



# SEATTLE CITY COUNCIL

## Governance, Accountability, and Economic Development Committee

### Agenda

#### Public Hearing

Thursday, September 12, 2024

2:00 PM

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

Sara Nelson, Chair  
Robert Kettle, Vice-Chair  
Joy Hollingsworth, Member  
Maritza Rivera, Member  
Rob Saka, Member

Chair Info: 206-684-8809; [Sara.Nelson@seattle.gov](mailto:Sara.Nelson@seattle.gov)

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**SEATTLE CITY COUNCIL**  
**Governance, Accountability, and Economic  
Development Committee**  
**Agenda**  
**September 12, 2024 - 2:00 PM**  
**Public Hearing**

**Meeting Location:**

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

**Committee Website:**

[seattle.gov/council/committees/governance-accountability-and-economic-development](https://seattle.gov/council/committees/governance-accountability-and-economic-development)

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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

<https://www.seattle.gov/council/committees/public-comment>

Online registration to speak will begin one hour before the meeting start time, and registration will end at the conclusion of the Public Comment period during the meeting. 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.

Pursuant to Council Rule VI.C.10, members of the public providing public comment in Chambers will be broadcast via Seattle Channel.

*Please submit written comments at [Council@seattle.gov](mailto:Council@seattle.gov) or at least two business hours prior to the meeting at Seattle City Hall, Attn: Council Public Comment, 600 4th Ave., Floor 2, Seattle, WA 98104. Business hours are considered 8 a.m.-5 p.m., Monday through Friday. The deadline is 4:30 p.m. the business day before a meeting with a start time of 9:30 a.m.*

*Please Note: Times listed are estimated*

## **A. Call To Order**

## **B. Approval of the Agenda**

## **C. Public Comment**

**D. Items of Business**

1. [CB 120831](#) **AN ORDINANCE relating to the West Seattle Junction Parking and Business Improvement Area; modifying the boundaries; and amending Ordinance 113326, as previously amended by Ordinances 119539, 120570, 121758, 124528, and 125152.**

Attachments: [Ex A - Proposed West Seattle BIA Boundaries 2024](#)  
[Ex B - Current West Seattle BIA Boundaries](#)

Supporting Documents: [Summary and Fiscal Note](#)  
[Central Staff Memo](#)  
[Presentation \(OED\)](#)  
[Presentation \(West Seattle Junction Association, added 8/8/2024\)](#)

**Public Hearing, Discussion, and Possible Vote** (20 minutes)

**Presenter:** Lish Whitson, Council Central Staff

2. [CB 120827](#) **AN ORDINANCE relating to music venue zones and their use; establishing rules for parking and loading at music venue zones; and adding new Sections 11.14.376, 11.23.425, and 11.72.255 to, and amending Sections 11.23.120, 11.23.440, 11.30.040, and 11.31.121 of, the Seattle Municipal Code.**

Supporting Documents: [Summary and Fiscal Note](#)  
[Summary Att A - Map of Music Venues Potentially Eligible for Permits](#)  
[Central Staff Memo](#)  
[Presentation](#)  
[SDOT Music Venue Zone Permit Program Outreach Amendment 1](#)

**Briefing, Discussion, and Possible Vote** (20 minutes)

**Presenters:** Mike Estey and Virginie Nadimi, Seattle Department of Transportation; Scott Plusquellec, Office of Economic Development; Calvin Chow, Council Central Staff

3. [Appt 03004](#) **Appointment of Denise Wells as member, Civil Service Commission, for a term to December 31, 2024.**

Attachments: [Appointment Packet](#)

**Briefing, Discussion, and Possible Vote** (5 minutes)

**Presenter:** Andrea Scheele, Executive Director, Civil Service Commission

4. [Appt 03005](#) **Reappointment of Denise Wells as member, Civil Service Commission, for a term to December 31, 2027.**

Attachments: [Appointment Packet](#)

**Briefing, Discussion, and Possible Vote** (5 minutes)

**Presenter:** Andrea Scheele, Executive Director, Civil Service Commission

5. [Appt 02930](#) **Appointment of Mina Hashemi as Director of the Office of Intergovernmental Relations.**

Attachments: [Appointment Packet](#)

Supporting

Documents: [Questions for OIR Director Confirmation](#)

**Briefing and Discussion** (20 minutes)

**Presenters:** Mina Hashemi, Interim Director, Office of Intergovernmental Relations; Deputy Mayor Greg Wong, Mayor's Office

## E. Adjournment



Legislation Text

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**File #:** CB 120831, **Version:** 1

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**CITY OF SEATTLE**

**ORDINANCE \_\_\_\_\_**

**COUNCIL BILL \_\_\_\_\_**

AN ORDINANCE relating to the West Seattle Junction Parking and Business Improvement Area; modifying the boundaries; and amending Ordinance 113326, as previously amended by Ordinances 119539, 120570, 121758, 124528, and 125152.

WHEREAS, in 1987, through Ordinance 113326, the City established the West Seattle Junction Parking and Business Improvement Area (PBIA), providing for the levy of special assessments upon businesses within the PBIA for the purpose of enhancing conditions for operation of those businesses; and

WHEREAS, in 1999, through Ordinance 119539, the City increased the original assessment rates for the PBIA; and

WHEREAS, in 2001, through Ordinance 120570, the City clarified the legislation to more accurately describe and implement the intent of the petitioners who requested that the City create the PBIA; and

WHEREAS, in 2005, the City passed Ordinance 121758, increasing the established assessment rates for the PBIA; and

WHEREAS, in 2014, the City passed Ordinance 124528, increasing the established assessment rates and amending the boundaries for the PBIA; and

WHEREAS, in 2016, the City passed Ordinance 125152, increasing the established assessment rates for the PBIA; and

WHEREAS, on June 14, 2024, the West Seattle Junction Association, which oversees the PBIA, proposed to expand the BIA boundaries in two specific areas within “Zone B” of the PBIA to reflect commercial development that has occurred in the neighborhood in recent years; and

WHEREAS, the City has reviewed the modification area to ensure that it is in accordance with RCW 35.87A.075; and

WHEREAS, pursuant to RCW 35.87A.075, the City Council on August 6, 2024 adopted Resolution 32141 titled “A RESOLUTION of intention to modify the boundaries for the West Seattle Junction Parking and Business Improvement Area and fix a date and place for a hearing thereon”; and

WHEREAS, on September 12, 2024 or as soon thereafter as possible, in accordance with RCW 35.87A.075, the City Council held a public hearing regarding the proposed modification of the West Seattle Junction PBIA’s “Zone B” boundaries; NOW, THEREFORE,

**BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

Section 1. Section 1 of Ordinance 113326, last amended by Ordinance 124528, is amended as follows:

Section 1. District Established. As authorized by RCW Chapter 35.87A, there is hereby established a West Seattle Junction Parking and Business Improvement Area within the boundaries described below and as shown on the map attached as “Exhibit A”. (When a street or alley is named, the area boundary is the centerline of the right-of-way). The District shall have two areas and a parking zone overlay as follows:

Zone A

- Beginning at the intersection of 44th Ave SW and SW Oregon St, proceed east along SW Oregon St to 42nd Ave SW
- Proceed south along 42nd Ave SW to SW Edmunds St
- Proceed west along SW Edmunds St to 44th Ave SW
- Proceed north along 44th Ave SW to SW Oregon St

~~((East: 42nd Avenue S.W. between the center of the right-of-way and S.W. Oregon extending two blocks to the center of the right-of-way on S.W. Edmunds, to the center right-of-way on 42nd Avenue S.W.~~

~~West: 44th Avenue S.W. between the center right-of-way on S.W. Oregon extending two blocks to the center of the right-of-way on S.W. Edmunds, to the center of the right-of-way on 44th Avenue S.W.~~

~~North: S.W. Oregon between the center right-of-way on 44th Avenue S.W. extending two short blocks to the center of the right-of-way on 42nd Avenue S.W., to the center of the right-of-way on S.W. Oregon.~~

~~South: S.W. Edmunds between the center of the right-of-way on 44th Avenue S.W. extending two short blocks to the center of the right-of-way on 42nd Avenue S.W., to the center right-of-way on S.W. Edmunds.))~~

Zone B

- Beginning at the intersection of Glenn Way SW and SW Oregon St, proceed east along SW Oregon St to the alley between 44th Ave SW and California Ave SW
- Proceed north along the alley inclusive of parcels on the east side of the alley with frontage on California Ave SW to SW Dakota St
- Proceed east along SW Dakota St to the alley between California Ave SW and 42nd Ave SW
- Proceed south along the alley to SW Genesee St inclusive of parcels on the west side of the alley with frontage on California Ave SW
- Proceed east along SW Genesee St to the alley between 42nd Ave SW and 41st Ave SW
- Proceed south along the alley to the north property line of parcel #1333100000
- Proceed east along the north property line of parcel #1333100000 to 41st Ave SW
- Proceed south on 41st Ave SW to the northwest corner of parcel #0952006850
- Continue east along the north property line of parcels #0952006850 and #0952006880 to 40th AV SW
- Proceed north on 40th Ave SW to the northwest corner parcel #7942040000 then proceed north and east



along the north property line of parcel #7942040000 to 39th Ave SW

- Continue north on 39th Ave SW to the north property line of parcel #0952007370 and proceed east along the north property line of parcel #0952007370 then proceed south along the east property line of parcel #0952007370
- Continue south crossing Fautleroy Wy SW to the east property line of parcel # 0952007430
- Continue south crossing SW Alaska St to the north property line of parcel #6126600235
- Proceed west along the north property line of parcel #6126600235
- Proceed south along the western property line of #6126600235
- Proceed east along the southern property line of #6126600235 to the alley between Fautleroy Way SW and 38th Ave SW to SW Edmunds St
- Proceed south along the alley between Fautleroy Way SW and 38th Ave SW to the intersection of the alley with SW Edmunds St
- Proceed west along SW Edmunds St to the intersection of Fautleroy Way SW and SW Edmunds St
- Proceed south to the south property line of parcel #6126600800 then proceed west along the south property line of parcel #6126600800 to the east property line of parcel #6126601010
- Proceed south along the east property line of parcel #6126601010 its south property line and proceed west along the south property line to 40th Ave SW
- Proceed north along 40th Ave SW to SW Edmunds St
- Proceed west along SW Edmunds St to the east property line of parcel #7579201005

- Proceed south along the east property line of parcel #7579201005 then west along the south property line of parcel #7579201005 to California Ave SW
- Proceed south along California Ave SW to the south property line of parcel #3902100220 and proceed east along the south property line to the intersection of Lewis Pl SW and Erskine Way SW
- Proceed northeast along Erskine Way SW to SW Edmunds St
- Proceed west along SW Edmunds St to the alley between 45th Ave SW and 44th Ave SW
- Proceed north along the alley between 45th Ave SW and 44th Ave SW to Glenn Way SW
- Proceed northwest along Glenn Way SW to SW Oregon St

~~((When describing Zone B, the outer boundaries of Zone A abuts the inner boundaries of Zone B. East: The eastern lot line of 1-24, block 46, Sparkman and McLean's First Addition, and continuing along the eastern lot line of lots 1-15, block 51, Holbrook and Clark's Addition and continuing to a line extending from the southern lot line of lot 15, block 51, Holbrook and Clark's Addition; continuing eastward along the southern lot line 15, block 52, Holbrook and Clark's Addition, to the center of the right-of-way on 41st Avenue S.W., and continuing along the center of the right-of-way of 41st Avenue S.W. to a line extending from the northern lot line of lot 19, block 53, Holbrook and Clark's Addition; extending eastward to the center of the alley between blocks 53 and 54, Holbrook and Clark's Addition, and continuing to the northern lot line of lot 20, block 54, Holbrook and Clark's Addition, and extending to the center of the right-of-way of 40th Avenue S.W. and continuing along the center of the right-of-way of 40th Avenue S.W. to a line extending from the northern lot line of lot 17, block 55, Holbrook and Clark's Addition, continuing along the eastern lot line of lots 10-16, block 55, Holbrook and Clark's Addition and continuing to a line extending from the northern lot line of lot 10, block 56, Holbrook and Clark's~~

~~First Addition and continuing along the northern lot line of lot 10, block 57, Holbrook and Clark's Addition, and continuing along the eastern lot line of lots 11-24, block 57, Holbrook and Clark's Addition, and continuing along the eastern lot line of lot 4, block 2, Norris Addition, to a line extending from the southern lot line of lots 1, 2, 3, 4, block 2, Norris Addition; and extending to the center of the right-of-way of Fautleroy Avenue S.W. and continuing along the center of the right-of-way of Fautleroy Avenue S.W. between a line extending from the northern lot line of lot 9, block 3, Norris Addition, and extending to the southern lot line of lot 4, block 4, Norris Addition.~~

~~South: The southern lot line of lot 4, block 4, Norris Addition, and continuing along the eastern lot lines of lots 42-43, block 4, Norris Addition and continuing along the southern lot line of lot 43, block 4, Norris Addition, and continuing along the western lot line of lots 43-48, block 4, Norris Addition, and extending to the center of the right-of-way of S.W. Edmunds, and continuing along the center of the right-of-way of S.W. Edmunds to the center of the right-of-way of 42nd Avenue S.W. The center of the right-of-way along 42nd Avenue S.W. between the center of the right-of-way of S.W. Edmunds, and extending to the center of the right-of-way of S.W. Oregon and continuing along the center of the right-of-way of S.W. Oregon to a line extending from the western lot line of lot 6, block 2, Sparkman and McLean's First Addition, and continuing along the western lot line of lots 1-6, block 2, Sparkman and McLean's First Addition and continuing to the center of the right-of-way of S.W. Genesee.~~

~~The eastern lot line of lots 1, 2, 3, block 6, Scenic Park, and continuing along the northern lot line of lot 4, block 6, Scenic Park; and extending to the center of the right-of-way of California Avenue S.W., and continuing along the eastern lot line of Lot 1, and halfway through lot 2, block 5, Kirkwood Addition; and continuing along halfway through lot 2 in a westerly direction, block 5, Kirkwood Addition, and extending to the center of the right-of-way of Erskine Way S.W., and continuing along the center of the right-of-way of Erskine Way S.W. to a line extending from the southern lot line of lot 6, block 2, Kirkwood Addition, and continuing along the southern lot line of lot 6, block 2, Kirkwood Addition, to the center of the right-of-way of S.W. Edmunds and~~

~~continuing along the center of the right-of-way of S.W. Edmunds to a line extending from the eastern lot line of lot 1, block 6 Seenic Park Addition.~~

~~North: The center of the right-of-way of S.W. Genesee between a line extending from the western lot line of lot 1, block 2, Sparkman and McLean's First Addition and continuing to a line extending from the eastern lot line of lot 1, block 46, Sparkman and McLean's First Addition.~~

~~West: 44th Avenue S.W. between the center of the right-of-way of S.W. Oregon and extending two blocks to the center of the right-of-way of S.W. Edmunds, to the center of the right-of-way of 44th Avenue S.W. and continuing along the center of the right-of-way of S.W. Edmunds to a line extending from the western lot line of lot 24, block 3, Central Park Addition, and continuing along the western lot line of lots 1-24, block 3, Central Park Addition, and continuing along the western lot line of lot 17-24, block 3, Holbrook and Clark's Addition, and extending to the center of the right-of-way of Glenn Way S.W., and continuing along the center of the right-of-way of Glenn Way S.W. to the center of the right-of-way of 45th Avenue S.W. and the center of the right-of-way of S.W. Oregon and continuing easterly along the center of the right-of-way of S.W. Oregon to the center of the right-of-way of 44th Avenue S.W.))~~

Zone C "Parking"

- Beginning at the intersection of Glenn Way SW and SW Oregon St, proceed east along SW Oregon St to the alley between 44th Ave SW and California Ave SW
- Proceed north along the alley inclusive of parcels on the east side of the alley with frontage to California Ave SW to the north property line of parcel #7904700106
- Proceed east along the north property line of parcel #7904700106 to the north property line of parcel #0952006200
- Continue east along the north property line of parcel #0952006200 to the north property line of parcel

