **COMMUNITY BUILDER**
U.S. Department of Housing and Urban Development

Responsible for addressing the housing and community development needs of the Puget Sound urban Native population. Represent HUD at meetings with housing coalitions, community organizations, state-wide committees, federal agencies, county executives, tribal leadership, and non-profit organizations. Promoted HUD's Business Operating Plan national objectives while increasing HUD's visibility in under-served communities and populations. Built coalitions and teams to meet the housing needs of under-served populations.

Successfully partnered with urban Indian organizations to host three Housing Information Fairs targeting the American Indian and Alaska Native population. The Fair promoted home ownership, affordable housing, fair housing laws and brought together lending institutions, realtors, and housing organizations. FHA insured mortgages to Native families doubled as a result.

Organized homebuyer education classes for Native families; developed a financial planning course for Native families; organized train-the-trainer sessions. Successfully advocated for & organized HUD's 1st National Urban Indian Housing Conference in Seattle, WA.

Worked with the urban Indian community on a community planning process addressing affordable housing, homelessness, and community development. Two planning sessions addressed community needs and a community vision.

EDUCATION

Associate of Arts Degree, June 1994

Seattle Central Community College, Seattle, WA

Bachelor of Arts Degree in Political Science, June 1996

University of Washington, Seattle, WA

John F. Kennedy School of Government Executive Program, August 1999

Harvard University, Boston, MA

Masters in Public Administration – Tribal Governance

September 2010 - June 2012

Evergreen State College, Olympia, WA

HONORS & AWARDS

- Honoree, Potlatch Fund, Antone Minthorn Economic & Community Development Award, 2015
- Recipient, HUD Secretary Donovan's Award for Excellence, 2014
- Recipient, Excellence in Public Service Recognition, Seattle Federal Executive Board (SFEB), 2014
- Honoree, "Heritage Keepers," Women of Color Empowered, 2012
- Honoree, Northwest Indian Housing Association, HUD Employee of the Year, 2012
- Recipient, *Flying Eagle Woman Award for Community Based Philanthropy*, Native Americans in Philanthropy, 2011
- Recipient, Excellence in Public Service Recognition, SFEB, 2011
- U.S. Dept. of Housing & Urban Development Star Peer Recognition, 2010
- Recipient, Excellence in Public Service Recognition, SFEB, 2007
- Recipient, Minority Executive Director's Coalition, Bernie Whitebear Unity Award, 2003
- Recipient, Tlingit & Haida Council Award for Outstanding Community Service, 2001

NATIONAL ACCOMPLISHMENTS

- U.S. Dept. of Housing and Urban Development Community Builder Fellowship, Class of 1999
- Americans for Indian Opportunity's Ambassador Leadership program, Class of 1998
- American University's Washington Internships for Native Students, Class of 1994
- White House Intern, Office of First Lady Hillary Rodham Clinton, 1994

PROFESSIONAL DEVELOPMENT

- Leadership Kitsap, Class of 2013 – A one-year leadership initiative focused on leadership and professional development, community development, and a final community project. My project, entitled, "Kills Pill" resulted in a prescription drug take back program at the Kitsap County Sheriff's Office.
- 2013 delegate to the Center for Women and Democracy's Global Networking trip to Rawanda. Presented on "Historical Trauma."
- 2009 Delegate to Morocco, Center for Women and Democracy's Global Networking Committee.
- 2008 Delegate, 3rd Indigenous Leaders Summit of the Americas, Panama
- Certificate, John F. Kennedy School of Government Executive Program, Harvard University, September 1999

VOLUNTEER WORK

- Chair, Native Action Network. Provide leadership training to women and young women. Oversee an annual budget of \$45,000. Organize the training curriculum.
- 2009 – 2015 Board member and current Chair, past Chair of the Leadership Institute, Center for Women and Democracy
- 2013-2015 – Delegate, Tlingit & Haida Washington Chapter

Seattle Indian Services Commission

June 2023

5 Members: Pursuant to Seattle Ordinance #103387 and Chartered in 1972, *All members subject to City Council confirmation, 3-year terms:*

- # City Council-appointed
- 1 Mayor-appointed
- 4 Other Appointing Authority-appointed (specify): Seattle Indian Services Commission Governing Council

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
4	F		1.	Interim Chair	N. Iris Friday	11/01/22	10/31/25	7	Mayor
4	F		2.	Treasurer	Misha Averill	6/30/20	6/30/20	1	Governing Council
4	F		3.	Member	Colleen Echohawk	01/01/21	12/31/24	3	Governing Council
4	M		4.	Member	Michael Reichert	1/01/23	12/31/26	3	Governing Council
			5.	Member					Governing Council

SELF-IDENTIFIED DIVERSITY CHART

	(1)		(2)		(3)		(4)		(5)		(6)		(7)		(8)		(9)	
	Male	Female	Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial					
Mayor		1						1										
Council																		
Other	1	2						3										
Total	1	3						4										

Key:

- *D List the corresponding *Diversity Chart* number (1 through 9)
 - **G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown
 - RD Residential Council District number 1 through 7 or N/A
- Diversity information is self-identified and is voluntary.*



Legislation Text


File #: Appt 02610, **Version:** 1

Reappointment of Esther Lucero as member, Indigenous Advisory Council, for a term to July 31, 2025.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Esther Lucero</i>		
Board/Commission Name: <i>Indigenous Advisory Council</i>		Position Title: <i>Member</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * 8/1/2023 to 7/31/2025 <input type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: <i>NA</i>	Zip Code: <i>98027</i>	Contact Phone No.: [REDACTED]
Background: <i>Esther Lucero is Diné and Latina and a third generation urban Indian from Colorado Springs, Colorado. Esther received a Master of Public Policy and a BA in Native American studies from Mills College.</i> <i>Previously, Esther served as the Director of Policy and Programs at the Native American Health Center and the Director of Programs and Strategic Development for the California Consortium for Urban Indian Health. In addition, Esther has taught classes at San Francisco State University and San Francisco Art Institute.</i> <i>Esther joined the Seattle Indian Health Board in 2015, with the goal of uplifting the organization's longstanding dedication to the urban Indian community in health and human services, workforce development, public policy, and research. During her tenure, she has increased the operating budget by \$23 million; built a team-based environment; established an Executive team; led the implementation of the first of its kind, Indigenous Knowledge Informed System of Care, and stewards the expansion of three additional clinic sites.</i> <i>Esther currently serves on the Substance Abuse and Mental Health Services Administration (SAMHSA) Advisory Committee for Women's Services and the SAMHSA Region X Opioid Taskforce. In Washington State, she serves on the Governor's Behavioral Health Taskforce, is a delegate to the American Indian Health Commission, and a delegate to the Governor's Indian Health Advisory Council. Locally, she serves as the co-chair for King County Accountable Community of Health: HealthierHere's governing board, and serves on the Native Communities Committee.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): <i>6/27/23</i>		Appointing Signatory: Debora Juarez Seattle City Council President

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

Esther Lucero

Education:

Mills College

Mills College
BA Native American
Studies/Chemistry minor
Fall 2006

Teaching:

San Francisco Art Institute • San Francisco, CA • **Adjunct Professor** • 12/2015-Current

Course Titles:

Native Americans in the Media
Native American Women
Native American Urbanization, Intertribal Resistance, and, Cultural Revitalization

San Francisco State University • San Francisco, CA • **Adjunct Professor** • 08/2010-12/2015

Course Titles:

American Indian Women
Urban Indians
American Indians in the Media
Oral Literature
Native American Urbanization, Intertribal Resistance, and Cultural Revitalization

Publications:

From Tradition to Evidence: Decolonization of the Evidence-based Practice System, The Journal of Psychoactive Drugs, Growing Roots: Native American Evidence-based Practices Dec. 2011
The New Generation, The Womanist Journal 2006

Films:

Killing the 7th Generation: Reproductive Abuses Against Indigenous Women, Director, Cinematographer, Editor, Co-Producer Melinda Micco 2010

Professional Achievements:

2012-2013 *National Tribal Environmental Health Think Tank* member- Center for Disease Control
2010-Current Intertribal Friendship House Board Member
2010 HIV Prevention Planning Council Member: Co-Chair of Prevention with Positives Committee

Experience:

Seattle Indian Health Board • Seattle, WA • **Chief Executive Officer** • 11/2015-Current

- Responsible for the day-to-day management of the corporation.
- Provide oversight of organization's finances within guidelines established by the Board of Directors.
- Ensure appropriate human resources management including hiring, firing, and recommended salary status of employees within approved salary ranges established by the Board of Directors.
- Ensure compliance with public and private contracts and grants and national accrediting organizations.

- Oversee community and public relations serving as primary spokesperson to ensure access to needed resources and reinforce a positive image for the organization.
- Apprise the Board of Directors to trends in health care delivery, needs of the SIHB, policy considerations, and other organizational needs.
- Work in collaboration with the Board to foster and maintain sound agency governance.
- Perform other duties as assigned by the Board of Directors.

California Consortium for Urban Indian Health • San Francisco, CA • **Director of Programs and Strategic Development** • 10/2013-10/2015

- Innovate, strategize, and lead vision for organizational growth including diversification of funding streams, program development, and increased visibility.
- Provide statewide public health policy advocacy for Urban American Indian communities.
- Provide policy analysis and dissemination of relevant legislation and policy.
- Lead Behavioral Health and Primary Care Integration with an emphasis on cultural competency and sustainability planning.
- Lead policy change strategies for Traditional Healing, specifically directed at getting Traditional and Cultural practices to become billable through the Medical system.
- Lead and direct fund-development efforts, and marketing/communications strategies.
- Strengthen operational systems and organizational efficacy.
- Provide training and technical assistance for statewide implementation of the Affordable Care Act and the California Health Exchange (Covered California).
- Developed CCUIH's first American Indian Fellowship/Internship Program.
- Responsible for daily operations including budget and contract management, program implementation and evaluation.

Native American Health Center • Oakland, CA • **Director of Policy and Programs** • 2/2010-10/2013

- Successfully managed the Community Wellness Department's specialty programs (\$7 million budget), including day-to-day program operations, performance management, project hiring, human resources and budget management.
- Ensured high quality, effective behavioral health programming and culture-based prevention and treatment services for the San Francisco Bay Area Urban Native American community.
- Led the departmental strategic planning and management in the areas of grant funding, department development, performance management, and team building.
- Was instrumental in the development of plans to operationalize the integration of behavioral health services with medical services.
- Developed, and implemented departmental funding initiatives. Led and trained grant writing teams, and promoted the expansion of integrated funding initiatives that span all sites.
- Responsible for the direct supervision of all Program Directors and indirect supervision of all CWD staff. A total of 70 employees.
- Founded NAHC's Media Center, and established it as social enterprise within the CWD.
- Acted as the department policy advocate for Urban Indian behavioral health on local, state and national levels.
- Coordinated activities across departments, sites and with collaborating agencies to ensure that programs met all goals and objectives.
- Coordinated activities across internal CWD functional areas (i.e., clinical behavioral health treatment, data management and analysis, and administration) ensuring specialty program areas meet community needs and are in compliance with department, agency, and funding agency regulations.
- Conducted presentations on CWD programs at the local, state, and national level and ensure dissemination of information to NAHC staff and community, as appropriate.

- Actively participated in, and represent CWD at agency-wide management meetings and in agency-wide planning processes. Ensured appropriate distribution of information at both the departmental and organizational level.
- Actively participated in internal quality improvement teams and work with members proactively to drive quality improvement initiatives in accordance with the mission and strategic goals of the organization, federal and state laws and regulations, and accreditation standards, when assigned.

Native American Health Center • San Francisco, CA • **Consultant** • 05/2009-08/2009

- Effectively provided Program Evaluation for Circle of Healing (HIV Services).
- Analyzed and reported on CDC grants and assessed program performance.

Native American AIDS Project • San Francisco, CA • **HIV Case Manager** • 04/2007-02/2009

- Held an active caseload of 120 clients, more than any other case manager in San Francisco.
- Acted as a liaison between clients diagnosed with HIV and all San Francisco City resources.
- Advocated for clients in the realms of healthcare, general assistance, food support, emergency assistance, housing, psychological support, and spiritual health.
- Trained in CSTEP case management, harm reduction, and HIV 101.
- Organize and conducted street outreach and education programming, facilitated workshops on culturally competent end of life services, abstinence policies and lack of cultural competency at the National Conference on AIDS.
- Provided guest lectures on Methamphetamines and Native American Communities.
- Sat on the HIV Prevention Planning Council and Co-chaired the Points of Integration Committee.
- Represented NAAP on the Casey Family Programs committee to plan for better use of the Indian Child Welfare act within social services.
- Successfully cultivated partnerships with the AIDS Health Project and UCSF to provide better case management support for women and Native Americans. Through this I have exceeded my contracted client base by double.

UCSF San Francisco, CA • **Admin II** • 4/2003-11/2003

- Responsible for patient service and assistance.
- Conducted basic office responsibilities.
- Trained in HIPPA, IDX, On-Trac, Insurance verification
- Managed Urgent Care Check in and emergency calls.

Bebe Stores Inc. San Francisco, CA • **Store Manager** • 3/2001- 4/2003

- Responsible for a \$1.5 million business including operations, performance management, human resources, and visual presentation. Led the district in best sales over the previous year.
- Recruited, interviewed, hired, trained, and managed 20 person staff.
- Innovated and developed motivational tools to maximize sales potential and to develop staff into next level positions. Train fellow store managers and their new employees.
- Prepared and managed store procedures, including client service, sales, employee development and loss prevention. Conduct management meetings with staff. Report daily, weekly, monthly statistics to corporate management. Prepare and manage scheduling, payroll and trainings. Plan and organize client events. Create and maintain an excellent customer service environment.
- Responsible for analyzing product to improve sales. Followed company directives and executed floor changes.

Sunglass Hut Inc. San Francisco, CA • 2/1994-7/2000 • **Senior District Manager**

- Supervised 14 retail stores (including West Coast flagship store) totaling \$6 million in business.
- Responsible for recruiting, interviewing and hiring all associates, including store managers.

- Developed and administered training program on performance management.
- Developed and administered training program on successful recruiting.
- Led and motivated sales team to 16% increase in sales over the previous year.
- Monitored daily sales performance, set annual budgets, adjusted monthly budgets, and communicated operational, visual and sales expectations and company standards to the district. Performed daily store visits to monitor performance. Trained and developed store managers, and conducted monthly manager meetings. Served as a liaison between regional manager, all corporate office departments and store managers.
- Responsible for sales performance, visual standards, operational standards, loss prevention, profit and payroll management, and staff development.

Achievements, Honors and Awards:

Mills:

Graduate Student of the Year 2009
 Alumnae Scholarship 2008-2010
 Best Senior Thesis 2007
 Graduation Speaker 2007
 President/Founder of Pre Med Club 2005-2007
 Co-Chair Native American Sisterhood Alliance 2005-2007
 Womanist Publication 2006
 Deans Scholarship 2004-2006
 AAIP Pre Med Shadowing Program Scholarship 2006
 AAIP Pre Med Conference Scholarship 2005
 SMEP Scholarship 2004

UCSF: 2 Superstar Service Awards

Bebe: #1 Store, 2002 (SF district)

Sunglass Hut:

#1 Manager in Sales Performance (over 200 districts, including 2000 stores), 1999
 Selected to Presidents 100 Club, 1999 (management organization composed of 25 of the top-performing individuals in the company)
 Double-digit Sales Increase Award, 1999
 Highest Contribution Award, 1998
 Best People Development Award, 1998
 Best Loss Prevention Results Award, 1998
 Most Personal Growth Award, 1997
 Superstar Service Award, 1996

Indigenous Advisory Council

Nine Members: Pursuant to [Ordinance 126512](#), all members subject to City Council confirmation, one – and two-year terms for the initial round of appointments, two-year terms thereafter:

- 5 City Council-appointed
- 4 Mayor-appointed

Roster: *Updated 7/5/23

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
4	M		1	Tribal member-WA	Donny Stevenson	8/1/23	7/31/25	1	City Council
4	M		2	Tribal member-WA	Jay Mills	8/1/22	7/31/24	1	City Council
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4	F	D5	9	Urban Native Org	Jaci McCormack	8/1/22	7/31/24	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

			(1)	(2)	(3)	(4)	(6)	(7)	(8)		
	Male	Female	Transgender	NB/ 2S / U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Caucasian/ Non-Hispanic	Native Hawaiian/ Pacific Islander	Middle Eastern
Mayor	1	3						4			
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Key:

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RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.



Legislation Text

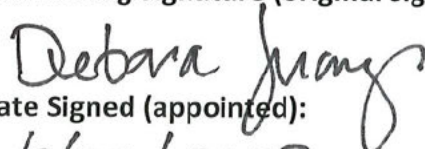
File #: Appt 02611, **Version:** 1

Reappointment of Donny Stevenson as member, Indigenous Advisory Council, for a term to July 31, 2025.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Donny Stevenson		
Board/Commission Name: Indigenous Advisory Council		Position Title: Member
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Re-appointment	City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Term of Position: * 8/1/2023 to 7/31/2025 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
Residential Neighborhood: NA	Zip Code: 98092	Contact Phone No.: [REDACTED]
Background: <i>Donny Stevenson serves as the Vice-Chairman of the Muckleshoot Indian Tribe as an elected member of the Muckleshoot Tribal Council and considers this role as the greatest honor of his professional life. He attended the Evergreen State College where he earned his formal education through a Bachelor's Degree in Liberal Arts focused on Native American Studies. He has worked as an Executive-level leader in Indian Country over the course of a 25-year career serving his Tribe and people. Donny is passionate about accessing the traditional teachings and wisdom of the ancestors and elders to build a sustainable and successful future for all; but, particularly his Tribal people and community. He believes this is accomplished through the lens of collaborative spirit toward unity while asserting Tribal identity, self-governance and sovereignty. Ultimately, building pathways of creativity, healing, persistence, reclamation and opportunity through the strength and legacy provided by Tribal culture and tradition. Donny and his wife Tina, reside together and raised their four now-grown children happily within the Muckleshoot Tribal community, where these principles and values have shaped their lives together and all taken on the very personal application of those family values and a responsibility to the next generation and all those that follow. Donny truly counts himself blessed to work within and serve Indian Country and considers this work sacred; not only a very real responsibility, but also a profound legacy and true blessing to be even a small part of.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 6/27/2023		Appointing Signatory: Debora Juarez Seattle City Council President

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

Donny Stevenson

Education Bachelor of Arts, The Evergreen State College – 2006

Elected Office

Muckleshoot Tribal Council 2018 – Present

Currently Tribal Council Vice Chairman. Honoring the will and identity of the Muckleshoot people through service-based elected leadership of the Muckleshoot Indian Tribe, the federally-recognized sovereign Tribal nation. Ensuring preserving and protecting Tribal sovereignty through strong and effective self-governance.

Employment

Muckleshoot Indian Tribe 2015-2018

Human Resources Director

Muckleshoot Indian Tribe 2014-2015

Human Resources Employee Relations

Muckleshoot Indian Tribe 2006 – 2013

Muckleshoot Indian Tribe

Human Resources Specialist

Indigenous Advisory Council

Nine Members: Pursuant to [Ordinance 126512](#), all members subject to City Council confirmation, one – and two-year terms for the initial round of appointments, two-year terms thereafter:

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- 4 Mayor-appointed

Roster: *Updated 7/5/23

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SELF-IDENTIFIED DIVERSITY CHART

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RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.



Legislation Text


File #: Appt 02612, **Version:** 1

Appointment of Megan Castillo as member, Indigenous Advisory Council, for a term to July 31, 2025.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Megan Castillo		
Board/Commission Name: <i>Indigenous Advisory Council</i>		Position Title: <i>Member</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: * 8/1/2023 to 7/31/2025 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
Residential Neighborhood: <i>District 2</i>	Zip Code: 98144	Contact Phone No.: [REDACTED]
Background: Megan Castillo is Tlingit and Filipina. Born and raised in Hawaii, Megan moved to Seattle in 2011 to pursue Digital Design and Art History at Seattle University. She is currently the Program Manager at Coyote Central, an organization that provides creative classes to young people ages 10-15. Before working at Coyote Central, Megan was the Program Manager for Town Hall Seattle, where she booked over 200 events a year including author talks, musical performances, and community events. Through Urban Native Education Alliance Megan co-leads an annual Resume and Job Readiness workshop for teenagers where she helps young people prepare to apply for their first jobs and internships. You can find Megan at the Seattle Art Museum where her photo is included in Wendy Red Star's <i>Áakiwilaxpaake (People Of The Earth) (2022)</i> , a group portrait of Native women and children. A resident of Beacon Hill, Megan spends her free time gardening, walking her dog, and making art.		
Authorizing Signature (original signature):  Date Signed (appointed): 7/5/2023		Appointing Signatory: Bruce Harrell City of Seattle Mayor

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

Megan Castillo



EXPERIENCE

Coyote Central — Program Manager

June 2023 - PRESENT

- Manage class bookings for Studio Coyote
- Manage School Partner Programs including budget management
- Lead quarter logistics and communication with teachers
- Lead logistics management for staff including on-call schedule, sub charts, and Excel booking sheets
- Support immediate needs of teachers during class-time and assist with classroom set up, clean-up, and transitions
- Support teachers in classroom management, conflict resolution, and gear support
- Recruit, train, and oversee classroom mentors for Coyote Central

Town Hall Seattle — Program Manager

April 2020 - PRESENT

- Manages Town Hall produced programs and booking, advancing 100+ programs per season
- Collaborating with a wide range of partner organizations, publishers, journalists, and artists
- Creating contracts with speakers and performing artists
- Facilitating Artist in Residence opportunities, managing applications, reviewing applicants, scheduling interviews, creating agreements, and processing invoices and payments
- Coordinating racial equity workshops and advancing Town Hall's racial equity commitments
- Working with the Development team to secure grants and sponsorships to support Town Hall programming

Town Hall Seattle — Community Engagement Manager

June 2018 - March 2020

- Worked closely with Town Hall's programming team to create additional engagement opportunities with typically underserved communities
- Developed and maintained relationships with new, diverse communities
- Maintained Town Hall's social media presence
- Community outreach at outside events

Town Hall Seattle — Social Media Coordinator

April 2017 - May 2018

- Managed Town Hall Seattle's social media presence across all platforms including Twitter, Instagram, and Facebook
- Created media assets by directing video shoots and styling photos

SKILLS

Event planning and organizing

Youth and community outreach and engagement

Public speaking and conversation facilitation

Graphic design and social media

SalesForce, Word, Excel, SharePoint, OneDrive, & Teams

SPECIAL PROJECTS

Lead staff committee that wrote Town Hall's Racial Equity Commitments

Facilitated the writing of Town Hall Seattle's land acknowledgment

Developed open call process for Artist in Residence program

EDUCATION

Seattle University—
Bachelor's degree

Graduating Class of 2015

Digital Design Major, Art History Minor

ADDITIONAL EXPERIENCE

Workshop Facilitator - Urban Native Education Alliance

Indigenous Advisory Council

Nine Members: Pursuant to [Ordinance 126512](#), all members subject to City Council confirmation, one – and two-year terms for the initial round of appointments, two-year terms thereafter:

- 5 City Council-appointed
- 4 Mayor-appointed

Roster: *Updated 7/5/23

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
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4	F		8	Urban Native Org	Asia Tail	8/1/23	7/31/25	1	Mayor
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SELF-IDENTIFIED DIVERSITY CHART

	(1)		(2)		(3)		(4)		(6)		(7)		(8)	
	Male	Female	Transgender	NB/ 2S / U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Caucasian/ Non-Hispanic	Native Hawaiian/ Pacific Islander	Middle Eastern			
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RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.



Legislation Text


File #: Appt 02613, **Version:** 1

Reappointment of Asia Tail as member, Indigenous Advisory Council, for a term to July 31, 2025.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Asia Tail		
Board/Commission Name: Indigenous Advisory Council		Position Title: Member
<input type="checkbox"/> Appointment OR <input checked="" 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: * 8/1/2023 to 7/31/2025 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
Residential Neighborhood: NA	Zip Code: 98168	Contact Phone No.: [REDACTED]
Background: <i>Asia Tail is an artist and community organizer based in Tukwila, Washington. She attended the Cooper Union School of Art in New York, and graduated with a Bachelor of Fine Arts degree in 2014. In 2018, she co-founded yəhaw Indigenous Creatives Collective, an urban Native women-led arts nonprofit based in Seattle. yəhaw now works with hundreds of interdisciplinary artists across the region, and is acquiring an undeveloped site for transformative land-based cultural programming.</i> <i>Asia has served as a freelance consultant for local organizations including Washington State Convention Center, Nia Tero, Johnson Ramirez Consulting, Seattle Aquarium, Chief Seattle Club, City of Tacoma, Spaceworks Tacoma, City of Seattle, Seattle Art Museum, Potlatch Fund, Seattle’s Office of the Waterfront, and ArtsWA, among others. She currently works as a Program Officer at Seattle Foundation.</i> <i>Asia is a citizen of the Cherokee Nation of Oklahoma, born and raised on Coast Salish territories.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 7/5/2023	Appointing Signatory: Bruce Harrell City of Seattle Mayor	

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

ASIA TAIL



Cherokee Nation Citizen / pronouns: she, her, hers

EDUCATION

Cooper Union, School of Art, New York, NY, Bachelor of Fine Arts, 2014
Four-Year Full-Tuition Scholarship, Brandon Burns Stewart Memorial Prize

PROFESSIONAL EXPERIENCE

Program Officer, Seattle Foundation, 2021-Present

- Manage funding portfolio that invests in BIPOC communities in King County
- Design an Indigenous funding framework set to launch in 2022

Program Manager, Native Action Network, 2020-2021

- Managed all programs, with 22 events in the last year including a Native-Led Grant Makers Forum, as the first and only salaried staff person in the organization's history
- Completed all funder deliverables and duties safely and on time despite starting my position shortly before the Covid-19 pandemic began
- Administered new programs responding to urgent BIPOC community needs, including granting \$25,000 in rental assistance, distributing \$40,000 worth of food vouchers, and surveying over 75 K-12 students in South King County on their technology access
- Exponentially increased reach and visibility by transforming the organization's website, email newsletter, social media channels, and other communications
- Built strong strategic partnerships across sectors by actively participating in local community groups including Seattle Urban Native Nonprofits, South King County Native Coalition, Equity in Education Coalition, and Washington Census Alliance
- More information at nativeactionnetwork.org

Co-Founder and Curator, yəhaw' Indigenous Creatives Collective, 2018-Present

- Launched over 50 events featuring hundreds of Indigenous artists, with more than 30 partners, and a cumulative audience of at least 10,000 in our first year in 2018
- Designed community programs that are radically equitable and inclusive, providing much higher rates of financial, logistical, and creative support than industry standards, while building mentorship and long term connections into every project
- Recognized as one of the most influential people in Seattle by Seattle Magazine in 2019 as a member of the yəhaw' curatorial team
- Connected with community peers as an active participant in capacity building cohorts including Front and Centered's NEW Frontline Community Fellowship, 4Culture's Building 4 Equity learning circles, and Seattle Foundation's N2N grantee programs
- Fundraised consistently via grant writing and partnership development, with nearly a 50% increase in our operating budget in the last year
- Distributed unrestricted awards of \$500 to 54 Indigenous artists at the start of the pandemic- initially we had funds for just 10 grants, but quickly reached out to local partners and successfully raised the additional money needed to fund ALL applicants
- More information at yehawshow.com

Arts and Culture Consultant, Office of Arts & Cultural Vitality, City of Tacoma, 2016-2020

- Coordinated application and selection processes for public art and funding programs, including form design, artist support, technology, communications, and panel meetings
- Created new equitable practices like implementing land acknowledgement and equity statements, developing relationships with the Puyallup Tribe, streamlining application processes to be more accessible, and initiating demographic data collection in arts program applications for the first time
- Wrote artist calls and other copy, advertised opportunities, researched artists as well as community organizations, and maintained records for the Municipal Art Collection

Education Programs Coordinator, Tacoma Art Museum, 2014—2016

- Created the Contemporary Native Voices project as the second Haub Fellow, interviewing over 20 individuals on Native representation in art
- Planned and co-organized the 6th Annual Northwest Native Celebration including an all Native art market, fashion show, performances, and site-specific artworks
- Designed and implemented educational gallery interpretation including Native quotations for wall labels and an interactive portrait station
- Created a new tour offering focused on contemporary Native American identity from the Indigenous perspective, and increased museum visitation by Native youth by over 100 students in one year

Community Advocate and Artist, Various Agencies, 2014-Present

- Participated in 50+ selection processes in the last 5 years, helping to thoughtfully and meaningfully distribute millions of dollars to BIPOC artists and communities
- Consulted on or managed selection processes for temporary and permanent installations of Indigenous art in the public realm with clients like the Washington State Convention Center, Nia Tero, Johnson Ramirez Consulting, Seattle Aquarium, Chief Seattle Club, City of Tacoma, Spaceworks Tacoma, City of Seattle, Seattle Art Museum, Potlatch Fund, Seattle's Office of the Waterfront, ArtsWA, and Facebook, among others
- Participated in arts policy planning groups for mayoral candidate Colleen Echohawk (Pawnee), and Seattle City Councilmember Debora Juarez (Blackfeet)
- Wrote culturally grounded exhibition reviews published by New Archives, CUE Foundation, yəhaw' Indigenous Creatives Collective, and Seattle Art Museum
- Distributed half of my \$10,000 Vadon Foundation artist award to 13 young Native creatives as \$400 mini-grants to model community-centered giving practices
- Selected for various artist residencies, grants, exhibitions, and other recognition
- More information at asiatail.com/pagecv

BOARD AFFILIATIONS

Board Member, Na'ah Illahee Fund, 2021-Present

President, yəhaw' Indigenous Creatives Collective, 2021-Present (since incorporation)

BIOGRAPHY

Asia Tail is an artist, curator, and arts organizer based in Washington. Asia attended the Cooper Union School of Art in New York on a four-year full-tuition scholarship and graduated with a BFA and the Brandon Burns Stewart Memorial Prize for Excellence in Painting in 2014. Her studio practice includes oil painting, collage, beadwork, and other media. Asia was the recipient of the first Vadon Foundation Native Artist Fellowship, and was named one of Seattle's Most Influential People in 2019 by Seattle Magazine.

