



CITY OF SEATTLE

City Council

Agenda

Tuesday, July 29, 2025

2:00 PM

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

**Sara Nelson, Council President
Joy Hollingsworth, Member
Debora Juarez, Member
Robert Kettle, Member
Alexis Mercedes Rinck, Member
Maritza Rivera, Member
Rob Saka, Member
Mark Solomon, Member
Dan Strauss, Member**

Chair Info: 206-684-8809; Sara.Nelson@seattle.gov

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CITY OF SEATTLE

City Council Agenda

July 29, 2025 - 2:00 PM

Meeting Location:

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

Committee Website:

<http://www.seattle.gov/council>

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

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

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

Written comments must be submitted prior to 10 a.m. to ensure that they are distributed to Councilmembers prior to the start of the meeting. Comments may be submitted at Council@seattle.gov or at Seattle City Hall, Attn: Council Public Comment, 600 4th Ave., Floor 2, Seattle, WA 98104. Comments received after 10 a.m. will be distributed after the meeting to Councilmembers and included as part of the public record.

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATIONS

D. PUBLIC COMMENT

Members of the public may sign up to address the Council for up to 2 minutes on matters on this agenda; total time allotted to public comment at this meeting is 20 minutes.

E. ADOPTION OF INTRODUCTION AND REFERRAL CALENDAR:

Introduction and referral to Council committees of Council Bills (CB), Resolutions (Res), Appointments (Appt), and Clerk Files (CF) for committee recommendation.

F. APPROVAL OF THE AGENDA**G. APPROVAL OF CONSENT CALENDAR**

The Consent Calendar consists of routine items. A Councilmember may request that an item be removed from the Consent Calendar and placed on the regular agenda.

Journal:

1. [Min 529](#) July 15, 2025

Attachments: [Minutes](#)

2. [Min 530](#) July 17, 2025

Attachments: [Minutes](#)

3. [Min 531](#) July 22, 2025

Attachments: [Minutes](#)

Bills:

4. [CB 121041](#) AN ORDINANCE appropriating money to pay certain claims for the week of July 14, 2025, through July 18, 2025, and ordering the payment thereof; and ratifying and confirming certain prior acts.

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

Appointments:**CITY COUNCIL:**

5. [Appt 03244](#) Appointment of Becca Book as member, Seattle Social Housing Public Development Authority Governing Council, for a term to May 22, 2029.

Attachments: [Appointment Packet](#)

6. [Appt 03245](#) Appointment of Andrew Ashiofu as member, Seattle Renters' Commission, for a term to February 28, 2026.

Attachments: [Appointment Packet](#)

7. [Appt 03246](#) Appointment of Adora Blue as member, Seattle Renters' Commission, for a term to February 28, 2026.

Attachments: [Appointment Packet](#)

8. [Appt 03247](#) Appointment of Liz Fite as member, Seattle Renters' Commission, for a term to February 28, 2026.

Attachments: [Appointment Packet](#)

9. [Appt 03249](#) Appointment of Sally M. Kinney as member, Seattle Renters' Commission, for a term to February 28, 2026.

Attachments: [Appointment Packet](#)

10. [Appt 03250](#) Appointment of Angela O'Brien as member, Seattle Renters' Commission, for a term to February 28, 2026.

Attachments: [Appointment Packet](#)

11. [Appt 03251](#) Appointment of E. Mandisa Subira as member, Seattle Renters' Commission, for a term to February 28, 2026.

Attachments: [Appointment Packet](#)

12. [Appt 03252](#) Appointment of Sam Wolfson as member, Seattle Renters' Commission, for a term to February 28, 2026.

Attachments: [Appointment Packet](#)

13. [Appt 03253](#) Appointment of Kasey Burton as member, Seattle Renters' Commission, for a term to February 28, 2027.

Attachments: [Appointment Packet](#)

14. [Appt 03254](#) Reappointment of Lydia Felty as member, Seattle Renters' Commission, for a term to February 28, 2027.

Attachments: [Appointment Packet](#)

15. [Appt 03255](#) Appointment of Allan Francis as member, Seattle Renters' Commission, for a term to February 28, 2027.

Attachments: [Appointment Packet](#)

16. [Appt 03256](#) Appointment of Daniel E. Lugo as member, Seattle Renters' Commission, for a term to February 28, 2027.

Attachments: [Appointment Packet](#)

17. [Appt 03257](#) Reappointment of Kate Rubin as member, Seattle Renters' Commission, for a term to February 28, 2027.