#0952006070

- Continue east along the north property line of parcel #0952006070 to the north property line of parcel #0952005960
- Proceed south along the east property line of parcel #0952005960 to the north property line of parcel #1333100000, following the alley between 42nd Ave SW and 41st Ave SW
- Proceed west along the north property line of parcel #1333100000 to 42nd Ave SW
- Proceed south along 42nd Ave SW to SW Edmunds St
- Proceed west along SW Edmunds St to the east property line of parcel #7579201005
- Proceed south along the east property line of parcel #7579201005 then west along the south property line of parcel #7579201005 to California Ave SW
- Proceed south along California Ave SW to the south property line of parcel #3902100220 and proceed west along the south property line to the intersection of Lewis Pl SW and Erskine Way SW
- Proceed northeast along Erskine Way SW to SW Edmunds St
- Proceed west along SW Edmunds St to the alley between 45th Ave SW and 44th Ave SW
- Proceed north along the alley between 45th Ave SW and 44th Ave SW to Glenn Way SW
- Proceed northwest along Glenn Way SW to SW Oregon St

~~((East: 42nd Avenue S.W. between the center of the right-of-way of S.W. Edmunds extending two blocks to the center of the right-of-way of S.W. Oregon, to the center of the right-of-way of 42nd Avenue S.W.~~

~~West: Glenn Way S.W. between the center of the right-of-way of S.N. Oregon and a line extending from the~~

~~northern tip of lot line 16, block 3, Holbrook and Clark's Addition, to the center of the right-of-way of Glenn Way S.W., and extending from the western lot line of lots 16-24, block 3, Holbrook and Clark's Addition, and continuing along the western lot lines of lots 1-24, block 3, Central Park Addition, and extending to the center of the right-of-way of S.W. Edmunds.~~

~~North: S.W. Oregon between the center of the right-of-way of 45th Avenue S.W., to a line extending from the western lot line of lot 6, block 2, Sparkman and McLean's First Addition, to the center of the right-of-way of S.W. Oregon; and continuing along the western lot line of lots 5, 6, and halfway through lot 4, block 2, Sparkman and McLean's First Addition, and continuing halfway through lot 4, block 2, Sparkman and McLean's First Addition, to the center of the right-of-way of California Avenue S.W. and continuing along the southern lot line of lot 12, block 48, Sparkman and McLean's First Addition, and continuing along the eastern lot line of lots 13-24, block 48, Sparkman and McLean's First Addition to the center of the right-of-way of S.W. Oregon and continuing along the center of the right-of-way of S.W. Oregon to the center of the right-of-way of 42nd Avenue S.W.~~

~~South: S.W. Edmunds between a line extending from the eastern lot line of lot 22, block 1, Central Park Addition, and continuing along the eastern lot line of lots 1, 2, 3, block 6, Scenic Fork, and continuing along the northern lot line of lot 4, block 6, Scenic Park Addition, and continuing along the northern lot line of lot 4, block 6, Scenic Park Addition, and extending to the center of the right-of-way of California Avenue S.W. and continuing along the eastern lot line of lot 1, and halfway through lot 2, block 5, Kirkwood Addition, and continuing along in a westerly direction halfway through lot 2, block 5, Kirkwood Addition, and extending to the center of the right-of-way of Erskine Way S.W., and continuing along the center of the right-of-way of Erskine Way S.W. to a line extending from the southern lot line of lot 6, block 2, Kirkwood Addition and continuing along the southern lot line of lot 6, block 2, Kirkwood Addition, and extending to the center of the right-of-way of S.W. Edmunds and continuing along the center of the right-of-way of S.W. Edmunds to a line extending from the western lot line of lot 25, block 3, Central Park Addition.))~~

Section 2. The untitled map representing “Exhibit A” attached to Ordinance 113326, amended through Ordinance 124528 as “West Seattle BIA” map (attached to this ordinance as “Exhibit B”), is replaced with a new Exhibit A, "West Seattle BIA 2024” map, attached to this ordinance. In case of a conflict between the description of the West Seattle PBIA boundaries and the map, the description shall control.

Section 3. This ordinance shall take effect as provided by Seattle Municipal Code Sections 1.04.020 and 1.04.070.

Passed by the City Council the \_\_\_\_\_ day of \_\_\_\_\_, 2024, and signed by me in open session in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_

President \_\_\_\_\_ of the City Council

Approved / returned unsigned / vetoed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_

Bruce A. Harrell, Mayor

Filed by me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_

Scheereen Dedman, City Clerk

(Seal)

Exhibits:

Exhibit A - Proposed West Seattle BIA Boundaries 2024

Exhibit B - Current West Seattle BIA Boundaries



Exhibit A: Proposed West Seattle BIA Boundaries 2024

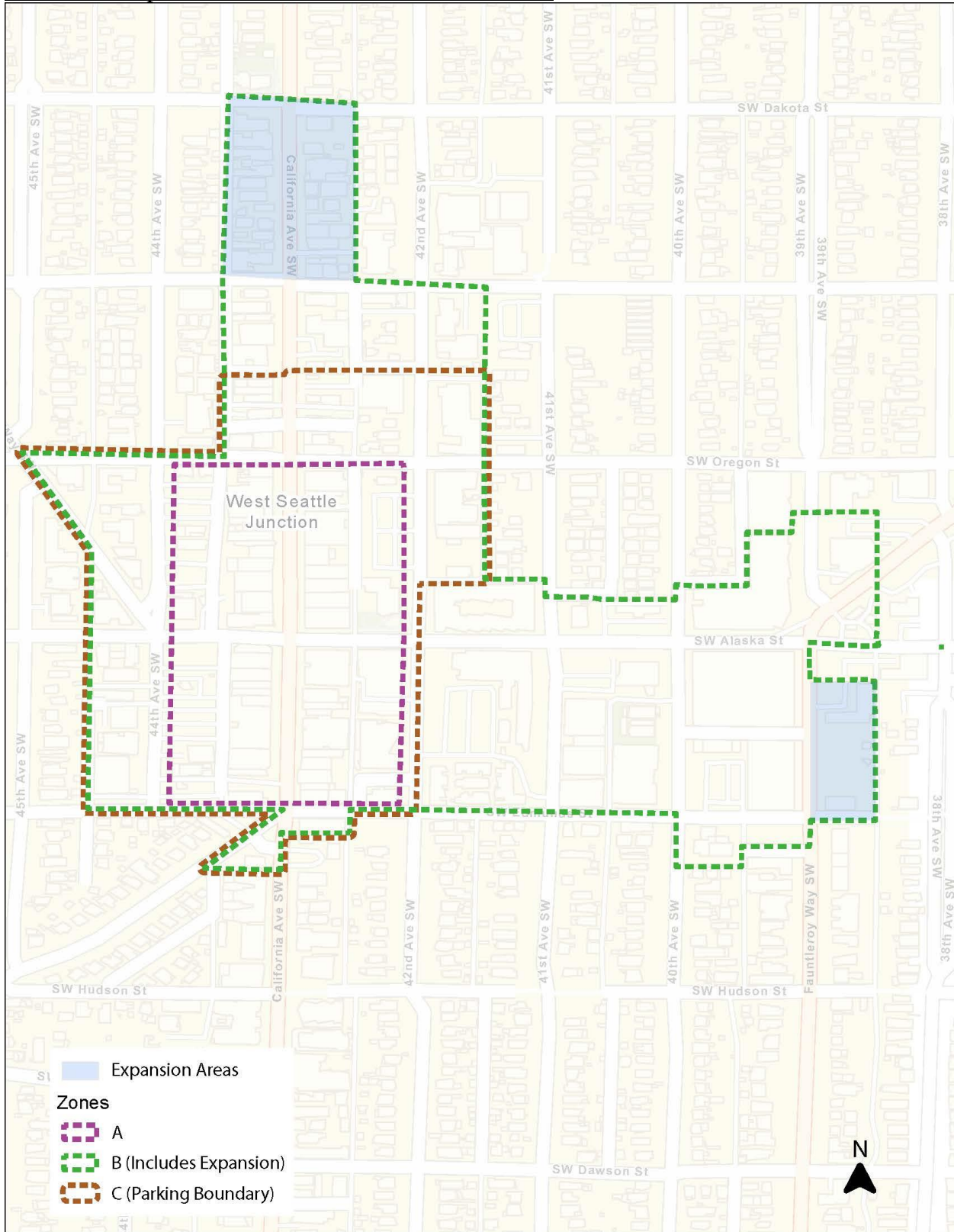


Exhibit B: Current West Seattle BIA Boundaries from Ordinance 124528

Teri Allen  
FAS West Seattle BIA Amendment ORD EXH A  
January 15, 2014  
Version #1



### West Seattle BIA Map

*This map is for illustrative purposes only and is not intended to modify anything in the legislation.*

FAS West Seattle BIA Amendment ORD EXH A



## SUMMARY and FISCAL NOTE

<b>Department:</b>	<b>Dept. Contact:</b>	<b>CBO Contact:</b>
Economic Development	Casey Rogers	Nick Tucker

### 1. BILL SUMMARY

**Legislation Title:**

AN ORDINANCE relating to the West Seattle Junction Parking and Business Improvement Area; modifying the boundaries; and amending Ordinance 113326, as previously amended by Ordinances 119539, 120570, 121758, 124528, and 125152.

**Summary and Background of the Legislation:**

This ordinance modifies the boundaries of the West Seattle Junction Parking and Business Improvement Area (PBIA) in two specific areas to reflect commercial development that has occurred in the neighborhood in recent years, and is the final piece of legislation that must be prepared to effectuate the modification, per chapter 35.87A RCW. As an amendment to an existing BIA, the City has passed a Resolution of Intention that included the time, date and location of a public hearing. After the public hearing, the City Council agreed to go forward with this ordinance.

Background: Through Ordinance 113326, the City established the West Seattle Junction Parking and Business Improvement Area (PBIA) in 1987. Ordinance 113326 provided for the levy of special assessments upon businesses within the PBIA, for the purpose of enhancing conditions for operation of those businesses. In 2014, the City passed Ordinance 124528 modifying the boundaries by adding a parking zone overlay to the PBIA. There has been no subsequent boundary modification since 2014.

The proposed boundary changes would result in an estimated 8.2% increase in total assessments, changing from an estimated \$450,000 to \$490,323. It therefore satisfies the requirement pursuant to RCW 35.87A.075 that a modification to an existing boundary may not affect an area with a projected assessment fee greater than ten percent of the current assessment role for the existing area. The proposed expansion would add a total of 32 ratepayers.

### 2. CAPITAL IMPROVEMENT PROGRAM

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

### 3. SUMMARY OF FINANCIAL IMPLICATIONS

Does this legislation have financial impacts to the City?  Yes  No

### 3.d. Other Impacts

**Does the legislation have other financial impacts to The City of Seattle, including direct or indirect, one-time or ongoing costs, that are not included in Sections 3.a through 3.c? If so, please describe these financial impacts.**

None.

**If the legislation has costs, but they can be absorbed within existing operations, please describe how those costs can be absorbed. The description should clearly describe if the absorbed costs are achievable because the department had excess resources within their existing budget or if by absorbing these costs the department is deprioritizing other work that would have used these resources.**

None.

**Please describe any financial costs or other impacts of *not* implementing the legislation.**

None. The West Seattle BIA is established as a revenue-neutral program.

### 4. OTHER IMPLICATIONS

**a. Please describe how this legislation may affect any departments besides the originating department.**

Yes – the Office of City Finance (OCF), which administers the assessments for the BIAs. OED has worked in close coordination with OCF on this legislation package.

**b. Does this legislation affect a piece of property? If yes, please attach a map and explain any impacts on the property. Please attach any Environmental Impact Statements, Determinations of Non-Significance, or other reports generated for this property.**

No.

**c. Please describe any perceived implication for the principles of the Race and Social Justice Initiative.**

**i. How does this legislation impact vulnerable or historically disadvantaged communities? How did you arrive at this conclusion? In your response please consider impacts within City government (employees, internal programs) as well as in the broader community.**

The BIA benefits property owners, business owners, employees, visitors, and residents with cleaning services, events, and support for new and existing businesses. However, there is potential for the BIA to lead to higher residential and commercial rents since business owners' costs will be slightly increasing to pay for the new services. People of color (POC) could be disproportionately impacted if these changes to costs occur, but there is no data to determine likely impacts.

- ii. **Please attach any Racial Equity Toolkits or other racial equity analyses in the development and/or assessment of the legislation.**

We did not conduct a Racial Equity Toolkit as part of this legislation.

- iii. **What is the Language Access Plan for any communications to the public?**

All notifications to property owners will include an option for translation/interpretation if needed.

**d. Climate Change Implications**

- i. **Emissions: How is this legislation likely to increase or decrease carbon emissions in a material way? Please attach any studies or other materials that were used to inform this response.**

This legislation is not likely to impact carbon emissions in a material way.

- ii. **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.**

This legislation is not likely to impact Seattle’s resiliency in a material way.

- e. **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)? What mechanisms will be used to measure progress towards meeting those goals?**

The West Seattle Junction BIA is an existing program.

**5. CHECKLIST**

- Is a public hearing required?**
- Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required?**
- If this legislation changes spending and/or revenues for a fund, have you reviewed the relevant fund policies and determined that this legislation complies?**
- Does this legislation create a non-utility CIP project that involves a shared financial commitment with a non-City partner agency or organization?**

**6. ATTACHMENTS**

**Summary Attachments:** None.

August 5, 2024

## MEMORANDUM

**To:** Governance, Accountability and Economic Development Committee  
**From:** Lish Whitson, Analyst  
**Subject:** Council Bill 120831: West Seattle Junction Parking and Business Improvement Area Expansion

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On Thursday, August 8, the Governance, Accountability and Economic Development (GAED) Committee will receive a briefing on [Council Bill \(CB\) 120831](#), a proposal from the West Seattle Junction Association to expand the boundaries of the West Seattle Junction Parking and Business Improvement Area (WSJ BIA). The proposed boundaries are included as [Exhibit A](#) to the bill. The GAED Committee will then hold a public hearing on the proposed expansion on September 12 and may vote on the bill at that meeting.

This memorandum provides general background about modifications to the boundaries of BIAs and summarizes the content of CB 120831.

### **BIA Boundary Modifications**

Under Washington State Law, “Parking and Business Improvement Areas” are economic development funding mechanisms that allow businesses, multifamily residential development, and mixed-use developments located within the geographic boundaries of an area to assess themselves to fund enhanced services, programming, and management for the area. The Revised Code of Washington (RCW) [Chapter 35.87A](#) guides the creation, funding and operation of BIAs.

The Office of Economic Development (OED) provides staff support to BIAs, and the Department of Finance and Administrative Services (FAS) collects assessment revenues from ratepayers and disburses the funds to the BIA administrator. There are currently 11 established [BIAs in Seattle](#), including the WSJ BIA.

[RCW 35.87A.075](#) allows the Council to modify the boundaries of a BIA, expanding or contracting the boundaries, after holding a public hearing. Modifications may only occur once a year. Expansions must be adjacent to an existing boundary. Notification of the public hearing must include adopting a resolution, and mailing notice to all businesses, multifamily residential and mixed-use buildings within the existing and proposed BIA.

## **Council Bill 120831**

The West Seattle Junction BIA was first [established](#) in 1987. Its current boundaries were established through [Ordinance 124528](#). Council Bill 120831 would implement the first change to the boundaries in ten years.

The West Seattle BIA includes three zones. Zone A is located at the heart of the Junction, extending approximately one block in all directions from the intersection of California Avenue SW and SW Alaska Street. In Zone B, the largest zone, retail businesses pay approximately half the assessment per gross income that retail businesses in Zone A pay. Businesses in Zone C have an additional parking surcharge that pays for the parking lots in the heart of the junction that are managed by the West Seattle Junction Association for the benefit of nearby businesses.

The West Seattle Junction Association, which acts as the BIA administrator, has proposed to expand the boundary of zone B in two areas:

1. Extending the northwest boundary one block north along California Avenue SW to SW Dakota Street; and
2. Extending the southeast boundary east a half block to include properties on the east side of Fautleroy Way SW

These boundary modifications would add 32 ratepayers to the BIA. By expanding the boundaries of the BIA, OED anticipates that the BIA assessments would increase by 8.2 percent to \$490,323. There would not be any change to the rates charged to existing ratepayers.