As an extension of her art making, Asia curates special projects and exhibitions, with an emphasis on Indigenous artists. In 2018, she co-founded yəhaw' with Tracy Rector and Satpreet Kahlon, curating the inaugural exhibition at Seattle's King Street Station. yəhaw' is now a growing collective of interdisciplinary Indigenous creatives which features hundreds of artists working in a variety of mediums across Coast Salish territories. Past programs include art exhibitions, outdoor installations, performances, workshops and trainings, artist residencies, art markets, publications, partner events, online BLM solidarity campaigns, emergency mini-grants, virtual classes, web exhibitions, and other Covid-responsive projects. The yəhaw' collective hopes to eventually acquire a site for transformative land-based arts programming.

Asia also works as a Program Officer at Seattle Foundation. She is a freelance arts consultant for local organizations including Washington State Convention Center, Nia Tero, Johnson Ramirez Consulting, Seattle Aquarium, Chief Seattle Club, City of Tacoma, Spaceworks Tacoma, City of Seattle, Seattle Art Museum, Potlatch Fund, Seattle's Office of the Waterfront, ArtsWA, and Facebook, among others.

She is a citizen of the Cherokee Nation of Oklahoma, and a proud member of the diverse Urban Native community in the Pacific Northwest.

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Roster: *Updated 7/5/23

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Legislation Text

File #: Inf 2294, **Version:** 1

Indigenous Advisory Council (IAC) Implementation Updates



2023-2025 Strategic Plan

Setting a vision for a culturally grounded local advisory body

Indigenous Advisory Council
Department of Neighborhoods, City of Seattle

Guiding Statements

Mission

Advise local government on culturally grounded policy and systems changes that transfer power and resources to Indigenous communities.

Vision

Tribal and urban Native communities guide transformational relationships with government and community partners that are rooted in reciprocity, repair, and shared power.

Values

The Indigenous Advisory Council holds the following shared beliefs that inform, motivate, and guide the collective work of the Council:

Center Indigeneity	We lead with our responsibility to protect and advance Tribal sovereignty and self-determination. We recognize and honor the diversity of Indigenous cultures, traditions, and lifeways that heal and uplift our communities, especially our youth.
Honor Collective Responsibility	We each hold a critical role in the circle and deeply value our ability to work together and hold each other accountable to progress.
Build Collective Power	We strive to authentically listen and amplify the needs and collective priorities of Indigenous communities in ways that transfer power and resources to Indigenous communities
Embrace Humor	We recognize the healing power of laughter, joy, and a shared meal, especially as we engage in the hard work of addressing the impact of settler colonization and systemic oppression.

Building on a History of Collective Organizing

Our region is home to diverse and thriving Indigenous communities that have engaged in collective advocacy and social change movements for generations. From addressing the chronic underfunding of trust and treaty obligations to dismantling institutional racism and the on-going inequitable practices of non-Tribal governments, Native people have a legacy of collective organizing to advance the health and well-being of our communities. We have long understood that our work is intersectional. By uplifting and centering Indigenous ways of knowing, we restore health and well-being to Indigenous communities. This healing and transformational practice works to undo systems of oppression in ways that positively impact all communities.

Through the advocacy of City, Tribal, and urban Native leaders, the Indigenous Advisory Council was formed and resourced to ensure a sustainable pathway for Tribal and urban Native engagement in public policy processes. [Ordinance 126512](#) created the Indigenous Advisory Council (IAC) to advise the Mayor, City Council, and City departments on policies, budgets, programs, services, and projects directly affecting Indigenous populations. The council fills a critical role in local government as a culturally grounded advisory body comprised of Tribal and urban Native representatives. The voices of Elders, youth, urban, and reservation-based Native people are included in the council formation. This structure creates a unique space for intertribal Indigenous leaders from many sectors and backgrounds to share teachings and align on big picture opportunities impacting Indian Country, both nationally and close to home. Through Indigenous approaches to policy and systems changes, the IAC seeks to move government and community partners towards transformational relationships rooted in reciprocity, repair, and shared power.

Prior to the formation of the Indigenous Advisory Council, the City of Seattle had limited channels for engaging Tribal and urban partners in public policy processes. There have been periods in our City history where Tribal Nations were not provided the opportunity to be at the table for critical decisions impacting our region nor appropriately consulted on issues impacting trust and treaty rights. Our current approach to engaging Native communities includes a revitalized Tribal Relations division that fosters a more robust and authentic government-to-government relationship to engage Tribal Nations as sovereign governments and regional partners. The Indigenous Advisory Council provides a critical avenue for Tribal and urban Native partners to address a wide range of issues impacting Indigenous communities. Our work is often complementary, while being mindful to respect the government-to-government process that is inherent to effective Tribal Relations. Together these approaches strengthen our Citywide system for Tribal and urban Native engagement.

76% of American Indian and Alaska Native people live in urban areas

(U.S. Census, 2020)

Over 60,000 American Indian, Alaska Native, and Native Hawaiian people live in King County, including over 23,000 Indigenous people in Seattle

(U.S. Census 2020)

Since time immemorial, Coast Salish Tribal communities have stewarded the land and water, including Tribal Nations who reserve treaty rights and continue to protect cultural resources. In recognition of the political relationships of Tribal Nations and local government, the City of Seattle's government-to-government relationship with Tribal Nations continues to be fulfilled by the [Office of Intergovernmental Relations](#). The Indigenous Advisory Council serves as a supplemental avenue to engage Tribal partners in support of a thriving regional community that authentically and appropriately involves, respects, and values the original stewards of the land on which Seattle resides.

Our diverse urban Native communities include American Indian, Alaska Native, Native Hawaiian people affiliated with hundreds of Indigenous identities and distinct communities and cultures. [Urban Native people are Tribal people who live off federally defined Tribal lands.](#)

A large part of the increase in the urban Native population is a direct result of decades of federal policies that forcibly relocated, terminated, and assimilated Native people to urban areas. In the 1950s, [Seattle was one of dozens of cities where Native people were incentivized by the federal government to relocate](#) with promises of employment and housing. When these promises fell short, many Tribal members were confronted with the loss of cultural and familial connections and faced new economic insecurity. When federal relocation efforts started, 8% of Native people lived in urban areas, and by 2020, approximately 64% of Native people lived in urban areas.

As more Native people began to move to urban areas in the 1950s and 1960s, collectives of [Native families and community members stepped in to fill the gaps and hold our communities intact](#) by offering a wide range of cultural and social support services that has created a rich local landscape of organizations and community spaces that provide for the cultural, social, and economic well-being of urban Native people today.

Indigenous Approach to Public Policy

The IAC seeks to fulfill political, legal, and racial equity obligations to Indigenous people.

Honoring Political Relationships

Many Indigenous communities hold unique political and legal rights stemming from the government-to-government relationships of Tribal Nations and the federal government. Through treaties, laws, court rulings, regulations, and executive orders, many Indigenous communities are beneficiaries of a unique trust relationship designed to provide for the health and well-being of the communities that ceded hundreds of millions of acres land and resources to create and sustain the U.S. government. The [chronic underfunding of these trust and treaty obligations by the federal government is well documented](#) and when combined with institutional racism and inequitable practices of federal, state, and local governments, fuel [economic and health disparities experienced by Indigenous people](#).

American Indian, Alaska Native, and Native Hawaiian (AI/AN and NH) people are often categorized as a race from a colonial perspective, yet as members of sovereign nations, many Native people also carry a political status and inherent rights to fulfillment of the federal trust responsibility to Native people, regardless of where we reside. The federal trust responsibility spans issues of housing, health, nutrition, economic development, and education. Tribal Nations and many urban Native organizations play a key role in fulfilling some areas of federal trust responsibility through the provision of services. For example, the Indian Health Services is the federal agency tasked with providing health services for American Indian and Alaska Native people, yet due to chronic underfunding, the scope and scale of services does not meet community needs. Tribally operated health clinics and Urban Indian Health Programs fill critical gaps in services and are national leaders in developing culturally responsive systems of care, yet also experience significant and chronic underfunding.

Further complicating the fulfillment of trust obligations is the on-going obfuscation and devolution of the trust responsibility by the federal government. For example, the Affordable Care Act introduced more state government control in healthcare systems that complicated the fiduciary obligation of the federal government to provide healthcare to Native people. Local and state government often fail to recognize the political and legal status of Tribes and Tribal citizens. Tribal and urban Native policy advocates continue to identify and address this on-going practice by working to resource and support the self-determination of Tribal Nations and urban Native organizations that provide services to Native people.

Advancing Racial Equity

The historic formation of the IAC strives to honor the political class of our community members and simultaneously, work to fulfill the City's commitment to advancing racial equity. Since 2004, the City of Seattle has committed to undoing institutional racism by developing accountable relationships, analyzing the relationship between power and racism, and shifting structures and processes to create racially equitable outcomes. It is well documented that Black and Indigenous people experience the greatest generational and current impacts of racism. The works to address the on-going impacts of settler colonization and system oppression by centering culturally responsive and community-defined solutions, priorities, and investments to cultivate thriving Tribal and urban Native communities. Through a strength-based equity approach, Indigenous communities utilize culture, tradition, language, traditional foods, and Indigenous lifeways to restore health and well-being to individuals and whole communities.

Ordinance Responsibilities

Ordinance 126512 provides a baseline scope of work that continues to be further defined by the IAC. At a minimum, **the IAC fulfills the following duties:**

- Provide information, advice, and counsel to the Mayor, Seattle City Council and City Council committees, and other City departments and offices on ways to enhance and improve access to City services and resources for American Indian, Alaska Native, and Native Hawaiian people and communities;
- Provide information, advice, and counsel to the Mayor, Seattle City Council and City Council committees, and other City departments and offices on ways to strengthen opportunities to participate in the civic life of the City;
- Collaborate with the Office of Intergovernmental Relations to advise on the development and implementation of a Tribal consultation policy for all City departments and offices to strengthen and enhance a government-to-government framework for engaging local Tribal Nations; and
- Collaborate with the Office of Intergovernmental Relations to advise on the development and implementation of a policy for all City departments and offices to confer with urban Indian organizations to establish a framework for fulfilling fiduciary and other obligations to urban American Indian and Alaska Native people.

The IAC membership is empowered to redefine the cultural fabric of Seattle as a City and foster the overall health and well-being of Indigenous residents by:

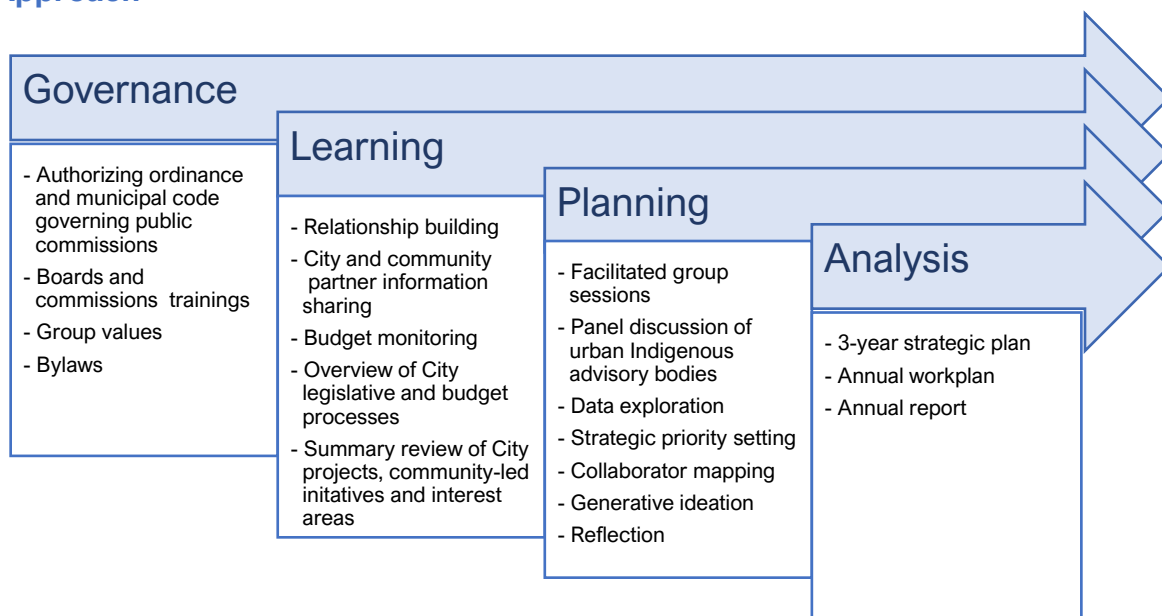
- Collaborating and advising the Mayor, Seattle City Council, and City department leaders regarding issues, policies, budgets, and potential projects;
- Providing opportunities to educate and practice Native cultures and lifeways within the urban landscape and City institutions; and
- Developing best practices to engage with Indigenous peoples in the area that respect the right to self-determination.

Developing A Collective Vision

Over the course of nine months, the IAC worked to define a collective vision of its role as an advisory body. This iterative process included tasks focused on governance, learning, planning, and analysis. When woven together we have created a three-strategic plan that acts as a pathway for leveraging City resources for the benefit of Native communities throughout the region.

Our goal in the planning process was to narrow in on key issue areas that impact Tribal and urban Native communities that can be leveraged by the interests, expertise, and relationships of the IAC members. The IAC members explored the challenges of balancing advisement of existing City of Seattle planning and implementation efforts while simultaneously driving larger policy and systems change issues. Through this holistic approach of addressing both City-defined and IAC-defined needs, the IAC seeks to establish itself as an essential advisement body for City leadership that generates positive short- and long-term impacts among Tribal and urban Native communities.

Planning Approach



A Holistic Approach

Members will use a committee structure to move the technical work of the IAC efficiently and effectively. The IAC will create three committees that allow members to address priority issues through relationship building, advisory support, and policy recommendations. As committees are formed, members will explore capacity, time, and City resources, to further define how the work of the IAC will get coordinated, delegated, and advanced over the next three years.

The intersectionality of these committees reflects the holistic approach common among Indigenous value systems that focus on whole person and whole community wellness. When needed, committees will work collaboratively or as a full council to explore the intersectional issues facing Indigenous communities. Committees provide space to define and develop priority activities for review by the full IAC and to explore and deepen relationships among Indigenous, community, and government partners.

Systems Transformation Committee

Focused on structural reforms within the City of Seattle to shape and guide *Systems Transformations* that drive more equitable outcomes

Thriving Indigenous Communities Committee

Focused on housing, homelessness, health, youth, and gender-based violence including Missing and Murdered Indigenous People (MMIP) to cultivate *Thriving Indigenous Communities* through culturally responsive and community-led strategies

Indigenous City Committee

Focused on art & culture, placemaking, economic opportunity, and environmental justice & food sovereignty to build an *Indigenous City* reflective of cultural and community needs



2023-2025 Strategic Plan

STRATEGIC PRIORITY AREA	PRIORITY ACTIVITIES			2023				2024				2025						
Development >> Setting a foundation for success				Lead	Parties Involved	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Status
Goal 1: Establish a culturally grounded local advisory body that acts as a trusted advocate, advisor, and connector to City partners on issues impacting Tribal and urban Native communities	<ul style="list-style-type: none"> Hold regular full council meetings to facilitate relationship building (internal and external), information sharing, and provide oversight of priority activities 	IAC full council	City dept leadership and staff; community partners	x	x	x	x	x	x	x	x	x	x	x	x	2 nd Fridays 12:30pm-2:30pm		
	<ul style="list-style-type: none"> Develop and periodically revisit culturally grounded group values 	IAC full council		x					x				x			Adopted Nov '22		
	<ul style="list-style-type: none"> Develop and periodically revisit bylaws to define group self-governance protocols 	IAC full council		x					x				x			Adopted Nov '22		
	<ul style="list-style-type: none"> Develop member orientation resources and training schedule to empower IAC members to exercise full capacity as public commissioners 	IAC full council			x	x										In process		
	<ul style="list-style-type: none"> Provide new member orientation to empower IAC members to exercise full capacity as public commissioners 	Staff liaison														As needed		
	<ul style="list-style-type: none"> Steward program expense resources to compensate community expertise and advance the goals and priorities of the IAC 	IAC full council	DON	x	x	x	x	x	x	x	x	x	x	x	x	On-going		
	<ul style="list-style-type: none"> Incorporate meeting activities and networking opportunities that strengthen teamwork, unity, coordination, and communication for the work ahead 	IAC full council		x	x	x	x	x	x	x	x	x	x	x	x	On-going Identify addtl in-person meeting ops		
	<ul style="list-style-type: none"> Leverage the strengths, knowledge, experience, and relationships of the IAC members and staff to guide priority actions 	IAC full council		x	x	x	x	x	x	x	x	x	x	x	x	On-going Link priority actions to IAC SMEs		

STRATEGIC PRIORITY AREA	PRIORITY ACTIVITIES	2023				2024				2025						
Annual Planning >> Mapping action steps and evaluating progress		Lead	Parties Involved	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Status
<p>Goal 1: Collaboratively set overall goals, priorities, and action steps for the IAC and strategically engage City partners to garner broad institutional support of and accountability to the IAC</p> <p>Goal 2: Evaluate and reflect on IAC progress and challenges to improve decision-making, target impact, and increase effectiveness as a culturally grounded local advisory body</p>	<ul style="list-style-type: none"> Strategic planning & coordination <ul style="list-style-type: none"> Develop and adopt 3-year strategic plan Develop, adopt, and update annual work plan Develop and implement committee structure Continuously evaluate and reflect on IAC progress, challenges, and opportunities Align and map an annual IAC meeting calendar Monitor local policy to identify upcoming and emergent policy opportunities 	IAC full council	Against the Current Consulting	x	x			x	x			x	x			Draft 1: 3/13/23 Draft 2: 4/10/23 ~Adoption: 6/9/23 Utilize an Indigenous evaluation framework to measure impact
	<ul style="list-style-type: none"> City engagement <ul style="list-style-type: none"> Present annual work plan and annual report to SCC and MO Present annual update on the IAC at a Governance, Tribal Governments, and Native Communities Committee meeting Support an annual Tribal Nations Summit 	IAC full council; IAC delegates; OIR	Full IAC; Staff liaison; MO; City dept. leadership		x	x			x	x			x	x		May 2023 OIR Tribal Nations Summit
	<ul style="list-style-type: none"> Develop relationships within City government <ul style="list-style-type: none"> Meet with Mayor's Office Meet with Seattle City Council Meet with Department leadership Meet with Central Staff 	IAC full council; IAC delegates					x	x	x	x						
	<ul style="list-style-type: none"> Strengthen relationships with partners to strategically advance IAC priorities <ul style="list-style-type: none"> Identify and meet with Indigenous-led and Indigenous-serving organizations Identify and meet with non-Native community partners such as philanthropy, businesses, academic institutions, sports franchises, etc. 	IAC committees	Community partners	x	x	x	x	x	x	x	x	x	x	x	x	On-going

STRATEGIC PRIORITY AREA	PRIORITY ACTIVITIES			2023				2024				2025				
City Budgeting >> Advocating for collective priorities		Lead	Parties Involved	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Status
Goal 1: Cultivate broad institutional support for budget and policy priorities that are culturally grounded and advance the well-being of American Indian, Alaska Native, and Native Hawaiian people by fulfilling trust, treaty, and racial equity obligations to Tribal and urban Indian communities	<ul style="list-style-type: none"> Through engagement with City leadership, identify and assess potential change requests or new investments that may impact American Indian, Alaska Native, and Native Hawaiian people and communities 	IAC full council	MO, SCC, City depts		x	x	x		x	x	x		x	x	x	City Endorsed Budget (2024): City depts adjust endorsed budget ~May 2023; Mayors Budget released ~Sept; SCC passes budget by Dec
	<ul style="list-style-type: none"> Monitor City budget process to identify upcoming and emergent budget opportunities aligned with IAC priority activities 	IAC full council		x	x	x	x	x	x	x	x	x	x	x	x	On-going
	<ul style="list-style-type: none"> Develop protocols to identify a set of budget and policy priorities that align with IAC priority activities 	IAC full council	MO, SCC, City depts					x	x	x	x					2024 advocacy to target 2025-2027 budget
	<ul style="list-style-type: none"> Develop recommendation letters to the Mayor's Office and SCC on collective budget and policy recommendations 	IAC full council						x	x	x	x					2024 advocacy to target 2025-2027 budget
	<ul style="list-style-type: none"> Monitor and assess baseline City budget items to understand broader City budget implications for Indigenous communities 	IAC full council	CBO; City depts									x	x	x	x	

STRATEGIC PRIORITY AREA	PRIORITY ACTIVITIES	2023	2024	2025											
Thriving Indigenous Communities Committee >> Advancing Indigenous wellness by addressing issues of housing / homelessness / health / gender-based violence / youth	Lead	Parties Involved	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Status
Goal 1: American Indian, Alaska Native, and Native Hawaiian people lead healthy and prosperous lives grounded in cultural and community connections	<ul style="list-style-type: none"> • Draft, review, and adopt committee charter <ul style="list-style-type: none"> ○ Define committee structure, membership, and leadership ○ Refine committee scope and priority projects and activities ○ Define opportunities for community engagement • Develop annual committee calendar 	TIC Committee; IAC full council				x	x								
	<ul style="list-style-type: none"> • Draft language to frame key issues and articulate messaging points with social determinants of health that impact Native households 	TIC Committee; IAC full council				x	x				x			x	Update annually
Goal 2: Tribal and urban Native communities build generational and community wealth to restore wellness to Indigenous communities and Tribal Nations	<ul style="list-style-type: none"> • Identify City/community partners, allies, and potential collaborators <ul style="list-style-type: none"> ○ Identify and inventory Indigenous serving programs and organizations ○ Develop initial community engagement and listening opportunities through committee work • Prioritize, map, and develop relationships 	TIC Committee; IAC full council				x	x								On-going committee role
	<ul style="list-style-type: none"> • Develop recommendations to resource (operations & capital development) culturally attuned service providers 	TIC Committee; IAC full council				x	x	x	x						Plan for 2025-2027 budget
	<ul style="list-style-type: none"> • Meet with City/regional partners to identify specific opportunities for collaboration and/or joint advocacy on City initiatives, programs, activities, policy, and budgets to advance committee goals, including but not limited to: • Generational Wealth Initiative (DON), Housing Levy (OH), 2035 Comprehensive Plan (OPCD), King County Regional Authority on Homelessness, Black Homeownership Initiative, Seattle Promise Program (DEEL), Native Education Program (SPS), social service grants (HSD & DEEL), behavioral health services (PHSKC & AIHC), 	TIC Committee; IAC full council	City depts; Government and Community partners			x	x	x	x	x	x	x	x	x	On-going committee role

	SPD/UIHI MMIP data reforms, recreation and community space partnerships for youth (SPR), etc.															
	<ul style="list-style-type: none"> Explore and support partnerships between Tribes, urban Native organizations, and government such as SPS, SPR, DEEL, HSD, OH, HSD, PHSKC, SPD, City Attorney's Office Explore and support partnerships between Tribes, urban Native organizations, and community partners such as philanthropy, businesses, academic institutions, sports franchises, etc. 	TIC Committee; IAC full council	City depts; Government and Community partners					x	x	x	x	x	x	x	x	
	<ul style="list-style-type: none"> Develop protocols for collaborating with FEPPL Oversight Committee, DEEL, HSD, and OH to advise on City policies, programs, and activities impacting Indigenous people 	TIC Committee; IAC full council	City depts; Commissions & Boards								x	x				
	<ul style="list-style-type: none"> Develop policy recommendations that strengthen long-term asset management and culturally attuned property management of Native-owned facilities (housing, clinics, cultural facilities, business enterprises, and social service locations) 	TIC Committee; IAC full council	City depts; Government & Community partners						x	x	x	x				
	<ul style="list-style-type: none"> Develop policy recommendations and a priority project list to drive development of new Native-owned capital assets (housing, clinics, cultural facilities, business enterprises, and social service locations) 	TIC Committee; IAC full council	City depts; Government & Community partners						x	x	x	x				
	<ul style="list-style-type: none"> Develop recommendations for a set-aside of City CDBG & HUD grants to Tribes and urban Indian organizations 	TIC Committee; IAC full council	OIR; City depts										x	x	x	

STRATEGIC PRIORITY AREA	PRIORITY ACTIVITIES		2023				2024				2025						
Systems Transformation Committee >> Guiding structural reforms that drive equitable outcomes		Lead	Parties Involved	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Status	
Goal 1: Co-create systems transformations that drive adequate resourcing, better coordination, and respectful and appropriate engagement with Tribal Nations, urban Indian organizations, and Indigenous communities	<ul style="list-style-type: none"> Convene quarterly Tribal Caucus meetings to assess unique needs of elected Tribal leaders of Federally Recognized Tribes engaged in IAC 	Tribal Caucus	OIR	x	x	x	x	x	x	x	x	x	x	x	x	On-going	
	<ul style="list-style-type: none"> Develop relationship with Central Staff with emphasis on expertise in Indian law and issues impacting Native communities 	ST Committee; IAC full council	Leg dept			x	x										
	<ul style="list-style-type: none"> Advocate to retain SCC committee focus on Tribal Governments and Native Communities 	ST Committee; IAC full council	SCC				x	x									
	<ul style="list-style-type: none"> Advise on citywide training to increase awareness and understanding of trust and treaty obligations to Tribal Nations and Native people 	ST Committee; IAC full council	OIR				x	x	x	x	x						
	<ul style="list-style-type: none"> Facilitate discussion among City and Indigenous partners to gather input for informed decision-making and collaborative policy making on priority topics 	ST Committee; IAC full council	City depts and community partners	x	x	x	x	x	x	x	x	x	x	x	x	X	On-going; may overlap
	<ul style="list-style-type: none"> Collaborate on legislation formalizing City commitment to engagement with Native communities 	ST Committee; IAC full council	OIR					x	x	x	x						
	<ul style="list-style-type: none"> Determine outcomes and next steps for Resolution 31801 - a resolution assessing how data on Native communities is collected by City departments 	ST Committee; IAC full council	SCC; City depts					x	x	x							
	<ul style="list-style-type: none"> Advise City departments on how to improve AI/AN and NH/PI data collection and reporting Advise City departments on how to improve grant and contract procurement, reporting, and payment processes through administrative policy changes 	ST Committee; IAC full council	City depts							x	x	x	x	x			
	<ul style="list-style-type: none"> Advise on strengthening Tribal Consultation and explore citywide process/protocol improvements 	Tribal Caucus; ST Committee	OIR					x	x	x	x						
	<ul style="list-style-type: none"> Advise on development of Urban Confer to strengthen the ability of urban Native organizations in fulfilling trust obligations in the areas of health, housing, economic development, nutrition, and education 	ST Committee; IAC full council	OIR										x	x	x	x	