Attachments: [Appointment Packet](#)

18. [Appt 03258](#) Reappointment of Julissa Sanchez as member, Seattle Renters' Commission, for a term to February 28, 2027.

Attachments: [Appointment Packet](#)

19. [Appt 03259](#) Appointment of Karen Taylor as member, Seattle Renters' Commission, for a term to February 28, 2027.

Attachments: [Appointment Packet](#)

20. [Appt 03260](#) Appointment of Kelly Price as member, Community Roots Housing Public Development Authority Governing Council, for a term to March 31, 2027.

Attachments: [Appointment Packet](#)

21. [Appt 03261](#) Appointment of Scot Nelson as member, Seattle Disability Commission, for a term to April 30, 2027.

Attachments: [Appointment Packet](#)

LIBRARIES, EDUCATION, AND NEIGHBORHOODS COMMITTEE:

22. [Appt 03230](#) Appointment of Alistair Cerretti as member, Historic Seattle Preservation and Development Authority Governing Council, for a term to November 30, 2027.

The Committee recommends that City Council confirm the Appointment (Appt).

**In Favor: 4 - Rivera, Rinck, Hollingsworth, Solomon
Opposed: None**

Attachments: [Appointment Packet](#)

23. [Appt 03231](#) Appointment of Jonathan Moore as member, Historic Seattle Preservation and Development Authority Governing Council, for a term to November 30, 2027.

The Committee recommends that City Council confirm the Appointment (Appt).

**In Favor: 4 - Rivera, Rinck, Hollingsworth, Solomon
Opposed: None**

Attachments: [Appointment Packet](#)

24. [Appt 03232](#) Appointment of Raam D. Wong as member, Historic Seattle Preservation and Development Authority Governing Council, for a term to November 30, 2027.

The Committee recommends that City Council confirm the Appointment (Appt).

**In Favor: 4 - Rivera, Rinck, Hollingsworth, Solomon
Opposed: None**

Attachments: [Appointment Packet](#)

25. [Appt 03233](#) Appointment of Alex Apostolopoulos as member, Pike Place Market Historical Commission, for a term to December 1, 2026.

The Committee recommends that City Council confirm the Appointment (Appt).

**In Favor: 4 - Rivera, Rinck, Hollingsworth, Solomon
Opposed: None**

Attachments: [Appointment Packet](#)

26. [Appt 03234](#) Appointment of Pfeiffer Bloecker as member, Pike Place Market Historical Commission, for a term to December 1, 2026.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 4 - Rivera, Rinck, Hollingsworth, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)
27. [Appt 03235](#) Appointment of Olivia Vermaak as member, Pike Place Market Historical Commission, for a term to December 1, 2026.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 4 - Rivera, Rinck, Hollingsworth, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)
28. [Appt 03236](#) Reappointment of Jonathan Cracolici as member, Pike Place Market Historical Commission, for a term to December 1, 2027.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 4 - Rivera, Rinck, Hollingsworth, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)
29. [Appt 03237](#) Appointment of Jonathan Kiehnau as member, Pike Place Market Historical Commission, for a term to December 1, 2027.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 4 - Rivera, Rinck, Hollingsworth, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)

30. [Appt 03262](#) Reappointment of Becca Pheasant-Reis as member, Landmarks Preservation Board, for a term to August 14, 2028.

The Committee recommends that City Council confirm the Appointment (Appt).

**In Favor: 4 - Rivera, Rinck, Hollingsworth, Solomon
Opposed: None**

Attachments: [Appointment Packet](#)

31. [Appt 03263](#) Reappointment of Katherine Randall as member, Landmarks Preservation Board, for a term to August 14, 2028.

The Committee recommends that City Council confirm the Appointment (Appt).

**In Favor: 4 - Rivera, Rinck, Hollingsworth, Solomon
Opposed: None**

Attachments: [Appointment Packet](#)

32. [Appt 03264](#) Appointment of Seujan Bertram as member, Pike Place Market Preservation and Development Authority Governing Council, for a term to June 30, 2027.

The Committee recommends that City Council confirm the Appointment (Appt).

**In Favor: 4 - Rivera, Rinck, Hollingsworth, Solomon
Opposed: None**

Attachments: [Appointment Packet](#)

H. COMMITTEE REPORTS

*Discussion and vote on Council Bills (CB), Resolutions (Res),
Appointments (Appt), and Clerk Files (CF).*

CITY COUNCIL:

1. [CB 121034](#) AN ORDINANCE relating to funding for housing and community development programs; adopting Annual Action Plan updates to the 2024 - 2028 Consolidated Plan for Housing and Community Development; authorizing submission of the Annual Action Plans to the United States Department of Housing and Urban Development (HUD); authorizing acceptance of grant funds from HUD for programs and activities included in the 2025 Annual Action Plans; amending Ordinance 127156, which adopted the 2025 Budget, by modifying appropriations to various departments and budget control levels in the 2025 Adopted Budget; and ratifying and confirming certain prior acts.