### **Next Steps**

A required public hearing will be held in the GAED Committee on September 12 at 2:00 PM. Generally, the Council rules state that a Committee should not vote on the same day as a public hearing, but the Committee can waive that rule based on a motion of the Chair. If the Committee does vote to suspend that rule, the legislation could be considered as early as the September 24 Council meeting.

cc: Ben Noble, Director  
Yolanda Ho, Deputy Director

# West Seattle Junction Association BIA Expansion Amendment

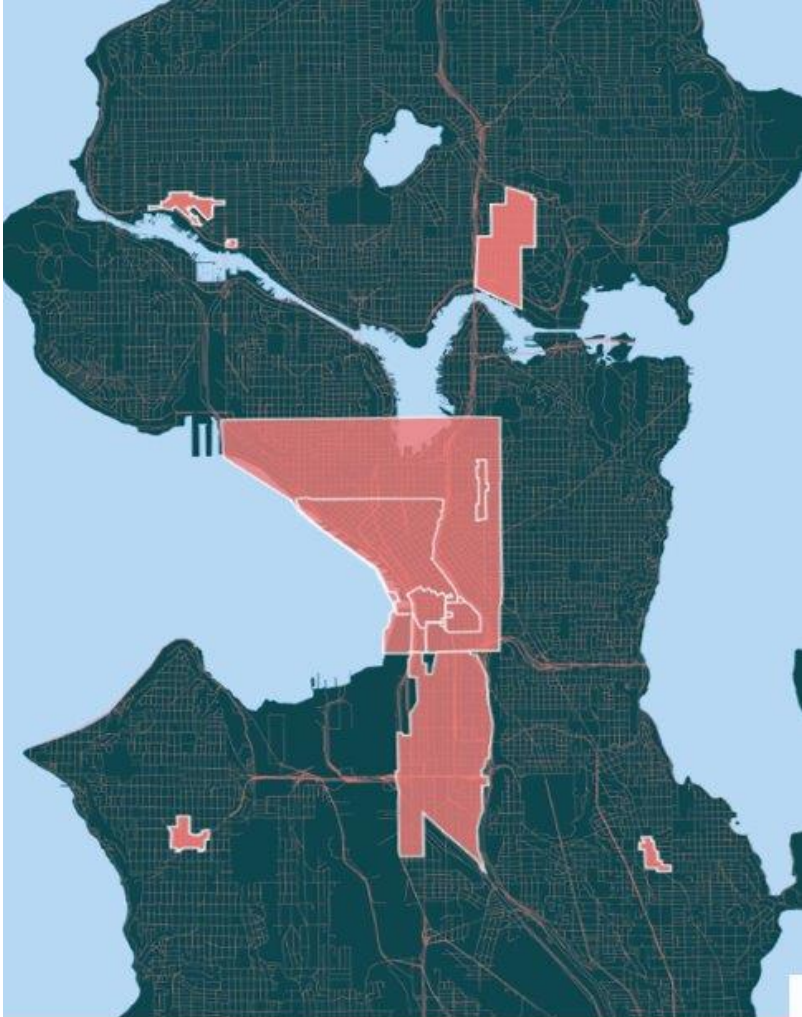
August 8<sup>th</sup>, 2024

Casey Rogers, BIA Policy Advisor, Office of Economic Development





# SEATTLE'S BIA PROGRAM



- 11 BIAs in Seattle generating a total of \$35 million dollars for enhanced business services and programs
- Local control, predictable and sustainable funding
- Revenue collected is 100% allocated to the district
- Program is supported by OED and Treasury Services



## WEST SEATTLE JUNCTION ASSOCIATION BOUNDARY EXPANSION PROPOSAL

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- The West Seattle Junction Association BIA is seeking a **boundary expansion amendment** to reflect commercial development and that has occurred in recent years.
- The expansion would add **32 new ratepayers** and result in an estimated **8.2% increase in total assessments.**



# WEST SEATTLE JUNCTION ASSOCIATION BOUNDARY EXPANSION PROPOSAL

---

- The **amendment** is allowed under RCW 35.87A.075, which permits City to expand the boundaries up to 10% total assessment.
- OED has reviewed the proposal to ensure **it meets the requirements** of a BIA amendment.
- **No petition process is required** as part of the amendment process, though outreach has already been conducted to all new potential ratepayers.
- Notification of the proposal will be sent to the ratepayers in advance of the **Public Hearing scheduled for September 12<sup>th</sup>**.

# QUESTIONS?

Casey Rogers  
Office of Economic Development  
BIA Policy Advisor  
[casey.rogers@seattle.gov](mailto:casey.rogers@seattle.gov)  
206-665-1002

West Seattle  
Junction  
Association  
BIA  
Expansion  
Amendment

# It's all about the Power of Community



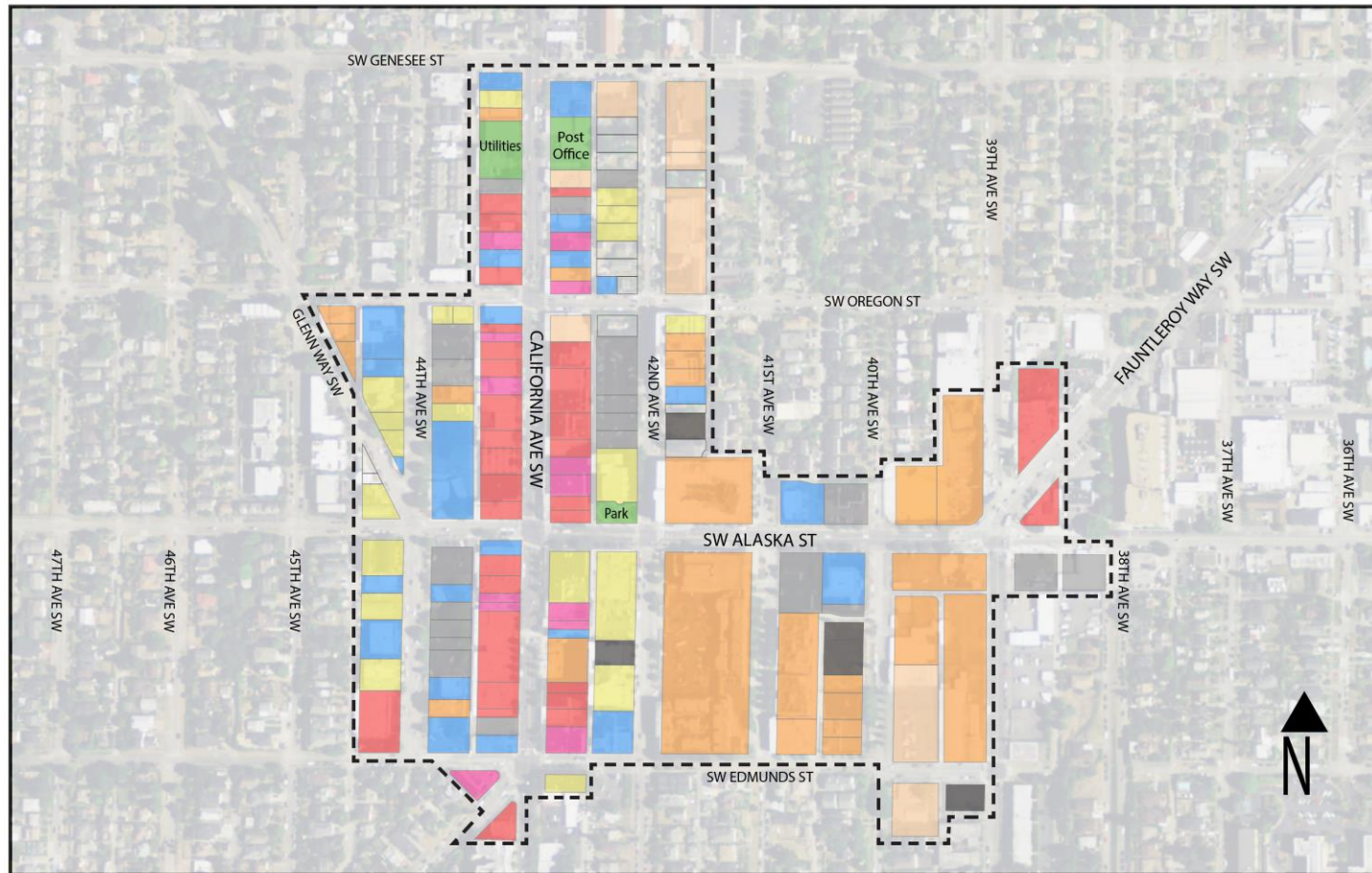
# Agenda

1. Introduction
2. Overview of existing BIA
3. What we do
4. Expansion



# Overview of existing BIA

## Land Uses West Seattle Junction





# What we do

1. Clean and Safe program
2. Marketing and promotions
3. Events
4. Beautification
5. Parking
6. Business advocacy



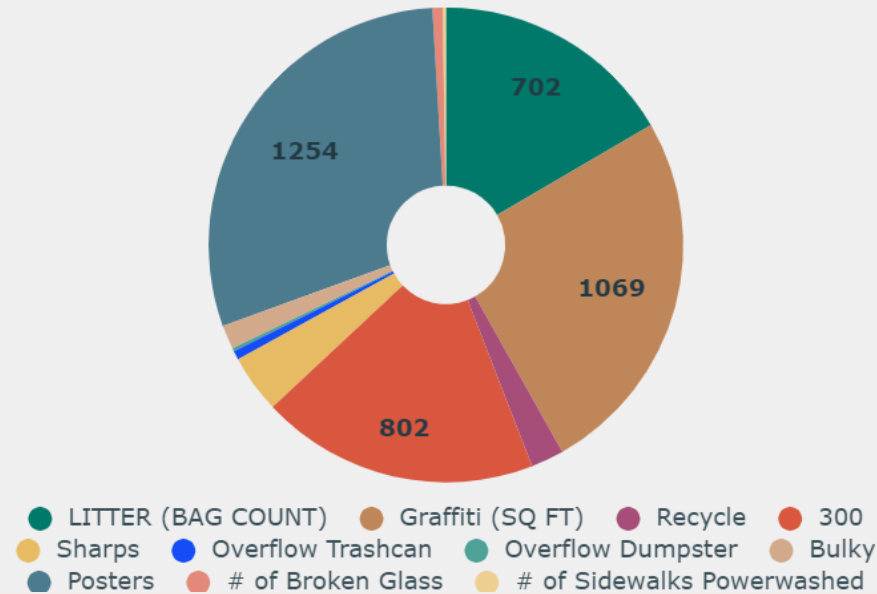
# Cleaning

## WEST SEATTLE JUNCTION

year  
2023

	count
HOURS	898
LITTER (LBS)	19,656
LITTER (BAG COUNT)	702
GRAFFITI (SQ FT)	1069
RECYCLE	95
300	802
SHARPS	168
OVERFLOW TRASHCAN	25
OVERFLOW DUMPSTER	10
BULKY	69
POSTERS	1254
# OF BROKEN GLASS	30

### YEAR TOTALS



# Safety



# Marketing

**NOVOSELIC'S  
BONA FIDE BAND**



**JUNE 20 7PM FREE ALL AGES**

**EASY STREET RECORDS**  
SEATTLE, U.S.A.



  
**Jingle in the Junction at  
Talarico's Pizza**



Stop in after you shop and try one of our boozy hot drinks!

Left to right...Cinnamon Orange Cider, Salted Caramel Mocha, Limoncello Toddy.

May 9-11th  
**Warehouse Sale**

Prices starting at \$5!!

In store only  
City Mouse Studio - 4218 SW Alaska St  
Seattle WA 98136



join us for an  
**ARTIST  
RECEPTION**  
FOR  
**KWONNY**

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**MODERN  
DAY  
SAINTS**

**JUNE 13  
5:30 - 7:00 PM**

ARTSWEST 4711 CALIFORNIA AVE SW

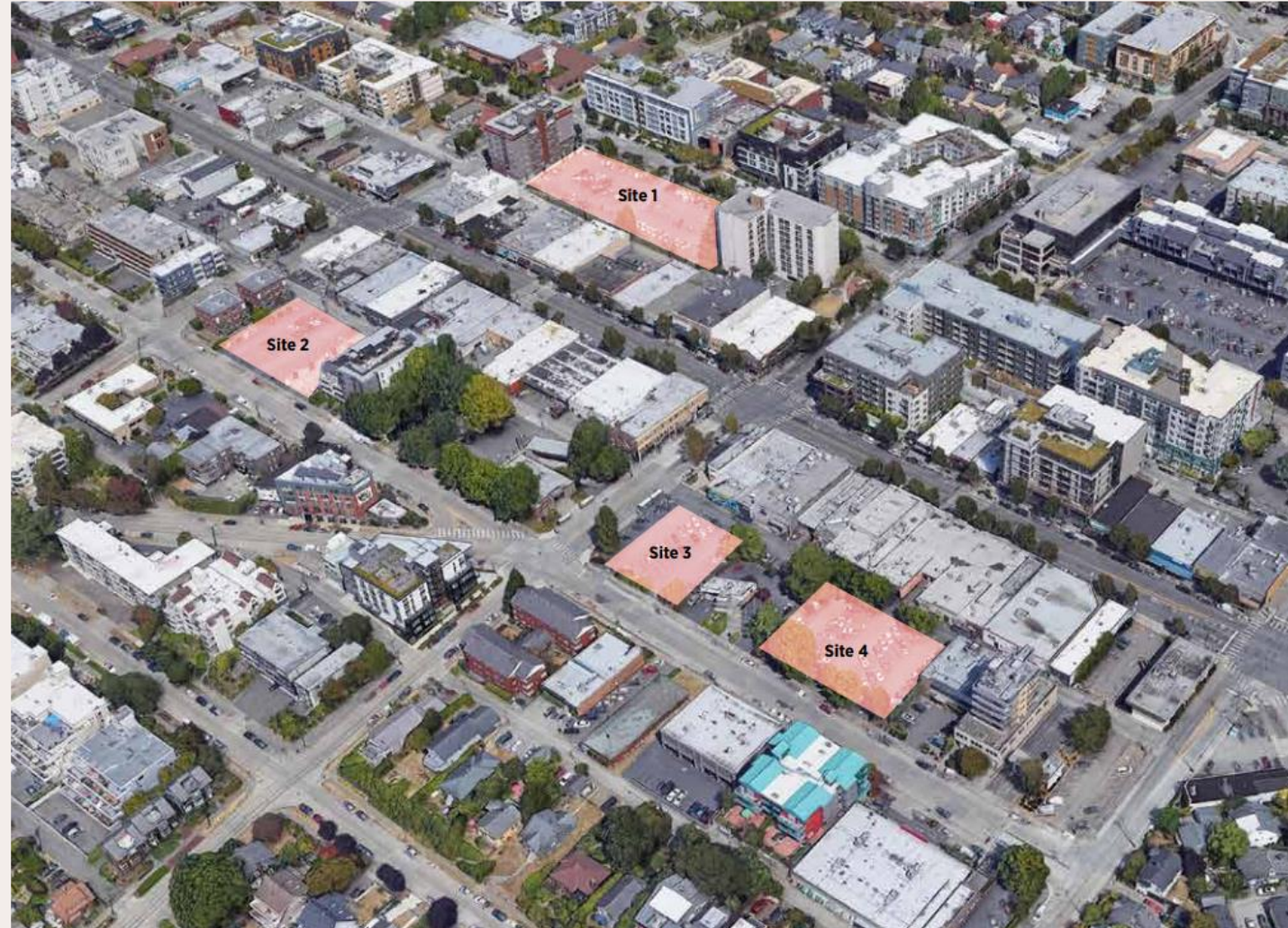
# Events



# Beautification



# Parking

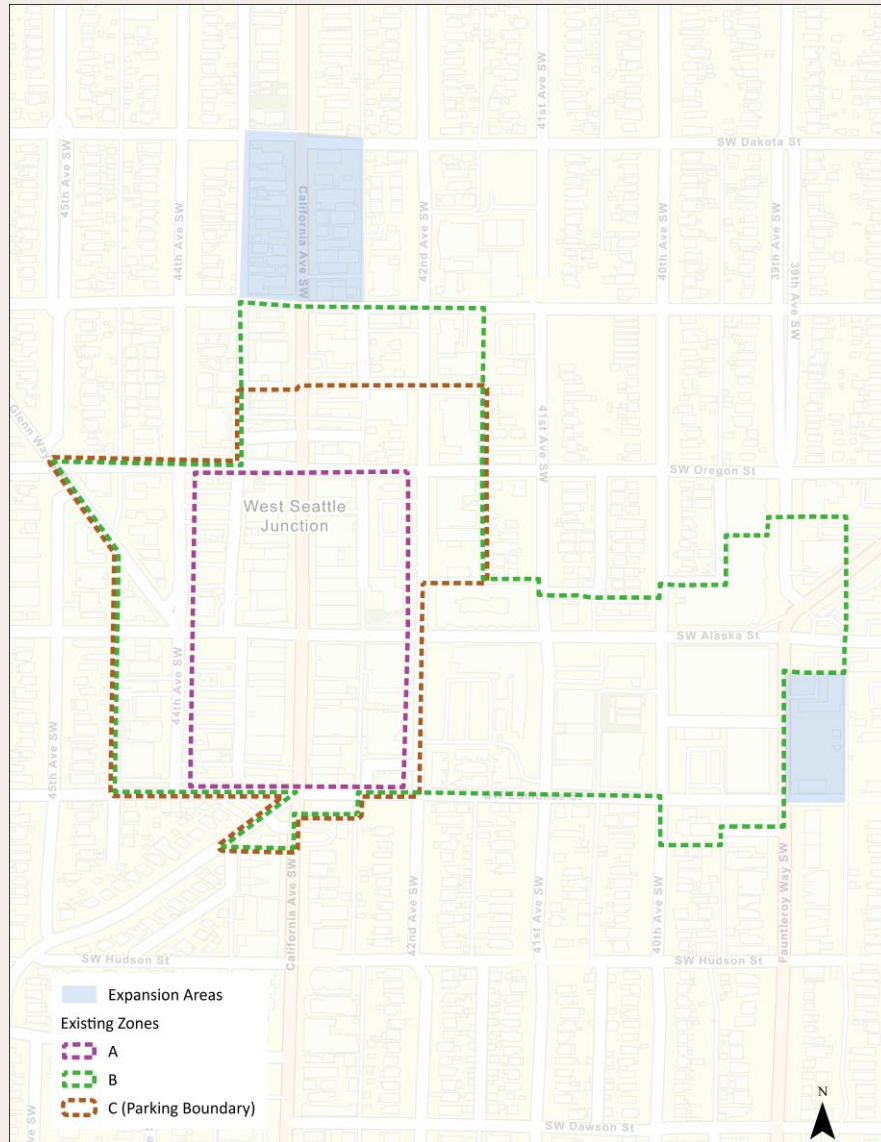


# Business Advocacy





# BIA expansion overview



Increase # of businesses from 251 to 283, an expansion of 8.2%

Locations: One block north of Genesee on California Ave SW and the block east of Fauntleroy south of Alaska.