STRATEGIC PRIORITY AREA	PRIORITY ACTIVITIES			2023				2024				2025				
Indigenous City Committee >> Cultivating Indigenous futures by addressing issues of arts & culture / placemaking / economic opportunity / environmental justice & food		Lead	Parties Involved	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Status
<p>Goal 1: American Indian, Alaska Native, and Native Hawaiian people feel a sense of belonging and connection and have access to thriving community spaces that embody Indigenous values, cultures, histories, stories, languages, and art woven into the built environment and natural spaces</p>	<ul style="list-style-type: none"> • Draft, review, and adopt committee charter <ul style="list-style-type: none"> ○ Define committee structure, membership, and leadership ○ Refine committee scope and priority projects and activities ○ Define opportunities for community engagement ○ Develop annual committee calendar 	IC Committee; IAC full council			x	x										
	<ul style="list-style-type: none"> • Draft language to frame key issues and articulate messaging points with social determinants of health that impact Native households 	IC Committee; IAC full council			x	x				x				x		Update annually
	<ul style="list-style-type: none"> • Identify City/community partners, allies, and potential collaborators <ul style="list-style-type: none"> ○ Identify and inventory Indigenous serving programs and organizations ○ Develop initial community engagement and listening opportunities through committee work ○ Prioritize, map, and develop relationships 	IC Committee; IAC full council			x	x	x	x	x	x	x	x	x	x	x	On-going committee role
	<ul style="list-style-type: none"> • Develop recommendations to resource (operations & capital development) culturally attuned service providers 	IC Committee; IAC full council	MO: City depts; SCC			x	x	x								
	<ul style="list-style-type: none"> • Explore repatriation of cultural items from local public institutions 	IC Committee; IAC full council	Tribes; ATNI			x	x	x	x							
	<ul style="list-style-type: none"> • Engage in joint advocacy with Tribal Nations to encourage DOI Federal Indian Boarding School listening session in the region 	IC Committee; IAC full council	Tribes: SCC; NNABS; DOI			x	x	x	x							
<p>Goal 2: Generations of Tribal and urban Native communities steward and sustain thriving ecological and cultural ecosystems</p>	<ul style="list-style-type: none"> • Meet with local partners to identify opportunities for collaboration and/or joint advocacy on City initiatives, programs, activities, policy, and budgets that advance committee goals <ul style="list-style-type: none"> ○ 2035 Comprehensive Plan (OPCD), Climate adaptation and Resiliency Strategy (SCL), Citywide Indigenous Peoples Day programming (CANOES), Capital projects (SPR), Equitable Parks Fund (SPR), Indigenous-led sustainability projects (OSE & GNOB), Food Action Plan (OSE), Native Neighborhoods (OPCD & Rising Tides); Link Light Rail Indigenous planning and design (Sound Transit; Design Commission; OAC) 	IC Committee; IAC full council	City depts; Community partners			x	x	x	x	x	x	x	x	x	x	On-going committee role

<ul style="list-style-type: none"> Explore and support partnerships between Indigenous entities, and government such as OED, OPCD, DON, SCL, SPU, SPR, and OSE Explore and support partnerships between Tribes, urban Native organizations, and community partners such as philanthropy, businesses, academic institutions, sports franchises, etc. 	IC Committee; IAC full council	City depts; Tribes & urban Native partners			x	x	x	x	x	x	x	x	x	x	On-gong committee role
<ul style="list-style-type: none"> Develop protocols for collaborating with OPCD, SPR, OSE, OED, EDI Advisory Board, GNDOB, to advise on City policies, programs, and activities impacting Indigenous people 	IC Committee; IAC full council	City depts; Commissions & Boards				x	x								
<ul style="list-style-type: none"> Develop protocols for collaborating with Arts Commission, Design Commission, Planning Commission, and all Historic Preservation Boards to ensure Indigenous values and priorities are integrated into cultural placemaking projects across the City 	IC Committee; IAC full council	City depts; Commissions & Boards				x	x								
<ul style="list-style-type: none"> Develop shared directives for Green New Deal (GND) Indigenous-led sustainability projects 	IC Committee; IAC full council	OSE; GNOB		x	x		x	x							
<ul style="list-style-type: none"> Advise on Tribal and urban engagement for Climate Adaptation and Resilience Strategy 	IC Committee; IAC full council	SCL				x	x	x	x	x					
<ul style="list-style-type: none"> Advise on the development of an Indigenous element in the Comprehensive Plan 	IC Committee; IAC full council	OPCD; Rising Tides					x	x	x	x					
<ul style="list-style-type: none"> Advocate for a Tribal set-aside of the 1% for Arts Fund 	IC Committee; IAC full council	MO; OAC; SCC;									x	x	x	x	
<ul style="list-style-type: none"> Develop policy recommendations in support of land acquisition and/or co-management of public lands including rights of first refusal and return of surplus land for use by Tribal and urban Native communities 	IC Committee; IAC full council	MO; SPR; SCL; SPU; SCC									x	x	x	x	

Abbreviations

City of Seattle (COS); Community Development Block Grant (CDBG), Department of Education and Early Learning (DEEL), Department of Neighborhoods (DON), Equitable Development Initiative (EDI), Families, Education, and Preschool Promise Levy (FEPPL), Green New Deal (GND), Green New Deal Oversight Board (GNOB), Housing and Urban Development (HUD), Human Services Department (HSD), King County Regional Homelessness Authority (KCRHA), Mayor's Office (MO), Office of Arts and Culture (OAC), Office of Economic Development (OED), Office of Housing (OH), Office of Planning and Community Development (OPCD), Office of Sustainability and Environment (OSE), Public Health - Seattle & King County (PHSKC), Seattle City Council (SCC), Seattle City Light (SCL), Seattle Parks and Recreation (SPR), Subject Matter Experts (SME), Seattle Police Department (SPD), Seattle Public Schools (SPS), Seattle Public Utilities (SPU)

Date: July 20, 2023

To: Mayor Bruce Harrell, Senior Deputy Mayor Monisha Harrell, Deputy Mayor Tiffany Washington, Deputy Mayor Greg Wong, Seattle City Council President Debora Juarez, Councilmember Lisa Herbold, Councilmember Tammy Morales, Councilmember Kshama Sawant, Councilmember Alex Pedersen, Councilmember Dan Strauss, Councilmember Andrew Lewis, Councilmember Teresa Mosqueda, and Councilmember Sara Nelson

From: Vice Chair Donny Stevenson, Councilmember Jay Mills, Councilmember Jeremy Takala, Councilmember Suzanne Sailto, Cece Hoffman, Esther Lucero, Derrick Belgarde, Asia Tail, and Jaci McCormack

Subject: 2023 Annual Work Plan

In accordance with [Ordinance 126512](#), the Indigenous Advisory Council (IAC) shares the enclosed annual work plan with the Mayor's Office and Seattle City Council.

Background

[Ordinance 126512](#) created the IAC to advise local government on issues affecting American Indian, Alaska Native, and Native Hawaiian people. The IAC consists of nine members with demonstrated commitment and expertise in advancing Indigenous knowledge, values, and priorities through equitable public policy development and implementation.

Formed in 2022, the IAC developed a collective vision of a culturally grounded local advisory body that acts as a trusted advocate, advisor, and connector among City partners on issues impacting Tribal and urban Native communities. The City of Seattle's government-to-government relationship with Tribal Nations continues to be fulfilled by the [Office of Intergovernmental Relations](#), while the IAC works to engage a diverse range of Indigenous communities in public policy.

Indigenous Approach to Public Policy

The IAC utilizes an Indigenous approach to public policy that is built on honoring political relationships and advancing racial equity. American Indian, Alaska Native, and Native Hawaiian people are often categorized as a race from a colonial perspective, yet as members of sovereign nations, many Native people also carry a political status. Many Indigenous communities hold unique political and legal rights stemming from the government-to-government relationships of Tribal Nations and the federal government. Through treaties, laws, court rulings, regulations, and executive orders, many Indigenous communities are beneficiaries of a unique trust relationship designed to provide for the health and well-being of the communities that ceded hundreds of millions of acres land and resources to create and sustain the U.S. government. The federal trust responsibility spans issues of housing, health, nutrition, economic development, and education. The [chronic underfunding of these trust and treaty obligations by the federal government is well documented](#) and when combined with institutional racism and inequitable practices of federal, state, and local governments, fuel [economic and health disparities experienced by Indigenous people](#).

The historic formation of the IAC strives to honor the political class of these community members and works to fulfill the City's commitment to advancing racial equity. The IAC works to undo institutional and systemic racism that have resulted in generational and on-going impacts to Indigenous communities through a strengths-based equity approach that centers culturally responsive and community-defined solutions, priorities, and investments.

The following annual work plan utilizes this Indigenous approach to guide the collective goals and priority actions of the IAC. The IAC will present the 2023-2024 Annual Work Plan at the July 20th Governance, Native Communities, and Tribal Governments Committee meeting. We look forward to partnering with you to advise on issues impacting Indigenous communities.

2023 Indigenous Advisory Council Annual Work Plan

In May 2023, the IAC adopted a 2023-2025 strategic plan (Attachment A) to define collective goals and priority activities for the council to lead in collaboration with government and community partners. The following tables are adapted from the 2023-2025 strategic plan to highlight key actions in 2023-2024.

Strategic Priority Area Development >> Setting a foundation for success		2023			
		Q1	Q2	Q3	Q4
Goal 1: Establish a culturally grounded local advisory body that acts as a trusted advocate, advisor, and connector among City partners on issues impacting tribal and urban Native communities	<ul style="list-style-type: none"> Hold regular full council meetings to facilitate relationship building (internal and external), information sharing, and provide oversight of priority activities 	x	x	x	x
	<ul style="list-style-type: none"> Develop and periodically revisit culturally grounded group values 	x			
	<ul style="list-style-type: none"> Develop and periodically revisit bylaws to define group self-governance protocols 	x			
	<ul style="list-style-type: none"> Develop member orientation resources and training schedule to empower IAC members to exercise full capacity as public commissioners 		x	x	
	<ul style="list-style-type: none"> Provide new member orientation to empower IAC members to exercise full capacity as public commissioners 	x		x	
	<ul style="list-style-type: none"> Steward program expense resources to compensate community expertise and advance the goals and priorities of the IAC 	x	x	x	x
	<ul style="list-style-type: none"> Incorporate meeting activities and networking opportunities that strengthen teamwork, unity, coordination, and communication for the work ahead 	x	x	x	x
	<ul style="list-style-type: none"> Leverage the strengths, knowledge, experience, and relationships of the IAC members and staff to guide priority actions 	x	x	x	x
Strategic Priority Area Annual Planning >> Mapping action steps and evaluating progress		2023			
		Q1	Q2	Q3	Q4
Goal 1: Collaboratively set overall goals, priorities, and action steps for the IAC and strategically engage City partners to garner broad institutional support of and accountability to the IAC	<ul style="list-style-type: none"> Strategic planning & coordination <ul style="list-style-type: none"> Develop and adopt 3-year strategic plan Develop, adopt, and update annual work plan Develop and implement committee structure Continuously evaluate and reflect on IAC progress, challenges, and opportunities Align and map annual IAC meeting calendar Monitor local policy to identify upcoming and emergent policy opportunities 	x	x		
	Goal 2: Evaluate and reflect on IAC progress and challenges to				

improve decision-making, target impact, and increase effectiveness as a culturally grounded local advisory body	<ul style="list-style-type: none"> City engagement <ul style="list-style-type: none"> Present annual work plan and annual report to SCC and MO Present annual update on the IAC at a Governance, Tribal Governments, and Native Communities Committee meeting Support an annual Tribal Nations Summit 		x	x	
	<ul style="list-style-type: none"> Develop relationships within City government <ul style="list-style-type: none"> Meet with Mayor's Office Meet with Seattle City Council Meet with Department leadership Meet with Central Staff 			x	x
	<ul style="list-style-type: none"> Strengthen relationships with partners to strategically advance IAC priorities <ul style="list-style-type: none"> Identify and meet with Indigenous-led and Indigenous-serving organizations Identify and meet with non-Native community partners such as philanthropy, businesses, academic institutions, sports franchises, etc. 	x	x	x	x
Strategic Priority Area		2023			
City Budgeting >> Advocating for collective priorities		Q1	Q2	Q3	Q4
Goal 1: Cultivate broad institutional support for budget and policy priorities that are culturally grounded and advance the well-being of American Indian, Alaska Native, and Native Hawaiian people by fulfilling trust, treaty, and racial equity obligations to tribal and urban Indian communities	<ul style="list-style-type: none"> Through engagement with City leadership, identify and assess potential change requests or new investments that may impact American Indian, Alaska Native, and Native Hawaiian people and communities 		x	x	x
	<ul style="list-style-type: none"> Monitor City budget process to identify upcoming and emergent budget opportunities aligned with IAC priority activities 	x	x	x	x
	<ul style="list-style-type: none"> Develop protocols to identify a set of budget and policy priorities for recommendations to the Mayor's Office and SCC on that align with IAC priority activities (2025-2026 budget) 			x	x
Strategic Priority Area		2023			
Systems Transformation Committee >> Guiding structural reforms that drive equitable outcomes		Q1	Q2	Q3	Q4
Goal 1: Co-create systems transformations that drive adequate resourcing, better coordination, and respectful and appropriate engagement with	<ul style="list-style-type: none"> Convene quarterly Tribal Caucus meetings to assess unique needs of elected tribal leaders of Federally Recognized Tribes engaged in IAC 	x	x	x	x
	<ul style="list-style-type: none"> Develop relationship with Central Staff with emphasis on expertise in Indian law and issues impacting Native communities 			x	x
	<ul style="list-style-type: none"> Advocate to retain SCC committee focus on Tribal Governments and Native Communities 				x

Tribal Nations, urban Indian organizations, and Indigenous communities	<ul style="list-style-type: none"> Advise on citywide training to increase awareness and understanding of trust and treaty obligations to Tribal Nations and American Indian, Alaska Native, and Native Hawaiian people 				x
	<ul style="list-style-type: none"> Facilitate discussion among City and Indigenous partners to gather input for informed decision-making and collaborative policy making on committee priority activities 	x	x	x	x
	<ul style="list-style-type: none"> Collaborate on legislation formalizing City commitment to engagement with Native communities 			x	x
Strategic Priority Area		2023			
Thriving Indigenous Communities Committee		Q1	Q2	Q3	Q4
>> Advancing Indigenous wellness by addressing issues of housing / homelessness / health / gender-based violence / youth					
<p>Goal 1: American Indian, Alaska Native, and Native Hawaiian people lead healthy and prosperous lives grounded in cultural and community connections</p> <p>Goal 2: Tribal and urban Native communities build generational and community wealth to restore wellness to Indigenous communities and Tribal Nations</p>	<ul style="list-style-type: none"> Draft, review, and adopt committee charter <ul style="list-style-type: none"> Define committee structure, membership, and leadership Refine committee scope and priority projects and activities Define opportunities for community engagement Develop annual committee calendar 		x	x	
	<ul style="list-style-type: none"> Draft language to frame key issues and articulate messaging points with social determinants of health that impact Native households 		x	x	
	<ul style="list-style-type: none"> Identify City/community partners, allies, and potential collaborators <ul style="list-style-type: none"> Identify and inventory Indigenous serving programs and organizations Develop initial community engagement and listening opportunities through committee work Prioritize, map, and develop relationships 			x	x
	<ul style="list-style-type: none"> Begin development of recommendations to resource (operations & capital) culturally attuned service providers 			x	x
	<ul style="list-style-type: none"> Meet with City/regional partners to identify specific opportunities for collaboration and/or joint advocacy on City initiatives, programs, activities, policy, and budgets to advance committee goals, including but not limited to: <ul style="list-style-type: none"> Generational Wealth Initiative (DON), Housing Levy (OH), 2035 Comprehensive Plan (OPCD), King County Regional Authority on Homelessness, Black Homeownership Initiative, Seattle Promise Program (DEEL), Native Education Program (SPS), Social service grants (HSD & DEEL), Behavioral health services (PHSKC & AIHC), SPD/UIHI MMIP data reforms, recreation and community space partnerships for youth (SPR), etc. 			x	x
	<ul style="list-style-type: none"> Explore and support partnerships between Tribes, urban Native organizations, and government such as SPS, SPR, DEEL, HSD, OH, HSD, PHSKC, SPD, City Attorney's Office Explore and support partnerships between Tribes, urban Native organizations, and community partners such as philanthropy, businesses, academic institutions, sports franchises, etc. 				x
	<ul style="list-style-type: none"> Begin development of protocols for collaborating with FEPPL Oversight Committee, DEEL, HSD, and OH to advise on City policies, programs, and activities impacting Indigenous people 				x

Strategic Priority Area Indigenous City Committee >> Cultivating Indigenous futures by addressing issues of arts & culture / placemaking / environmental justice & food		2023			
		Q1	Q2	Q3	Q4
<p>Goal 1: American Indian, Alaska Native, and Native Hawaiian people feel a sense of belonging & connection and have access to thriving community spaces that embody Indigenous values, cultures, histories, stories, languages, and art woven into the built environment and natural spaces</p> <p>Goal 2: Generations of tribal and urban Native communities steward and sustain thriving ecological and cultural ecosystems</p>	<ul style="list-style-type: none"> • Draft, review, and adopt committee charter <ul style="list-style-type: none"> ○ Define committee structure, membership, and leadership ○ Refine committee scope and priority projects and activities ○ Define opportunities for community engagement ○ Develop annual committee calendar 		x	x	
	<ul style="list-style-type: none"> • Draft language to frame key issues and articulate messaging points with social determinants of health that impact Native households 		x	x	
	<ul style="list-style-type: none"> • Identify City/community partners, allies, and potential collaborators <ul style="list-style-type: none"> ○ Identify and inventory Indigenous serving programs and organizations ○ Develop initial community engagement and listening opportunities through committee work ○ Prioritize, map, and develop relationships 		x	x	x
	<ul style="list-style-type: none"> • Begin development of recommendations to resource (operations & capital) culturally attuned service providers 			x	x
	<ul style="list-style-type: none"> • Explore repatriation of cultural items from local public institutions 			x	x
	<ul style="list-style-type: none"> • Engage in joint advocacy to encourage DOI Federal Indian Boarding School listening session in the region 		x		
	<ul style="list-style-type: none"> • Meet with local partners to identify opportunities for collaboration and/or joint advocacy on City initiatives, programs, activities, policy, and budgets that advance committee goals <ul style="list-style-type: none"> ○ 2035 Comprehensive Plan (OPCD), Climate adaptation and Resiliency Strategy (SCL), Citywide Indigenous Peoples Day programming (CANOES), Capital projects (SPR), Equitable Parks Fund (SPR), Indigenous-led sustainability projects (OSE & GND OB), Food Action Plan (OSE), Native Neighborhoods (OPCD & Rising Tides); Link Light Rail Indigenous planning and design (Sound Transit; Design Commission; OAC) 			x	x
	<ul style="list-style-type: none"> • Explore and support partnerships between Indigenous entities, and government such as OED, OPCD, DON, SCL, SPU, SPR, and OSE 			x	x
	<ul style="list-style-type: none"> • Explore and support partnerships between Tribes, urban Native organizations, and community partners such as philanthropy, businesses, academic institutions, sports franchises, etc. 				
	<ul style="list-style-type: none"> • Begin development of protocols for collaborating with OPCD, SPR, OSE, OED, EDI Advisory Board, GND OB, to advise on City policies, programs, and activities impacting Indigenous people 				x
	<ul style="list-style-type: none"> • Begin development of protocols for collaborating with Arts Commission, Design Commission, Planning Commission, and Historic Preservation Boards to ensure Indigenous values and priorities are integrated into cultural placemaking projects across the City 				x
	<ul style="list-style-type: none"> • Develop shared directives for Green New Deal (GND) Indigenous-led sustainability projects 		x	x	x
	<ul style="list-style-type: none"> • Begin advisement on Tribal and urban engagement for Climate Adaptation and Resilience Strategy 				x
	<ul style="list-style-type: none"> • Begin advisement on the development of an Indigenous element in the Comprehensive Plan 				x

Abbreviations

City of Seattle (COS); Department of Education and Early Learning (DEEL), Department of Neighborhoods (DON), Equitable Development Initiative (EDI), Families, Education, and Preschool Promise Levy (FEPPL), Green New Deal (GND), Green New Deal Oversight Board (GNOB), Human Services Department (HSD), King County Regional Homelessness Authority (KCRHA), Mayor's Office (MO), Office of Arts and Culture (OAC), Office of Economic Development (OED), Office of Housing (OH), Office of Planning and Community Development (OPCD), Office of Sustainability and Environment (OSE), Public Health - Seattle & King County (PHSKC), Seattle City Council (SCC), Seattle City Light (SCL), Seattle Parks and Recreation (SPR), Subject Matter Experts (SME), Seattle Police Department (SPD), Seattle Public Schools (SPS), Seattle Public Utilities (SPU)

Indigenous Advisory Council

Implementation Updates

Councilmember Suzanne Saito

Asia Tail

July 20, 2023

(7/28/2022)

Department of
Neighborhoods



City of Seattle 106



INDIGENOUS ADVISORY COUNCIL



Purpose

Make recommendations to the Mayor, City Council, and City departments on issues impacting American Indian, Alaska Native, and Native Hawaiian people



Vice Chair Donny Stevenson (Muckleshoot)
Position 1



Councilmember Jay Mills (Suquamish)
Position 2



Councilmember Jeremy Takala (Yakama)
Position 3



Cece Hoffman (Umatilla)
Position 4



Councilmember Suzanne Sailto (Snoqualmie)
Position 5



Esther Lucero (Diné)
Position 6



Derrick Belgarde (Siletz & Chippewa Cree)
Position 7



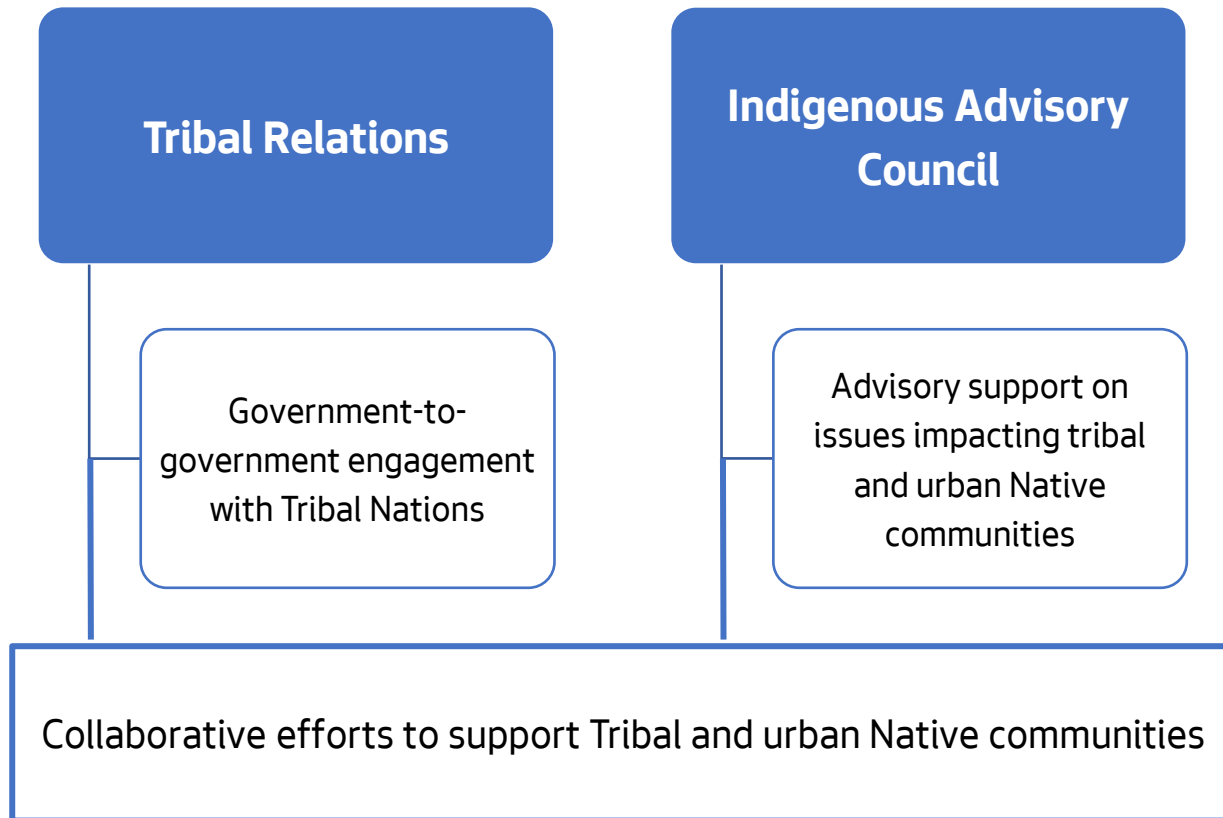
Asia Tail (Cherokee)
Position 8



Jaci McCormack (Nez Perce)
Position 9



Indigenous Engagement





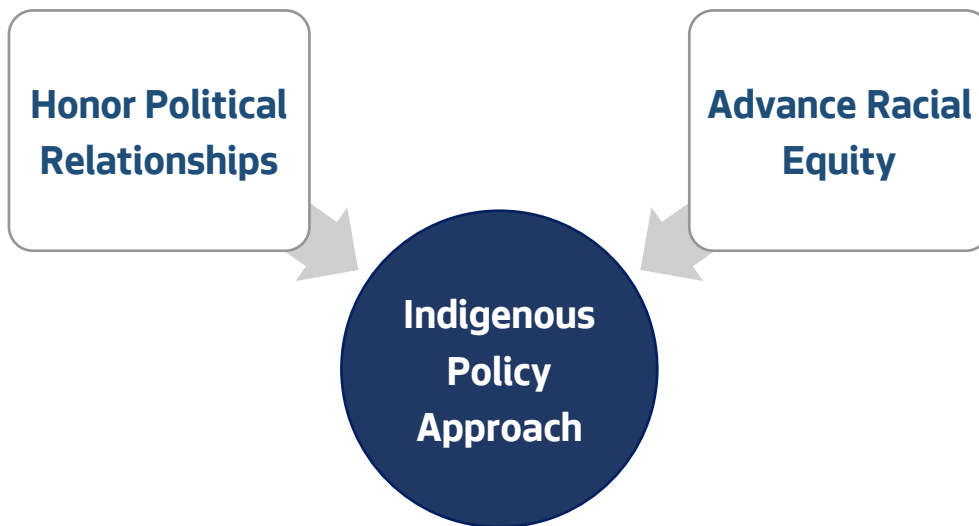
Timeline

Timeframe	Milestone
November 2020	Ord. 126237 authorizes Indigenous Advisory Council Liaison position
November 2021	Indigenous Advisory Council Liaison hired
December 2021	Ord. 126512 authorizes development of the Indigenous Advisory Council
August 2022	Seattle City Council confirms appointment of nine members to the Indigenous Advisory Council
January - March 2023	Indigenous Advisory Council leads a culturally grounded strategic planning process
June 2023	Indigenous Advisory Council adopts the 2023-2025 Strategic Plan and Annual Work Plan





Our **Indigenous Policy Approach** honors legal, political, and racial equity obligations to Native communities to ensure a transfer of resources and power to Indigenous communities.





Indigenous Advisory Council Strategic Plan

2023-2025

Our Mission

Advise local government on culturally grounded policy and systems changes that transfer power and resources to Indigenous communities.

Our Purpose

Make recommendations to the Seattle City Council, Mayor, and City departments on issues directly affecting American Indian, Alaska Native, and Native Hawaiian people.

We fulfill our advisory role through **shared goals** and priority activities.

Serve as Culturally Grounded Advisors

Act as a trusted advocate, advisor, and connector on issues impacting Native communities

Plan and Evaluate

Set goals, priorities, and action steps that drive our work forward and can be evaluated

Set Policy Priorities

Work to fulfill trust, treaty, and racial equity obligations to Native communities

Guide Systems Transformation

Co-create systems transformations that adequately resource and better engage Native communities

Foster Thriving Communities

Advance strategies that build generational and community wealth among Native communities

Build an Indigenous City

Advance strategies that create thriving ecological and cultural ecosystems that are stewarded by Native communities



City of Seattle | Tribal Nations Summit



Annual Work Plan

Relationship Building



Questions?





Legislation Text

File #: Res 32096, **Version:** 1

CITY OF SEATTLE

RESOLUTION _____

A RESOLUTION adopting General Rules and Procedures of the Seattle City Council; superseding Resolutions 32029 and 32051.

WHEREAS, by Resolution 32029, amended by Resolution 32051, the Seattle City Council adopted "General Rules and Procedures of the Seattle City Council" to govern both its internal management and the procedures available to the public, in conformance with the City Charter and the customary practice of legislative bodies; and

WHEREAS, the Council conducted a biennial review of its procedures and rules that guide and facilitate Councilmember duties and meeting deliberations; and

WHEREAS, revisions include expansion and clarification of the rules; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE THAT:

Section 1. The City Council adopts Attachment 1 to this resolution, the "General Rules and Procedures of the Seattle City Council."

Section 2. Resolutions 32029 and 32051 are superseded.

Adopted by the City Council the _____ day of _____, 2023, and signed by me in open session in authentication of its adoption this _____ day of _____, 2023.

President _____ of the City Council

Filed by me this _____ day of _____, 2023.

_____, City Clerk

(Seal)

Attachments:

Attachment 1 - General Rules and Procedures of the Seattle City Council

Appendix A - List of Non-Suspendible Rules

SUMMARY and FISCAL NOTE*

Department:	Dept. Contact:	CBO Contact:
Legislative	Emilia M. Sanchez	

** Note that the Summary and Fiscal Note describes the version of the bill or resolution as introduced; final legislation including amendments may not be fully described.*

1. BILL SUMMARY

Legislation Title: A RESOLUTION adopting General Rules and Procedures of the Seattle City Council; superseding Resolutions 32029 and 32051.

Summary and Background of the Legislation: Resolution 32029, amended by Resolution 32051, adopted the Seattle City Council "General Rules and Procedures of the Seattle City Council" to govern both its internal management and the procedures available to the public, in conformance with the City Charter and the customary practice of legislative bodies. The Council conducted a biennial review of its procedures and rules that guide and facilitate Councilmember duties and meeting deliberations, and revisions include expansion and clarification of the rules.