Attachments: [Att 1 - 2025 Annual Action Plan](#)

Supporting

Documents: [Summary and Fiscal Note](#)

GOVERNANCE, ACCOUNTABILITY, AND ECONOMIC DEVELOPMENT COMMITTEE:

2. [Res 32174](#) A RESOLUTION setting out public-safety related funding priorities in anticipation of a proposal that the City impose the additional one-tenth of one percent local option public safety sales tax authorized by the 2025 State Legislature.

The Committee recommends that City Council adopt the Resolution (Res).

In Favor: 5 - Nelson, Kettle, Hollingsworth, Rivera, Solomon

Opposed: None

Supporting

Documents: [Summary and Fiscal Note](#)

3. [Res 32173](#) A RESOLUTION adopting General Rules and Procedures of the Seattle City Council; superseding Resolution 32096.
- The Committee recommends that City Council adopt as amended the Resolution (Res).**
- In Favor: 5 - Nelson, Kettle, Hollingsworth, Rivera, Solomon**
- Opposed: None**

Attachments: [Att 1 – General Rules and Procedures of the Seattle City Council v2](#)
[Att 1 Appx A – List of Non-Suspendible Rules](#)

Supporting

Documents: [Summary and Fiscal Note](#)
[Summary Att A - Council Rules with Revisions](#)
[Amendment A](#)

PARKS, PUBLIC UTILITIES, AND TECHNOLOGY COMMITTEE:

4. [CB 121038](#) AN ORDINANCE relating to Seattle Parks and Recreation; authorizing the Superintendent of Parks and Recreation to enter into a five-year agreement, with options to extend, with Lost Evenings to operate and provide management of the Green Lake Pitch & Putt at Green Lake Park.
- The Committee recommends that City Council pass the Council Bill (CB).**
- In Favor: 5 - Hollingsworth, Nelson, Kettle, Rivera, Strauss**
- Opposed: None**

Attachments: [Att 1 – Green Lake Pitch & Putt Concessions Agreement](#)

Supporting

Documents: [Summary and Fiscal Note](#)
[Summary Att A - Map](#)

I. ITEMS REMOVED FROM CONSENT CALENDAR

J. ADOPTION OF OTHER RESOLUTIONS

K. OTHER BUSINESS

L. ADJOURNMENT



Legislation Text

File #: Min 529, **Version:** 1

July 15, 2025

SEATTLE CITY COUNCIL

600 Fourth Ave. 2nd Floor
Seattle, WA 98104



Journal of the Proceedings of the Seattle City Council

Tuesday, July 15, 2025

2:00 PM

Council Chamber, City Hall

600 4th Avenue

Seattle, WA 98104

City Council

Sara Nelson, Council President

Joy Hollingsworth, Member

Debora Juarez, Member

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Alexis Mercedes Rinck, Member

Maritza Rivera, Member

Rob Saka, Member

Mark Solomon, Member

Dan Strauss, Member

Chair Info: 206-684-8809; Sara.Nelson@seattle.gov

A. CALL TO ORDER

The City Council of The City of Seattle met in the Council Chamber in City Hall in Seattle, Washington, on July 15, 2025, pursuant to the provisions of the City Charter. The meeting was called to order at 2:03 p.m., with Council President Nelson presiding.

B. ROLL CALL

Present: 7 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Solomon, Strauss

Late Arrival: 1 - Saka

C. PRESENTATIONS

There were none.

Councilmember Saka joined the meeting at 2:06 p.m.

D. PUBLIC COMMENT

The following individuals addressed the Council:

Paul Glumaz
Carolyn Malone
William L. Jennings
Saint Rat
Connor Nash
Connor Easton
Matt Offenbacher
Rose Legionaires
Katrina Stephens
Hali Willis
Arianna Riley
Alberto Alvarez
Dennis Sills
Kate Rubin
David Haines
Joe Kunzler

E. ADOPTION OF INTRODUCTION AND REFERRAL CALENDAR:

[IRC 488](#) **July 15, 2025**

By unanimous consent, the Introduction & Referral Calendar (IRC) was adopted.

In Favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

F. APPROVAL OF THE AGENDA

By unanimous consent, the Agenda was adopted.