This expansion ensures our BIA boundaries reflect current business landscapes in our neighborhood.

We estimate our 2024 total annual assessment to be \$450,000. Our expansion area would add an estimated \$40,323 to our revenue, raising it to \$490,323 in 2025.

# Expansion Areas



This is great, I am looking forward to being included in the official junction. :)

Let us know if there is anything you need from us!

-Dr. Deeds

Stefie Deeds, MD FACP (she/her)

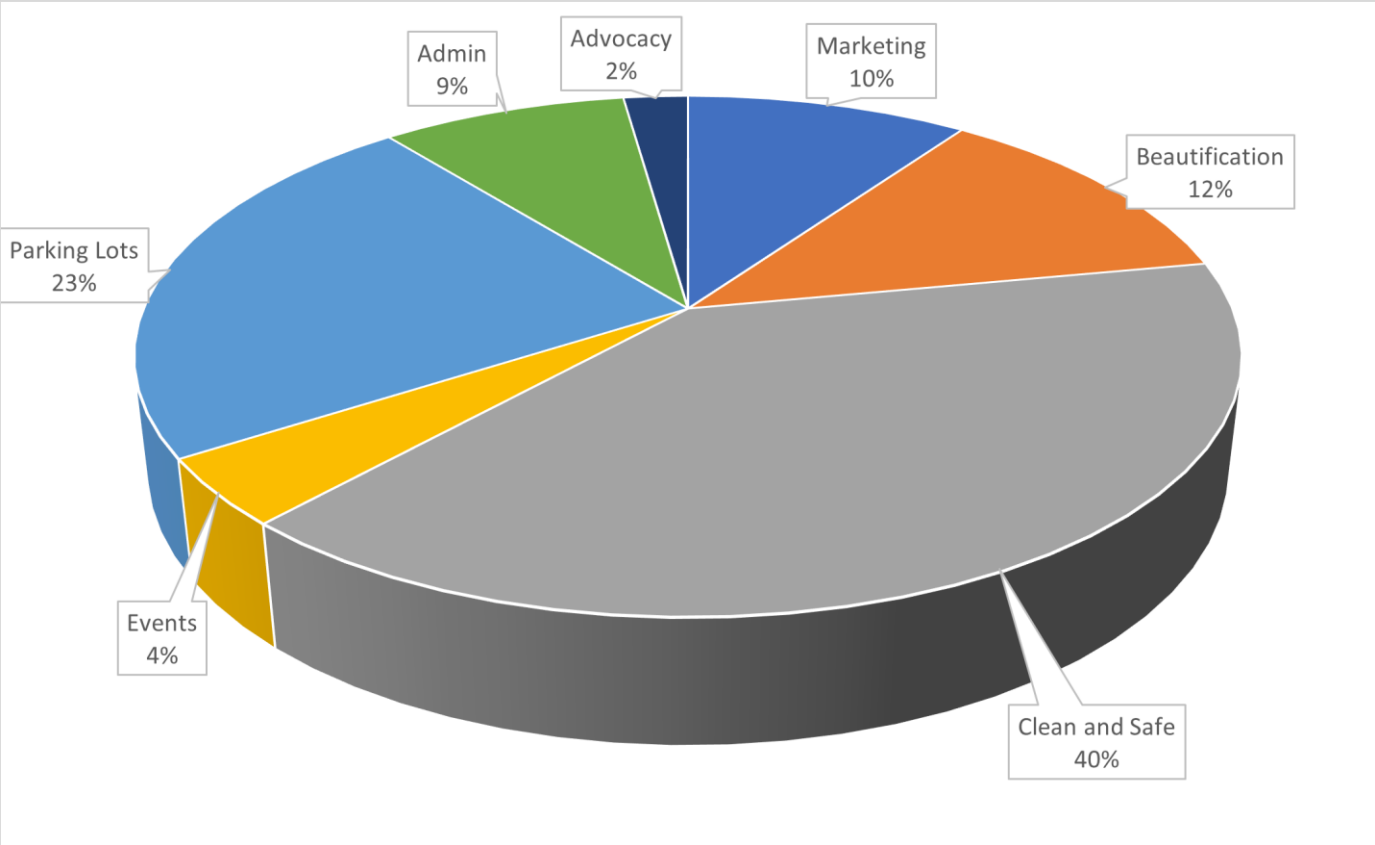
Internal Medicine | Obesity Medicine Physician/Owner



I am so excited about being part of the Junction. I have waited for this for a long time.

Nyla Pitterman, Owner Cherry Consignment

# Program expense with projected BIA revenue in 2025 of \$490,323.00



Marketing	\$ 48,100.00
Beautification	\$ 60,000.00
Clean and Safe	\$ 194,723.00
Events	\$ 20,500.00
Parking Lots	\$ 114,000.00
Admin	\$ 42,000.00
Advocacy	\$ 11,000.00

# Our Journey



# Mission Statement

Develop, promote and advocate for programs that create a safe, beautiful and vibrant Junction for our businesses to thrive.

## Vision

Every business in the Junction sees and experiences the value of being a member.

**Christine Mackay**

**206-502-8824**

**[chris@wsjunction.org](mailto:chris@wsjunction.org)**





Legislation Text

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File #: CB 120827, Version: 1

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CITY OF SEATTLE

ORDINANCE \_\_\_\_\_

COUNCIL BILL \_\_\_\_\_

AN ORDINANCE relating to music venue zones and their use; establishing rules for parking and loading at music venue zones; and adding new Sections 11.14.376, 11.23.425, and 11.72.255 to, and amending Sections 11.23.120, 11.23.440, 11.30.040, and 11.31.121 of, the Seattle Municipal Code.

WHEREAS, live music is at the core of every great American city, offering opportunities for musicians to hone their craft and for audiences to learn about, listen to, and appreciate various forms of music; and

WHEREAS, the City of Seattle is one of the most dynamic music cities in the world, having been home to numerous music icons, and having enjoyed a rich history that continues to innovate and inspire many; and

WHEREAS, Seattle is acknowledged as a distinctive center for music, where a spirit of innovation continually renews a thriving music scene, and audiences who appreciate the talent of diverse musicians of all ages and music genres provide the foundation for this city's vibrant music culture; and

WHEREAS, Seattle's music industry contributes to a healthy community and economy by directly creating jobs, and by supporting a wide variety of businesses that generate annual earnings, and sales and business and occupation tax revenues; and

WHEREAS, there is an untapped potential to enhance music even more as an economic, educational, and recreational force in meeting our residents' and visitors' creative needs; and

WHEREAS, a city rich with music venues of various sizes that support a wide variety of musicians offers residents and visitors increased opportunities to experience the power and pleasure of live music; and

WHEREAS, these music venues enrich our community and serve as catalysts for economic development; and

WHEREAS, the vitality and the culture of Seattle are greatly enhanced by our ability to attract and keep local live music venues and support performing musicians; and

WHEREAS, in 2010, the Council established the Seattle Music Commission through Resolution 31173 and adopted the City of Music Vision Statement which has been carried out by the Seattle Music Commission since that time; and

WHEREAS, in 2014, the Seattle Department of Transportation (SDOT) piloted advisory Musician Priority Load Zones to make it easier for musician load-in and load-out to occur at music venues in Seattle, and since that time SDOT and the Seattle Music Commission have identified the need to expand and improve upon that pilot program; and

WHEREAS, musicians and their crews need to be able to load and unload their equipment and park near music venues in order to perform live music; and

WHEREAS, music venue load zones, along with other pro-music policies, will help create a healthy business environment, leverage Seattle's competitive advantage in the music industry, and bolster economic development throughout the city; NOW, THEREFORE,

**BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

Section 1. A new Section 11.14.376 is added to the Seattle Municipal Code as follows:

**11.14.376 Music venue**

A. "Music venue" means a premises or location that hosts or presents live music and charges a fee for admission on at least two separate days per week on a regular schedule at the premises or location. For purposes of this Section 11.14.376, "live music" means an active performance of music by an individual (or individuals) who, at the time of and during the performance, creates music or engages in an audible form of artistic expression, other than, or in addition to, any pre-recorded music, for an audience through the use or manipulation of voice, instruments, or electronic or computerized equipment or formats.

B. "Music venue zone" means a portion of the roadway along the curb designated by a sign or other

traffic control devices that is reserved for the exclusive use of parking, loading, or unloading of vehicles authorized for such use by a valid music venue zone permit.

C. “Music venue zone permit” means a permit issued by the Seattle Department of Transportation to music venues that allows vehicles to use the parking privileges authorized through the music venue zone permit as described in Section 11.23.425 with the intent to provide parking, loading, and unloading for musicians and supporting crews who are associated with live music events.

Section 2. Section 11.23.120 of the Seattle Municipal Code, last amended by Ordinance 125983, is amended as follows:

**11.23.120 Truck and parking permit fees**

The fees to be collected by the Seattle Department of Transportation for trucking and parking permits are as follows:

Type of Permit	Fee
Commercial Vehicle Load Zone:	\$250 per permit (annual)
<u>Music Venue Zone</u>	<u>\$250 per permit</u>
* * *	

Section 3. A new Section 11.23.425 is added to the Seattle Municipal Code as follows:

**11.23.425 Music venue zone permit requirements and fees**

The Director of Transportation or designee is authorized to administer a specific program to apply for and receive music venue zone permits and collect fees.

A. Music venue zone permits shall only be issued to music venues that possess a valid City of Seattle business license.

B. An applicant may obtain up to one nontransferable permit that may be used in up to three designated music venue zones.

C. Music venue zones shall be appropriately signed and/or marked.



D. Music venue zone permits shall only be used in designated music venue zones.

E. Each vehicle in a music venue zone permitted by the Seattle Department of Transportation (SDOT) shall display a valid permit or other identification issued by the Seattle Department of Transportation as part of the music venue zone permit program, in a manner determined by SDOT.

F. The sale, transfer, or purchase of a music venue zone permit is prohibited.

G. Music venue zone permits shall be valid for one year. The Director of Transportation shall collect a fee for each permit issued to an applicant, to be deposited in the Transportation Fund.

H. All music venue zone permits shall be of a temporary nature, shall vest no permanent right, and may in any case be revoked upon 30 calendar days' notice, or without notice if the Director determines that continuing to permit music venue zone locations is a safety risk.

Section 4. Section 11.23.440 of the Seattle Municipal Code, last amended by Ordinance 126732, is amended as follows:

**11.23.440 Parking privileges**

No person shall be granted a franchise, special privilege, or permit to the exclusion of any other person for parking vehicles on any roadway, except for the following uses:

A. Zones may be granted for music venues, taxicabs, official career consul vehicles, moving or loading, disabled persons, curb space parking including no parking zones, service parking, carpool parking, car share parking, food vehicles, vending units, or similar uses, or for any restricted parking zone program that may be developed. Establishment of a zone does not constitute a grant of franchise.

\* \* \*

Section 5. Section 11.30.040 of the Seattle Municipal Code, last amended by Ordinance 126517, is amended as follows:

**11.30.040 When a vehicle may be impounded without prior notice**

A. A vehicle may be impounded with or without citation and without giving prior notice to its owner as required in Section 11.30.060 only under the following circumstances:

1. When the vehicle is impeding or is likely to impede the normal flow of vehicular or pedestrian traffic.

2. When the vehicle is illegally occupying a music venue zone, truck, commercial load zone, restricted parking zone, bus, loading, hooded-meter, taxi, street construction or maintenance, or other similar zone where, by order of the Director of Transportation or Chiefs of Police or Fire or their designees, parking is limited to designated classes of vehicles or is prohibited during certain hours, on designated days or at all times, if the zone has been established with signage for at least 24 hours giving notice that a vehicle will be removed if illegally parked in the zone and where such vehicle is interfering with the proper and intended use of such zones.

3. When a vehicle without a special license plate, card, or decal indicating that the vehicle is being used to transport a disabled person as defined under chapter 46.16A RCW, as now or hereafter amended, is parked in a stall or space clearly and conspicuously marked as provided in subsection 11.72.065.A, as now or hereafter amended, whether the space is provided on private property without charge or on public property.

4. When the vehicle poses an immediate danger to the public safety.

5. When a police officer has probable cause to believe that the vehicle is stolen.

6. When a police officer has probable cause to believe that the vehicle constitutes evidence of a crime or contains evidence of a crime, if impoundment is reasonably necessary in such instance to obtain or preserve such evidence.

7. When a vehicle is parked in a public right-of-way or on other publicly owned or controlled property and there are four or more parking infractions issued against the vehicle for each of which a person has failed to respond, failed to appear at a requested hearing, or failed to pay a parking infraction for at least 45

days from the date of the filing of the notice of infraction.

8. When the vehicle is a "junk motor vehicle" as defined in Section 11.14.268, and is parked on a street, alley, or way open to the public, or on municipal or other public property.

9. When the vehicle is impounded pursuant to subsection 11.30.105.A, but if the vehicle is a commercial vehicle and the driver is not the registered owner of the vehicle, then the police officer shall attempt in a reasonable and timely manner to contact the registered owner before impounding the vehicle and may release the vehicle to the registered owner if the registered owner is reasonably available, was not in the vehicle at the time it was stopped and the driver arrested, and has not received a prior release under this subsection 11.30.040.A.9 or subsection 11.30.120.C.2.

10. When a vehicle with an expired registration of more than 45 days is parked on a public street.

11. When the vehicle is impounded pursuant to Section 12A.10.115 or RCW 9A.88.140.

12. When the vehicle is impounded pursuant to RCW 46.55.360.

13. When the vehicle is impounded pursuant to subsection 18.12.235.B.

14. Upon determining that a person restricted to use of only a motor vehicle equipped with a functioning ignition interlock device is operating a motor vehicle that is not equipped with such a device in violation of subsection 11.56.350.A.

\* \* \*

Section 5. Section 11.31.121 of the Seattle Municipal Code, last amended by Ordinance 126892, is amended as follows:

**11.31.121 Monetary penalties-Parking infractions**

The base monetary penalty for violation of each of the numbered provisions of the Seattle Municipal Code listed in the following table is as shown, unless and until the penalty shown below for a particular parking infraction is modified by Local Rule of the Seattle Municipal Court adopted pursuant to the Infraction Rules for

Courts of Limited Jurisdiction (“IRLJ”) or successor rules to the IRLJ:

Municipal Code Reference	Parking infraction short description	Base penalty amount
* * *		
11.72.250	PARK, MUNICIPAL PROPERTY	\$44
11.72.255	MUSIC VENUE ZONE	\$47

Section 6. A new Section 11.72.255 is added to the Seattle Municipal Code as follows:

**11.72.255 Music venue zone**

No person shall stop, stand, or park a vehicle other than a vehicle displaying a valid music venue zone permit in a music venue zone. It is a violation of this Section 11.72.255 if:

- A. The music venue zone permit is in an improper location within a vehicle. The music venue zone permit must be displayed in accordance with conditions of use;
- B. The music venue zone permit is being used improperly;
- C. The music venue zone permit is used for stopping, standing, or parking in areas or zones not designated as music venue zones; or
- D. A music venue zone permit issued by the City is sold, transferred, or purchased and subsequently used in a music venue zone.