2. CAPITAL IMPROVEMENT PROGRAM

Does this legislation create, fund, or amend a CIP Project? Yes No

If yes, please fill out the table below and attach a new (if creating a project) or marked-up (if amending) CIP Page to the Council Bill. Please include the spending plan as part of the attached CIP Page. If no, please delete the table.

3. SUMMARY OF FINANCIAL IMPLICATIONS

Does this legislation amend the Adopted Budget? Yes No

If there are no changes to appropriations, revenues, or positions, please delete the table below.

Does the legislation have other financial impacts to The City of Seattle that are not reflected in the above, including direct or indirect, short-term or long-term costs?

No.

Are there financial costs or other impacts of *not* implementing the legislation?

No.

4. OTHER IMPLICATIONS

a. **Does this legislation affect any departments besides the originating department?** No.

- b. Is a public hearing required for this legislation?** No.
- c. Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required for this legislation?** No.
- d. Does this legislation affect a piece of property?** No.
- e. Please describe any perceived implication for the principles of the Race and Social Justice Initiative. Does this legislation impact vulnerable or historically disadvantaged communities? What is the Language Access plan for any communications to the public?**
N/A
- f. Climate Change Implications**
 - 1. Emissions: Is this legislation likely to increase or decrease carbon emissions in a material way?** No.
 - 2. Resiliency: Will the action(s) proposed by this legislation increase or decrease Seattle’s resiliency (or ability to adapt) to climate change in a material way? If so, explain. If it is likely to decrease resiliency in a material way, describe what will or could be done to mitigate the effects.** No.
- g. If this legislation includes a new initiative or a major programmatic expansion: What are the specific long-term and measurable goal(s) of the program? How will this legislation help achieve the program’s desired goal(s)?** N/A

Summary Attachments (if any):



City of Seattle
Legislative Department

General Rules and Procedures
of the
Seattle City Council

(As adopted by Resolution 32096, _____, 2023)

**GENERAL RULES AND PROCEDURES
OF THE SEATTLE CITY COUNCIL**

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GENERAL RULES AND PROCEDURES OF THE SEATTLE CITY COUNCIL

I. COUNCIL COMPOSITION, POWERS, AND DUTIES

A. Council – General Authority; Annual Report; Legislation Retirement.

1. The City Council shall establish rules for its proceedings.ⁱ
2. As the Legislative branch of City government, the City Council shall establish policy for the City.
3. The City Council has the authority to create and use committees of its members to facilitate its legislative functions; provided that no committee of the Council and no individual member of the Council shall have or exercise executive or administrative power, except as provided in the Charter.ⁱⁱ
4. The Council has authority to punish its members and others for disorderly or otherwise contemptuous behavior in its presence, and to expel for such behavior in its presence any members by the affirmative vote of not less than two-thirds of its members, specifying in the order of expulsion the cause thereof.ⁱⁱⁱ
5. The Council shall produce an Annual Legislative Report, as designated by the President. The report shall identify accomplishments of the Council in the preceding year and objectives of the Council for the coming calendar year, in a report format determined by the President.
6. Council Bills, Resolutions, Clerk Files, and Appointments in committee or before the City Council for at least one year prior to March 1st of each year shall be considered for retirement.
7. Throughout these Rules, “City Council” is used when referring only to the body that meets at regular meetings as described in Rule II.A and actions taken by that body, regardless of meeting type. “Council” is used when referring to the City Council or any subdivision of it, as the context requires.

ⁱ Charter, Art. IV, § 4.

ⁱⁱ Charter, Art. IV, § 4.

ⁱⁱⁱ Charter, Art. IV, § 4.

B. Members – Abbreviated as CMs; General Duties; Protest of Actions.

1. Members of the City Council, or Councilmembers, are abbreviated as CMs throughout these Rules.
2. CMs shall
 - a. Uphold the public trust and demonstrate integrity, honesty, and fairness;
 - b. Exercise budget and fiduciary responsibility
 - c. Be responsive to citizens; and
 - d. Disqualify themselves from acting on City business when disqualification is required by the City’s Code of Ethicsⁱ, by common law, or by the Appearance of Fairness Doctrine.
(See “Council Rules for Quasi-Judicial Proceedings Before the City Council” as adopted by Resolution 31602.)
(See Rule V.A.1 Voting Required.)
3. Any CM may protest against the action of the City Council upon any question and have the oral objection entered upon the Journal of the Proceedings. If the protesting CM wishes the Journal of the Proceedings to contain a written objection, the objection shall be filed with the Office of the City Clerk within 48 business hours following the action being objected.

C. President – Appointment; Duties.

1. Biennially, and also whenever the position of President becomes vacant, the City Council shall elect from its members a President who shall perform the usual functions of a presiding officer.ⁱⁱ
2. The President may be removed by the affirmative vote of not less than two-thirds of all CMs.ⁱⁱⁱ
3. The President shall:
 - a. Preside over City Council meetings.
 - i. Call the City Council to order at the hour appointed for City Council meetings, or at the hour to which the City Council shall have adjourned at the preceding session.
 - ii. Proceed with the order of business if a quorum is in attendance.

ⁱ SMC Chapter 4.16.

ⁱⁱ Charter, Art. IV, § 4.

ⁱⁱⁱ Charter, Art. IV, § 4.

- b. Sign all Bills in authentication of their passage in open sessionⁱ and sign all Resolutions in authentication of their adoption.
 - c. Promote efficient operation of the Council, including setting the City Council agenda and expediting parliamentary debate, or if there is no objection from any other CM, expediting the passage of routine motions.
 - d. Preserve order and decorum within the Council Chamber when acting as a presiding officer.
 - e. Assign legislation to committees.
 - f. Monitor committee agendas to ensure issues are appropriate to respective committees, and within the scope or work program of said committee, or as otherwise assigned.
 - g. Act as Mayor in the Mayor's absence from the City or incapacitation.ⁱⁱ
 - i. The President may simultaneously serve as President and act as Mayor; however, when the President, acting as Mayor, is confronted on a particular matter with a conflict of duties and responsibilities so fundamental that the public interest requires it, the President shall act as Mayor only.
 - ii. If, under Charter Art. XIX, § 6.B, the President declines to become Mayor upon a Mayoral vacancy, the Council's duty to select one of its members to become Mayor shall be performed within five days of the President's declination.
 - h. Head the Legislative Departmentⁱⁱⁱ, including providing for the orientation of new CMs.
4. The President may speak to points of order, inquiry, or information in preference to other CMs. The President shall, with respect to a question of order: decide the question (which decision is appealable to the City Council by any CM); or submit the question to CMs to decide by a majority of CMs present and voting.
(See Rule IV.G Point of Order.)
 5. While speaking upon any question before the City Council, the President shall have the right to turn the Chair over to the President Pro Tem.
 6. The President may create select or other non-standing committees as provided in Rule VII.A.
 7. As provided by Rule VI.B, the President shall not serve as the Chair or Vice-Chair of the Finance Committee.

ⁱ Charter, Art. IV, § 11.

ⁱⁱ Charter, Art. V, § 9.

ⁱⁱⁱ Charter, Art. III, § 3.

D. President Pro Tem – Designation; Duties.

1. Biennially, the City Council shall designate by Resolution a list of Presidents Pro Tem. The list shall start with the most senior CM other than the President and continue in descending order of seniority, with alphabetical order of last name used to break ties, and the position shall rotate monthly. In the case of a City Council vacancy and subsequent appointment, the appointee shall fill the position of the departed CM in the rotation.
2. In the absence of the President Pro Tem, the CM designated for the next month shall act as President Pro Tem.
3. The President Pro Tem shall:ⁱ
 - a. Act as President in the case of incapacitation or absence of the President.
 - b. Act as President when the President, acting as Mayor, is confronted with a conflict of duties and responsibilities so fundamental that the public interest requires it.
(See Rule I.C.3.h President.)

ⁱ Charter, Art. V, § 9.

II. CITY COUNCIL MEETINGS

A. Regular Meetings – Time; Location; Quorum; Preliminary Agenda.ⁱ

1. The City Council shall meet each Tuesday except as listed below. Regular meetings shall convene at 2 p.m., and the City Clerk shall enter the time of adjournment in the Journal of the Proceedings.
 - a. If a Tuesday is a legal holiday, then the regular meeting shall be held on the next day that is not a legal holiday.
 - b. Regular meetings are not held on the Tuesdays following the last two Mondays in the months of August and December.
 - c. Any regular meeting may be canceled by the President or a majority vote of CMs.
2. Regular meetings are held at Seattle City Hall in the Council Chamber. The City Council may meet at another location in the event of an emergency or disaster.ⁱⁱ
3. A quorum consists of a majority of all nine CMs except as listed below.ⁱⁱⁱ
 - a. During a declared emergency under Article V, § 2 of the Charter, a quorum shall for all purposes consist of a majority of all CMs who are available to participate in City Council meetings and are capable of performing the duties of the office; and in such a declared emergency for all purposes, the City Council shall consist of a majority of such CMs available to participate in regular City Council meetings.
 - b. Except when Rule II.A.3.a applies, in order to select a person to fill a vacancy on the City Council, a quorum shall consist of a majority of those CMs currently holding office.
4. Less than a quorum of CMs may adjourn from day to day, or until the next regular meeting, and may compel the attendance of absent members in such a manner and under such penalties as the City Council prescribes.^{iv} (See Rule II.D.3 Attendance.)
5. Preliminary agendas of upcoming regular meetings shall list items on which action is expected to be taken and shall be made available to the public. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
6. The Council prefers to conduct its business in person when practicable. Recognizing that CMs may not be able to attend every meeting in person due to unavoidable and

ⁱ Charter, Art. IV, § 6.

ⁱⁱ Charter, Art. IV, § 6.

ⁱⁱⁱ Charter, Art. IV, § 3.

^{iv} Charter, Art. IV, § 3.

sometimes unforeseeable circumstances, any CM may at their sole discretion participate and vote by any electronic means (e.g., multi-party telephone or video conferencing) utilized by the Council for such purpose provided that the Office of the City Clerk is able to accommodate such participation.

B. Special Meetings – Calling; Notice; Limitations; Location.

A special meeting is a meeting held at a time, date, or location that differs from a regular meeting.

1. The Mayor, the President of the City Council, or any three CMs may call a special meeting.ⁱ
2. Notices of special meetings shall be in accordance with RCW 42.30.080.
 - a. The only items of business for which final action may be taken at a special meeting are those items listed on the written notice.
 - b. Special meetings are held in the Council Chamber in Seattle City Hall unless: a specific alternate location is established by the party calling the meeting, whether the Mayor, the President, or three CMs; and notice as required under RCW 42.30.080 is given.
3. The Council prefers to conduct its business in person when practicable. Recognizing that CMs may not be able to attend every meeting in person due to unavoidable and sometimes unforeseeable circumstances, any CM may at their sole discretion participate and vote by any electronic means (e.g., multi-party telephone or video conferencing) utilized by the Council for such purpose provided that the Office of the City Clerk is able to accommodate such participation.

C. Emergency Meetings – Calling; CMs’ Electronic Attendance.

1. Emergency City Council meetings may be called by the Mayor, President, or any two CMs, consistent with the provisions of chapter 42.30 RCW and RCW 42.14.075.ⁱⁱ
2. Meeting time, location, and notice requirements do not apply to emergency meetings called for emergency matters as permitted by RCW 42.30.070, RCW 42.30.080, and RCW 42.14.075.
3. Emergency meetings are open to the public unless exempt under chapter 42.30 RCW.
4. If a natural disaster, fire, flood, earthquake, enemy attack, imminent enemy attack, or other catastrophic emergency that renders a CM’s physical attendance at a meeting impracticable, or if approved by a majority of CMs present and voting at an emergency meeting, the CM may participate and vote by any electronic means (e.g.,

ⁱ Charter, Art. IV, § 6.

ⁱⁱ Charter, Art. IV, § 6.

- multi-party telephone or video conferencing) utilized by the Council for such purpose.
5. The Council prefers to conduct its business in person when practicable. Recognizing that CMs may not be able to attend every meeting in person due to unavoidable and sometimes unforeseeable circumstances, any CM may at their sole discretion participate and vote by any electronic means (e.g., multi-party telephone or video conferencing) utilized by the Council for such purpose provided that the Office of the City Clerk is able to accommodate such participation.

D. Attendance – Requirements; Excuses.

1. CMs shall attend all regular City Council meetings, unless excused by the City Council.
2. A CM may obtain a leave of absence or be excused from a particular meeting by vote of the City Council before or during the meeting to which the leave of absence or excuse would apply.
3. Three CMs, including the President or President Pro Tem acting in the capacity of the President, or four CMs otherwise, may compel the attendance of absent unexcused or on-call CMs at the City Council meeting, and may adjourn from day to day if necessary until a quorum can be convened.ⁱ
4. A CM shall be granted a leave of absence by submitting written notice to the President as soon as practical of a personal situation that would entitle a City employee to family and medical leave, paid parental leave, or paid family care leave under Seattle Municipal Code (SMC) Sections 4.26.010, 4.27.020, or 4.29.020. The notice shall give a reasonable estimate of dates to which the leave of absence shall apply.
5. No more than four CMs may be excused from any one City Council meeting, except during November budget deliberations, when no more than two CMs may be excused from any one City Council meeting.
6. If the maximum number of CMs has been excused for any one particular meeting, the last CM so excused shall be considered on-call. An on-call CM may make arrangements with any other excused CM to switch on-call status. Any such switch must be communicated with the President and the City Clerk.
7. The City Clerk shall record the attendance and requests for excused absence(s) from City Council meetings in the Journal of the Proceedings.

ⁱ Charter, Art. IV, § 3.

III. CITY COUNCIL BUSINESS

A. Legislation – Introduction; Referral; Requirements.

1. Introduction of Legislation.
 - a. All submitted legislation shall be reviewed by the City Clerk before it is sent to the Council President.
 - b. All Council Bills and Resolutions shall include a Summary and Fiscal Note.
 - c. The President shall assign the appropriate committee or City Council to receive the legislation and determines when to send the legislation to the committee chair. If a primary sponsor of legislation requests that the Council President place legislation onto the Council’s Introduction and Referral Calendar without the support of the Chair of the committee with subject matter jurisdiction for doing so, then the Council President will confer with the Chair of the standing or select committee with subject matter jurisdiction prior to placing the legislation on the Introduction and Referral Calendar regardless of whether the legislation in question is routine or time sensitive.
 - d. The committee chair determines whether and when to place the legislation onto the Council’s Introduction and Referral Calendar. Any CM may be the primary sponsor of legislation, but the Council President may choose to include selected legislation on the Council’s Introduction and Referral Calendar as “Executive Requested” or “[Department] Requested Legislation” (i.e., naming the department who generated the legislation) rather than including a CM as sponsor. If legislation is sponsored, it has a single primary sponsor and optional co-sponsors. Prior to introduction by the Council, additional co-sponsors of the legislation may be added with consent of the primary sponsor, except that co-sponsors added outside an open session shall not cause the total number of co-sponsors to meet or exceed a quorum of its assigned committee (or City Council if there is no assigned committee).
 - e. When adoption of the Introduction and Referral Calendar is being considered during each City Council meeting, it may be modified by a majority vote of CMs present and voting. Modifications include amendment to titles, committee referral, sponsorship, and removing or adding legislation.
 - f. After the Introduction and Referral Calendar is adopted, legislation is in the control of the referred committee or City Council.
 - g. Before final passage by the Council, additional co-sponsors of the legislation may be added in open session with consent of the primary sponsor.
2. Relieving a Committee of Legislation.

The City Council may relieve a committee of legislation in one of two ways:

- a. With consent from the current committee chair, the proposed committee chair, and the President, legislation may be re-referred to the proposed committee on the Introduction and Referral Calendar; or
 - b. A motion to relieve the committee may be considered at the City Council meeting during consideration of the adoption of the Introduction and Referral Calendar and requires a majority vote of CMs present and voting.
3. A Resolution shall not be adopted at the same meeting at which it is introduced except by passage of at least two-thirds vote of CMs present and voting, except that resolutions pursuant to SMC Chapter 10.02 to terminate civil emergencies require at least two-thirds vote of all CMs.
 4. Resolutions not on the City Council Introduction and Referral Calendar or City Council agenda shall not be added for introduction and adoption at the same City Council meeting unless previously reviewed by the Law Department and circulated via email to all CMs, the Central Staff Director, and the City Clerk by 5:00 p.m. on the preceding business day.
 5. Council Bills not on the City Council Introduction and Referral Calendar shall not be added to the Introduction and Referral Calendar for introduction at the same City Council meeting such action is requested unless previously reviewed by the Law Department and circulated via email to all CMs, the Central Staff Director, and the City Clerk by 5:00 p.m. on the preceding business day.
 6. A Bill shall not be introduced and passed at the same meeting, except for the weekly Bill for payment of bills, salaries, and claims.ⁱ
 7. No Bill shall become an Ordinance unless on its final passage at least a majority of all nine CMs vote in its favor.ⁱⁱ In some cases, passage requires more than a majority vote.
 8. Amendments to Bills and Resolutions shall not be presented at a City Council meeting unless previously reviewed by the Law Department and circulated via email to all CMs, the Central Staff Director, and the City Clerk at least two hours before the meeting. In cases, including but not limited to, amendments to development regulations subject to the Growth Management Act, a statute may require additional public notice and opportunity for public comment before an amended Bill may be passed.

B. Order of Business.

1. The President shall announce the business of the City Council at its regular meetings, which shall ordinarily be disposed of in the following order:
 - a. Call to Order

ⁱ Charter, Art. IV, § 8.

ⁱⁱ Charter, Art. IV, § 8.

- b. Roll Call
 - c. Presentations
 - d. Public Comment
 - e. Approval of the Introduction and Referral Calendar
 - f. Approval of Consent Calendar
 - g. Approval of the Agenda
 - h. Committee Reports (discussion and vote on Bills, Resolutions, Clerk Files, and Appointments)
 - i. Items removed from Consent Calendar
 - j. Adoption of Other Resolutions
 - k. Other Business
 - l. Adjournment
2. Upon the passage of each Bill, the President shall announce that the President is signing the Bill, and if so requested by any CM, that Bill shall be read at length so as to ensure its correctness before it shall become enrolled.ⁱ

C. Reconsideration of Vetoed Bills.ⁱⁱ

1. The City Council shall reconsider and vote again on the passage of any Bill that is vetoed by the Mayor, in accordance with the Charter.
2. Reconsideration shall occur not less than five days after the Mayor's written objection of the Bill is published, and not more than 30 days after the return of the Bill by the Mayor.
3. Passage of a Bill during reconsideration shall be by two-thirds vote of all the CMs.
4. Any Bill presented to the City Council for reconsideration that does not pass during the first vote of reconsideration shall be deemed finally lost.

D. Journal of the Proceedings.

1. The City Clerk shall record into the Journal of the Proceedings of the Seattle City Council the proceedings of the City Council at its regular and special meetings, and recommendations to the City Council by committees.

ⁱ Charter, Art. IV, § 11.

ⁱⁱ Charter, Art. IV, § 12.

2. The Journal of the Proceedings shall be presented to the City Council for approval at a regular City Council meeting.
3. The Journal of the Proceedings is a public document.

E. Consent Calendar.

At the discretion of the President, the agenda for a particular Council meeting may include a consent calendar to allow the Council to act on administrative items or items for which no debate or inquiries are expected. Included on this consent calendar can be matters such as approval of minutes, payment of bills, and Committee Reports (vote on Bills, Resolutions, Clerk Files, and Appointments) with a unanimous vote and no abstentions. For any committee-reported Bill, Resolution, Clerk File, or Appointment with a unanimous vote and no abstentions, the committee Chair may request that the Council President place it on a consent calendar. Upon request by any CM, an item shall be removed from the consent calendar and placed on the regular agenda for a separate vote, according to Rule III.B. Multiple removed items shall be considered in the same order as they had been presented on the consent calendar.

IV. PARLIAMENTARY PROCEDURES

If these General Rules and Procedures are silent on a matter of parliamentary procedure, the 12th Edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which it is applicable.

A. Rules of Debate.

When any CM wishes to speak, the CM shall address the Chair.

1. When recognized, the CM shall, in a courteous manner, confine comments to the question under debate.
2. The primary sponsor of a Bill, Resolution, Clerk File, Appointment, or motion has the privilege of speaking first and last upon it.
3. No CM shall impugn the motives of any other CM, or speak more than twice except for explanation during the consideration of any one question.
4. No CM, having obtained the floor while a debatable motion is immediately pending at a meeting of the Council, shall speak for longer than ten minutes at one time unless all CMs present agree by unanimous consent to extend the limits of debate or two-thirds of CMs present and voting pass a motion to extend the limits of debate.

B. Consideration of Motions.

1. No motion shall be entertained or debated until duly seconded and announced by the Chair.
2. The motion shall be recorded and, if requested by any CM, it shall be read by the City Clerk before it is debated.
3. Until the Chair states the question, the maker of the motion has the right to modify or withdraw it. If the motion is modified by the maker before the Chair states the question, the CM who seconded the motion may withdraw the second.
4. Motions shall be entertained in the order of precedence outlined in the 12th Edition of Robert's Rules of Order Newly Revised.

MOTION TO:	Debatable?	Amendable?	Vote?	May be reconsidered?
Adjourn	No	No	Maj	No
Recess	No	Yes	Maj	No
Reconsideration (Rule V.G)	Yes	No	Maj	No
Lay on the Table (Rule IV.J)	No	No	Maj	Yes
Take from the Table (Rule IV.K)	No	No	Maj	No
Call the Question (Rule IV.H)	No	No	2/3	Yes
Postpone to a Certain Time (Rule IV.I)	Yes	Yes	Maj	Yes
Commit or Refer to a Committee	Yes	Yes	Maj	Yes
Amend or Substitute	Yes	Yes	Maj	Yes
Postpone Indefinitely (Rule IV.L)	Yes	No	Maj	Affirmative vote may be reconsidered
All motions must be seconded to be entertained or debated. See Rule IV.B.1.				

C. Amendment Form.

1. Any CM may offer for consideration amendments to proposed legislation to the body considering that legislation, whether at a City Council, select, or standing committee meeting. An amendment is a pending motion until it is voted on. Amendments to legislation must be written in accordance with City Clerk amendment standards. Motions to amend legislation must be seconded, are debatable, and require a majority vote of CMs present and voting to be adopted. Proposed amendments should take the form of either:
 - a. To insert, or to add language;
 - b. To delete language;
 - c. A combination of a and b having the following forms:

- i. To delete and insert (which applies to words);
 - ii. To substitute; that is, to delete a paragraph or the parts or the entire text of a legislation or main motion, and insert another in its place.
2. Added language shall be underlined and deleted language shall be shown with strikethrough format.
 3. To promote efficiency, the Chair may accept consideration of an oral amendment that can be clearly stated in a suitable form. The Chair may also request the oral amendment be reread or presented in writing before the question is stated.

D. Parliamentary Inquiry.

A CM may direct a Parliamentary Inquiry to the presiding officer to obtain information on a matter of parliamentary law or the rules of the organization bearing on the business at hand. Inquiries may relate to e.g., making an appropriate motion, raising a proper point of order, or clarifying the parliamentary situation or the effect of a motion.

E. Recognition by the Chair.

If two or more CMs seek recognition at the same time, the Chair shall decide the one who shall speak first.

F. Division of a Question.

Any CM may call for a division of a question, which shall be divided if it embraces subjects so distinct that, if one is taken away, a substantive proposition shall remain for the decision of the Council.

G. Point of Order.

1. The Chair has the right to decide all points of order, in which case Rules IV.G.2 through IV.G.5. apply. The Chair may instead submit the question on a point of order to CMs to decide by a majority vote of the CMs present and voting.
2. If dissatisfied with the decision of the Chair, any CM may appeal the decision.
3. In all cases of appeal, the question shall be: “Shall the decision of the Chair be sustained?”
4. No CM may speak more than once on an appeal without the consent of a majority of CMs in attendance.
5. The decision in response to the appeal shall be by a majority vote of the CMs in attendance. In case of a tie vote, the decision of the Chair shall stand.

H. Call the Question.

A CM may make a motion to Call the Question (also known as Previous Question) to end debate on an immediate pending motion. This motion requires a two-thirds vote in favor and may be considered at committee meetings.

I. Postpone to a Certain Time.

To postpone a question to a certain time, the motion shall state a definite date, meeting, or hour, or until after a certain event.

J. Lay on the Table.

A majority of CMs present and voting may decide to temporarily halt consideration of a question immediately and without debate during a meeting. The maker of a motion to Lay on the Table must state the reason for the motion. A motion that has been laid on the table may, in either the current or subsequent meeting, be brought back by a motion to Take from the Table.

K. Take from the Table.

Once a question has been laid on the table, it may be taken from the table by a majority vote of CMs present and voting, as soon as the interrupting business has been disposed of or whenever no other question is pending. A motion that has been laid on the table may, in either the current or subsequent meeting, be brought back by a motion to Take from the Table.

L. Postpone Indefinitely.

A majority of CMs present and voting may decide not to take a direct vote or position on a main question by disposing of it with a motion to Postpone Indefinitely. The question shall not be brought back again for at least 60 days.

V. CITY COUNCIL VOTING

A. Voting Required; Disqualification Process.

1. Every CM in attendance shall vote on all actions before the City Council, except when CMs must disqualify themselves from voting as required by either the City's Code of Ethicsⁱ or the Washington State Appearance of Fairness Doctrine. CMs may also disqualify themselves from voting to avoid the appearance of a conflict of interest, unless a majority of those present vote that there is no conflict.
(See Rule V.D.2 Announcing and Recording Votes.)
2. Abstentions are not allowed on actions, other than procedural, amending, and final votes on Resolutions at City Council meetings. CMs not having abstained or disqualified themselves pursuant to Rule V.A.1 shall vote by saying "Aye" or "No." CMs having abstained or disqualified themselves pursuant to Rule V.A.1 shall vote by saying "Abstain" or "Present."
3. All votes shall be recorded by the City Clerk in the Journal of the Proceedings.ⁱⁱ

B. Roll Call Voting.

A roll call vote shall be taken when voting on final passage of Bills, the consent calendar, and on other business when requested by a CM. A roll call vote is called in alphabetical order of last name, except for the President, whose name is always called last. At each regular Council meeting, the first name on the roll, in a systematic rotation, is moved to the name immediately preceding the President's name.

C. Voice Vote.

A voice vote may be taken on any matter of business before the City Council, unless a roll call vote has been requested as provided in Rule V.B, or unless a CM is participating electronically.

D. Announcing and Recording Votes.

1. After a roll call vote, the City Clerk shall announce the "ayes" and "nos" in addition to "abstentions" and "disqualifications" for all votes and enter them into the Journal of the Proceedings. The announcement of the result of any vote shall not be postponed.
2. When a CM is in attendance and has been disqualified from voting under Rule I.B.2.d, the City Clerk shall record and announce "in attendance, but disqualified from voting."
(See Rule V.A.1 Voting Required.)

ⁱ SMC Chapter 4.16.

ⁱⁱ Charter, Art. IV, § 4.

E. Proxy Votes.

There are no proxy votes.

F. Tie Vote.

In the event of a tie vote, a motion does not pass.

G. Motion to Reconsider.

1. After the final vote on any motion, Bill, Resolution, Clerk File, or Appointment, and before the adjournment of the meeting at which that vote was taken, any CM who voted with the prevailing side may move for reconsideration of the original motion. Seconds to motions for reconsideration may be from either side.
 - a. If the result of the final vote is to pass any motion, Bill, Resolution, Clerk File, or Appointment, any reconsideration vote must take place before adjournment of that meeting, or else there shall be no reconsideration vote.
 - b. If a Bill is moved for final passage and fails to pass at a City Council meeting, and a motion to reconsider is made, the motion to reconsider shall not be voted on before the next meeting of the City Council.ⁱ
2. A motion to reconsider takes precedence over every other motion, except a motion to adjourn.
3. Motions to reconsider a vote upon amendments to any pending question shall be made and decided immediately.
4. A motion to amend that does not pass in a committee meeting shall not be reconsidered, but the motion to amend may be offered to the City Council.

ⁱ Charter, Art. IV, § 10.

VI. STANDING COMMITTEESⁱ

A. Formation.

1. Standing committees are formed after the biennial election of a President.
2. Formation of standing committees, i.e., the identification of committees' scopes of work, regular meeting schedules, and Chair and membership assignments, shall be adopted by Resolution.

B. Membership.

1. A standing committee consists of at least four members and, if the committee has fewer members than the Council has CMs, may include an alternate. A committee has a Chair and may have a Vice-Chair.
2. If the vacancy of a City Council position requires the appointment and/or election of a replacement CM, the replacement CM shall assume the replaced CM's committee duties and responsibilities, unless stated otherwise by Resolution.
3. Only CMs who are designated members of the standing committee (or the alternate if serving as a member) may sponsor amendments before the committee, or vote at its meetings. Voting rights of members include the power to make, second, amend, and vote on all motions.
 - a. If invited by the Chair or Vice-Chair, a CM other than the designated members (or the alternate if serving as a member) may participate as a non-committee member without voting rights in a standing committee meeting.
 - b. Participation of non-committee members is limited to taking part in debate, upon recognition by the Chair, and the authorship of amendments, to be submitted in accordance with Rule IV.C.1.
4. The quorum requirement for standing committee meetings is three CMs unless a greater number is stated by Resolution.
5. The President shall not serve as the Chair or Vice-Chair of the Finance Committee.