G. APPROVAL OF CONSENT CALENDAR

Motion was made by Council President Nelson, duly seconded and carried, to adopt the Consent Calendar.

Journal:

1. [Min 528](#) **July 8, 2025**

The Minutes were adopted on the Consent Calendar by the following vote, and the President signed the Minutes (Min):

In Favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

Bills:

2. [CB 121027](#) **AN ORDINANCE appropriating money to pay certain claims for the week of June 30, 2025, through July 4, 2025, and ordering the payment thereof; and ratifying and confirming certain prior acts.**

The Council Bill (CB) was passed on the Consent Calendar by the following vote, and the President signed the Council Bill (CB):

In Favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

H. COMMITTEE REPORTS

PUBLIC SAFETY COMMITTEE:

1. [CB 121006](#) **AN ORDINANCE relating to chronic nuisance properties; allowing, under certain circumstances, an off-property nuisance activity to count toward determining that a property is a chronic nuisance; increasing penalties; clarifying the City's remedies relating to chronic nuisance properties; amending Sections 10.09.010, 10.09.030, 10.09.050, 10.09.060, and 10.09.080 of the Seattle Municipal Code.**

The Committee recommends that City Council pass as amended the Council Bill (CB).

In Favor: 4 - Kettle, Saka, Hollingsworth, Nelson

Opposed: None

ACTION 1:

Motion was made by Councilmember Kettle and duly seconded to amend Council Bill 121006, Section 5, subsection 10.09.080.A of the Seattle Municipal Code (SMC), first sentence, and SMC 10.09.080.B, as shown in the underlined and strike through language below:

A. If the Court determines a property is a chronic nuisance property pursuant to this Chapter 10.09 the court may order any of the following: (1) order the person in charge to immediately abate nuisance activity from occurring on the property, (2) order that the Chief of Police shall have the right to inspect the property to determine if the court's orders have been complied with, (3) impose a penalty of up to ~~\$500~~ \$750 per day against the person in charge for each day from the date the notice pursuant to subsection 10.09.030.A was issued until the Chief of Police confirms that the property is no longer a chronic nuisance property, (4) make any other order that will reasonably abate nuisance activities from occurring on the property, including authorizing the City to take action to abate nuisance activities from occurring upon the property if other court orders are not complied with or do not abate nuisance activity on the property and providing that the costs of such City action are to be paid for by the person in charge of the property.

* * *

B. If the court finds that an owner failed to take all reasonable steps requested in writing pursuant to Section 10.09.035, the court may impose a civil penalty up to ~~\$25,000~~ \$37,500.

The motion carried by the following vote:

In favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

ACTION 2:

Motion was made by Councilmember Saka and duly seconded to amend

Council Bill 121006, Sections 2, 3, and 5, as shown in Attachment 1 to the Minutes.

The motion carried by the following vote:

In favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

ACTION 3:

Motion was made by Councilmember Hollingsworth and duly seconded to amend Council Bill 121006, Section 2, as shown in Attachment 2 to the Minutes.

The motion carried by the following vote:

In favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

ACTION 4:

Motion was made by Councilmember Strauss and duly seconded to amend Council Bill 121006, Section 2, as shown in Attachment 3 to the Minutes.

The motion carried by the following vote:

In favor: 6 - Hollingsworth, Kettle, Rinck, Saka, Solomon, Strauss

Opposed: 2 - Nelson, Rivera

The Council Bill (CB) was passed as amended by the following vote, and the President signed the Council Bill (CB):

In Favor: 7 - Hollingsworth, Kettle, Nelson, Rivera, Saka, Solomon, Strauss

Opposed: 1 - Rinck

2. [CB 120995](#) **AN ORDINANCE relating to a new civil cause of action against graffiti taggers for illegal graffiti on public and private property and requiring restitution; adding a new Section 10.07.055 to the Seattle Municipal Code; and amending Section 10.07.010 of the Seattle Municipal Code.**

The Committee recommends that City Council pass as amended the Council Bill (CB).

In Favor: 4 - Kettle, Saka, Hollingsworth, Nelson

Opposed: None

ACTION 1:

Motion was made by Councilmember Rinck and duly seconded to amend Council Bill 120995, Section 2, as shown in the underlined and strike through language below:

Section 2. A new Section 10.07.055 is added to the Seattle Municipal Code as follows:

10.07.055 Civil actions against graffiti taggers

* * *

D. Monetary penalties and restitution imposed pursuant to this Section 10.07.055 are payable immediately. ~~On motion of the graffiti tagger supported by a showing of financial hardship, the A~~ court may convert some or all of the monetary penalty to community restitution pursuant to the procedure established in RCW 7.80.130(2), provided that the community restitution is performed for the purposes of graffiti abatement. Any penalties, restitution, and other costs ordered pursuant to this Section 10.07.055 that go unpaid may be referred to a collection agency, or the City Attorney may pursue collection in any other manner allowed by law.