Section 7. This ordinance shall take effect as provided by Seattle Municipal Code Sections 1.04.020 and 1.04.070.

Passed by the City Council the \_\_\_\_\_ day of \_\_\_\_\_, 2024, and signed by me in open session in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
President \_\_\_\_\_ of the City Council

Approved / returned unsigned / vetoed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

---

Bruce A. Harrell, Mayor

Filed by me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

---

Scheereen Dedman, City Clerk

(Seal)

**SUMMARY and FISCAL NOTE**

<b>Department:</b>	<b>Dept. Contact:</b>	<b>CBO Contact:</b>
Department of Transportation	Virginie Nadimi	Christie Parker

**1. BILL SUMMARY**

**Legislation Title:** AN ORDINANCE relating to music venue zones and their use; establishing rules for parking and loading at music venue zones; and adding new Sections 11.14.376, 11.23.425, and 11.72.255 to, and amending Sections 11.23.120, 11.23.440, 11.30.040, and 11.31.121 of, the Seattle Municipal Code.

**Summary and Background of the Legislation:**

The Seattle Department of Transportation (SDOT), in partnership with the Office of Economic Development (OED), has worked with the Seattle Music Commission and other live music stakeholders to explore ways to improve parking access and loading for touring musicians and their crews at live music venues. In 2014, SDOT piloted advisory Musician Priority Load Zones to make it easier for musician load-in and load-out at music venues, and since that time SDOT and the Seattle Music Commission have identified the need to expand and improve upon that pilot. The piloted Musician Priority Load Zones do not allow for parking, they do not require payment, and they cannot be enforced. Musicians and their crews need to be able to reliably load and park near music venues to have their gear for performing live music. This legislation authorizes SDOT to administer a Music Venue Zone Permit program that allows SDOT to issue Music Venue Zone Permits to qualifying music venues. The permits will be used by touring musicians and their associated crews for parking and loading in designated music venue zones. As local music venues recover from the COVID-19 pandemic, music venue load zones will support Seattle’s live music industry and ensure Seattle remains a world-class place to create and perform live music.

**2. CAPITAL IMPROVEMENT PROGRAM**

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

**3. SUMMARY OF FINANCIAL IMPLICATIONS**

Does this legislation have financial impacts to the City?    Yes         No

<b>Expenditure Change (\$);</b>	<b>2024</b>	<b>2025 est.</b>	<b>2026 est.</b>	<b>2027 est.</b>	<b>2028 est.</b>
<b>General Fund</b>	\$0	\$0	\$0	\$0	\$0
<b>Expenditure Change (\$);</b>	<b>2024</b>	<b>2025 est.</b>	<b>2026 est.</b>	<b>2027 est.</b>	<b>2028 est.</b>
<b>Other Funds</b>	\$30,621	\$0	\$0	\$0	\$0

Revenue Change (\$); General Fund	2024	2025 est.	2026 est.	2027 est.	2028 est.
	(\$40,000)	(\$40,000)	(\$40,000)	(\$40,000)	(\$40,000)
Revenue Change (\$); Other Funds	2024	2025 est.	2026 est.	2027 est.	2028 est.
	\$8,250	\$8,250	\$8,250	\$8,250	\$8,250

Number of Positions	2024	2025 est.	2026 est.	2027 est.	2028 est.
	0	0	0	0	0
Total FTE Change	2024	2025 est.	2026 est.	2027 est.	2028 est.
	0	0	0	0	0

This legislation establishes \$250 annual Music Venue Zone Permit fees. As of spring 2024, there are 33 music venues that would qualify for a music venue zone permit. The \$8,250 revenue estimate assumes all 33 venues apply for a Music Venue Zone Permit in 2024. Currently, some music venues apply for and are issued temporary no parking (TNP) permits that are used to temporarily reserve parking areas for loading space. In 2023, SDOT issued 595 TNPs to 17 local music venues, resulting in approximately \$40,000 in revenue from TNPs. If these 17 local music venues are issued Music Venue Zone permits, then there would be a loss of approximately \$40,000 in annual revenue to the General Fund from TNPs. (Note: not all music venues are required to apply for a TNP permit.) Additionally, the 2023 TNP data indicates that some music venues in paid parking areas are not applying for TNPs to accommodate loading for all their live music performances. Outreach comments pointed to a general agreement that the TNP process is unwieldy for local venues’ regular and ongoing needs for parking and loading for touring musicians’ vehicles.

**3.a. Appropriations**

This legislation adds, changes, or deletes appropriations.

**Appropriations Notes:**

This legislation does not propose to change SDOT appropriations amounts. The relatively minimal one-time estimated costs of \$30,621 will be absorbed by SDOT within its existing budget authority in the Transportation Fund Mobility Operations Budget Control Level.

As of spring 2024, there are 33 music venues that qualify for a music venue zone permit. If all venues are issued a music venue zone permit and have three music venue zone signs installed, SDOT’s estimated one-time expenses would be \$30,621. These expenses include staff time for curbspace design, music venue zone sign production, and sign installation. Anticipated revenues from the music venue zones are anticipated to recover SDOT’s one-time expenses over 3 – 4 years.

**3.b. Revenues/Reimbursements**

This legislation adds, changes, or deletes revenues or reimbursements.

**Anticipated Revenue/Reimbursement Resulting from This Legislation:**

Fund Name and Number	Dept	Revenue Source	2024 Revenue	2025 Estimated Revenue
Transportation Fund 13000	SDOT	Music Venue Zone Permit Revenue	\$8,250	\$8,250
<b>TOTAL</b>			<b>\$8,250</b>	<b>\$8,250</b>

**Revenue/Reimbursement Notes:** Assumes 33 permits issued annually at \$250 each.

**3.d. Other Impacts**

**Does the legislation have other financial impacts to The City of Seattle, including direct or indirect, one-time or ongoing costs, that are not included in Sections 3.a through 3.c? If so, please describe these financial impacts.**

This legislation imposes a \$47 penalty for infractions related to parking in music venue zones. At this time it is unknown how much, if any, revenue will be collected from related infractions.

**If the legislation has costs, but they can be absorbed within existing operations, please describe how those costs can be absorbed. The description should clearly describe if the absorbed costs are achievable because the department had excess resources within their existing budget or if by absorbing these costs the department is deprioritizing other work that would have used these resources.**

**Please describe any financial costs or other impacts of *not* implementing the legislation.**

If the legislation is not adopted, the 33 music venues that SDOT expects to apply for the proposed permit would continue to address loading and parking for touring musicians in the haphazard way that happens today. For some venues, that would mean spending extensive time applying for Temporary No Parking (TNP) permits on daily basis. The TNP permit system was designed and is intended for construction contractors needing long-term reservation of the public right-of-way. Through outreach to venues, staff have heard that applying for TNPs is a time intensive and cumbersome effort that does not meet their needs for daily, reliable access to the curb. As a result, many venues circumvent the TNP process and have their own process for reserving the curb (including traffic cones or sandwich board signs).

Overall, this legislation supports the economic health of music venues and the jobs that venues create. Outreach comments and those in SDOT’s survey highlighted the enormous difficulty of parking and loading musicians’ vehicles and how that impacts the economic and cultural health



of the venues, especially while they are still working to recover from the pandemic where they were the first to close and last to open. Music venues are also culturally important to Seattle – one of the main things that Seattle is known for is being a city of music.

#### 4. OTHER IMPLICATIONS

**a. Please describe how this legislation may affect any departments besides the originating department.**

This legislation, will advance the Office of Economic Development’s efforts to support Seattle’s live music industry.

**b. Does this legislation affect a piece of property? If yes, please attach a map and explain any impacts on the property. Please attach any Environmental Impact Statements, Determinations of Non-Significance, or other reports generated for this property.**

No.

**c. Please describe any perceived implication for the principles of the Race and Social Justice Initiative.**

**i. How does this legislation impact vulnerable or historically disadvantaged communities? How did you arrive at this conclusion? In your response, please consider impacts within City government (employees, internal programs) as well as in the broader community.**

This legislation allows vehicle loading and parking for musicians and their crews performing live music at local music venues. Forty-two (42) percent of music venues eligible for a music venue zone are located in census tracts that fall within the highest and second highest Racial and Social Equity Priority Tracts according to the Seattle Racial and Social Equity Index. Designated music venue zone spaces are expected to reduce circling from musicians and their crews searching for parking. As a result, pollution from extra driving and circling in the area should also be reduced.

While SDOT and OED do not have a way of analytically assessing demographics of touring and local musicians, anecdotally music venues that would benefit from this permit regularly host musicians and performers who identify as BIPOC and as part of the LGBTQ community. Additionally, this legislation should improve working conditions for musicians and crews.

**ii. Please attach any Racial Equity Toolkits or other racial equity analyses in the development and/or assessment of the legislation.**

SDOT research indicates that 42% of the current music venues are located in the highest and second highest Racial and Social Equity Priority Tracts according to the Seattle Racial and Social Equity Index. A RET was not completed.

**iii. What is the Language Access Plan for any communications to the public?**

SDOT will follow the department’s standard practices to produce educational materials and permit rules.

**d. Climate Change Implications**

**iv. Emissions: How is this legislation likely to increase or decrease carbon emissions in a material way? Please attach any studies or other materials that were used to inform this response.**

This legislation could decrease carbon emissions from vehicles used by touring musicians and their crews by reducing circling while looking for parking. As part of the outreach process, staff heard that parking conditions around many venues is difficult and it is challenging to find available open space for touring vehicles, especially larger trailers or tour buses. Designated spaces at the venues will reduce circling, and thus pollution from extra driving.

**v. 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.**

Longer term, this permit program will provide SDOT and OED information about touring musician transportation needs, which could lead to consideration of programs to address or enhance more climate-friendly components of the permit. As of today, SDOT does not have any data about music venues and touring musician activity, so this program could help develop new programs if appropriate. This could include tracking the number of zones used at venues and using available funds for future surveys of usage and whether program modifications are needed.

**e. 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)? What mechanisms will be used to measure progress towards meeting those goals?**

The goals of this permit program are to: improve the ability for musicians and their crews to load and park near music venues; address the unique curbside management needs near music venues; and coordinate with Seattle Police Parking Enforcement to enforce the new music venue zones. This legislation addresses these goals by providing reliable parking and loading space for musicians and their crews at music venues, thus improving musician loading and parking access. Additionally, this legislation allows Parking Enforcement Officers to enforce the new music venue zones, which would help ensure that the music venue zones are used appropriately and are readily available for musicians and their crews. Feedback from venues and

the number of permits issued will be tracked to measure the success of the permit program.

## 5. CHECKLIST

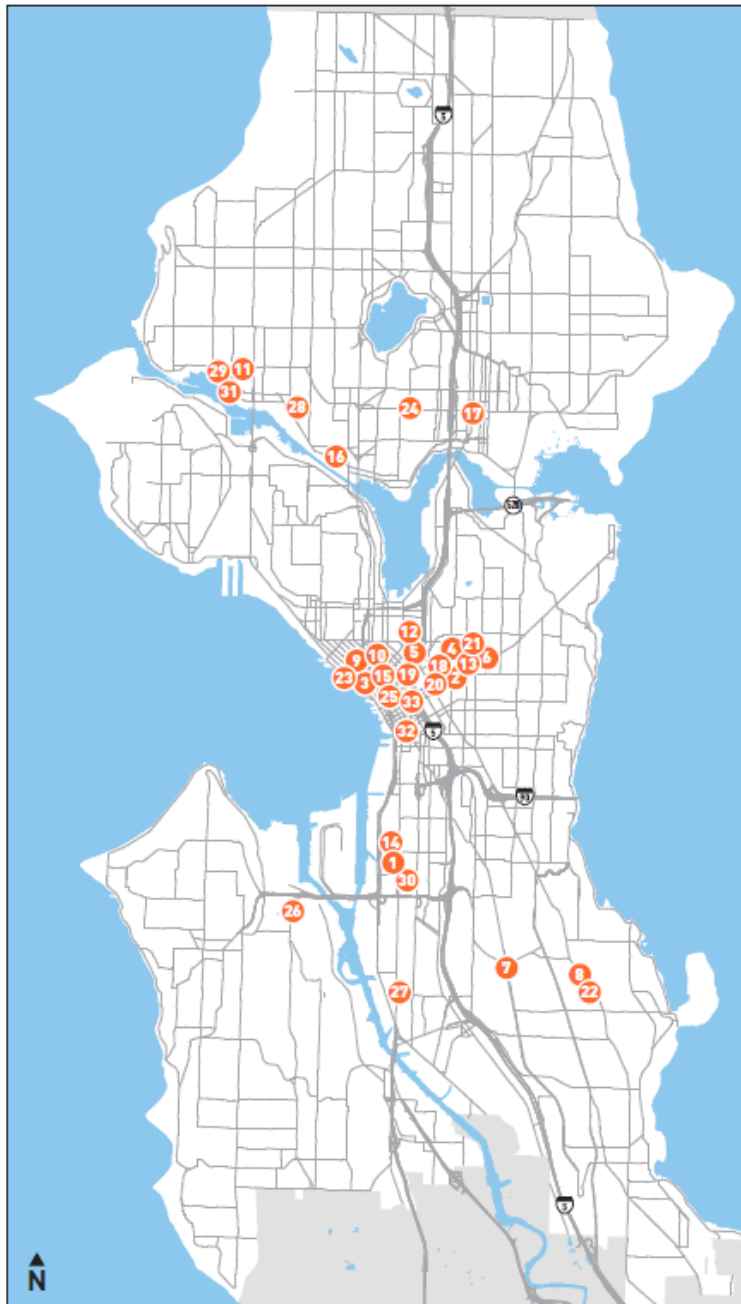
- Is a public hearing required?**
- Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required?**
- If this legislation changes spending and/or revenues for a fund, have you reviewed the relevant fund policies and determined that this legislation complies?**
- Does this legislation create a non-utility CIP project that involves a shared financial commitment with a non-City partner agency or organization?**

## 6. ATTACHMENTS

### **Summary Attachments:**

Summary Attachment A: Map of Music Venues Potentially Eligible for Music Venue Zone Permits, as of June 2024

**Music Venues potentially eligible for Music Venue Zone permits, as of June 2024**



- 1 Café Con Leche
- 2 Cafe Racer
- 3 Can Can Culinary Cabaret
- 4 Century Ballroom
- 5 Cherry
- 6 Chop Suey
- 7 Clock-out Lounge
- 8 Columbia City Theater
- 9 The Crocodile
- 10 Dimitriou's Jazz Alley
- 11 Egan's Ballard Jam House
- 12 El Corazón
- 13 Havana
- 14 Monkey Loft
- 15 The Moore Theatre
- 16 Nectar Lounge
- 17 The Neptune Theatre
- 18 Neumos
- 19 The Paramount Theatre
- 20 Q Nightclub
- 21 Queer/Bar
- 22 The Royal Room Seattle
- 23 Screwdriver Bar
- 24 Sea Monster Lounge
- 25 The Showbox
- 26 Skylark Cafe & Club
- 27 Slim's Last Chance
- 28 Substation Seattle
- 29 The Sunset Tavern
- 30 Supernova Seattle
- 31 Tractor Tavern
- 32 Trinity
- 33 The Triple Door



July 31, 2024

## MEMORANDUM

**To:** Governance, Accountability, and Economic Development Committee  
**From:** Calvin Chow, Analyst  
**Subject:** Council Bill 120827 - Music Venue Zone Proposal

---

On August 8, 2024, the Governance, Accountability, and Economic Development Committee will discuss and possibly vote on [Council Bill \(CB\) 120827](#) that would authorize the Seattle Department of Transportation (SDOT) to establish a Music Venue Zone Permit program. The program would establish parking/loading zones for touring musicians and crews near live music venues, managed through permits held by the music venues. SDOT has identified 33 music venues that would qualify for the program.