C. Meetings.

1. Meetings are held in the Council Chamber in Seattle City Hall unless a specific alternate location is established by the Chair with the concurrence of a majority of the regular members of the committee, and appropriate public notice and access are provided.
2. The Council sets regular meeting dates and times by Resolution. The committee Chair may cancel a meeting at any time.

ⁱ Charter, Art. IV, § 4.

3. A regularly scheduled meeting will be moved to the following Friday if:
 - a. The regular schedule places that meeting on a legal holiday; or
 - b. A legal holiday moves a City Council meeting to a day on which that meeting is regularly scheduled.
4. Regular meetings are not held in weeks when the Council does not hold a regular City Council or Council Briefing meeting under Rule II.A.1.b or IX.C.2.
5. Meetings shall be noticed both as committee meetings and as City Council meetings, with the agenda limited to committee business and only rules and procedures applicable to committees in effect.
6. Preliminary agendas for upcoming regular meetings shall list items for which discussion, amendments, and/or recommendation is expected. Items where only amendments will be considered shall be listed as possible amendments, and items where amendments and/or a final recommendation is expected shall be listed as possible vote for proper notification, except upon passage of a motion by the Chair to suspend this Rule.
7. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
8. All reasonable effort shall be made to make materials that are to be presented in a regular meeting available online at least 24 hours in advance of the meeting.
9. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.

D. Special Meetings.

A special meeting is a meeting held at a time, date, or location that differs from a regular meeting.

1. Special meetings may be scheduled by the committee Chair.
2. Notices of special meetings shall be in accordance with RCW 42.30.080. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
3. The only items of business for which final action may be taken at a special meeting are those items listed on the written notice.

E. Attendance – Requirements; Excused Absences.

1. It is the duty of each member of a committee to attend its meetings.
2. Committee Member Notification Duties.

- a. For a committee with an alternate, if, at least three business days before a committee meeting, a committee member can notify the Chair and alternate of an expected absence from the entire meeting, the committee member shall do so, after which the alternate shall inform the Chair of the alternate's availability. Otherwise, the committee member shall notify the Chair, the Chair shall contact the alternate, and the alternate shall inform the Chair of the alternate's availability, all as soon as practical. Once these conditions are met, the alternate assumes the rights of the absent committee member for the actual duration of the absence.
 - b. For a committee without an alternate, if, at least three business days before a committee meeting, a committee member can notify the Chair of an expected absence from the entire meeting, the committee member shall do so. Otherwise, the committee member shall notify the Chair as soon as practical.
3. A committee member may be excused with the consent of the Chair.

F. Duties of the Chair.

The committee Chair shall:

1. Provide at each meeting a public comment period pursuant to Rule XI.C.3.a.
2. Act as presiding officer and call the meetings to order at the appointed times.
3. State the amount of time allowed for speakers and announce instructions to the speakers at the start of each meeting. The Chair may allow additional time for the submission of written comment from the public.
4. Announce CMs in attendance at the call to order and as they join the meeting.
5. Recognize CMs and, in accordance with these General Rules and Procedures, others who wish to speak.
6. Set the committee's agenda consistent with the committee's assigned scope of work and the City Council Work Program, and publish such agenda in accordance with Rule VI.C.6, VI.C.7, and VI.C.8.
7. Run meetings expeditiously.
8. Preserve order and decorum.

G. Duties and Responsibilities of Members.

Committee members shall acquaint themselves with the interests of the City specifically represented by that committee, and shall make recommendations to the City Council on Council Bills, Resolutions, Clerk Files, and Appointments, and such other reports as in their judgment(s) shall advance the interests and promote the welfare of the people of the City.

H. Voting, Referral, and Reporting.

1. Only members of a standing committee (or the alternate if serving as a member) may vote, or abstain from voting, on issues before the committee.
2. Committee action on any Council Bill, Resolution, Clerk File, or Appointment shall be limited to recommendations for the City Council to consider when voting on final action for that item.
3. Committees shall not vote on a final recommendation on any Bill, Resolution, Clerk File, or Appointment on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to suspend this Rule.
4. The deadline for a committee to vote to refer legislation to the next regular City Council meeting is 1 p.m. on the Thursday before that meeting, except upon passage of a motion by the Chair to suspend this Rule. If the motion is adopted, whether the legislation is referred to the next regular City Council meeting is at the discretion of the President.
5. Committee Reports.
Committees shall report their final recommendations on legislation to the City Council. Reports shall include the committee recommendation, the names of CMs in attendance and the decision of each CM on the final recommendation whether voting in favor, voting opposed, or abstaining from voting. Reports of standing committees shall be entered in the Journal of the Proceedings.
 - a. If a committee recommendation is not unanimous, unless otherwise authorized by the President and the committee Chair, the committee report shall be reported to the second regular City Council meeting after the date of the recommendation.
 - b. A CM abstaining from voting does not make the vote non-unanimous.
6. Divided Votes.
A report may accompany any non-unanimous committee recommendation, including an indication of how each CM voted and a statement describing the rationale for each voting CM's position.
 - a. Such reports shall only be presented to the City Council if a CM who voted against the committee recommendation submits a request to the President, the Central Staff Director, and the City Clerk at least four calendar days before presentation of the recommendation to the City Council. If a report is made, it shall be distributed to all CMs by noon the day presentation of the recommendation is scheduled to be made to the City Council.
 - b. When the City Council receives such report, the first position considered shall be the majority position (or the Chair's position if there is no majority).

I. Finance Committee.

The City Council shall have a Finance Committee of not less than three members.ⁱ

ⁱ Charter, Art. IV, § 5.

VII. SELECT COMMITTEES

A. Formation.

The President may create, amend, or abolish select committees and shall appoint the Chair, Vice-Chair, and membership to select or other non-standing committees as required, or as deemed necessary to efficiently conduct the business of the Council. When creating the committee, the President shall specify at least three CMs as a quorum. Any committee created under this Rule may be of limited duration or focus.

B. Meetings.

1. Meetings are held in the Council Chamber in Seattle City Hall unless a specific alternate location is established by the Chair with the concurrence of a majority of the regular members of the committee, and appropriate public notice and access are provided.
2. Regular meeting dates, times, and locations may be determined in advance and filed in a Clerk File by the President upon creation of the select committee. The committee Chair may cancel a meeting at any time.
3. Meetings shall be noticed both as committee meetings and as City Council meetings, with the agenda limited to committee business and only rules and procedures applicable to committees in effect.
4. Preliminary agendas for upcoming regular meetings shall list items for which discussion, amendments, and/or recommendation is expected. Items where only amendments will be considered shall be listed as possible amendments, and items where amendments and/or a final recommendation is expected shall be listed as possible vote for public notification, except upon passage of a motion by the Chair to suspend this Rule.
5. All reasonable effort shall be made to provide the preliminary agenda online at least two business days prior to the meeting, with the exception of the Budget Committee, which shall publish agendas pursuant to Rule VII.H.5.
6. All reasonable effort shall be made to make materials that are to be presented in the meeting available online at least 24 hours in advance of the meeting, with the exception of the Budget Committee, which shall publish agendas pursuant to Rule VII.H.5.
7. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.

C. Special Meetings.

A special meeting is a meeting held at a time, date, or location that differs from a regular meeting.

1. Special meetings may be scheduled by the committee Chair.
2. Notices of special meetings shall be in accordance with RCW 42.30.080. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
3. The only items of business for which final action may be taken at a special meeting are those items listed on the written notice.

D. Attendance – Requirements; Excused Absences.

1. Each committee member shall attend its meetings.
2. Committee Member Notification Duties.
 - a. For a committee with an alternate, if, at least three business days before a committee meeting, a committee member can notify the Chair and alternate of an expected absence from the entire meeting, the committee member shall do so, after which the alternate shall inform the Chair of the alternate’s availability. Otherwise, the committee member shall notify the Chair, the Chair shall contact the alternate, and the alternate shall inform the Chair of the alternate’s availability, all as soon as practical. Once these conditions are met, the alternate assumes the rights of the absent committee member for the actual duration of the absence.
 - b. For a committee without an alternate, if, at least three business days before a committee meeting, a committee member can notify the Chair of an expected absence from the entire meeting, the committee member shall do so. Otherwise, the committee member shall notify the Chair as soon as practical.³ A committee member may be excused with the consent of the Chair.

E. Duties of the Chair.

The committee Chair shall:

1. Provide at each meeting a public comment period pursuant to Rule XI.C.3.a.
2. Act as presiding officer and call the meetings to order at the appointed times.
3. State the amount of time allowed for speakers and announce instructions to the speakers at the start of each meeting. The Chair may allow additional time for the submission of written comment from the public.
4. Announce CMs in attendance at the call to order and as they join the meeting.
5. Recognize CMs and, in accordance with these General Rules and Procedures, others who wish to speak.

6. Set the committee's agenda consistent with the committee's assigned scope of work and publish such agenda in accordance with Rule VII.B.4, VII.B.5, and VII.B.6.
7. Run meetings expeditiously.
8. Preserve order and decorum.

F. Duties and Responsibilities of Members.

Committee members shall acquaint themselves with the interests of the City specifically represented by that committee, and shall make recommendations to the City Council on Council Bills, Resolutions, and Clerk Files, and such other reports as in their judgment(s) shall advance the interests and promote the welfare of the people of the City.

G. Voting, Referral, and Reporting.

1. Only members of a select committee meeting may vote, or abstain from voting, on issues before the committee.
2. Committee action on any Council Bill, Resolution, Clerk File, or Appointment, is limited to recommendations for the City Council to consider when voting on final action for that item.
3. Committees shall not vote on a final recommendation on any Bill, Resolution, Clerk File, or Appointment on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to suspend this Rule.
4. The deadline for a committee to vote to refer legislation to the next regular City Council meeting is 1 p.m. on the Thursday before that meeting, except upon passage of a motion by the Chair to suspend this Rule. If the motion is adopted, whether the legislation is referred to the next regular City Council meeting is at the discretion of the President.
5. Committee Reports:
Committees shall report their final recommendations on legislation reported to the City Council. Reports shall include committee recommendation, the names of CMs in attendance and the decision of each CMs on the final recommendation whether voting in favor, voting opposed, or abstaining from voting. Reports of select committees shall be entered in the Journal of the Proceedings.
 - a. If a committee recommendation is not unanimous, unless otherwise authorized by the President and the committee Chair, the committee report shall be reported to the second regular City Council meeting after the date of the recommendation.
 - b. A CM abstaining from voting does not make the vote non-unanimous.
6. Divided Votes.
A report may accompany any non-unanimous committee recommendation, including

an indication of how each CM voted and a statement describing the rationale for each voting CM's position.

- a. Such reports shall only be presented to the City Council if a CM who voted against the committee recommendation submits a request to the President, the Central Staff Director, and the City Clerk at least four calendar days before presentation of the recommendation to the City Council. If a report is made, it shall be distributed to all CMs by noon the day presentation of the recommendation is scheduled to be made to the City Council.
- b. When the City Council receives such report, the first position considered shall be the majority position (or the Chair's position if there is no majority).

H. Budget Committee.

1. The Budget Committee is a select committee comprised of all CMs, chaired by the Chair of the Finance Committee.
2. The Vice-Chair of the Finance Committee shall serve as Vice-Chair of the Budget Committee.
3. The primary purpose of the Budget Committee is to review the Mayor's proposed budget and proposed capital improvement program (CIP), amend as appropriate, and adopt a balanced budget and CIP. The Budget Committee shall review and take action on other budget issues during the year as may be assigned.
4. From the time the Budget Committee receives the Mayor's proposed budget (typically the end of September) to the time the Council adopts a budget (typically the third week of November), regular standing and select committee meetings shall be suspended. Special standing and select committee meetings may be called:
 - a. If legislative action is required within a set time (e.g., quasi-judicial actions with 90-day deadlines for Council review); or
 - b. Upon the approval of the President and the Chair of the Budget Committee, after consultation with the Central Staff Director.
5. Preliminary agendas of Budget Committee meetings are required to list only general topics for discussion and/or recommendation. All reasonable effort shall be made to publish preliminary agendas online at least two business days before the meeting. Final agendas of Budget Committee meetings shall be issued no later than the morning of the scheduled meeting and shall include all items to be discussed.
6. A Budget Amendment is a proposed change to the Mayor's proposed budget and accompanying legislation. Budget Amendments are developed in accordance with these Rules and include: amendments to budget legislation; development of new Council Bills or Resolutions; Council Budget Actions (CBAs); and Statements of Legislative Intent (SLIs).

- a. Budget Amendments that meet established deadlines on the Budget Committee schedule may be published on the appropriate meeting agenda.
 - b. Budget Amendments that are not included on a final published agenda shall not be presented at a Budget Committee meeting unless circulated via email to all CMs, the Central Staff Director, and the City Clerk by 5:00 p.m. on the preceding business day. This rule may only be suspended by an affirmative vote of two-thirds of CMs present and voting at a Budget Committee meeting.
7. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.
 8. The quorum for the Budget Committee is at least three CMs.
 9. Adoption of a Balanced Budget Package:
 - a. This Rule VII.H.9 implements biennial aspects of the City’s budget process that are established by City law.
 - b. Year One of a Biennial Budget Process.
 - i. The Chair may prepare a group of budget revisions (Chair’s Initial Balancing Package) that if adopted would amend the Mayor’s proposed budget to produce a final budget for Year One and an endorsed budget for Year Two in which expenditures do not exceed revenues.
 - ii. Following Committee discussion of the Chair’s Initial Balancing Package, the Chair may prepare a Revised Balancing Package, subject to the same requirements under Rule VII.H.9.b.i. The Chair shall endeavor to inform CMs of any changes made to the Chair’s Initial Balancing Package prior to the scheduled vote on the Revised Balancing Package in the Budget Committee.
 - c. Year Two of a Biennial Budget Process.
 - i. Council Budget Amendments to increase appropriations shall be self-balanced. A self-balanced amendment means that any proposal to increase appropriations in one area of the budget is balanced by: reducing appropriations elsewhere; or a proposal to increase City resources through a new tax or fee, or other changes in policy related to City resources.
 - ii. The Chair may prepare a group of budget revisions (Chair’s Revised Balancing Package) in Year Two if necessary to address changes in the City’s revenue forecast or other information that impacts assumptions about available resources to balance the Year Two budget.
 10. Other rules and procedures for the Budget Committee, and the meeting dates and times for regular meetings, shall be established by the President in consultation with the Budget Committee Chair. Any rules and procedures regarding meeting times,

dates, locations, attendance, and quorum supersede provisions in this Rule VII on those topics, except that a quorum may not be fewer than three CMs.

I. Labor Committee.

1. The Labor Committee is a select committee comprised of the President, the Chair of the Council Budget Committee, and three CMs selected by the President. The list of members shall be filed in a Clerk File.
2. The primary purpose of the Labor Committee is to serve on the Labor Relations Policy Committee and perform the functions established by SMC Section 4.04.120.

VIII. EXTERNAL COMMITTEES

A. Appointment.

1. CM participation on an external committee (a governing or advisory body on which CMs serve that is not a Council committee) is typically established by Resolution.
2. If the vacancy of a City Council position requires the appointment and/or election of a replacement CM, the replacement CM shall assume the replaced CM's external committee duties and responsibilities unless stated otherwise, whether by Resolution or appropriate action of another body responsible for appointments to the committee.

B. Attendance.

CMs serving on an external committee shall attend its meetings unless the CM is unavailable.

C. Notification If Unable to Attend.

If a CM is unable to attend an external committee meeting, the CM's office shall inform the committee alternate(s) as soon as practical. When an alternate is notified of the absence, the alternate shall attend the meeting unless the alternate is also unavailable. If the alternate is unable to attend, the alternate's office shall notify other members or alternates (if there are any).

IX. COUNCIL BRIEFING MEETINGS

A. Purpose, Procedure, and Scope.

The Council may, at the discretion of the Council President, hold Council Briefing meetings, chaired by the President, to discuss and receive briefings on issues of general interest. The President shall be Chair of the meetings. A quorum of three CMs is required at any Council Briefing meeting. The Council shall take no vote or other final action at any Council Briefing meeting, other than approving Council Briefing minutes or collectively signing documents.

B. Attendance.

1. All CMs are expected to attend.
2. A CM should notify the Chair of an expected absence from the entire meeting at least one business day in advance. Otherwise, the CM shall notify the Chair as soon as practical.

C. Location and Frequency.

1. Council Briefing meetings shall be held in the Council Chamber in Seattle City Hall, unless a specific alternate location is established by the President and appropriate public notice and access are provided.
2. Regular Council Briefing meetings shall be held at 2:00 p.m. each Monday, provided however that there shall be no regular Council Briefing meetings if Monday is a holiday. Regular meetings shall not be held on the last two Mondays in August nor on the last two Mondays in December. Council Briefing meetings may be canceled by the President at any time.
3. A special meeting is a meeting held at a time, date, or location that differs from a regular meeting. Special meetings may be scheduled by the committee Chair. Notices of special meetings shall be in accordance with RCW 42.30.080.

D. Preliminary Agendas.

1. Preliminary agendas of upcoming regular Council Briefing meetings shall list items for which discussion is expected and shall be made available to the public. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
2. For special Council Briefing meetings, all reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
3. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.

X. EXECUTIVE SESSIONS

A. When Sessions May Be Held.

Executive sessions may be held during City Council meetings, Council Briefing meetings, standing or select committee meetings, whether regular or special meetings, and at other times as allowed by RCW 42.30.110 and 42.30.140 and SMC 5.24.020 and 5.24.030.

B. How Sessions May Be Convened.

The presiding officer or a majority of those CMs in attendance may decide to convene an executive session during a particular meeting. An executive session may be ended by the presiding officer or by a majority vote of those CMs in attendance.

C. Purpose of Session.

Before convening an executive session, the presiding officer shall announce the purpose of the executive session, and the time when the executive session is expected to conclude.

D. Attorney to be Present.

1. An attorney from the Law Department, or outside counsel if appropriate, shall be present during all executive sessions to advise CMs on compliance with RCW 42.30.
2. The Council may choose to waive the attorney-client privilege regarding legal matters discussed with counsel at an executive session only if all nine CMs are in attendance and unanimously agree to waive the privilege. Legislative Department staff shall not waive the privilege. Executive session is the only forum in which the Council may waive attorney-client privilege for any attorney-client privileged documents presented to the Council in or out of executive session.

E. Attendees.

Attendance at an executive session is limited to:

1. CMs;
2. Assistants to CMs representing their CM in absentia, and any assistant to the Chair of the committee with subject-matter jurisdiction of the matter at issue (assistants may be present but may not participate);
3. The City Clerk or designee;
4. Legal counsel assigned to the matter at issue;
5. Legal counsel for the Council;

6. The City Council's Central Staff Director and/or designees; and
7. Designated city staff members and others representing the City (e.g., consultants) who are directly involved in the issue and who have been invited by the presiding officer to attend.

F. Confidentiality.

Executive session attendees shall not disclose the contents of discussions held within the session. It is a virtual attendee's responsibility to ensure that unauthorized individuals do not have access to the attorney-client privileged contents of discussions.

G. Issues.

Issues that may be considered in executive session include, but are not limited to:

1. Consideration of the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
2. Consideration of the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price;
3. Evaluation of complaints against a public officer or employee;
4. Evaluation of qualifications of candidate for appointment to elective office;
5. Evaluation of qualifications of an applicant for public employment or to review the performance of a public employee;
6. Discussion with legal counsel regarding litigation or potential litigation to which the City or a CM acting in an official capacity is, or is likely to become, a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence; and
7. Planning or adopting the strategy or position to be taken during the course of collective bargaining or reviewing the proposals made in labor negotiations while in progress.

XI. PUBLIC PARTICIPATION AND ACCESS

A. Public Sessions – Open to Public; Location.

1. All meetings of the Council, and all meetings of standing and select committees (except executive sessions or as otherwise permitted by law), shall be open to the public and shall be conducted in a manner that provides the opportunity for attendees to hear and see the proceedings of CMs physically present and to hear any CMs attending by electronic means.
(See Rule XI.J Inclusive Access and Participation – Requests for Reasonable Accommodation.)
2. The Council shall not adjourn its regular City Council meetings to any place other than its regular meeting place, which is the Council Chamber in Seattle City Hall, except as provided by law.ⁱ
(See Rule II.A.2 City Council Meetings; and Rule XI.D.3 Disruptions of Council Meetings and Committee Meetings.)
3. Meetings of standing committees shall not convene in or adjourn to any place other than that committee’s regular meeting place, which is the Council Chamber in Seattle City Hall, unless a specific alternate location is established by the Chair with the concurrence of a majority of the committee’s regular CMs and appropriate public notice and access are provided.
4. Meetings of select committees may be held in the Council Chamber in Seattle City Hall, or an alternate location as established by the committee Chair so long as appropriate public notice and access are provided.

B. Public Hearings – Purpose; Duties of Chair.

Public Hearings are opportunities for members of the public to speak on a particular proposed Ordinance, Resolution, Clerk File, Appointment, or other legislative action. If a Public Hearing is scheduled for a particular meeting, the agenda for the meeting shall specify the proposed Ordinance, Resolution, Clerk File, other legislative action, or other subject to be discussed at the public hearing.

(See Rule VI.F Duties of the Chair.)

1. Public hearings may be held as part of a scheduled City Council, select, or standing committee meeting, but the public hearing shall be conducted as a separate agenda item.
2. The Chair of the body conducting the public hearing shall:
 - a. Announce at the beginning of the public hearing the rules, guidelines, and time limits for individual speakers; and
 - b. Require all speakers to sign in on registers, when provided by Legislative Department staff.

ⁱ Charter, Art. IV, § 6.

3. Members of the public who wish to speak at public hearings shall comply with Rule XI.D and XI.E.

C. Public Comment at City Council Meetings and Committee Meetings.

Public comment periods are opportunities for members of the public to comment on items on the meeting's agenda. The agenda for a particular Council meeting will specify the type of public comment accepted, and it may specify the total time allotted for the public comment period and time limits for individual comments.

(See Rule XI.B Public Hearings.)

1. The Council shall not accept oral public comment at special City Council meetings.
2. The Council shall accept oral and/or written public comment at regular City Council meetings.
 - a. Public comment at City Council meetings shall be limited to matters on the Introduction and Referral Calendar, Committee Reports on that day's regular City Council meeting agenda, and other matters directly related to the City Council Work Program.
 - b. The President shall ensure that all public comment is in accordance with Rule XI.C.2.a.
3. Council committees shall accept oral and/or written public comment at standing and select committee meetings.
 - a. Public comment at a committee meeting shall be limited to items listed on that day's agenda, unless the presiding officer chooses to accept public comment on matters within the purview of the committee and prior notice of that choice is provided on the agenda.
 - b. The presiding officer at a committee meeting shall ensure that all public comment is in accordance with Rule XI.C.3.a.
4. Total public comment periods shall not exceed 20 minutes unless extended at the discretion of the presiding officer.
5. Individual speakers shall be provided up to two minutes total speaking time. Individuals who wish to speak shall sign up for public comment on registers, when provided by Legislative Department staff.
(See Rule XI.J Inclusive Access and Participation – Requests for Reasonable Accommodation.)
6. When recognized by the presiding officer, the individual shall address the members in the form prescribed, state the individual's name for the record, and identify the item to which the individual shall speak. At the presiding officer's discretion, this Rule may be waived in the interest of personal safety of the person speaking.

7. Council and committee proceedings are electronically recorded; therefore, speakers wishing to address the Council or committee during the established public comment period shall speak only from the audio source prescribed.
8. If no speakers sign up to address the Council or the committee, or if the public comments conclude before the 20-minute time period has elapsed, the comment period shall be closed, and the Council or committee shall resume its business, with no further opportunity for public comment at that meeting.
9. The Council shall accept written public comment at Council Briefing meetings.
10. No public comments addressing the merits of a quasi-judicial action shall be permitted at any Council or committee meeting.
11. The Council President shall, in consultation with the Office of the City Clerk and in compliance with chapter 42.30 RCW, issue guidelines for the procedure by which public comment will be received in a hybrid meeting (such as those with both in-person and electronic participation).

D. Disruptions of City Council Meetings and Committee Meetings.

1. Disruptions of City Council and committee meetings are prohibited. Disruptions include but are not limited to the following:
 - a. Failure of a speaker to comply with the allotted time established for the individual speaker's public comment;
 - b. Outbursts from members of the public who have not been recognized by the presiding officer for public comment;
 - c. Comments that are not in compliance with Rule XI.C.2.a or XI.C.3.a, or that are unrelated to the particular proposed Ordinance, Resolution, Appointment, Clerk File, or other legislative action on which a public hearing is being held;
 - d. Delaying the orderly conduct or progress of the public comment period, including a failure to respect the process of accommodating individuals who wish to provide public comment;
 - e. Use of an allotted individual comment period for purposeful delay, including remaining silent or engaging in other activity without conveying a discernible message;
 - f. Standing in the center aisle or front row of the audience unless speaking as recognized by the presiding officer, waiting to speak during the public comment period, or gathering meeting materials distributed by Legislative Department staff;

- a. The presiding officer imposing the exclusion shall inform the individual of the specific reason for, and the specific terms of, the exclusion.
- b. An initial exclusion of an individual from future participation in public comment periods or future attendance at Council and/or committee meetings may be issued for up to 28 calendar days.
- c. If an individual is subject to an exclusion from future attendance at Council and/or committee meetings for a period of 28 calendar days, and further engages in activity that violates Rule XI.D.1, other than subsection c, within 90 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or committee meetings may be issued for up to 180 calendar days.
- d. If an individual is subject to an exclusion from future attendance at Council and/or committee meetings for a period of 90 or more calendar days, and further engages in activity that violates Rule XI.D.1, other than subsection c, within 180 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or committee meetings may be issued for up to 180 calendar days.
- e. The length of the period of any exclusion may depend upon the seriousness of the disruption, the number of disruptions, and the individual's prior record with conduct at Council or committee meetings.
- f. When issuing an exclusion from future public comment periods, or from future attendance at Council or committee meetings, the CM shall include specific notification that the individual may submit written comments to the City Clerk for distribution to the Council at future public comment periods.

E. Abusive and Harassing Behavior During City Council Meetings and Committee Meetings.

1. Engaging in abusive or harassing behavior may subject an individual to immediate removal from a meeting and an exclusion from future attendance at Council and/or committee meetings for a period of up to one year.
2. Abusive and harassing behavior means actions that purposefully or recklessly alarm other individuals and serve no legitimate advocacy purpose. Abusive and harassing behavior includes but is not limited to the following:
 - a. The use of obscene language and gestures;
 - b. Assaults or threatening behavior; or
 - c. Sexual misconduct, such as indecent exposure, offensive touching, or sexual harassment, including threats of such behavior.

3. Engaging in abusive or harassing behavior may subject an individual to criminal sanctions in addition to enforcement of the Council Rules.

F. Appeals of Meeting Exclusions; Other Authority.

1. The decision of any CM to impose a sanction or exclusion for disruptive activity may be overruled by a majority vote of those CMs in attendance either at the meeting where the disruption took place or at the next regularly scheduled City Council meeting.
2. Any individual excluded from participation in future public comment periods or from attendance at future Council or committee meetings for a period of more than two calendar days may appeal the exclusion by submitting a written appeal to the City Council within five business days after receiving notice of the exclusion. Upon receipt of a written appeal, the City Council shall consider the appeal at its next regularly scheduled open public meeting. The individual's exclusion from public comment periods or from attendance at Council or committee meetings shall remain in effect during the Council's consideration of the appeal.
3. The enforcement provisions of these rules are in addition to the authority of the Department of Finance and Administrative Services to enforce Rules of Conduct in City Hall pursuant to Rule 05-02, and Rules regarding City Buildings and Premises pursuant to Rule 06-03. Disruptions of a Council or committee meeting, including interference with City officials or City staff's preparation for a meeting, may be addressed under Rule 05-02 or Rule 06-03.

G. Interruption(s) to City Council Meetings and Committee Meetings.

1. It is the responsibility of the presiding officer to maintain order and adjourn any meeting as the presiding officer deems necessary.
2. If a meeting is interrupted by any person or by a group or groups of persons so as to render the orderly conduct of the meeting not feasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the Council or the committee conducting the meeting may order the meeting room cleared and continue in session, or may adjourn the meeting and re-convene at another location selected by a majority vote of CMs present and voting. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this Rule XI.G.
3. The Council or the committees may establish procedures for re-admitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.
4. If a meeting is adjourned due to an interruption, CMs and staff may leave the meeting room until the meeting is reconvened.
(See RCW 42.30.050 Interruptions – Procedures.)