### Background

In 2014, as part of Seattle's City of Music initiative ([Resolution 31173](#)) to support Seattle's music community and economy, SDOT initiated a pilot program to provide musician loading zones near five participating music venues. This pilot program relied on added signage at established loading zones to signal priority for musicians loading and unloading. However, this approach was voluntary/advisory and did not provide an enforcement mechanism to prioritize musician loading or to allow for musician parking.

In recent years, music venues have sought temporary no parking (TNP) permits to reserve parking spaces for musician loading and parking. SDOT's [TNP program](#) is intended to address construction contractors use of the right-of-way, and it relies on advanced deployment of no-parking easels (providing 72-hours' notice) that are typically rented by the permit holder through a third-party vendor.

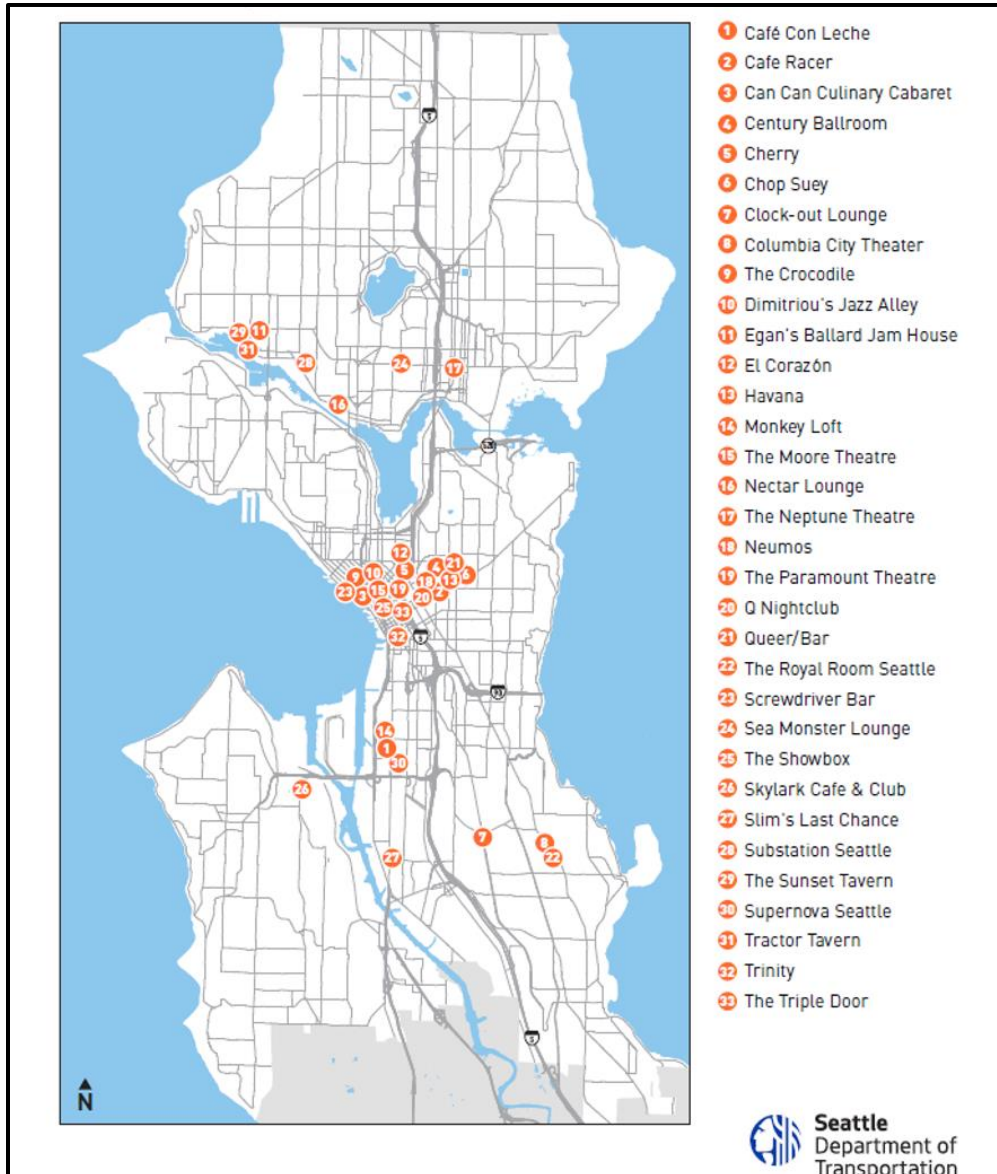
Based on staff and outreach feedback, SDOT reports that the TNP program is considered unwieldy as a means to address the regular on-going need for musician parking and loading near music venues. In 2023, SDOT issued 595 TNP permits to 17 individual music venues, suggesting that almost half of the 33 identified local music venues have used other means to address their musician loading and parking needs.

In response to this feedback, SDOT has worked with the Seattle Music Commission on a proposal to establish a Music Venue Zone Permit program to address the needs of local music venues.

## Music Venue Zone Proposal

The proposed legislation would authorize SDOT to designate curb space as a Music Venue Zone and to issue permits to music venues, defined as premises that host live music and charge a fee for admission on at least two days per week. The use of Music Venue Zones would be exclusive for displayed permit holders. The 33 music venues currently identified as eligible for participation in the permit program are shown in Figure 1.

Figure 1: Music Venues potentially eligible for Music Venue Zone permits, as of June 2024



The cost of a Music Venue Zone permit would be established at \$250 annually. The fine for a parking violation in the zone would be established at \$47.

## Considerations

SDOT estimates a one-time cost to establish the Music Venue Zones of approximately \$30,000. This implementation cost would be recouped through the program's permit fees over four years. Based on the locations of the identified eligible music venues, SDOT estimates that the Music Venue Zones would replace up to 60 paid parking spaces.<sup>1</sup> Based on average 2023 parking revenue per space, this reduction would represent approximately \$178,000 in foregone parking revenue to the General Fund. The actual financial impact will depend on parking utilization and availability near specific locations. For context, there are currently approximately 11,000 paid on-street parking spaces in Seattle and the 2024 Adopted Budget anticipates approximately \$41.7 million of parking meter revenue to the General Fund.

The decision to reserve curb space for specific uses is a policy decision. The Council has provided SDOT with the authority to establish curb use zones ([SMC 11.23.440](#)) for:

- Taxicabs
- Official career consul vehicles
- Moving or loading
- Disabled persons
- Curb space parking including no parking zones
- Service parking
- Carpool parking
- Car share parking
- Food vehicles
- Vending units
- Restricted parking zone (RPZ) program

## Next Steps

If the Committee votes to recommend passage of CB 120827 on August 8, the City Council could take final action on the legislation as soon as August 13.

cc: Ben Noble, Director  
Yolanda Ho, Deputy Director

---

<sup>1</sup> Of the 33 identified music venues, 20 are located in business districts with paid parking. If each of these 20 locations required a maximum of 3 paid parking spaces to establish a Music Venue Zone, this would result in a reduction of 60 paid parking spaces.



# Music Venue Zone Permit Program

Governance, Accountability & Economic Development Committee  
August 8, 2024



# Presentation Outline

1. Background
2. How it works today
3. What we heard from venues and artists
4. Legislation overview

# Curbside Management Overview

- SDOT's Curbside Management team leads consideration and implementation of how to effectively manage the curb with a variety of tools consistent with guiding policies and standards
- The "curbside" is the area along the street adjacent to the sidewalk which typically provides space for parking, loading, and other access needs



# Curbside Management Overview

- Curbspace is a limited but highly valuable resource that SDOT proactively manages.
- A priority is supporting businesses' Critical Access Needs along the curb.
- Critical Access Needs are curb functions that allow a business to meet its basic business needs (including loading for people and goods.)



# How music venue parking & loading works today

## Three main approaches

- Venues use Temporary No Parking Permits
- Venues reserve space on their own using temporary signs and sandwich boards
- Artists search for loading/parking nearby



# Temporary No Parking Permits (TNPs)

- Used to restrict paid and unpaid parking on an as-needed basis
- Better match for construction, moving vans or special events like parades
- Cannot be used for parking, only loading
- Ad hoc, as-needed per show vs ongoing need
  - Time-intensive and slow process
  - Incompatible with unpredictable nature of the live music industry



# Musician Priority Loading Pilot

- 2014 pilot of advisory signage at 5 venues
- Advisory & not enforceable
- Anyone can use these spaces for loading
- Parking in these spaces is not allowed



← **Regulatory sign**  
(30 min load/unload)

← **Advisory sign**  
(Musician Priority)

# What we heard

- Outreach to Seattle Music Commission, Washington Nightlife Music Association, venues and musicians via survey
- Parking and loading have a strong impact on artists' gigs and venue operations
- Searching for parking and loading adds time and stress for artists
- Existing approaches do not meet venues' daily needs for artist parking and loading

**Rock On! We want to hear from local musicians and venues about parking and loading needs. Survey open now through November 30.**

by [Ethan Bancroft](#) on November 2, 2023



# What we heard

- Over 300 responses to survey: 266 musicians and 42 venues
- Responses highlighted how parking and loading uniquely affects artists and venue operations

"We need the room to park semis, busses, trailers, vans, ... This makes the music happen!"

"I often worry about parking as much as the gig itself! It's a huge stressor for me."

"We accommodate major tours ... that have to be unloaded, moved to another location, brought back, and re-loaded. It is expensive and time-consuming for both the tour and the venue."

"The number one biggest stressors ... is coordination of parking and loading ... It makes every single show more difficult and less fun. "



# Music Venue Zone Legislation Goals

- Support venues and musicians with easier access for artist loading and parking
- Create a simple process for venues to apply for permits
- Address unique curbside needs near music venues



# Music Venue Zone Legislation

The proposed legislation would:

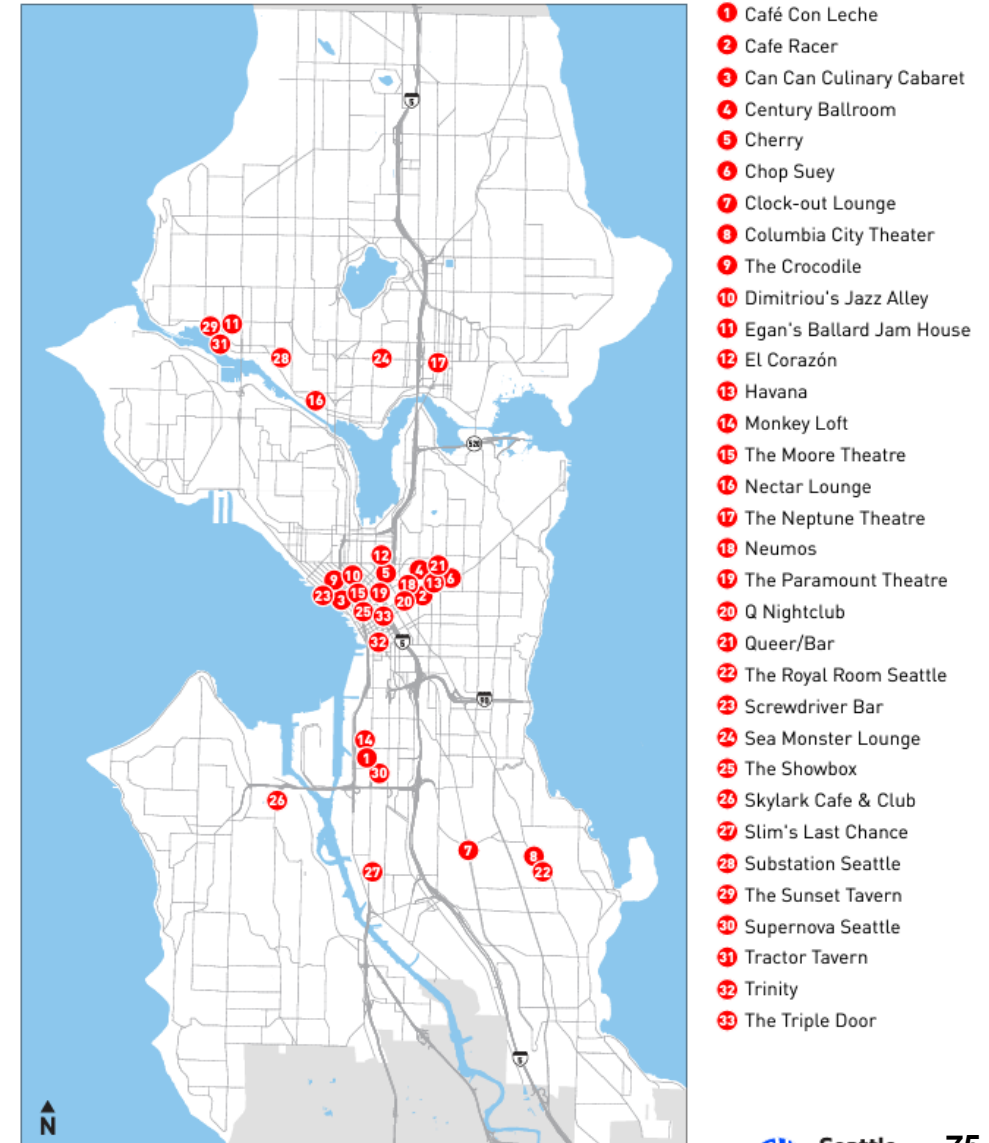
- Formally establish a new, enforceable curbside designation in the Seattle Municipal Code
- Authorize SDOT to develop a new Music Venue Zone Permit



# Music Venue Zone Permit

- SDOT issue permits to qualifying venues that apply (up to 33 venues as of June 2024)
- Qualifying criteria: must host live music performances and charge admission at least 2x per week on a regular basis
- Each venue can apply for one permit maximum. Each permit allows up to three on-street spaces
- \$250 annual fee per permit

Venues potentially eligible as of June 2024



# Music Venue Permit: How it Works

- Each permit allows up to three Music Venue Zone spaces per venue
- Parking and loading allowed 24 hours a day, 7-days a week with valid permit document displayed in vehicles
- Vehicles in zones without valid permit displayed would be subject to citation and impound



# Next Steps

1. City Council consideration and approval  
↓
2. SDOT develops permit application  
↓
3. SDOT begins issuing permits and installs zones



# Questions & Discussion



## SDOT Music Venue Zone Permit Program Outreach

<b>Organization</b>
12th Avenue Stewards
15th Ave E BIA
Ballard Alliance
Belltown United
Blanton Turner Professional Services
Capitol Hill Broadway BIA
Capitol Hill Eco District
Chinatown-International District BIA
CID Preservation and Development Authority
Clise Properties
Columbia City BIA
Columbia City Business Association
Commute Seattle
Downtown Seattle Association
First Hill Improvement Association
Fremont Chamber
Greater Seattle Business Association
Green Lake Chamber of Commerce
Phinney Neighborhood Association
Pioneer Square Alliance
Roosevelt Neighborhood Association
SODO BIA
South Lake Union Chamber
South Lake Union Community Council
The Building Owners and Managers Association Seattle
U District Partnership
Uptown Alliance
Urban Freight Lab
Visit Seattle
Washington Hospitality Association
West Seattle Junction Association

## Amendment 1 to CB 120827 – Music Venue Zones

**Sponsor:** Councilmember Nelson

Engagement with Adjoining Properties and Businesses

**Effect:** This amendment direct the Seattle Department of Transportation (SDOT) to engage adjoining property owners and businesses in implementing Music Venue Zones authorized by this legislation. During discussion at committee, SDOT indicated that implementation of Music Venue Zones may necessitate other complementary curb use changes to address the access needs of other adjoining properties.

Add a new Section 7 and renumber subsequent sections, as follows:

Section 7. The Council directs the Seattle Department of Transportation to engage adjoining property owners and businesses when implementing Music Venue Zones in order to understand and balance other local curb use and access needs.





Legislation Text

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**File #:** Appt 03004, **Version:** 1

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Appointment of Denise Wells as member, Civil Service Commission, for a term to December 31, 2024.

The Appointment Packet is provided as an attachment.



# City of Seattle Department Head Notice of Appointment

<b>Appointee Name:</b> <i>Denise Wells</i>		
<b>City Department Name:</b> <i>Civil Service Commission</i>		<b>Position Title:</b> <i>Commissioner- Council Appointed</i>
<input checked="" type="checkbox"/> <b>Appointment</b> OR <input type="checkbox"/> <b>Reappointment</b>	<b>City Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Appointing Authority:</b> <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other	<b>Term of Position: *</b> <i>01/01/2022 to 12/31/2024</i> <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
<b>Residential Neighborhood:</b> <i>Port Orchard</i>	<b>Zip Code:</b> <i>98367</i>	<b>Contact Phone No.:</b> [REDACTED]
<b>Background:</b> <i>Denise Wells' demonstrated history of commitment to fairness, equity and knowledge make her well qualified to serve as a Civil Service Commissioner. Ms. Wells understands human resources processes and Seattle's collective bargaining landscape, including principles of civil service and progressive discipline. She served 17 years as the assistant and trusted advisor to the Director of Seattle Center, providing counsel on personnel matters and other important issues. After her retirement, Ms. Wells is eager to return to public service as a candidate for Commissioner of the Civil Service Commission.</i>		
<b>Authorizing Signature (original signature):</b>  <b>Date Signed (appointed):</b> 8-13-24	<b>Appointing Signatory:</b> Council President Sara Nelson	

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

# Denise Wells

## Experience

### **Strategic Advisor, City of Seattle, Seattle Center Department**

October 2005 – September 2023 (retired)

As the City Monorail Coordinator, I had oversight of the Monorail System Concession Agreement between Seattle Monorail Services (SMS) and the City of Seattle. Duties of this position, as the subject matter expert related to federal safety compliance and regulations for rail transit, were to coordinate and oversee the Seattle Monorail Safety, Security, Drug & Alcohol, Title VI and Title II Programs per federal guidelines; conduct internal safety audits; data collection and review for National Transit Database federal reporting; approve annual Concessionaire's operating budget and review monthly operating expenditures; monitor contract and federal compliance; advise, review, and approve expenditures of federal grants (CARES/CRRSAA); shape policy and make authoritative decisions and act as an expert and key advisor to the Seattle Center Director to ensure that operational, safety and maintenance policies and programs were adhered to by the Concessionaire. Served as a board member for the Monorail's Public Transportation Agency Safety Plan along with the Director of Seattle Center, the President of Seattle Monorail Services, and the Owner of SMS.

Additionally, I was also responsible for the day-to-day management of the Director's Office and supervision of its administrative staff, managing the director's correspondence, calendar, and coordination of inter-departmental projects and initiatives. The position provided a bridge for smooth communication between the Director, other city departments, including the Mayor's Office and City Council, other internal departments, and external clients; demonstrating leadership to maintain credibility, trust, and support with all levels of management. The position managed the coordination of activities (operations and planning) and ensured timely flow of information to and from the executive office. The position handled details of a highly confidential and critical nature requiring the ability to deal with competing priorities and deadlines, screening and prioritizing communications and opportunities from external and internal sources and organizing and maintaining processes essential to the Director's Office and the Seattle Center Executive Team. The position also functioned as the department's Legislative Liaison, Public Disclosure Officer, Privacy Officer, and Risk Manager and was a member of the Seattle Center Director's Executive Team.

### **Facility Rental Coordinator, City of Bellevue, Parks Department**

May 2002 – October 2005

Prepared rental agreements for the Northwest Arts Center parks facility, registered students for classes, reconciled daily receipts, provided administrative support to the Center manager.

**Administrative Staff Assistant, City of Seattle, Finance & Administrative Services**

*Department, Seattle Animal Shelter*

August 1988 – May 2002

Supervised the Seattle Animal Shelter administration staff responsible for assisting the public with requests for general information, as well as complaints such as animal nuisances, injured or deceased animals, and dogs off leash. In coordination with Seattle IT, maintained the division's computerized animal tracking database and created daily, annual and ad hoc reports using SQL queries and audited staff entries for accuracy and reporting integrity. Provided staff with on-site support for all IT related issues. Served as the public disclosure officer. Provided administrative support to the Executive Director.

**Administrative Support Assistant, City of Seattle, Human Services Department**

February 1987 - August 1988

Provided administrative support to the City of Seattle's year-round Youth Employment Program and Summer Youth Employment Program.

## **Skills**

Project management

Data analysis

Communication

Organization

Problem-solving/Collaboration

Management

# Civil Service Commission

3 Members: Pursuant to SMC 4.04.250, 1 member subject to City Council confirmation, 3-year terms:

- 1 City Council- appointed
- 1 Mayor- appointed
- 1 Other Appointing Authority: Employee Elected

**Roster:**

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
1	F		1.	Commissioner	Denise Wells	01-01-22	12-31-24	1	Council
2	F	2	2.	Commissioner	Mary Wideman-Williams	01-01-23	12-31-25	2	Mayor
2	M		3.	Commissioner	Ray Ceaser	12-1-2024	12-31-26	1	Employee Elected

**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												
<b>Total</b>	<b>1</b>	<b>1</b>				<b>1</b>							

**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

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**File #:** Appt 03005, **Version:** 1

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Reappointment of Denise Wells as member, Civil Service Commission, for a term to December 31, 2027.

The Appointment Packet is provided as an attachment.



# City of Seattle Department Head Notice of Appointment

<b>Appointee Name:</b> <i>Denise Wells</i>		
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<b>Authorizing Signature (original signature):</b>  <b>Date Signed (appointed):</b> 8-14-24	<b>Appointing Signatory:</b>  Council President Sara Nelson	

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

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**File #:** Appt 02930, **Version:** 1

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Appointment of Mina Hashemi as Director of the Office of Intergovernmental Relations.

The Appointment Packet is provided as an attachment.

# City of Seattle



**Director**

**Office of  
Intergovernmental Relations**

**Confirmation Packet  
July 24, 2024**

**Mina Hashemi**



July 24, 2024

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

Dear Council President Nelson:

I am pleased to transmit to the City Council the following confirmation packet for my appointment of Mina Hashemi as Director of the Office of Intergovernmental Relations.

The materials in this packet are divided into two sections:

1. **Mina Hashemi**

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

2. **Background Check**

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

The Office of Intergovernmental Relations (OIR) serves as a bridge connecting Seattle with other jurisdictions, including regional, state, federal, Tribal, and international governments. Our City's success depends heavily on collaboration with other governments around us. By maintaining strong relationships, we can more effectively address shared challenges and ensure that our voice is heard at all levels. Ms. Hashemi, as a proven leader in intergovernmental affairs, is the right person to guide OIR toward success.

Ms. Hashemi has worked closely with governmental partners at a variety of levels and has a strong reputation as a collaborative problem solver. She joined the City in May after several years at King County, where she served as the Director of Strategic Partnerships for Executive Dow Constantine. In this role, she was a key member of Executive Constantine's leadership team and led high-priority government relations projects for the County. Prior, she served as the liaison between the Executive and King County Council, successfully building relationships between both branches. On top of her notable career at the County, she previously served as the Executive Director of the Washington State House Democratic Campaign Committee, where she fostered close relationships with members of the Seattle delegation and other legislators across the state. In all of her experiences, she has demonstrated a strong ability to think strategically and work collaboratively to accomplish policy goals.

Since joining the department in May, Ms. Hashemi has actively engaged with other governmental partners with an eye toward strengthening the City's relationships. I have been impressed by her interest in reaching consensus while taking into account a diversity of viewpoints and stakeholders. She is also prepared to advance the City's legislative priorities, including by improving the efficacy of the State Legislative Agenda for the upcoming legislative session. I understand that she has already engaged with each of your offices to understand your priorities to ensure your perspectives are well represented. In addition, she is already well respected by her OIR staff, who enthusiastically support her becoming the next OIR Director.

Before sending Ms. Hashemi's nomination to you today, my office consulted with stakeholders, including staff at the Office of Intergovernmental Relations, state legislators, County employees, Tribal government affairs representatives, labor representatives, and members of the business community. These stakeholders fully supported Ms. Hashemi's nomination and collectively expressed that she is the ideal person for this role. Her strong leadership skills, close ties with key governmental partners, proven dedication to public service, and enthusiastic support from stakeholders informed my decision to advance Ms. Hashemi's nomination for your consideration. Following the thoughtful review process by Council President Nelson's Governance, Accountability, and Economic Development Committee, I trust that you will agree that Ms. Hashemi has tenacity and brings the right blend of interpersonal and critical thinking skills.

If you have any questions about the attached materials or need additional information, Deputy Mayor Greg Wong would welcome hearing from you. I appreciate your consideration.

Sincerely,

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

Bruce A. Harrell  
Mayor of Seattle

## **SECTION**

### **A**



# City of Seattle

Mayor Bruce Harrell

---

July 8, 2024

Mina Hashemi  
Seattle, WA  
Transmitted via e-mail

Dear Mina,

It gives me great pleasure to appoint you to the position of Director of the Office of Intergovernmental Relations at an annual salary of \$181,050.

Your appointment as Director is subject to City Council confirmation; therefore, you will need to attend the Council's confirmation hearings. Once confirmed by the City Council, you serve at the pleasure of the Mayor.

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

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

Sincerely,

A handwritten signature in cursive script that reads "Bruce A. Harrell".


Bruce A. Harrell  
Mayor of Seattle

cc: Seattle Department of Human Resources file





# City of Seattle Department Head Notice of Appointment

<b>Appointee Name:</b> <i>Mina Hashemi</i>	
<b>City Department Name:</b> <i>Office of Intergovernmental Relations</i>	<b>Position Title:</b> <i>Director</i>
<input checked="" type="checkbox"/> <b>Appointment</b> OR <input type="checkbox"/> <b>Reappointment</b>	<b>City Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Appointing Authority:</b> <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	<b>Term of Position: *</b> Council Confirmation <b>to</b> Mayor's Discretion <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
<b>Background:</b> Ms. Hashemi has worked closely with governmental partners at a variety of levels and has a strong reputation as a collaborative problem solver. She joined the City in May after several years at King County, where she served as the Director of Strategic Partnerships for Executive Dow Constantine. In this role, she was a key member of Executive Constantine's leadership team and led high-priority government relations projects for the County. Prior, she served as the liaison between the Executive and King County Council, successfully building relationships between both branches. On top of her notable career at the County, she previously served as the Executive Director of the Washington State House Democratic Campaign Committee, where she fostered close relationships with members of the Seattle delegation and other legislators across the state. In all of her experiences, she has demonstrated a strong ability to think strategically and work collaboratively to accomplish policy goals.	
<b>Authorizing Signature:</b>  <b>Date Signed:</b> July 24, 2024	<b>Appointing Signatory:</b> <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

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



CITY OF SEATTLE ▪ STATE OF WASHINGTON  
OATH OF OFFICE

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State of Washington

County of King

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

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Mina Hashemi

Subscribed and sworn to before me

this \_\_\_\_ day of \_\_\_\_\_, 2024.

[Seal]

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Scheereen Dedman, City Clerk

# MINA HASHEMI

<http://www.linkedin.com/in/hashemi-mina>

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## Summary

- Proven problem solver and transformational leader with demonstrated success writing and executing strategic plans, directing government and external relations, influencing policy, fostering diversity, equity and inclusion, and building effective teams.
- Exceptionally skilled in high-level decision-making and analysis, executive presentations and briefings, relationship building, interpersonal communication, and group development.
- Extensive record of success in Director-level roles and experience working with government, political campaigns, and non-profit organizations.

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## Recent Professional Experience

### **Office of King County Executive Dow Constantine, King County, WA**

#### ***Director of Strategic Partnerships, July 2023 - Present***

Fulfill a critical role on the Executive's leadership team leading government relations for high priority projects and public and private partnerships. Manage regional and municipal government and external relationships, programs, and staff to drive the strategic direction of all external affairs and projects. Develop and advise on state and local legislative strategy for the county's priority issues and projects related to housing, climate, infrastructure, equity, and more. Create and deliver business cases to show value of new partnerships and influence public policy and develop strategic and operational plans to engage in intersectional issues lead by government, private, and community partners. Provide strategic direction to leadership of 10+ agencies and offices across the government, serving over 2.25 million residents of King County.

#### ***Director of Council Relations, January 2022-July 2023***

Lead government relations with the King County Council on behalf of the Executive branch. Directed legislative strategy on priority issues under the county's jurisdiction including budgets, public safety, transit, homelessness, human services, public health, and more. Implemented and advised on legislative strategy for passage of the \$16.2 billion biennial budget and property tax levies, including the Doors Open Cultural Access and Crisis Cares Center levies, and creation of new Office of Economic Opportunity and Creative Economy and the Office of Climate. Provided strategic direction to leadership of 10+ agencies and offices across county government and managed coordination of all legislative activities.

#### ***Community Engagement and Co-Creation Program Manager, Office of Equity, Racial and Social Justice, April 2021-January 2022***

Worked closely with King County's first Chief Equity and Inclusion Officer to develop new programs and special projects related to the declaration of Racism as a Public Health Crisis in King County, WA, established with one-time federal funding. Lead the vision, strategy, and execution of new Community Engagement and Co-Creation team and program tasked with ensuring that community engagement across the Executive Branch of government incorporates pro-equity and anti-racist principles.

#### **House Democratic Campaign Committee, Seattle, WA**

#### ***Executive Director, September 2017 – April 2021***

Directed the largest legislative campaign operation in Washington state. Wrote and implemented strategic plan, which ensured protection of 57 Democratic legislative seats and crafted the successful 2020 and 2018 campaign strategies which flipped eight Republican held seats and elected the most diverse House Democratic Caucus in

Washington's history. Worked closely with the Speaker of the House and Executive Board and built key relationships with House members, federal, state, and local elected officials, labor unions, Tribes, advocacy groups, donors, and other important constituencies. Recruited and trained a team of direct employees and candidates across Washington to run for office.

***Deputy Director, March 2015 – December 2016***

Served as an internal general consultant to House candidates: set up operations, hired staff, advised on policy, messaging, and paid communications. Conducted media and candidate and staff trainings. Managed the \$6M fundraising program to guarantee budget goals were met, resulting in record-breaking spending. Identified, cultivated, and stewarded major individual donors, annual corporate and tribal donors. Managed all organizational operations.

***Director of Development and Operations, September 2013 - March 2015***

***Finance Director, January 2010 - November 2012***

***Friends of Dow Constantine, Political Director, January – August 2017***

Strengthened and grew the incumbent King County Executive's political network by cultivating relationships with key allies, elected officials, labor unions, and a diverse range of constituents. Expanded the Executive's digital footprint with development of an online campaign plan, quadrupling the campaign's email subscribers, and re-launching the campaign website and branding guide. Wrote and executed 2017 re-election campaign plan: secured key endorsements, analyzed data regarding the electoral, political, and demographic landscapes of the electorate, represented the Executive at community events, and monitored progress toward goals and addressed challenges.

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**Additional Experience**

**Assistant Director of Corporate Relations, Michael G. Foster School of Business, University of Washington,**  
November 2012 – September 2013

**King County Community Organizer, Washington Conservation Voters,** November 2008 – December 2009

**Outreach Director, Fuse Washington,** January – October 2008

**Campaign Manager, Gael Tarleton for Port Commissioner,** April – November 2007

**Lobbying Assistant, Sharon Case, Government Relations,** 2007 Legislative Session

**Field Organizer and Volunteer Coordinator, Darcy Burner for Congress,** April - November 2006

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**Volunteer Service**

**National Women's Political Caucus of Washington, Candidate Trainer,** March 2016-Present

**Seattle City of Literature, Board Member & Treasurer,** February 2021-August 2023

**the Service Board, Board Member & Secretary (2017),** March 2016-March 2019

**College Success Foundation, Hometown Mentor,** September 2014-August 2016

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**Education**

**Bachelor of Arts in Political Science, Minor in Art History,** University of Washington, Seattle, WA



## City of Seattle Office of the Mayor

### Press Release

#### For Immediate Release

#### Contact Information

Callie Craighead

[callie.craighead@seattle.gov](mailto:callie.craighead@seattle.gov)

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### Mayor Harrell Announces Additions and Changes to Cabinet and Office Staff

**Seattle** – Today, Mayor Bruce Harrell announced additions and changes to his Cabinet and Mayor’s Office staff:

**Natalie Walton-Anderson** will join Mayor Harrell’s staff on June 5, 2024 as the Director of Public Safety. She fills the position previously held by Kerry Keefe who moved to a role with the police department to work on matters related to women in policing and criminal case investigations.

**Julie Dingley** will step away from her position as Director of the City Budget Office on May 17, 2024. The Mayor’s Director of Policy **Dan Eder** will fill the role of interim CBO Director until a search for the next permanent director is launched.

Mayor Harrell will appoint **Mina Hashemi** to serve as the interim Director of the Office of Intergovernmental Relations, taking the role of former Director Gael Tarleton who retired earlier this year. Director Hashemi’s first day at the City of Seattle is today, Wednesday, May 8.