H. Public Access to CMs and Offices.

1. No individual other than the Legislative Department staff may approach the CMs or the Clerks while the Council or a committee is in session, unless permitted to do so by the President or Chair.
2. During committee meetings and Council Briefing meetings, no persons other than Legislative Department staff shall join the prescribed forum, unless specifically invited by the committee Chair to provide information necessary to committee business.
3. Physical access to CM office areas is limited and provided only in accordance with established policies and procedures of the Legislative Department.
4. Individuals desiring to electronically tape (audio, video, etc.) or photograph a CM or CMs within the CM office area(s) may only do so with the permission of the respective CM(s) or their respective staff members, when so delegated.
5. Access by media shall be in accordance with Legislative Department policy.
6. The presiding officer or designee may temporarily suspend or modify this Rule XI.H to protect the safe and responsible functioning of the Council.

I. Digital Recording of Meetings.

1. Public meetings of the Council shall be electronically recorded whenever feasible. The presiding officer or designee may temporarily suspend or modify this Rule XI.I.1 to protect the safe and responsible functioning of the Council.
2. Executive sessions and those meetings exempted from chapter 42.30 RCW shall not be recorded.
3. The City Clerk shall maintain custody of recordings made pursuant to Rule XI.I.1.

J. Inclusive Access and Participation – Requests for Reasonable Accommodation and Requests for Translation or Interpretation Services.

1. Assistive listening devices shall be available in the Council Chamber during all meetings of the Council and its committees, and in other rooms or places where the Council meets and where Council proceedings are broadcast.
2. Upon request, reasonable efforts to provide accommodations shall be made to enable persons with disabilities to attend and participate in all public Council meetings.
3. Upon request, reasonable efforts to provide translation or interpretation services shall be made for individuals attending Council meetings.
4. Because a request for an accommodation, translation, or interpretation services may require sufficient lead time to respond, the request should be made at the earliest

possible opportunity to the Office of the City Clerk at 206-684-8888 or TYY Relay 7-1-1.

5. The Office of the City Clerk shall evaluate all requests and provide reasonable accommodations and translation and interpretation services.
6. The Council shall adopt a Language Access plan that includes: goals for improving language access at the City Council; a timeline, resources, and communication strategy to achieve those goals; the scope of currently available interpreting services in both virtual and hybrid formats; the scope of translation services; and the process for requesting and receiving notice of arranged services.

K. Use of the Council Chamber.

1. Council business shall have priority over other uses of the Council Chamber.
2. Other uses of the Council Chamber shall be in accordance with Legislative Department policy.

XII. ALTERATION OF GENERAL RULES AND PROCEDURES

A. Suspension.

1. A rule or procedure not listed in Rule XII.A.2 may be temporarily suspended:
 - a. If a CM requests suspension and no objection is offered; or
 - b. In open session upon a two-thirds vote.

Any rule or procedure so suspended shall be announced by the presiding officer, after which the Council or committee shall proceed accordingly.

2. The following rules or procedures established by this document shall not be suspended:
 - a. This Rule XII.A;
 - b. Rule XII.B;
 - c. Rule V.G.1.b;
 - d. Rule X.F;
 - e. Those required by the Charter, the Seattle Municipal Code, or state law; and
 - f. Any part of a Rule that establishes a quorum.
3. The City Clerk shall provide a guide for compliance with this Rule XII.A, which guide is attached as Appendix A to these Rules.

B. Biennial Review.

The President and City Clerk shall conduct and coordinate biennial reviews of the General Rules and Procedures of the Seattle City Council.

C. Amendment.

Amendments of these General Rules and Procedures shall be by a majority vote of CMs and, if applicable, pursuant to SMC 3.02.030.

Appendix A

LIST OF NON-SUSPENDIBLE RULES

(These Rules and Procedures are based on Charter, RCW, or SMC provisions and should not be suspended without consulting applicable provisions)

CITY CHARTER PROVISIONS	RULE	PAGE	CHARTER REF.
CMs establish the rules for their proceedings	I.A.1	5	Art. IV, § 4
Individual CMs shall not have or execute executive or administrative power	I.A.3	5	Art. IV, § 4, Fifth
Council has authority to punish CMs	I.A.4	5	Art. IV, § 4
Council chooses President from among members	I.C.1	6	Art. IV, § 4, First
President performs usual functions of presiding officer	I.C.1	6	Art. IV, § 4, First
Removal of president	I.C.2	6	Art. IV, § 4, First
Council Bills are signed in open session by the President	I.C.3.b	7	Art. IV, § 11
The President acting as Mayor	I.C.3.g	7	Art. V, § 9
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Attendance at City Council meeting can be compelled	II.D.3	11	Art. IV, § 3
Council Bills cannot be introduced and passed at the same meeting	III.A.6	13	Art. IV, § 8
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Council Bills to be read upon passage if requested by a CM	III.B.2	14	Art. IV, § 11
Council Bills vetoed by the Mayor are voted on again by Council	III.C.1	14	Art. IV, § 12
Reconsideration of vetoed bills must occur between 5 and 30 days after publication of Mayor's written rejection of veto	III.C.2	14	Art. IV, § 12
2/3 vote is required to pass a reconsidered bill that was vetoed	III.C.3	14	Art. IV, § 12
Vetoed bills may not be reconsidered again if lost on reconsideration vote	III.C.4	14	Art. IV, § 12

Att 1 Appx A – List of Non-Suspendible Rules

V1

CITY CHARTER PROVISIONS	RULE	PAGE	CHARTER REF.
A roll call vote may be demanded by a CM	V.B	20	Art. IV, § 4, Third
When passage of a bill fails in City Council by vote, it may not be reconsidered before the next regular City Council meeting	V.G.1.b	21	Art. IV, § 10
Establishing a Finance Committee	VI.I	26	Art. IV, § 5
Meeting location for City Council regular meetings	XI.A.2	37	Art. IV, § 6

RCW PROVISIONS	RULE	PAGE	RCW REF.
Who can call a special meeting and how it shall be noticed	II.B.1	10	42.30.080 (also Charter Art. IV, § 6)
Notice of City Council special meetings	II.B.2	10	42.30.080
Calling special emergency meetings; meeting notice requirements	II.C	10	42.30.070; 42.30.080; 42.14.075
When an executive session may be held	X.A	35	42.30.110
How an executive session is conducted	X.A	35	42.30.110
Disrupted meetings may be adjourned and reconvened elsewhere	XI.G.2	42	42.30.050

SMC PROVISIONS	RULE	PAGE	SMC REF.
Appearance of Fairness disqualifications	I.B.2.d	6	4.16
CMs must disqualify themselves from acting on certain City business	V.A.1	20	4.16
Amendment of Rules and Procedures	XII.C	45	3.02.030



City of Seattle
Legislative Department

General Rules and Procedures

of the

Seattle City Council

(As adopted by Resolution 32096 , _____, 2023)

**GENERAL RULES AND PROCEDURES
OF THE SEATTLE CITY COUNCIL**

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GENERAL RULES AND PROCEDURES OF THE SEATTLE CITY COUNCIL

I. COUNCIL COMPOSITION, POWERS, AND DUTIES

A. Council – General Authority; Annual Report; Legislation Retirement.

1. The City Council shall establish rules for its proceedings.ⁱ
2. As the Legislative branch of City government, the City Council shall establish policy for the City.
3. The City Council has the authority to create and use committees of its members to facilitate its legislative functions; provided that no committee of the Council and no individual member of the Council shall have or exercise executive or administrative power, except as provided in the Charter.ⁱⁱ
4. The Council has authority to punish its members and others for disorderly or otherwise contemptuous behavior in its presence, and to expel for such behavior in its presence any members by the affirmative vote of not less than two-thirds of its members, specifying in the order of expulsion the cause thereof.ⁱⁱⁱ
5. The Council shall produce an Annual Legislative Report, as designated by the President. The report shall identify accomplishments of the Council in the preceding year and objectives of the Council for the coming calendar year, in a report format determined by the President.
6. Council Bills, Resolutions, Clerk Files, and Appointments in committee or before the City Council for at least one year prior to March 1st of each year shall be considered for retirement.
7. Throughout these Rules, “City Council” is used when referring only to the body that meets at regular meetings as described in Rule II.A and actions taken by that body, regardless of meeting type. “Council” is used when referring to the City Council or any subdivision of it, as the context requires.

ⁱ Charter, Art. IV, § 4.

ⁱⁱ Charter, Art. IV, § 4.

ⁱⁱⁱ Charter, Art. IV, § 4.

B. Members – Abbreviated as CMs; General Duties; Protest of Actions.

1. Members of the City Council, or Councilmembers, are abbreviated as CMs throughout these Rules.
2. CMs shall
 - a. Uphold the public trust and demonstrate integrity, honesty, and fairness;
 - b. Exercise budget and fiduciary responsibility
 - c. Be responsive to citizens; and
 - d. Disqualify themselves from acting on City business when disqualification is required by the City’s Code of Ethicsⁱ, by common law, or by the Appearance of Fairness Doctrine.
(See “Council Rules for Quasi-Judicial Proceedings Before the City Council” as adopted by Resolution 31602.)
(See Rule V.A.1 Voting Required.)
3. Any CM may protest against the action of the City Council upon any question and have the oral objection entered upon the Journal of the Proceedings. If the protesting CM wishes the Journal of the Proceedings to contain a written objection, the objection shall be filed with the Office of the City Clerk within 48 business hours following the action being objected.

C. President – Appointment; Duties.

1. Biennially, and also whenever the position of President becomes vacant, the City Council shall elect from its members a President who shall perform the usual functions of a presiding officer.ⁱⁱ
2. The President may be removed by the affirmative vote of not less than two-thirds of all CMs.ⁱⁱⁱ
3. The President shall:
 - a. Preside over City Council meetings.
 - i. Call the City Council to order at the hour appointed for City Council meetings, or at the hour to which the City Council shall have adjourned at the preceding session.
 - ii. Proceed with the order of business if a quorum is in attendance.

ⁱ SMC Chapter 4.16.

ⁱⁱ Charter, Art. IV, § 4.

ⁱⁱⁱ Charter, Art. IV, § 4.

- b. Sign all Bills in authentication of their passage in open sessionⁱ and sign all Resolutions in authentication of their adoption.
 - c. Promote efficient operation of the Council, including setting the City Council agenda and expediting parliamentary debate, or if there is no objection from any other CM, expediting the passage of routine motions.
 - d. Preserve order and decorum within the Council Chamber when acting as a presiding officer.
 - e. Assign legislation to committees.
 - f. Monitor committee agendas to ensure issues are appropriate to respective committees, and within the scope or work program of said committee, or as otherwise assigned.
 - g. Act as Mayor in the Mayor's absence from the City or incapacitation.ⁱⁱ
 - i. The President may simultaneously serve as President and act as Mayor; however, when the President, acting as Mayor, is confronted on a particular matter with a conflict of duties and responsibilities so fundamental that the public interest requires it, the President shall act as Mayor only.
 - ii. If, under Charter Art. XIX, § 6.B, the President declines to become Mayor upon a Mayoral vacancy, the Council's duty to select one of its members to become Mayor shall be performed within five days of the President's declination.
 - h. Head the Legislative Departmentⁱⁱⁱ, including providing for the orientation of new CMs.
4. The President may speak to points of order, inquiry, or information in preference to other CMs. The President shall, with respect to a question of order: decide the question (which decision is appealable to the City Council by any CM); or submit the question to CMs to decide by a majority of CMs present and voting.
(See Rule IV.G Point of Order.)
 5. While speaking upon any question before the City Council, the President shall have the right to turn the Chair over to the President Pro Tem.
 6. The President may create select or other non-standing committees as provided in Rule VII.A.
 7. As provided by Rule VI.B, the President shall not serve as the Chair or Vice-Chair of the Finance Committee.

ⁱ Charter, Art. IV, § 11.

ⁱⁱ Charter, Art. V, § 9.

ⁱⁱⁱ Charter, Art. III, § 3.

D. President Pro Tem – Designation; Duties.

1. Biennially, the City Council shall designate by Resolution a list of Presidents Pro Tem. The list shall start with the most senior CM other than the President and continue in descending order of seniority, with alphabetical order of last name used to break ties, and the position shall rotate monthly. In the case of a City Council vacancy and subsequent appointment, the appointee shall fill the position of the departed CM in the rotation.
2. In the absence of the President Pro Tem, the CM designated for the next month shall act as President Pro Tem.
3. The President Pro Tem shall:ⁱ
 - a. Act as President in the case of incapacitation or absence of the President.
 - b. Act as President when the President, acting as Mayor, is confronted with a conflict of duties and responsibilities so fundamental that the public interest requires it.
(See Rule I.C.3.h President.)

ⁱ Charter, Art. V, § 9.

II. CITY COUNCIL MEETINGS

A. Regular Meetings – Time; Location; Quorum; Preliminary Agenda.ⁱ

1. The City Council shall meet each Tuesday except as listed below. Regular meetings shall convene at 2 p.m., and the City Clerk shall enter the time of adjournment in the Journal of the Proceedings.
 - a. If a Tuesday is a legal holiday, then the regular meeting shall be held on the next day that is not a legal holiday.
 - b. Regular meetings are not held on the Tuesdays following the last two Mondays in the months of August and December.
 - c. Any regular meeting may be canceled by the President or a majority vote of CMs.
2. Regular meetings are held at Seattle City Hall in the Council Chamber. The City Council may meet at another location in the event of an emergency or disaster.ⁱⁱ
3. A quorum consists of a majority of all nine CMs except as listed below.ⁱⁱⁱ
 - a. During a declared emergency under Article V, § 2 of the Charter, a quorum shall for all purposes consist of a majority of all CMs who are available to participate in City Council meetings and are capable of performing the duties of the office; and in such a declared emergency for all purposes, the City Council shall consist of a majority of such CMs available to participate in regular City Council meetings.
 - b. Except when Rule II.A.3.a applies, in order to select a person to fill a vacancy on the City Council, a quorum shall consist of a majority of those CMs currently holding office.
4. Less than a quorum of CMs may adjourn from day to day, or until the next regular meeting, and may compel the attendance of absent members in such a manner and under such penalties as the City Council prescribes.^{iv} (See Rule II.D.3 Attendance.)
5. Preliminary agendas of upcoming regular meetings shall list items on which action is expected to be taken and shall be made available to the public. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
6. The Council prefers to conduct its business in person when practicable. Recognizing that CMs may not be able to attend every meeting in person due to unavoidable and

ⁱ Charter, Art. IV, § 6.

ⁱⁱ Charter, Art. IV, § 6.

ⁱⁱⁱ Charter, Art. IV, § 3.

^{iv} Charter, Art. IV, § 3.

sometimes unforeseeable circumstances, any CM may at their sole discretion participate and vote by any electronic means (e.g., multi-party telephone or video conferencing) utilized by the Council for such purpose provided that the Office of the City Clerk is able to accommodate such participation. ~~A CM shall endeavor to provide the Council President with notice of their intent to participate and vote electronically at least 48 hours whenever possible.~~

B. Special Meetings – Calling; Notice; Limitations; Location.

A special meeting is a meeting held at a time, date, or location that differs from a regular meeting.

1. The Mayor, the President of the City Council, or any three CMs may call a special meeting.ⁱ
2. Notices of special meetings shall be in accordance with RCW 42.30.080.
 - a. The only items of business for which final action may be taken at a special meeting are those items listed on the written notice.
 - b. Special meetings are held in the Council Chamber in Seattle City Hall unless: a specific alternate location is established by the party calling the meeting, whether the Mayor, the President, or three CMs; and notice as required under RCW 42.30.080 is given.
3. The Council prefers to conduct its business in person when practicable. Recognizing that CMs may not be able to attend every meeting in person due to unavoidable and sometimes unforeseeable circumstances, any CM may at their sole discretion participate and vote by any electronic means (e.g., multi-party telephone or video conferencing) utilized by the Council for such purpose provided that the Office of the City Clerk is able to accommodate such participation. ~~A CM shall endeavor to provide the Council President with notice of their intent to participate and vote electronically at least 48 hours whenever possible.~~

C. Emergency Meetings – Calling; CMs’ Electronic Attendance.

1. Emergency City Council meetings may be called by the Mayor, President, or any two CMs, consistent with the provisions of chapter 42.30 RCW and RCW 42.14.075.ⁱⁱ
2. Meeting time, location, and notice requirements do not apply to emergency meetings called for emergency matters as permitted by RCW 42.30.070, RCW 42.30.080, and RCW 42.14.075.
3. Emergency meetings are open to the public unless exempt under chapter 42.30 RCW.

ⁱ Charter, Art. IV, § 6.

ⁱⁱ Charter, Art. IV, § 6.

4. If a natural disaster, fire, flood, earthquake, enemy attack, imminent enemy attack, or other catastrophic emergency that renders a CM's physical attendance at a meeting impracticable, or if approved by a majority of CMs present and voting at an emergency meeting, the CM may participate and vote by any electronic means (e.g., multi-party telephone or video conferencing) utilized by the Council for such purpose.
5. The Council prefers to conduct its business in person when practicable. Recognizing that CMs may not be able to attend every meeting in person due to unavoidable and sometimes unforeseeable circumstances, any CM may at their sole discretion participate and vote by any electronic means (e.g., multi-party telephone or video conferencing) utilized by the Council for such purpose provided that the Office of the City Clerk is able to accommodate such participation. ~~A CM shall endeavor to provide the Council President with notice of their intent to participate and vote electronically at least 48 hours whenever possible.~~

D. Attendance – Requirements; Excuses.

1. CMs shall attend all regular City Council meetings, unless excused by the City Council.
2. A CM may obtain a leave of absence or be excused from a particular meeting by vote of the City Council before or during the meeting to which the leave of absence or excuse would apply.
3. Three CMs, including the President or President Pro Tem acting in the capacity of the President, or four CMs otherwise, may compel the attendance of absent unexcused or on-call CMs at the City Council meeting, and may adjourn from day to day if necessary until a quorum can be convened.ⁱ
4. A CM shall be granted a leave of absence by submitting written notice to the President as soon as practical of a personal situation that would entitle a City employee to family and medical leave, paid parental leave, or paid family care leave under Seattle Municipal Code (SMC) Sections 4.26.010, 4.27.020, or 4.29.020. The notice shall give a reasonable estimate of dates to which the leave of absence shall apply.
5. No more than four CMs may be excused from any one City Council meeting, except during November budget deliberations, when no more than two CMs may be excused from any one City Council meeting.
6. If the maximum number of CMs has been excused for any one particular meeting, the last CM so excused shall be considered on-call. An on-call CM may make arrangements with any other excused CM to switch on-call status. Any such switch must be communicated with the President and the City Clerk.

ⁱ Charter, Art. IV, § 3.

7. The City Clerk shall record the attendance and requests for excused absence(s) from City Council meetings in the Journal of the Proceedings.

III. CITY COUNCIL BUSINESS

A. Legislation – Introduction; Referral; Requirements.

1. Introduction of Legislation.
 - a. All submitted legislation shall be reviewed by the City Clerk before it is sent to the Council President.
 - b. All Council Bills and Resolutions shall include a Summary and Fiscal Note.
 - c. The President shall assign the appropriate committee or City Council to receive the legislation and determines when to send the legislation to the committee chair. If a primary sponsor of legislation requests that the Council President place legislation onto the Council’s Introduction and Referral Calendar without the support of the Chair of the committee with subject matter jurisdiction for doing so, then the Council President will confer with the Chair of the standing or select committee with subject matter jurisdiction prior to placing the legislation on the Introduction and Referral Calendar regardless of whether the legislation in question is routine or time sensitive.
 - d. The committee chair determines whether and when to place the legislation onto the Council’s Introduction and Referral Calendar. Any CM may be the primary sponsor of legislation, but the Council President may choose to include selected legislation on the Council’s Introduction and Referral Calendar as “Executive Requested” or “[Department] Requested Legislation” (i.e., naming the department who generated the legislation) rather than including a CM as sponsor. If legislation is sponsored, it has a single primary sponsor and optional co-sponsors. Prior to introduction by the Council, additional co-sponsors of the legislation may be added with consent of the primary sponsor, except that co-sponsors added outside an open session shall not cause the total number of co-sponsors to meet or exceed a quorum of its assigned committee (or City Council if there is no assigned committee).
 - e. When adoption of the Introduction and Referral Calendar is being considered during each City Council meeting, it may be modified by a majority vote of CMs present and voting. Modifications include amendment to titles, committee referral, sponsorship, and removing or adding legislation.
 - f. After the Introduction and Referral Calendar is adopted, legislation is in the control of the referred committee or City Council.

- g. Before final passage by the Council, additional co-sponsors of the legislation may be added in open session with consent of the primary sponsor.

2. Relieving a Committee of Legislation.

The City Council may relieve a committee of legislation in one of two ways:

- a. With consent from the current committee chair, the proposed committee chair, and the President, legislation may be re-referred to the proposed committee on the Introduction and Referral Calendar; or
 - b. A motion to relieve the committee may be considered at the City Council meeting during consideration of the adoption of the Introduction and Referral Calendar and requires a majority vote of CMs present and voting.
3. A Resolution shall not be adopted at the same meeting at which it is introduced except by passage of at least two-thirds vote of CMs present and voting, except that resolutions pursuant to SMC Chapter 10.02 to terminate civil emergencies require at least two-thirds vote of all CMs.
 4. Resolutions not on the City Council Introduction and Referral Calendar or City Council agenda shall not be added for introduction and adoption at the same City Council meeting unless previously reviewed by the Law Department and circulated via email to all CMs, the Central Staff Director, and the City Clerk by 5:00 p.m. on the preceding business day.
 5. Council Bills not on the City Council Introduction and Referral Calendar shall not be added to the Introduction and Referral Calendar for introduction at the same City Council meeting such action is requested unless previously reviewed by the Law Department and circulated via email to all CMs, the Central Staff Director, and the City Clerk by 5:00 p.m. on the preceding business day.
 6. A Bill shall not be introduced and passed at the same meeting, except for the weekly Bill for payment of bills, salaries, and claims.ⁱ
 7. No Bill shall become an Ordinance unless on its final passage at least a majority of all nine CMs vote in its favor.ⁱⁱ In some cases, passage requires more than a majority vote.
 8. Amendments to Bills and Resolutions shall not be presented at a City Council meeting unless previously reviewed by the Law Department and circulated via email to all CMs, the Central Staff Director, and the City Clerk at least two hours before the meeting. In cases, including but not limited to, amendments to development regulations subject to the Growth Management Act, a statute may require additional

ⁱ Charter, Art. IV, § 8.

ⁱⁱ Charter, Art. IV, § 8.

public notice and opportunity for public comment before an amended Bill may be passed.

B. Order of Business.

1. The President shall announce the business of the City Council at its regular meetings, which shall ordinarily be disposed of in the following order:
 - a. Call to Order
 - b. Roll Call
 - c. Presentations
 - d. Public Comment
 - e. Approval of the Introduction and Referral Calendar
 - f. Approval of Consent Calendar
 - g. Approval of the Agenda
 - h. Committee Reports (discussion and vote on Bills, Resolutions, Clerk Files, and Appointments)
 - i. Items removed from Consent Calendar
 - j. Adoption of Other Resolutions
 - k. Other Business
 - l. Adjournment
2. Upon the passage of each Bill, the President shall announce that the President is signing the Bill, and if so requested by any CM, that Bill shall be read at length so as to ensure its correctness before it shall become enrolled.ⁱ

C. Reconsideration of Vetoed Bills.ⁱⁱ

1. The City Council shall reconsider and vote again on the passage of any Bill that is vetoed by the Mayor, in accordance with the Charter.
2. Reconsideration shall occur not less than five days after the Mayor's written objection of the Bill is published, and not more than 30 days after the return of the Bill by the Mayor.
3. Passage of a Bill during reconsideration shall be by two-thirds vote of all the CMs.

ⁱ Charter, Art. IV, § 11.

ⁱⁱ Charter, Art. IV, § 12.

4. Any Bill presented to the City Council for reconsideration that does not pass during the first vote of reconsideration shall be deemed finally lost.

D. Journal of the Proceedings.

1. The City Clerk shall record into the Journal of the Proceedings of the Seattle City Council the proceedings of the City Council at its regular and special meetings, and recommendations to the City Council by committees.
2. The Journal of the Proceedings shall be presented to the City Council for approval at a regular City Council meeting.
3. The Journal of the Proceedings is a public document.

E. Consent Calendar.

At the discretion of the President, the agenda for a particular Council meeting may include a consent calendar to allow the Council to act on administrative items or items for which no debate or inquiries are expected. Included on this consent calendar can be matters such as approval of minutes, payment of bills, and Committee Reports (vote on Bills, Resolutions, Clerk Files, and Appointments) with a unanimous vote and no abstentions. For any committee-reported Bill, Resolution, Clerk File, or Appointment with a unanimous vote and no abstentions, the committee Chair may request that the Council President place it on a consent calendar. Upon request by any CM, an item shall be removed from the consent calendar and placed on the regular agenda for a separate vote, according to Rule III.B. Multiple removed items shall be considered in the same order as they had been presented on the consent calendar.

IV. PARLIAMENTARY PROCEDURES

If these General Rules and Procedures are silent on a matter of parliamentary procedure, the 12th Edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which it is applicable.

A. Rules of Debate.

When any CM wishes to speak, the CM shall address the Chair.

1. When recognized, the CM shall, in a courteous manner, confine comments to the question under debate.
2. The ~~CM who~~primary sponsors of a Bill, Resolution, Clerk File, Appointment, or motion has the privilege of speaking first and last upon it.
3. No CM shall impugn the motives of any other CM, or speak more than twice except for explanation during the consideration of any one question.
4. No CM, having obtained the floor while a debatable motion is immediately pending at a meeting of the Council, shall speak for longer than ten minutes at one time unless all CMs present agree by unanimous consent to extend the limits of debate or two-thirds of CMs present and voting pass a motion to extend the limits of debate.

B. Consideration of Motions.

1. No motion shall be entertained or debated until duly seconded and announced by the Chair.
2. The motion shall be recorded and, if requested by any CM, it shall be read by the City Clerk before it is debated.
3. Until the Chair states the question, the maker of the motion has the right to modify or withdraw it. If the motion is modified by the maker before the Chair states the question, the CM who seconded the motion may withdraw the second.
4. Motions shall be entertained in the order of precedence outlined in the 12th Edition of Robert's Rules of Order Newly Revised.

MOTION TO:	Debatable?	Amendable?	Vote?	May be reconsidered?
Adjourn	No	No	Maj	No
Recess	No	Yes	Maj	No
Reconsideration (Rule V.G)	Yes	No	Maj	No
Lay on the Table (Rule IV.J)	No	No	Maj	Yes
Take from the Table (Rule IV.K)	No	No	Maj	No
Call the Question (Rule IV.H)	No	No	2/3	Yes
Postpone to a Certain Time (Rule IV.I)	Yes	Yes	Maj	Yes
Commit or Refer to a Committee	Yes	Yes	Maj	Yes
Amend or Substitute	Yes	Yes	Maj	Yes
Postpone Indefinitely (Rule IV.L)	Yes	No	Maj	Affirmative vote may be reconsidered
All motions must be seconded to be entertained or debated. See Rule IV.B.1.				

C. Amendment Form.

1. Any CMs may offer for consideration amendments to proposed legislation to the body considering that legislation, whether at a City Council, select, or standing committee meeting. An amendment is a pending motion until it is voted on. Amendments to legislation must be written in accordance with City Clerk amendment standards. Motions to amend legislation must be seconded, are debatable, and require a majority vote of CMs present and voting to be adopted. Proposed amendments should take the form of either:
 - a. To insert, or to add language;
 - b. To delete language;
 - c. A combination of a and b having the following forms:

- i. To delete and insert (which applies to words);
 - ii. To substitute; that is, to delete a paragraph or the parts or the entire text of a legislation or main motion, and insert another in its place.
2. Added language shall be underlined and deleted language shall be shown with strikethrough format.
 3. To promote efficiency, the Chair may accept consideration of an oral amendment that can be clearly stated in a suitable form. The Chair may also request the oral amendment be reread or presented in writing before the question is stated.

D. Parliamentary Inquiry.

A CM may direct a Parliamentary Inquiry to the presiding officer to obtain information on a matter of parliamentary law or the rules of the organization bearing on the business at hand. Inquiries may relate to e.g., making an appropriate motion, raising a proper point of order, or clarifying the parliamentary situation or the effect of a motion.

E. Recognition by the Chair.

If two or more CMs seek recognition at the same time, the Chair shall decide the one who shall speak first.

F. Division of a Question.

Any CM may call for a division of a question, which shall be divided if it embraces subjects so distinct that, if one is taken away, a substantive proposition shall remain for the decision of the Council.

G. Point of Order.

1. The Chair has the right to decide all points of order, in which case Rules IV.G.2 through IV.G.5. apply. The Chair may instead submit the question on a point of order to CMs to decide by a majority vote of the CMs present and voting.
2. If dissatisfied with the decision of the Chair, any CM may appeal the decision.
3. In all cases of appeal, the question shall be: “Shall the decision of the Chair be sustained?”
4. No CM may speak more than once on an appeal without the consent of a majority of CMs in attendance.
5. The decision in response to the appeal shall be by a majority vote of the CMs in attendance. In case of a tie vote, the decision of the Chair shall stand.

H. Call the Question.

A CM may make a motion to Call the Question (also known as Previous Question) to end debate on an immediate pending motion. This motion requires a two-thirds vote in favor and may be considered at committee meetings.

I. Postpone to a Certain Time.

To postpone a question to a certain time, the motion shall state a definite date, meeting, or hour, or until after a certain event.

J. Lay on the Table.

A majority of CMs present and voting may decide to temporarily halt consideration of a question immediately and without debate during a meeting. The maker of a motion to Lay on the Table must state the reason for the motion. A motion that has been laid on the table may, in either the current or subsequent meeting, be brought back by a motion to Take from the Table.

K. Take from the Table.

Once a question has been laid on the table, it may be taken from the table by a majority vote of CMs present and voting, as soon as the interrupting business has been disposed of or whenever no other question is pending. A motion that has been laid on the table may, in either the current or subsequent meeting, be brought back by a motion to Take from the Table.

L. Postpone Indefinitely.

A majority of CMs present and voting may decide not to take a direct vote or position on a main question by disposing of it with a motion to Postpone Indefinitely. The question shall not be brought back again for at least 60 days.

V. CITY COUNCIL VOTING

A. Voting Required; Disqualification Process.

1. Every CM in attendance shall vote on all actions before the City Council, except when CMs must disqualify themselves from voting as required by either the City's Code of Ethicsⁱ or the Washington State Appearance of Fairness Doctrine. CMs may also disqualify themselves from voting to avoid the appearance of a conflict of interest, unless a majority of those present vote that there is no conflict. (See Rule V.D.2 Announcing and Recording Votes.)
2. Abstentions are not allowed on actions, other than procedural, amending, and final votes on Resolutions at City Council meetings ~~final votes on Resolutions~~. CMs not having abstained or disqualified themselves pursuant to Rule V.A.1 shall vote by saying "Aye" or "No." ~~CMs having abstained or disqualified themselves pursuant to Rule V.A.1 shall vote by saying "Abstain-" or "Present."~~
3. All votes shall be recorded by the City Clerk in the Journal of the Proceedings.ⁱⁱ

B. Roll Call Voting.

A roll call vote shall be taken when voting on final passage of Bills, the consent calendar, and on other business when requested by a CM. A roll call vote is called in alphabetical order of last name, except for the President, whose name is always called last. At each regular Council meeting, the first name on the roll, in a systematic rotation, is moved to the name immediately preceding the President's name.

C. Voice Vote.

A voice vote may be taken on any matter of business before the City Council, unless a roll call vote has been requested as provided in Rule V.B, or unless a CM is participating electronically.

D. Announcing and Recording Votes.

1. After a roll call vote, the City Clerk shall announce the "ayes" and "nos" in addition to "abstentions" and "disqualifications" for all votes and enter them into the Journal of the Proceedings. The announcement of the result of any vote shall not be postponed.
2. When a CM is in attendance and has been disqualified from voting under Rule I.B.2.d, the City Clerk shall record and announce "in attendance, but disqualified from voting." (See Rule V.A.1 Voting Required.)

ⁱ SMC Chapter 4.16.

ⁱⁱ Charter, Art. IV, § 4.

E. Proxy Votes.

There are no proxy votes.

F. Tie Vote.

In the event of a tie vote, a motion does not pass.

G. Motion to Reconsider.

1. After the final vote on any motion, Bill, Resolution, Clerk File, or Appointment, and before the adjournment of ~~that City Council meeting~~the meeting at which that vote was taken, any CM who voted with the prevailing side may move for reconsideration of the original motion. Seconds to motions for reconsideration may be from either side.
 - a. If the result of the final vote is to pass any motion, Bill, Resolution, Clerk File, or Appointment, any reconsideration vote must take place before adjournment of that meeting, or else there shall be no reconsideration vote.
 - b. If a Bill is moved for final passage and fails to pass at a City Council meeting, and a motion to reconsider is made, the motion to reconsider shall not be voted on before the next meeting of the City Council.ⁱ
2. A motion to reconsider takes precedence over every other motion, except a motion to adjourn.
3. Motions to reconsider a vote upon amendments to any pending question shall be made and decided immediately.
4. A motion to amend that does not pass in a committee meeting shall not be reconsidered, but the motion to amend may be offered to the City Council.

ⁱ Charter, Art. IV, § 10.

VI. STANDING COMMITTEESⁱ

A. Formation.

1. Standing committees are formed after the biennial election of a President.
2. Formation of standing committees, i.e., the identification of committees' scopes of work, regular meeting schedules, and Chair and membership assignments, shall be adopted by Resolution.

B. Membership.

1. A standing committee consists of at least four members and, if the committee has fewer members than the Council has CMs, may include an alternate. A committee has a Chair and may have a Vice-Chair.
 2. If the vacancy of a City Council position requires the appointment and/or election of a replacement CM, the replacement CM shall assume the replaced CM's committee duties and responsibilities, unless stated otherwise by Resolution.
 3. Only CMs who are designated members of the standing committee (or the alternate if serving as a member) may sponsor amendments before the committee, or vote at its meetings. Voting rights of members include the power to make, second, amend, ~~or~~ and vote on all motions, ~~including proposed amendments~~.
 - a. If invited by the Chair or Vice-Chair, a CM other than the designated members (or the alternate if serving as a member) may participate as a non-committee member without voting rights in a standing committee meeting.
 - b. Participation of non-committee members is limited to taking part in debate, upon recognition by the Chair, and the authorship of amendments, to be submitted in accordance with Rule IV.C.1.
4. The quorum requirement for standing committee meetings is three CMs unless a greater number is stated by Resolution.
 5. The President shall not serve as the Chair or Vice-Chair of the Finance Committee.

C. Meetings.

1. Meetings are held in the Council Chamber in Seattle City Hall unless a specific alternate location is established by the Chair with the concurrence of a majority of the regular members of the committee, and appropriate public notice and access are provided.
2. The Council sets regular meeting dates and times by Resolution. The committee Chair may cancel a meeting at any time.

ⁱ Charter, Art. IV, § 4.

3. A regularly scheduled meeting will be moved to the following Friday if:
 - a. The regular schedule places that meeting on a legal holiday; or
 - b. A legal holiday moves a City Council meeting to a day on which that meeting is regularly scheduled.
4. Regular meetings are not held in weeks when the Council does not hold a regular City Council or Council Briefing meeting under Rule II.A.1.b or IX.BC.2.
5. Meetings shall be noticed both as committee meetings and as City Council meetings, with the agenda limited to committee business and only rules and procedures applicable to committees in effect.
6. Preliminary agendas for upcoming regular meetings shall list items for which discussion, amendments, and/or recommendation is expected. Items where only amendments will be considered shall be listed as possible amendments, and items where amendments and/or a final recommendation is expected shall be listed as possible vote for proper notification, except upon passage of a motion by the Chair to suspend this Rule.
7. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
8. All reasonable effort shall be made to make materials that are to be presented in a regular meeting available online at least 24 hours in advance of the meeting.
9. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.

D. Special Meetings.

A special meeting is a meeting held at a time, date, or location that differs from a regular meeting.

1. Special meetings may be scheduled by the committee Chair.
2. Notices of special meetings shall be in accordance with RCW 42.30.080. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
3. The only items of business for which final action may be taken at a special meeting are those items listed on the written notice.

E. Attendance – Requirements; Excused Absences.

1. It is the duty of each member of a committee to attend its meetings.
2. Committee Member Notification Duties.

- a. For a committee with an alternate, if, at least three business days before a committee meeting, a committee member can notify the Chair and alternate of an expected absence from the entire meeting, the committee member shall do so, after which the alternate shall inform the Chair of the alternate's availability. Otherwise, the committee member shall notify the Chair, the Chair shall contact the alternate, and the alternate shall inform the Chair of the alternate's availability, all as soon as practical. Once these conditions are met, the alternate assumes the rights of the absent committee member for the actual duration of the absence.
 - b. For a committee without an alternate, if, at least three business days before a committee meeting, a committee member can notify the Chair of an expected absence from the entire meeting, the committee member shall do so. Otherwise, the committee member shall notify the Chair as soon as practical.
3. A committee member may be excused with the consent of the Chair.

F. Duties of the Chair.

The committee Chair shall:

1. Provide at each meeting a public comment period pursuant to Rule XI.C.3.a.
2. Act as presiding officer and call the meetings to order at the appointed times.
3. State the amount of time allowed for speakers and announce instructions to the speakers at the start of each meeting. The Chair may allow additional time for the submission of written comment from the public.
4. Announce CMs in attendance at the call to order and as they join the meeting.
5. Recognize CMs and, in accordance with these General Rules and Procedures, others who wish to speak.
6. Set the committee's agenda consistent with the committee's assigned scope of work and the City Council Work Program, and publish such agenda in accordance with Rule VI.C.6, VI.C.7, and VI.C.8.
7. Run meetings expeditiously.
8. Preserve order and decorum.

G. Duties and Responsibilities of Members.

Committee members shall acquaint themselves with the interests of the City specifically represented by that committee, and shall make recommendations to the City Council on Council Bills, Resolutions, Clerk Files, and Appointments, and such other reports as in their judgment(s) shall advance the interests and promote the welfare of the people of the City.

H. Voting, Referral, and Reporting.

1. Only members of a standing committee (or the alternate if serving as a member) may vote, or abstain from voting, on issues before the committee.
2. Committee action on any Council Bill, Resolution, Clerk File, or Appointment shall be limited to recommendations for the City Council to consider when voting on final action for that item.
3. Committees shall not vote on a final recommendation on any Bill, Resolution, Clerk File, or Appointment on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to suspend this Rule.
4. The deadline for a committee to vote to refer legislation to the next regular City Council meeting is 1 p.m. on the Thursday before that meeting, except upon passage of a motion by the Chair to suspend this Rule. If the motion is adopted, whether the legislation is referred to the next regular City Council meeting is at the discretion of the President.
- ~~4. Starting at noon on the Thursday immediately preceding a regular City Council meeting, committees shall not refer legislation to that meeting for final action except upon passage of a motion by the Chair to suspend this Rule and the concurrence of the President.~~
5. Committee Reports.
Committees shall report their final recommendations on legislation to the City Council. Reports shall include the committee recommendation, the names of CMs in attendance and the decision of each CM on the final recommendation whether voting in favor, voting opposed, or abstaining from voting. Reports of standing committees shall be entered in the Journal of the Proceedings.
 - a. If a committee recommendation is not unanimous, unless otherwise authorized by the President and the committee Chair, the committee report shall be reported to the second regular City Council meeting after the date of the recommendation.:
 - ~~i. Unless otherwise authorized by the President and the committee Chair, the committee report shall be reported to the second regular City Council meeting after the date of the recommendation; and~~
 - ~~ii. Immediately after the meeting at which the recommendation is voted on, the Clerk of the committee shall provide the committee report on such legislation to all CMs.~~
 - b. A CM abstaining from voting does not make the vote non-unanimous.
6. Divided Votes.
A report may accompany any non-unanimous committee recommendation, including an indication of how each CM voted and a statement describing the rationale for each voting CM's position.

- a. Such reports shall only be presented to the City Council if a CM who voted against the committee recommendation submits a request to the President, the Central Staff Director, and the City Clerk at least four calendar days before presentation of the recommendation to the City Council. If a report is made, it shall be distributed to all CMs by noon the day presentation of the recommendation is scheduled to be made to the City Council.
- b. When the City Council receives such report, the first position considered shall be the majority position (or the Chair's position if there is no majority).

I. Finance Committee.

The City Council shall have a Finance Committee of not less than three members.ⁱ

ⁱ Charter, Art. IV, § 5.

VII. SELECT COMMITTEES

A. Formation.

The President may create, amend, or abolish select committees and shall appoint the Chair, Vice-Chair, and membership to select or other non-standing committees as required, or as deemed necessary to efficiently conduct the business of the Council. When creating the committee, the President shall specify at least three CMs as a quorum. Any committee created under this Rule may be of limited duration or focus.

B. Meetings.

1. Meetings are held in the Council Chamber in Seattle City Hall unless a specific alternate location is established by the Chair with the concurrence of a majority of the regular members of the committee, and appropriate public notice and access are provided.
2. Regular meeting dates, times, and locations may be determined in advance and filed in a Clerk File by the President upon creation of the select committee. The committee Chair may cancel a meeting at any time.
3. Meetings shall be noticed both as committee meetings and as City Council meetings, with the agenda limited to committee business and only rules and procedures applicable to committees in effect.
4. Preliminary agendas for upcoming regular meetings shall list items for which discussion, amendments, and/or recommendation is expected. Items where only amendments will be considered shall be listed as possible amendments, and items where amendments and/or a final recommendation is expected shall be listed as possible vote for public notification, except upon passage of a motion by the Chair to suspend this Rule.
5. All reasonable effort shall be made to provide the preliminary agenda online at least two business days prior to the meeting, with the exception of the Budget Committee, which shall publish agendas pursuant to Rule VII.H.5.
6. All reasonable effort shall be made to make materials that are to be presented in the meeting available online at least 24 hours in advance of the meeting, with the exception of the Budget Committee, which shall publish agendas pursuant to Rule VII.H.5.
7. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.

C. Special Meetings.

A special meeting is a meeting held at a time, date, or location that differs from a regular meeting.

1. Special meetings may be scheduled by the committee Chair.
2. Notices of special meetings shall be in accordance with RCW 42.30.080. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
3. The only items of business for which final action may be taken at a special meeting are those items listed on the written notice.

D. Attendance – Requirements; Excused Absences.

1. Each committee member shall attend its meetings.
2. Committee Member Notification Duties.
 - a. For a committee with an alternate, if, at least three business days before a committee meeting, a committee member can notify the Chair and alternate of an expected absence from the entire meeting, the committee member shall do so, after which the alternate shall inform the Chair of the alternate’s availability. Otherwise, the committee member shall notify the Chair, the Chair shall contact the alternate, and the alternate shall inform the Chair of the alternate’s availability, all as soon as practical. Once these conditions are met, the alternate assumes the rights of the absent committee member for the actual duration of the absence.
 - b. For a committee without an alternate, if, at least three business days before a committee meeting, a committee member can notify the Chair of an expected absence from the entire meeting, the committee member shall do so. Otherwise, the committee member shall notify the Chair as soon as practical.
3. A committee member may be excused with the consent of the Chair.

E. Duties of the Chair.

The committee Chair shall:

1. Provide at each meeting a public comment period pursuant to Rule XI.C.3.a.
2. Act as presiding officer and call the meetings to order at the appointed times.
3. State the amount of time allowed for speakers and announce instructions to the speakers at the start of each meeting. The Chair may allow additional time for the submission of written comment from the public.
4. Announce CMs in attendance at the call to order and as they join the meeting.
5. Recognize CMs and, in accordance with these General Rules and Procedures, others who wish to speak.

6. Set the committee's agenda consistent with the committee's assigned scope of work and publish such agenda in accordance with Rule VII.B.4, VII.B.5, and VII.B.6.
7. Run meetings expeditiously.
8. Preserve order and decorum.

F. Duties and Responsibilities of Members.

Committee members shall acquaint themselves with the interests of the City specifically represented by that committee, and shall make recommendations to the City Council on Council Bills, Resolutions, and Clerk Files, and such other reports as in their judgment(s) shall advance the interests and promote the welfare of the people of the City.

G. Voting, Referral, and Reporting.

1. Only members of a select committee meeting may vote, or abstain from voting, on issues before the committee.
2. Committee action on any Council Bill, Resolution, Clerk File, or Appointment, is limited to recommendations for the City Council to consider when voting on final action for that item.
3. Committees shall not vote on a final recommendation on any Bill, Resolution, Clerk File, or Appointment on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to suspend this Rule.
4. ~~The deadline for a committee to vote to refer legislation to the next regular City Council meeting is 1 p.m. on the Thursday before that meeting, except upon passage of a motion by the Chair to suspend this Rule. Only the Chair may offer a motion to suspend this Rule. If the motion is adopted, whether the legislation is referred to the next regular City Council meeting is at the discretion of the President. Starting at noon on the Thursday immediately preceding a regular City Council meeting, committees shall not refer legislation to that meeting for final action except upon passage of a motion by the Chair to suspend this Rule and the concurrence of the President.~~
5. Committee Reports:
Committees shall report their final recommendations on legislation reported to the City Council. Reports shall include committee recommendation, the names of CMs in attendance and the decision of each CMs on the final recommendation whether voting in favor, voting opposed, or abstaining from voting. Reports of select committees shall be entered in the Journal of the Proceedings.
 - a. If a committee recommendation is not unanimous, unless otherwise authorized by the President and the committee Chair, the committee report shall be reported to the second regular City Council meeting after the date of the recommendation.

~~i. —; and~~

~~ii. Immediately after the meeting at which the recommendation is voted on, the Clerk of the committee shall provide the committee report on such legislation to all CMs.~~

b. A CM abstaining from voting does not make the vote non-unanimous.

6. Divided Votes.

A report may accompany any non-unanimous committee recommendation, including an indication of how each CM voted and a statement describing the rationale for each voting CM's position.

a. Such reports shall only be presented to the City Council if a CM who voted against the committee recommendation submits a request to the President, the Central Staff Director, and the City Clerk at least four calendar days before presentation of the recommendation to the City Council. If a report is made, it shall be distributed to all CMs by noon the day presentation of the recommendation is scheduled to be made to the City Council.

b. When the City Council receives such report, the first position considered shall be the majority position (or the Chair's position if there is no majority).

H. Budget Committee.

1. The Budget Committee is a select committee comprised of all CMs, chaired by the Chair of the Finance Committee.

2. The Vice-Chair of the Finance Committee shall serve as Vice-Chair of the Budget Committee.

3. The primary purpose of the Budget Committee is to review the Mayor's proposed budget and proposed capital improvement program (CIP), amend as appropriate, and adopt a balanced budget and CIP. The Budget Committee shall review and take action on other budget issues during the year as may be assigned.

4. From the time the Budget Committee receives the Mayor's proposed budget (typically the end of September) to the time the Council adopts a budget (typically the third week of November), regular standing and select committee meetings shall be suspended. Special standing and select committee meetings may be called:

a. If legislative action is required within a set time (e.g., quasi-judicial actions with 90-day deadlines for Council review); or

b. Upon the approval of the President and the Chair of the Budget Committee, after consultation with the Central Staff Director.

5. Preliminary agendas of Budget Committee meetings are required to list only general topics for discussion and/or recommendation. All reasonable effort shall be made to publish preliminary agendas online at least two business days before the meeting.

Final agendas of Budget Committee meetings shall be issued no later than the morning of the scheduled meeting and shall include all items to be discussed.

6. A ~~budget~~ Budget Amendment is a proposed change to the Mayor's proposed budget and accompanying legislation. Budget Amendments are developed in accordance with these Rules and include: amendments to budget legislation; development of new Council Bills or Resolutions; Council Budget Actions (CBAs); and Statements of Legislative Intent (SLIs).
 - a. Budget Amendments that meet established deadlines on the Budget Committee schedule may be published on the appropriate meeting agenda.
 - b. Budget Amendments that are not included on a final published agenda shall not be presented at a Budget Committee meeting unless circulated via email to all CMs, the Central Staff Director, and the City Clerk by 5:00 p.m. on the preceding business day. This rule may only be suspended by an affirmative vote of two-thirds of CMs present and voting at a Budget Committee meeting.
7. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.
8. The quorum for the Budget Committee is at least three CMs.
9. Adoption of a Balanced Budget Package:
 - a. This Rule VII.H.9 implements biennial aspects of the City's budgeting-budget process that are established by City law.
 - b. Year One of a Biennial Budget Process.
 - i. The Chair ~~shall~~ may prepare a group of budget revisions (Chair's Initial ~~Proposed~~ Balancing Package) that if adopted would amend the Mayor's proposed budget to produce a final budget for Year One and an endorsed budget for Year Two in which expenditures do not exceed revenues.
 - ii. Following Committee discussion of the Chair's Initial Balancing Package, the Chair may prepare a Revised Balancing Package, subject to the same requirements under Rule VII.H.9.b.i. The Chair shall endeavor to inform CMs of any changes made to the Chair's Initial Balancing Package prior to the scheduled vote on the Revised Balancing Package in the Budget Committee.
 - c. Year Two of a Biennial Budget Process.
 - i. Council Budget Amendments to increase appropriations shall be self-balanced. A self-balanced amendment means that any proposal to increase appropriations in one area of the budget is balanced by: reducing appropriations elsewhere; or a proposal to increase City resources through a new tax or fee, or other changes in policy related to City resources.

- ii. The Chair may prepare a group of budget revisions (Chair's Revised Balancing Package) in Year Two if necessary to address changes in the City's revenue forecast or other information that impacts assumptions about available resources to balance the Year Two budget.

9.10. Year Two of a Biennial Budget Process. Other rules and procedures for the Budget Committee, and the meeting dates and times for regular meetings, shall be established by the President in consultation with the Budget Committee Chair. Any rules and procedures regarding meeting times, dates, locations, attendance, and quorum supersede provisions in this Rule VII on those topics, except that a quorum may not be fewer than three CMs.

I. Labor Committee.

1. The Labor Committee is a select committee comprised of the President, the Chair of the Council Budget Committee, and three CMs selected by the President. The list of members shall be filed in a Clerk File.
2. The primary purpose of the Labor Committee is to serve on the Labor Relations Policy Committee and perform the functions established by SMC Section 4.04.120.

VIII. EXTERNAL COMMITTEES

A. Appointment.

1. CM participation on an external committee (a governing or advisory body on which CMs serve that is not a Council committee) is typically established by Resolution.
2. If the vacancy of a City Council position requires the appointment and/or election of a replacement CM, the replacement CM shall assume the replaced CM's external committee duties and responsibilities unless stated otherwise, whether by Resolution or appropriate action of another body responsible for appointments to the committee.

B. Attendance.

CMs serving on an external committee shall attend its meetings unless the CM is unavailable.

C. Notification If Unable to Attend.

If a CM is unable to attend an external committee meeting, the CM's office shall inform the committee alternate(s) as soon as practical. When an alternate is notified of the absence, the alternate shall attend the meeting unless the alternate is also unavailable. If the alternate is unable to attend, the alternate's office shall notify other members or alternates (if there are any).

IX. COUNCIL BRIEFING MEETINGS

A. Purpose, Procedure, and Scope.

The Council may, at the discretion of the Council President, hold Council Briefing meetings, chaired by the President, to discuss and receive briefings on issues of general interest. The President shall be Chair of the meetings. A quorum of three CMs is required at any Council Briefing meeting. The Council shall take no vote or other final action at any Council Briefing meeting, other than approving Council Briefing minutes or collectively signing documents.

B. Attendance.

1. All CMs are expected to attend.
2. A CM should notify the Chair of an expected absence from the entire meeting at least one business day in advance. Otherwise, the CM shall notify the Chair as soon as practical.

C. Location and Frequency.

1. Council Briefing meetings shall be held in the Council Chamber in Seattle City Hall, unless a specific alternate location is established by the President and appropriate public notice and access are provided.
2. Regular Council Briefing meetings shall be held at 2:00 p.m. each Monday, provided however that there shall be no regular Council Briefing meetings if Monday is a holiday. Regular meetings shall not be held on the last two Mondays in August nor on the last two Mondays in December. Council Briefing meetings may be canceled by the President at any time.
3. A special meeting is a meeting held at a time, date, or location that differs from a regular meeting. Special meetings may be scheduled by the committee Chair. Notices of special meetings shall be in accordance with RCW 42.30.080.

D. Preliminary Agendas.

1. Preliminary agendas of upcoming regular Council Briefing meetings shall list items for which discussion is expected and shall be made available to the public. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
2. For special Council Briefing meetings, all reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
3. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.

X. EXECUTIVE SESSIONS

A. When Sessions May Be Held.

Executive sessions may be held during City Council meetings, Council Briefing meetings, standing or select committee meetings, whether regular or special meetings, and at other times as allowed by RCW 42.30.110 and 42.30.140 and SMC 5.24.020 and 5.24.030.

B. How Sessions May Be Convened.

The presiding officer or a majority of those CMs in attendance may decide to convene an executive session during a particular meeting. An executive session may be ended by the presiding officer or by a majority vote of those CMs in attendance.

C. Purpose of Session.

Before convening an executive session, the presiding officer shall announce the purpose of the executive session, and the time when the executive session is expected to conclude.

D. Attorney to be Present.

1. An attorney from the Law Department, or outside counsel if appropriate, shall be present during all executive sessions to advise CMs on compliance with RCW 42.30.
2. The Council may choose to waive the attorney-client privilege regarding legal matters discussed with counsel at an executive session only if all nine CMs are in attendance and unanimously agree to waive the privilege. Legislative Department staff shall not waive the privilege. Executive session is the only forum in which the Council may waive attorney-client privilege for any attorney-client privileged documents presented to the Council in or out of executive session.

E. Attendees.

Attendance at an executive session is limited to:

1. CMs;
2. Assistants to CMs representing their CM in absentia, and any assistant to the Chair of the committee with subject-matter jurisdiction of the matter at issue (~~and this assistants may be present but may not participate attendance is limited to presence, not participation~~);
3. The City Clerk or designee;
4. Legal counsel assigned to the matter at issue;
- 4.5. Legal counsel for the Council;

~~5.6.~~The City Council's Central Staff Director and/or designees; and

~~6.7.~~Designated city staff members and others representing the City (e.g., consultants) who are directly involved in the issue and who have been invited by the presiding officer to attend.

F. Confidentiality.

Executive session attendees shall not disclose the contents of discussions held within the session. It is a virtual attendee's responsibility to ensure that unauthorized individuals do not have access to the attorney-client privileged contents of discussions.

G. Issues.

Issues that may be considered in executive session include, but are not limited to:

1. Consideration of the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
2. Consideration of the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price;
3. Evaluation of complaints against a public officer or employee;
4. Evaluation of qualifications of candidate for appointment to elective office;
5. Evaluation of qualifications of an applicant for public employment or to review the performance of a public employee;
6. Discussion with legal counsel regarding litigation or potential litigation to which the City or a CM acting in an official capacity is, or is likely to become, a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence; and
7. Planning or adopting the strategy or position to be taken during the course of collective bargaining or reviewing the proposals made in labor negotiations while in progress.

XI. PUBLIC PARTICIPATION AND ACCESS

A. Public Sessions – Open to Public; Location.

1. All meetings of the Council, and all meetings of standing and select committees (except executive sessions or as otherwise permitted by law), shall be open to the public and shall be conducted in a manner that provides the opportunity for attendees to hear and see the proceedings of ~~those Members-CMs~~ physically present and to hear any CMs attending by electronic means.
(See Rule XI.J Inclusive Access and Participation – Requests for Reasonable Accommodation.)
2. The Council shall not adjourn its regular City Council meetings to any place other than its regular meeting place, which is the Council Chamber in Seattle City Hall, except as provided by law.ⁱ
(See Rule II.A.2 City Council Meetings; and Rule XI.D.3 Disruptions of Council Meetings and Committee Meetings.)
3. Meetings of standing committees shall not convene in or adjourn to any place other than that committee’s regular meeting place, which is the Council Chamber in Seattle City Hall, unless a specific alternate location is established by the Chair with the concurrence of a majority of the committee’s regular CMs and appropriate public notice and access are provided.
4. Meetings of select committees may be held in the Council Chamber in Seattle City Hall, or an alternate location as established by the committee Chair so long as appropriate public notice and access are provided.

B. Public Hearings – Purpose; Duties of Chair.

Public Hearings are opportunities for members of the public to speak on a particular proposed Ordinance, Resolution, Clerk File, Appointment, or other legislative action. If a Public Hearing is scheduled for a particular meeting, the agenda for the meeting shall specify the proposed Ordinance, Resolution, Clerk File, other legislative action, or other subject to be discussed at the public hearing.

(See Rule VI.F Duties of the Chair.)

1. Public hearings may be held as part of a scheduled City Council, select, or standing committee meeting, but the public hearing shall be conducted as a separate agenda item.
2. The Chair of the body conducting the public hearing shall:
 - a. Announce at the beginning of the public hearing the rules, guidelines, and time limits for individual speakers; and
 - b. Require all speakers to sign in on registers, when provided by Legislative Department staff.

ⁱ Charter, Art. IV, § 6.

3. Members of the public who wish to speak at public hearings shall comply with Rule XI.D and XI.E.

C. Public Comment at City Council Meetings and Committee Meetings.

Public comment periods are opportunities for members of the public to comment on items on the meeting’s agenda ~~or, in the case of a committee meeting, on matters within the purview of the committee.~~ The agenda for a particular Council meeting will specify the type of public comment accepted, and it may specify the total time allotted for the public comment period and ~~for~~ time limits for individual comments.

(See Rule XI.B Public Hearings.)