Mayor Harrell will nominate **Jamie Carnell** as permanent Director of City Finance.

**Aisha Foster** will serve as Executive Director of Human Resources for the Mayor’s Office.

**Callie Craighead** will serve as Press Secretary under the Communications Director for the Mayor's Office.

"My administration is a learning organization that always seeks to grow, improve, and elevate talent to help us reach our goals. I am confident these new and empowered members of our staff will help us advance our mission to build a safe, healthy, and sustainable Seattle," **said Mayor Harrell**. "I'm excited to work with this set of leaders to continue driving progress – creating a safe city through urgency and comprehensive solutions to issues like crime and fentanyl; investing in a stronger, more effective budget for our residents; and building a model for a collaborative government with our local, county, state, and federal partners."

**Mayor Harrell continued**, "I want to express my sincere and heartfelt gratitude to Director Dingley, who since Day One of my administration has been an essential member of our team and who we can thank for giving us the tools and approach needed to address forecasted deficits and build a solid financial future. I also want to thank Deputy OIR Director Sierra Howlett-Browne for her leadership and strong example as acting director over the last several months and look forward to her continued partnership in the years to come."

"I look forward to serving with Mayor Harrell to deliver on our shared mission to create a safe Seattle for every resident," **said Natalie Walton-Anderson**. "We know true safety requires holistic, multi-faceted solutions, and, in this role, I'm excited to build on longstanding relationships with law enforcement, social service providers, public health leaders, and more to create partnerships, strategies, and programs that keep neighbors and communities safe."

"Serving as CBO Director over the last two and a half years has been an honor as we've worked to produce effective, balanced budgets in the face of significant general fund deficits, implement biennial budgeting, and restore relationships based in trust and collaboration with the City Council. CBO remains a critical steward of taxpayer dollars, providing invaluable institutional knowledge across administrations, and has an impressive bench of thoughtful, dedicated, and resourceful public servants," **said CBO Director Julie Dingley**. "Despite this progress, the last six years with CBO and two and a half years as its Director have been extremely demanding, and after working to transform the City's fiscal policies and budgeting practices to promote a more sustainable and accountable budget process, now is the right time to step away so I can focus on my family and my next chapter. I know the City is in good hands, and I'm incredibly grateful to Mayor Harrell, my colleagues in the City Budget Office, my fellow Directors, and every City employee who worked with us to craft budgets that reflect our values."

“The City faces serious budget challenges in the coming years, but also significant opportunities to improve how we invest to serve our residents,” **said Director of Policy Dan Eder**. “I look forward to drawing on my 16 years of experience helping craft City budgets to address these challenges, ensure the City is on a sustainable fiscal trajectory, and invest in the priorities and essential services of the people of Seattle.”

“It’s an honor to be chosen to lead the Office of Intergovernmental Relations and an incredible team of dedicated public servants,” **said Interim Director of the Office of Intergovernmental Relations Mina Hashemi**. “I’m looking forward to further strengthening the City’s relationships as together we work to build a thriving, innovative, and equitable Seattle we are all proud to call home.”

“I’ve known Mina for more than 15 years and have deep admiration for her career experience and dedicated public service,” **said Gael Tarleton, former state representative and OIR Director from January, 2022 to March, 2024**. “Mina brings to this office invaluable perspective on and first-hand knowledge of the City’s relationships with our government partners. She knows how to create an environment where diverse voices come together to address critical public policy challenges. And she understands how to navigate the competing pressures our elected leaders face. Mina will be a strong director for the intergovernmental relations office.”

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## About



**Natalie Walton-Anderson** is an experienced public safety leader, who has worked to address complex safety issues in Seattle and Washington state for nearly 30 years. As a former Assistant United States Attorney for the Western District of Washington Criminal Division, Senior Deputy Prosecuting Attorney for the King County Prosecuting Attorney’s Office Criminal Division, and Criminal Division Chief for the Seattle City Attorney’s Office, she is a champion for keeping people safe, including supporting survivors and victims of crimes such as domestic violence and sexual assault, holding offenders accountable, and designing and implementing diversion strategies and programs like LEAD and Mental Health Court.



**Dan Eder** currently serves as the Director of Policy for Mayor Bruce Harrell, where he is responsible for researching, analyzing, and evaluating policy proposals related to Mayor’s Office priorities. Eder brings decades of local government leadership experience and expertise to the role. He was the Interim and Deputy Director of Seattle City Council Central Staff, where he specialized in budget and fiscal issues, after rising through the ranks as an analyst, and before that worked as a project manager for Sound Transit. Eder has a Master of Public Administration from the University of Washington Evans School and a Bachelor of Arts from Swarthmore College.

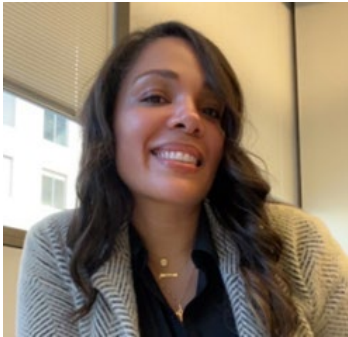


**Mina Hashemi** most recently served as the Director of Strategic Partnerships in the Office of King County Executive Dow Constantine. In that role, she lead government relations for high priority projects and forging impactful partnerships across the public, private, and community sectors for one of the nation's largest counties. In her role, she also helped oversee the passage of the \$16.2 billion biennial budget and critical levies including the Crisis Cares Center and Conservation Futures levies. Prior to joining King County, she served as Executive Director of the House Democratic Campaign Committee, where she crafted the successful 2018 and 2020 campaign strategies that added seven seats to Democratic control and elected the most diverse House Democratic Caucus in state history. Growing up in a small town in Southwest Washington, Mina graduated from the University of Washington where she earned her degree in Political Science and Art History.





**Jamie Carnell** is the City of Seattle Interim City Finance Director, Jamie Carnell, has worked for the City of Seattle since 1994. Prior to becoming the Interim City Finance Director, Jamie served as Director of the City’s Business Systems Division and Deputy Director to former City Finance Director, Glen Lee. Jamie has overseen several enterprise financial system implementations for the City of Seattle as well as across other multiple jurisdictions in Western Washington. Jamie has an extensive background in information technology, communications, and project management. Jamie received her Bachelor of Arts from Seattle Pacific University.



**Aisha Foster**, a proud native of Seattle, brings nearly three decades of expertise in Human Resources to the forefront, contributing to citywide HR initiatives and demonstrating a proven record of executive-level recruitment. Since joining Mayor Harrell's administration, Aisha has consistently made significant contributions and earned recognition as a problem solver with the keen ability to navigate complex challenges with precision, dedication, and a commitment to positive change.



**Callie Craighead** is responsible for working with journalists, members of the media, and community stakeholders to ensure Mayor Harrell’s policies and goals are communicated efficiently and effectively. Callie joined Mayor Harrell’s communications team in 2022 from the nonprofit sector where she developed strategic media plans about global health efforts to expand vaccine access. She previously worked at the Seattle P-I and reported on local politics, transportation, and real estate, and her writing has also appeared in Seattle magazine. Craighead has a Bachelor of Arts from Seattle University and completed a media and journalism fellowship at the Poynter Institute.

## **SECTION**

### **B**

# Memo

**Date:** April 10, 2024

**To:** Pam Inch – Senior Executive Recruiter

**From:** Annie Nguyen – Seattle Human Resources

**Subject:** **Background check for Amina Hashemi**

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

Cc: Personnel File

## Questions for OIR Director Confirmation

### Leadership/Management

- 1. Your background demonstrates a strong commitment to developing relationships with governmental partners and collaborative problem solving. How do you think that experience and background is going to shape your approach to the way the Office of Intergovernmental Relations approaches its work, especially when it comes to working with both parties in Olympia?**

I strongly believe the City is most effective over the long term when we have strong, collaborative relationships with partners at all levels of government. This can take many forms, but it's essential the City always have a seat at the table and that we participate meaningfully and effectively. For my team, that means arriving prepared and actively listening, maintaining open two-way communication, offering transparency, and showing respect and understanding for the intricacies of our partner's unique governments and politics.

I've had the opportunity to directly serve elected officials at the state, regional, and local government level. In each role, I've demonstrated my ability to forge relationships with people from diverse regions, backgrounds, and ideologies. In my role with the State House Democrats, I worked closely and effectively with experienced members of House leadership as well as freshmen, members from the most urban district in Seattle to the most rural areas of Clallam County, and members who identify as progressives as well as members who identify as moderates. In my role as Council Relations Director at King County, I worked with Democrats and Republicans on the Council to find consensus on extremely important, sometimes contentious, issues including public safety, budgets and revenue, and housing. These examples illustrate my commitment to collaboration and finding consensus to solve problems and achieve meaningful results for the public.

On some issues, OIR faces the challenge of providing our best advice to elected officials with regards to maintaining positive relationships with other governments, while also keeping the interests of Seattle residents at the forefront of our work. It is a delicate balance that emphasizes why we must always be cultivating and stewarding our relationships with government partners.

- 2. How do you frame the role of the City's State Legislative Agenda in advancing the City's legislative priorities and what are your ideas for improving the efficacy of this tool?**

The City's State Legislative Agenda is one of the key components of the City's overall legislative strategy. The written agenda provides a guiding document and reminder to

legislators, especially our Seattle delegation, of the City's policy priorities and positions. To be truly effective, the City should also be well represented on the ground in Olympia by a team of both in-house and contract lobbyists who meet with legislators to advocate for the City, provide testimony, and engage with other local governments to promote shared priorities.

Legislative sessions are fast, legislators and staff are extremely busy, and so to be effective it's crucial our written agenda be something they can easily absorb and carry. As such, as OIR has met with Council offices to discuss the legislative agenda, we've expressed a strong interest and found mutual alignment in scaling the City's Legislative Agenda back to a two to three-page document. It will be a challenge to reflect all the shared priorities of the Executive, the Council, and the departments in a shorter document, but I'm confident our team has the skill to effectively capture and communicate what they've heard and work with all parties to find alignment.

**3. In the first few months on the job, what have you learned to be the biggest challenges and opportunities for the Office of Intergovernmental Relations?**

As with many other governments in Washington, the City is facing a serious budget crisis. At the City, OIR plays a crucial role in finding both funding and policy solutions to address this crisis. Our role, and what I see as our biggest opportunity, is to ensure we are securing federal, state, and local resources to address funding challenges. To aid these efforts, I intend to lead my team by working closely with City departments and regional governments and funding agencies, as well as providing assistance and support, and encouraging and maintaining positive relationships with our federal delegation, King County, and the suburban cities that surround Seattle.

I pride myself in being a creative problem solver, so I look for opportunity in every challenge. Over the past four months, I've been deeply invested in identifying funding sources, crafting strategy to secure funding, and improving processes to ensure OIR is properly situated to advocate for the City at every level of government. This includes frequent funding discussions with our federal lobbying team in Washington, DC, participation in intergovernmental groups and task forces to coordinate and strengthen funding requests at the state and local level, looking for opportunities to organize tours of city projects with state and federal elected officials, and more detailed internal tracking systems.

**4. Councilmembers serve on several regional committees, such as the Board of Health, King County Regional Homelessness Authority, Sound Transit, the Puget Sound Regional Council and its subcommittees, etc. Do you have any ideas for**

**strengthening efforts to ensure Councilmembers' participation best helps achieve the City of Seattle's policy goals?**

The City is most effective over the long term when we are regular and collaborative participants in regional conversations. Many new councilmembers have made a strong effort to attend their regional committees, including frequently attending hybrid meetings in person. Regular participation helps our members develop relationships with regional elected officials and demonstrates our respect for the work that is done in these committees and boards. This respect and understanding helps us when we have positions that we need to advocate for. I am grateful for the Council's participation in regional committees, and under my leadership, OIR will seek more opportunities to work with councilmembers ahead of high-need votes for the City, to strategize and advocate among your fellow committee members, potentially in the form of member to member asks.

I have appreciated how our new Council has also made an effort to be available for briefings and preparation from OIR and our departmental policy experts. This is helpful in allowing our committee representatives to get up to speed on issues that can be long running and technical and giving us time to sync up on strategy. Advanced preparation puts our members in the best position to advocate effectively during complex negotiations with other government leaders.

**5. Are there any missing components or unexplored options in the City's current approach to working with governmental partners and/or advancing legislative actions that you believe should be addressed? If so, please describe here these issues and your ideas or suggestions for change.**

While I'm very proud of the work our team is currently doing, as referenced in my responses to questions 2 and 4, I do think there is room for more engagement and effective communication with government partners. The Executive and Council together have ambitious agendas to achieve. A coordinated approach, working with all areas of government and our governmental partners, will be necessary to solve some of the tough problems we are facing today.

During my short time at the City, OIR is engaging more with State legislators and Federal delegation staff outside of legislative sessions, seeking opportunities to brief them on ongoing projects, organizing project tours, developing a more concise State Legislative Agenda, and coordinating with councilmembers to advocate for the City's needs with the Association of Washington Cities. The Council is amongst the most powerful voices the City has, and I have appreciated many councilmembers' willingness to advocate for major priorities when approached by OIR.

I'm committed to continuous improvement and hope councilmembers will feel welcome to share their ideas and feedback with me directly.

### **Council Relations:**

- 1. OIR is an Executive department and the OIR Director is appointed by the Mayor. How do you intend to balance being a member of the Mayor's Cabinet with the vital role of providing unbiased, complete, and timely information to all branches of City government?**

As the Director of OIR, I'm committed to transparency and keeping all communication channels open. OIR staff take our unique role of reporting to both the Mayor and Council very seriously.

My experience working for an Executive, as well as a legislative body, and my experience here heading a department have well prepared me to understand and balance the diverse needs of each group. To illustrate this, I'd look to OIR's work as we approach the State legislative session. Over the summer, we've worked hard to solicit priorities, needs, and feedback from departments, the Council, and the Mayor, creating new systems and strategies for effectively managing the incoming information. As we work to understand and prioritize the list and create an effective document that is easy for legislators to absorb, we're committed to a transparent, well-balanced process with no surprises for interested parties at the City. This includes timely two-way engagement with internal and external partners.

Our team plans to offer weekly check-ins with offices during the legislative session and to provide weekly briefings to the Council and the public. Our individual check-ins ensure we have a solid understanding of each councilmember's priorities and an opportunity to update you on arising issues with your policy priorities, making the City as a whole more effective in Olympia. Our Council briefings also provide a wonderful opportunity to share information about the City's work in Olympia with the public, and for City departments to track policy debates in real time.

- 2. How would you resolve a situation where there was a disagreement between the Executive and the Council? How would you approach this situation?**

Seattle is a diverse city, and our residents hold a variety of views, needs, lived experience, and access to government. As such, elected officials and constituents alike hold differing viewpoints on policy and issues and an important part of the legislative process is to allow all viewpoints to be expressed and heard.

As the Director of OIR, I will respect the desire of every City elected official to express their personal and collective views. My team and I are always available to work together to prepare effective testimony and letters of support or opposition, either on behalf of an individual councilmember, the collective Council, or the City as a whole. Throughout OIR's history there are many examples of the Executive and councilmembers holding varying views from one another. We will continue to provide avenues for expression of those views.

The very nature of the legislative process is to understand where there is alignment and differences of view on policy issues. I'm committed to transparency and will make sure the Council and the Executive are aware of differences of view emerging with pieces of legislation and will work closely with the team at OIR to help legislators know when City policymakers are on the same page and where positions may diverge.

**3. Do you have any suggestions for improving how the Council and Office of Intergovernmental Relations work together? How would you suggest more effectively responding to Council interests?**

OIR strives to be extremely responsive to the Council and we're committed to frequent engagement with your offices. I think one of the key elements for working together is maintaining frequent and open lines of communication. This might take the form of regular check ins between OIR and Council offices but could also be more one-off topic specific meetings, or of course picking up the phone and calling one another. Each Council office is unique and has their own preferences and I welcome a custom approach based on your preferred style of engagement

Staff-level communication is helpful for maintaining these channels for information sharing. We can better provide strategic guidance when we have a deep understanding of Council goals and direction.

In my short time with the City, I've been encouraged by the receptiveness of Council offices to meeting with me and my team and grateful for my growing relationships with you and your teams. Hearing councilmembers' interests and passions directly in my meet and greets has been incredibly helpful, and our state team greatly appreciated and benefited from their meetings earlier this summer with your offices to hear about legislative session priorities. It is through this direct and frequent communication that OIR is best positioned to be your advocates and provide strategic feedback at every level of government that your offices engage with.