1. The Council shall not accept oral public comment at special City Council meetings.
2. The Council shall accept oral and/or written public comment at regular City Council meetings.
 - a. Public comment at City Council meetings shall be limited to matters on the Introduction and Referral Calendar, Committee Reports on that day's regular City Council meeting agenda, and other matters directly related to the City Council Work Program.
 - b. The President shall ensure that all public comment is in accordance with Rule XI.C.2.a.
3. Council committees shall accept oral and/or written public comment at standing and select committee meetings.
 - a. Public comment at a committee meeting shall be limited to ~~matters within the purview of the specific committee or an~~ items listed on that day's agenda, unless the presiding officer chooses to accept public comment on matters within the purview of the committee and prior notice of that choice is provided on the agenda.
 - b. The presiding officer at a committee meeting shall ensure that all public comment is in accordance with Rule XI.C.3.a.
4. Total public comment periods shall not exceed 20 minutes unless extended at the discretion of the presiding officer.
5. Individual speakers shall be provided up to two minutes total speaking time. Individuals who wish to speak shall sign up for public comment on registers, when provided by Legislative Department staff.
(See Rule XI.J Inclusive Access and Participation – Requests for Reasonable Accommodation.)
6. When recognized by the presiding officer, the individual shall address the members in the form prescribed, state the individual’s name for the record, and identify the item to which the individual shall speak. At the presiding officer's discretion, this Rule may be waived in the interest of personal safety of the person speaking.

7. Council and committee proceedings are electronically recorded; therefore, speakers wishing to address the Council or committee during the established public comment period shall speak only from the audio source prescribed.
8. If no speakers sign up to address the Council or the committee, or if the public comments conclude before the 20-minute time period has elapsed, the comment period shall be closed, and the Council or committee shall resume its business, with no further opportunity for public comment at that meeting.
9. The Council ~~is not required to allow~~ shall accept written public comment at Council Briefing meetings.

10. No public comments addressing the merits of a quasi-judicial action shall be permitted at any Council or committee meeting.

10.11. The Council President shall, in consultation with the Office of the City Clerk and in compliance with chapter 42.30 RCW, issue guidelines for the procedure by which public comment will be received in a hybrid meeting (such as those with both in-person and electronic participation).

D. Disruptions of City Council Meetings and Committee Meetings.

1. Disruptions of City Council and committee meetings are prohibited. Disruptions include but are not limited to the following:
 - a. Failure of a speaker to comply with the allotted time established for the individual speaker's public comment;
 - b. Outbursts from members of the public who have not been recognized by the presiding officer for public comment;
 - c. Comments that are not in compliance with Rule XI.C.2.a or XI.C.3.a, or that are unrelated to the particular proposed Ordinance, Resolution, Appointment, Clerk File, or other legislative action on which a public hearing is being held;
 - d. Delaying the orderly conduct or progress of the public comment period, including a failure to respect the process of accommodating individuals who wish to provide public comment;
 - e. Use of an allotted individual comment period for purposeful delay, including remaining silent or engaging in other activity without conveying a discernible message;
 - f. Standing in the center aisle or front row of the audience unless speaking as recognized by the presiding officer, waiting to speak during the public comment period, or gathering meeting materials distributed by Legislative Department staff;

- g. Holding or placement of a banner or sign in the Council Chamber in a way that endangers others or obstructs the free flow of pedestrians or the view of others attending a Council or Committee meeting;
 - h. Behavior, such as threats, personal attacks, or the use of racial, misogynistic, or gender-related slurs, or abusive language or other disorderly conduct, that intentionally disrupts, disturbs, or otherwise impedes the orderly conduct of, or attendance or participation at, a Council or Committee meeting; or
 - i. Failure to follow the direction of a Presiding Officer or security official related to disruptions described in Rule XI.D.1 ~~(a) through (h)~~.
2. Signs may be displayed during Council and committee meetings in a manner consistent with these Rules. Any written communication intended for a CM may be submitted to the City Clerk for distribution to the intended recipient.
 3. The presiding officer shall preserve the order and decorum of a Council or committee meeting at all times and has discretion to determine whether a disruption under this Rule XI.D has occurred. If an individual fails to comply with Rule XI.D.1, ~~any CM~~ the presiding officer may issue an oral or written warning to the individual that the individual's behavior is out of order. An oral or written warning may be issued based on an individual's prior conduct at a Council or committee meeting. If the individual continues to engage in activity that violates Rule XI.D.1, ~~any CM~~ the presiding officer may:
 - a. Terminate the individual's comment period;
 - b. Direct security staff of the prescribed forum to assist an individual to the individual's seat; or
 - c. Direct security staff of the prescribed forum to remove the individual from the meeting.
 4. Any individual ordered to be removed from a meeting pursuant to Rule XI.D.3.c shall be excluded from returning to that same meeting from which the individual was removed. If the individual has already been excluded from a prior meeting within the last year and disrupts a meeting again through the same or similar conduct that has been held to be a disruption under Rule XI.D.1, the presiding officer may take any of the actions available in Rule XI.D.3.a-c as an accompaniment to the oral or written warning.
 5. If an individual fails to comply with the requirements of Rule XI.D.1 over the course of multiple meetings, ~~any CM~~ the presiding officer may exclude the individual from participation in future public comment periods before the Council and/or committee meetings, or exclude the individual from attendance at future Council and/or committee meetings.

- a. The ~~CM-presiding officer~~ imposing the exclusion shall inform the individual of the specific reason for, and the specific terms of, the exclusion.
- b. An initial ~~and any subsequent~~ exclusion of an individual from future participation in public comment periods or future attendance at Council and/or committee meetings may be issued for up to 28 calendar days.
- c. If an individual is subject to an exclusion from future attendance at Council and/or committee meetings for a period of 28 calendar days, and further engages in activity that violates Rule XI.D.1, other than subsection c, within ~~60-90~~ days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or committee meetings may be issued for up to ~~90-180~~ calendar days.
- d. If an individual is subject to an exclusion from future attendance at Council and/or committee meetings for a period of 90 or more calendar days, and further engages in activity that violates Rule XI.D.1, other than subsection c, within ~~60~~ 180 days after the termination of the exclusion period, an additional exclusion from future attendance at Council and/or committee meetings may be issued for up to 180 calendar days.
- e. The length of the period of any exclusion may depend upon the seriousness of the disruption, the number of disruptions, and the individual's prior record with conduct at Council or committee meetings.
- f. When issuing an exclusion from future public comment periods, or from future attendance at Council or committee meetings, the CM shall include specific notification that the individual may submit written comments to the City Clerk for distribution to the Council at future public comment periods.

E. Abusive and Harassing Behavior During City Council Meetings and Committee Meetings.

1. Engaging in abusive or harassing behavior may subject an individual to immediate removal from a meeting and an exclusion from future attendance at Council and/or committee meetings for a period of up to one year.
2. Abusive and harassing behavior means actions that purposefully or recklessly alarm other individuals and serve no legitimate advocacy purpose. Abusive and harassing behavior includes but is not limited to the following:
 - a. The use of obscene language and gestures;
 - b. Assaults or threatening behavior; or
 - c. Sexual misconduct, such as indecent exposure, offensive touching, or sexual harassment, including threats of such behavior.

3. Engaging in abusive or harassing behavior may subject an individual to criminal sanctions in addition to enforcement of the Council Rules.

F. Appeals of Meeting Exclusions; Other Authority.

1. The decision of any CM to impose a sanction or exclusion for disruptive activity may be overruled by a majority vote of those CMs in attendance either at the meeting where the disruption took place or at the next regularly scheduled City Council meeting.
2. Any individual excluded from participation in future public comment periods or from attendance at future Council or committee meetings for a period of more than two calendar days may appeal the exclusion by submitting a written appeal to the City Council within five business days after receiving notice of the exclusion. Upon receipt of a written appeal, the City Council shall consider the appeal at its next regularly scheduled open public meeting. The individual's exclusion from public comment periods or from attendance at Council or committee meetings shall remain in effect during the Council's consideration of the appeal.
3. The enforcement provisions of these rules are in addition to the authority of the Department of Finance and Administrative Services to enforce Rules of Conduct in City Hall pursuant to Rule 05-02, and Rules regarding City Buildings and Premises pursuant to Rule 06-03. Disruptions of a Council or committee meeting, including interference with City officials or City staff's preparation for a meeting, may be addressed under Rule 05-02 or Rule 06-03.

G. Interruption(s) to City Council Meetings and Committee Meetings.

1. It is the responsibility of the presiding officer to maintain order and adjourn any meeting as the presiding officer deems necessary.
2. If a meeting is interrupted by any person or by a group or groups of persons so as to render the orderly conduct of the meeting not feasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the Council or the committee conducting the meeting may order the meeting room cleared and continue in session, or may adjourn the meeting and re-convene at another location selected by a majority vote of CMs present and voting. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this Rule XI.G.
3. The Council or the committees may establish procedures for re-admitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.
4. If a meeting is adjourned due to an interruption, CMs and staff may leave the meeting room until the meeting is reconvened.
(See RCW 42.30.050 Interruptions – Procedures.)

H. Public Access to CMs and Offices.

1. No individual other than the Legislative Department staff may approach the CMs or the Clerks while the Council or a committee is in session, unless permitted to do so by the President or Chair.
2. During committee meetings and Council Briefing meetings, no persons other than Legislative Department staff shall join the prescribed forum, unless specifically invited by the committee Chair to provide information necessary to committee business.
3. Physical access to CM office areas is limited and provided only in accordance with established policies and procedures of the Legislative Department.
4. Individuals desiring to electronically tape (audio, video, etc.) or photograph a CM or CMs within the CM office area(s) may only do so with the permission of the respective CM(s) or their respective staff members, when so delegated.
5. Access by media shall be in accordance with Legislative Department policy.
6. The presiding officer or designee may temporarily suspend or modify this Rule XI.H to protect the safe and responsible functioning of the Council.

I. Digital Recording of Meetings.

1. Public meetings of the Council shall be electronically recorded whenever feasible. The presiding officer or designee may temporarily suspend or modify this Rule XI.I.1 to protect the safe and responsible functioning of the Council.
2. Executive sessions and those meetings exempted from chapter 42.30 RCW shall not be recorded.
3. The City Clerk shall maintain custody of recordings made pursuant to Rule XI.I.1.

J. Inclusive Access and Participation – Requests for Reasonable Accommodation and Requests for Translation or Interpretation Services.

1. Assistive listening devices shall be available in the Council Chamber during all meetings of the Council and its committees, and in other rooms or places where the Council meets and where Council proceedings are broadcast.
2. Upon request, reasonable efforts to provide accommodations shall be made to enable persons with disabilities to attend and participate in all public Council meetings.
3. Upon request, reasonable efforts to provide translation or interpretation services shall be made for individuals attending Council meetings.
4. Because a request for an accommodation, translation, or interpretation services may require sufficient lead time to respond, the request should be made at the earliest

possible opportunity to the Office of the City Clerk at 206-684-8888 or TYY Relay 7-1-1.

5. The Office of the City Clerk shall evaluate all requests and provide reasonable accommodations and translation and interpretation services.

5.6. The Council shall adopt a Language Access plan that includes: goals for improving language access at the City Council; a timeline, resources, and communication strategy to achieve those goals; the scope of currently available interpreting services in both virtual and hybrid formats; the scope of translation services; and the process for requesting and receiving notice of arranged services.

K. Use of the Council Chamber.

1. Council business shall have priority over other uses of the Council Chamber.
2. Other uses of the Council Chamber shall be in accordance with Legislative Department policy.

XII. ALTERATION OF GENERAL RULES AND PROCEDURES

A. Suspension.

1. A rule or procedure not listed in Rule XII.A.2 may be temporarily suspended:
 - a. If a CM requests suspension and no objection is offered; or
 - b. In open session upon a two-thirds vote.

Any rule or procedure so suspended shall be announced by the presiding officer, after which the Council or committee shall proceed accordingly.

2. The following rules or procedures established by this document shall not be suspended:
 - a. This Rule XII.A;
 - b. Rule XII.B;
 - c. Rule V.G.1.b;
 - d. Rule X.F;
 - e. Those required by the Charter, the Seattle Municipal Code, or state law; and
 - f. Any part of a Rule that establishes a quorum.
3. The City Clerk shall provide a guide for compliance with this Rule XII.A, which guide is attached as Appendix A to these Rules.

B. Biennial Review.

The President and City Clerk shall conduct and coordinate biennial reviews of the General Rules and Procedures of the Seattle City Council.

C. Amendment.

Amendments of these General Rules and Procedures shall be by a majority vote of CMs and, if applicable, pursuant to SMC 3.02.030.

July 11, 2023

MEMORANDUM

To: Seattle City Council
From: Esther Handy, Director
Subject: Proposed Changes to Council Rules - Resolution 32096

On July 20, the Governance, Native Communities and Tribal Governments Committee will begin discussion on Resolution (RES) 32096, which would amend the Council General Rules and Procedures (Rules).

This memo describes:

- Twenty-four proposed changes included in RES 32096.
- Two additional policy options for consideration
- Three proposed rule changes from the public or Councilmembers that are not recommended by the Working Group.

Background

Section XII.B. of the Rules provides for the conduct of a biennial review of the Rules by the Council President and City Clerk.

The 2023 Council Rules Review Working Group is comprised of Council President Debora Juarez (and/or designee); BrynDel Swift, Office of Council President Debora Juarez; Interim City Clerk Anne Frantilla; Interim Deputy Director of the Office of the City Clerk Ian Smith; Deputy City Clerks Linda Barron, Emilia M. Sanchez, and Jodee Schwinn; Central Staff Director Esther Handy; Legislative Legal Counsel Lauren Henry; Assistant City Attorney Gary Smith; and Code Revisor Brandon Isleib. This group convened between April and July 2023 to review proposed changes to the Rules and make recommendations to the City Council.

Section 1: Proposed Changes in RES 32096

If adopted, RES 32096 would make the following changes to the Rules that are categorized and described on pages 2 – 6. The affected section of the Rules is referenced in parentheses at the end of each description.

Public Comment, Disruptions and Accessibility

1. Requires that agendas for Council and Committee meetings specify the type of public comment (oral and/or written) that will be accepted for that meeting and requires the Council to accept written public comment for Council Briefings (XI.C).
2. Clarifies that the public may comment only upon agenda items during committee meetings and provides flexibility for Committee Chairs to expand that scope to matters within the purview of the committee if notice of that scope is published on the agenda (XI.C).
3. Addresses public participation in hybrid meetings by directing the Council President, in consultation with the City Clerk and in compliance with [RCW 42.30](#), to issue guidelines for public comment in hybrid meetings. (XI.C.10).
4. Increases specificity of language defining disrupting behavior in City Council meetings to “Behavior, such as threats, personal attacks, or the use of racial, misogynistic, or gender-related slurs or abusive language or other disorderly conduct” that intentionally interferes with the orderly conduct of meetings; and extends the timelines in which those repeatedly violating the Council’s disruption rules may face exclusion from future meetings. A second offense within 90 days may receive up to 180 days exclusion; a subsequent offense within 180 days may also receive up to 180 days exclusion. (XI.D.- various subsections).
5. Creates a new requirement that the Council create and adopt a Language Access Plan. The Plan will include goals for improving language access at the City Council; a timeline, resources, and communication strategy to achieve the goals; and scope and process for accessing existing translation and interpretation services (XI.J.6).

Participation in Hybrid Meetings

To clarify several practices related to the Council operating in a hybrid in-person and virtual environment, the Resolution makes the following changes:

6. Removes language that requires Councilmembers to notify the Council President of their intent to participate and vote electronically at City Council meetings. (II.A.6, II.B.3, II.C.5).
7. Continues current practice of doing roll-call votes in a hybrid format and clarifies that voice votes may only be used when all members are present in-person and may not be used in a hybrid meeting setting (V.C).
8. Requires virtual attendees of Executive sessions to ensure confidentiality of their virtual space, ensuring unauthorized individuals do not have access to the confidential, attorney-client privileged contents of discussion (X.F).

Budget Committee Rules

The Resolution proposes updates to the Rules to reflect new practices for the Select Budget Committee during a Mid-Biennial Review, as agreed to by the Executive and Select Budget Committee Chair.

9. Establishes the Mid-Biennial Review framework in the Rules; clarifies that the Budget Chair may (rather than shall) prepare a balancing package during the first year of a Biennial Budget, and will only do so during the Mid-Biennial Review if its needed to respond to revenue forecast or significant change in budget assumptions; and requires all Councilmember amendments in a Mid-Biennial review to be self-balancing (VII.H.3 & 9).

Committee Motions; Consent Calendar; Reporting; & Select Committee Matters.

Clarifications to the Rules governing Committees and Council Briefings include:

10. Clarifies that committee members have the power to make, second, amend and vote on all motions in committee (VI.B.3).
11. Adds language allowing Committee Chairs the opportunity to recommend to the Council President agenda items from their committee to be placed on a consent calendar at City Council meetings if the matter received a unanimous vote and no abstentions (III.E).
12. Removes an outdated requirement that committee clerks provide notification to all Councilmembers of a divided vote in committee immediately after a meeting (VI.H.5a).
13. Changes the deadline for a committee to refer legislation to the next regular City Council meeting from Thursday at noon to 1pm, to reduce confusion in the circumstances when a Thursday morning committee meeting runs long. The rule is also rephrased for clarity (VI.H.4).
14. Adds a requirement that when the Council President establishes a Select committee, they shall appoint a Vice Chair, as well as a Chair (VII.A).
15. Clarifies that when the Select Labor Committee is established, the list of members shall be filed in a Clerk File (VII.I).
16. Adds a new subsection clarifying the attendance requirements at Council Briefing meetings, stating that all Councilmembers are expected to attend. A new subsection is created for the second part of the existing rule which states that Councilmembers should give one business days' notice of expected absence (IX.B).

Primary Sponsor; Abstentions; Parliamentary Procedure; Attendance; & Executive Session

Clarifications to practices at City Council include:

17. Requires legislation sponsored by Councilmembers to have a single primary sponsor and optional co-sponsors, to distinguish roles more clearly when there are multiple sponsors on a single piece of legislation (III.A.1d & IV.A.2).
18. Clarifies that Councilmembers may abstain on all procedural, amending, and final votes on Resolutions at City Council, and that they may do so by saying “Abstain” or “Present” (V.A.2).
19. Clarifies that a motion to reconsider may be made at both Committee and City Council meetings, by a motion of a Councilmember who voted on the prevailing side; and clarifies when a motion to reconsider is made on a bill that has failed to pass at City Council, that reconsideration shall not be voted on before the next meeting of the City Council (V.G.1).
20. Clarifies that during debate, Councilmembers can speak for ten minutes at one time, rather than ten minutes total (IV.A.4).
21. Clarifies that unexcused or on-call Councilmembers can be compelled to attend a meeting where there is not quorum; excused members cannot be compelled to attend (II.D.3).
22. Updates the authorized attendees for Executive Session to include the Council’s new Legislative Legal Counsel, and further authorizes any assistant to the Chair of the committee with subject-matter jurisdiction of the matter at issue who may observe, and to allow the Central Staff Director to designate multiple attendees (X.E).

Technical Changes

23. Changes the use of the symbol “§” for footnotes (various sections).
24. Cross-reference adjusted to harmonize the Rules (VI.C.4)

Section 2: Other Policy Issues for Council Consideration

Two other changes to Council practice were proposed by Councilmembers and discussed by the Working Group. Without commenting on the merit of the proposed changes, the Working Group decided that the Councilmembers were best situated to decide whether to adopt the proposed amendments into the Rules. As a result, they are not included in the base resolution. If a Councilmember would like to amend the Resolution to include these options, or another amendment, please let Central Staff Director Esther Handy know by Friday, July 21, to prepare an amendment to the Resolution for Committee discussion and vote on August 3, 2023.

1. Add in-person attendance requirements for Council and Committee meetings with the following listed exceptions and notice requirements for remote participation (II.D).
 - a. Traveling for work-related business.
 - b. Working off-site to attend to the needs of a family member or friend.
 - c. Working from home to prevent the spread of infectious disease.
 - d. The meeting is held offsite, such as a public hearing at a community center.
 - e. The meeting is scheduled to occur after normal business hours when family obligations may require that Councilmembers work from home.

When attending meetings remotely, Councilmembers must have their video on for roll call and when voting (in alignment with protocol at the State Legislature)

Notice of remote attendance at Council Briefings and City Council meetings must be provided to the Council President by 9:00 a.m. on Monday and Tuesday morning, respectively. Notice of remote attendance at committee meetings must be provided to the Chair by 5:00 p.m. on the day prior to the scheduled meeting.

Presentations delivered to a standing or select committee by a department director, a division manager, or a member of Central Staff should be given in-person, except where not practicable.

2. Include a provision to either allow or require any bill that involves a financial obligation to go to the Finance Committee AND subject matter committee (III.A.1.c).

Section 3: Proposals not Advanced by the Working Group

Finally, Section 3 contains the proposals of either a member of the public or a Councilmember that the Working Group declined to recommend for inclusion in the RES. Just as in Section 2, if a Councilmember would like to amend the RES to include these options, please let Central Staff Director Esther Handy know by Friday, July 21 to prepare an amendment to the Resolution for Committee discussion and vote on August 3, 2023.

The proposals which the Working Group declined to recommend include:

1. A proposal requiring the Seattle Channel to broadcast the images of public commenters. The Working Group declined to recommend this amendment, citing equity concerns to place all public commenters, including those appearing by phone rather than in person, on equal footing when testifying to the Council. The workgroup instead advanced a rule that requires the Council President to set the protocols for how public comment will be accepted in consultation with the City Clerk.
2. A proposal clarifying that an amendment can be re-introduced if it failed in committee. The working group determined that this principle is already memorialized in the existing rules and no further edits were needed. (See Rule V.G.4)
3. A proposal clarifying whether a Chair has the authority to prevent an amendment from being heard. The Working Group determined that the Rules sufficiently articulate that the Chair cannot prevent an amendment from being heard. Therefore, no further edits were needed. (See Rule IV.C.)

cc: Scheereen Dedman, Seattle City Clerk
Lauren Henry, Legislative Legal Counsel
Aly Pennucci, Deputy Director



SEATTLE CITY COUNCIL
CENTRAL STAFF

Proposed Changes to Council Rules

Resolution 32096

ESTHER HANDY, DIRECTOR

GOVERNANCE, NATIVE COMMUNITIES AND TRIBAL GOVERNMENTS COMMITTEE
JULY 20, 2023

Background and Process

Section XII.B. of the Rules provides for the conduct of a biennial review of the Rules by the Council President and City Clerk.

The 2023 Council Rules Review Working Group is comprised of:

- Council President Debora Juarez (and/or designee);
- BrynDel Swift, Office of Council President Debora Juarez;
- Interim City Clerk Anne Frantilla;
- Interim Deputy Director of the Office of the City Clerk Ian Smith;
- Deputy City Clerks Linda Barron, Emilia M. Sanchez, and Jodee Schwinn;
- Central Staff Director Esther Handy;
- Legislative Legal Counsel Lauren Henry;
- Assistant City Attorney Gary Smith;
- and Code Revisor Brandon Isleib.

This group convened between April and July 2023 to review proposed changes to the Rules and make recommendations to the City Council.

Public Comment

1. Agendas must specify type of public comment (oral and/or written) accepted and requires the Council to accept written public comment for Council Briefings (XI.C).
2. Clarifies that the public may comment only upon agenda items during committee meetings with flexibility for Committee Chairs to expand scope to matters in the purview of the committee if published on the agenda (XI.C).
3. Requires the Council President, in consultation with the City Clerk and in compliance with [RCW 42.30](#), to issue guidelines for public comment in hybrid meetings. (XI.C.10).

Disruption & Accessibility

4. Increases specificity of language defining disrupting behavior in City Council meetings to
 - “Behavior, such as threats, personal attacks, or the use of racial, misogynistic, or gender-related slurs or abusive language or other disorderly conduct” that intentionally interferes with the orderly conduct of meetings; and
 - extends the timelines in which those repeatedly violating the Council’s disruption rules may face exclusion from future meetings. A second offense within 90 days may receive up to 180 days exclusion; a subsequent offense within 180 days may also receive up to 180 days exclusion. (XI.D.- various subsections).
5. Creates a new requirement that the Council create and adopt a Language Access Plan (XI.J.6).

Participation in Hybrid Meetings

6. Removes language that requires Councilmembers to notify the Council President of their intent to participate and vote electronically at City Council meetings. (II.A.6, II.B.3, II.C.5).
7. Continues current practice of doing roll-call votes in a hybrid format; voice votes may only be used when all members are present in-person (V.C).
8. Requires virtual attendees of Executive sessions to ensure confidentiality of their virtual space, and attorney-client privileged contents of discussion (X.F).

Budget Committee Rules

9. Establishes the Mid-Biennial Review framework in the Rules (VII.H.3 & 9)
 - Budget Chair may (rather than shall) prepare a balancing package during the first year of a Biennial Budget, and will only do so during the Mid-Biennial Review if needed to respond to revenue forecast or significant change in budget assumptions; and
 - requires all Councilmember amendments in a Mid-Biennial review to be self-balancing

Committee Motions, Consent Calendar & Select Committees

10. Clarifies that committee members have the power to make, second, amend and vote on all motions in committee (VI.B.3).
11. Committee Chairs may recommend to the Council President agenda items from their committee to be placed on a consent calendar at City Council meetings if the matter received a unanimous vote and no abstentions (III.E).
12. Removes an outdated requirement that committee clerks provide notification to all Councilmembers of a divided vote in committee immediately after a meeting (VI.H.5a).
13. Changes the deadline for a committee to refer legislation to the next regular City Council meeting from Thursday at noon to 1pm (VI.H.4).
14. Select committee shall have a Vice Chair (VII.A).
15. When the Select Labor Committee is established, the list of members shall be filed in a Clerk File (VII.I).
16. Councilmembers are expected to attend Council Briefings and give one business day notice of expected absence (IX.B).

Primary Sponsor, Abstentions, Attendance & Executive Sessions

17. Requires legislation sponsored by Councilmembers to have a single primary sponsor and optional co-sponsors (III.A.1d & IV.A.2).
18. Councilmembers may abstain on all procedural, amending, and final votes on Resolutions at City Council meetings (V.A.2).
19. Clarifies that a motion to reconsider may be made at both Committee and City Council meetings, by a motion of a Councilmember who voted on the prevailing side; and clarifies when a motion to reconsider is made on a bill that has failed to pass at City Council, that reconsideration shall not be voted on before the next meeting of the City Council (V.G.1).
20. Clarifies that during debate, Councilmembers can speak for ten minutes at one time, rather than ten minutes total (IV.A.4).
21. Unexcused or on-call Councilmembers can be compelled to attend a meeting where there is not quorum; excused members cannot be compelled to attend (II.D.3).
22. Authorized attendees for Executive Session updated to include the Council's new Legislative Legal Counsel, any assistant to the Chair of the committee with subject-matter jurisdiction of the matter at issue who may observe, and to allow the Central Staff Director to designate multiple attendees (X.E).

Other Policy Considerations

Proposals not included Resolution 32096

Increase In-Person participation for City Council and Committee meetings

Add in-person attendance requirements for Council and Committee meetings with the following listed exceptions and notice requirements for remote participation (II.D).

- a. Traveling for work-related business.
- b. Working off-site to attend to the needs of a family member or friend.
- c. Working from home to prevent the spread of infectious disease.
- d. The meeting is held offsite, such as a public hearing at a community center.
- e. The meeting is scheduled to occur after normal business hours when family obligations may require that Councilmembers work from home.

When attending meetings remotely, Councilmembers must have their video on for roll call and when voting (in alignment with protocol at the State Legislature).

Notice of remote attendance at Council Briefings and City Council meetings must be provided to the Council President by 9:00 a.m. on Monday and Tuesday morning, respectively. Notice of remote attendance at committee meetings must be provided to the Chair by 5:00 p.m. on the day prior to the scheduled meeting.

Presentations delivered to a standing or select committee by a department director, a division manager, or a member of Central Staff should be given in-person, except where not practicable.

Other Policy Considerations

Proposals not included Resolution 32096

Increase Finance Committee Oversight of Fiscal Impact of Legislation

- Include a provision to either allow or require any bill that involves a financial obligation to go to the Finance Committee AND subject matter committee (III.A.1.c).

Proposals Not Advanced by the Working Group

The proposals which the Working Group declined to recommend include:

1. A proposal requiring the Seattle Channel to broadcast the images of public commenters. The Working Group declined to recommend this amendment, citing equity concerns to place all public commenters, including those appearing by phone rather than in person, on equal footing when testifying to the Council. The workgroup instead advanced a rule that requires the Council President to set the protocols for how public comment will be accepted in consultation with the City Clerk.
2. A proposal clarifying that an amendment can be re-introduced if it failed in committee. The working group determined that this principle is already memorialized in the existing rules and no further edits were needed. (See Rule V.G.4)
3. A proposal clarifying whether a Chair has the authority to prevent an amendment from being heard. The Working Group determined that the Rules sufficiently articulate that the Chair cannot prevent an amendment from being heard. Therefore, no further edits were needed. (See Rule IV.C.)

Next Steps

- Councilmembers should submit any amendment requests to Central Staff Director Esther Handy by **Friday, July 21, 2023**.
- Next committee discussion and possible vote: **August 3, 2023**.

Questions?