The motion carried by the following vote:

In favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

ACTION 2:

Motion was made by Councilmember Rinck and duly seconded to amend Council Bill 120995, Section 2, as shown in the underlined language below:

Section 2. A new Section 10.07.055 is added to the Seattle Municipal Code as follows:

10.07.055 Civil actions against graffiti taggers

A. In addition to any other civil or criminal penalties or other remedies authorized by law or equity, a graffiti tagger shall be subject to a civil penalty of up to \$1,500 per illegal graffiti violation, and shall further be liable to the City for restitution of costs incurred by the City or a private property

owner, including but not limited to all labor and materials costs of removing the illegal graffiti. This Section 10.07.055 does not prohibit a private property owner from pursuing legal action and seeking restitution from the graffiti tagger.

* * *

E. The City Attorney shall endeavor to request that any judgment reflect restitution due to the City and/or private property owners for abatement costs they have incurred due to an illegal graffiti violation.

The motion carried by the following vote:

In favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

ACTION 3:

Motion was made by Councilmember Hollingsworth and duly seconded to amend Council Bill 120995, Section 2, by adding a new subsection B and relettering the remaining subsections accordingly, as shown in the underlined language below:

B. The City Attorney may consider whether community service may deter a tagger from reoffending, and if so, the City Attorney may request that a court convert a portion of the monetary penalty to community restitution pursuant to the procedure established in RCW 7.80.130(2), and that the community restitution is performed for the purposes of graffiti abatement.

The motion carried by the following vote:

In favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

ACTION 4:

Motion was made by Councilmember Kettle and duly seconded to amend Council Bill 120995, Section 2, as shown in the underlined language below:

C. The City Attorney is authorized to enforce this Section 10.07.055 through a civil action commenced in the Seattle Municipal Court within three years of the graffiti violation. This Section 10.07.055 applies to all civil actions commenced after the effective date of this ordinance, including those that are based on graffiti violations that occurred before the effective date of this ordinance. The City has the burden of proving by a preponderance of the evidence that a graffiti violation was committed.

The motion carried by the following vote:

In favor: 6 - Hollingsworth, Kettle, Nelson, Rivera, Saka, Solomon

Opposed: 2 - Rinck, Strauss

The Council Bill (CB) was passed as amended by the following vote, and the President signed the Council Bill (CB):

In Favor: 7 - Hollingsworth, Kettle, Nelson, Rivera, Saka, Solomon, Strauss

Opposed: 1 - Rinck

TRANSPORTATION COMMITTEE:

3. [CB 121003](#) **AN ORDINANCE relating to the Central Puget Sound Regional Transit Authority (Sound Transit); authorizing the Director of the Seattle Department of Transportation to execute an amendment to the "Agreement between the City of Seattle and Sound Transit for Grant of Non-Exclusive Use of a Light Rail Transit Way as related to the Link Light Rail Transit Project" to reflect the approved alignment and light rail transit facilities for the Link Light Rail Transit Project, including addition of the West Seattle Link Extension; and ratifying and confirming certain prior acts.**

The Committee recommends that City Council pass the Council Bill (CB).

In Favor: 5 - Saka, Hollingsworth, Kettle, Rinck, Strauss

Opposed: None

Motion was made by Councilmember Saka and duly seconded to amend Council Bill 121003, Attachment 1, by substituting version 2 of Exhibit B for version 1.

The motion carried by the following vote:

In favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

The Council Bill (CB) was passed as amended by the following vote, and the President signed the Council Bill (CB):

In Favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

4. [Res 32172](#) **A RESOLUTION approving the alignment, station locations, and maintenance base location for Sound Transit's Link light rail lines in The City of Seattle, including the West Seattle Link Extension; and superseding the alignment, station locations, and maintenance base location approved in Resolution 31784.**

The Committee recommends that City Council adopt the Resolution (Res).

In Favor: 5 - Saka, Hollingsworth, Kettle, Rinck, Strauss

Opposed: None

Motion was made by Councilmember Saka and duly seconded to amend Resolution 32172, Exhibit B, by substituting version 2 for version 1.

The motion carried by the following vote:

In favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

The Resolution (Res) was adopted as amended by the following vote, and the President signed the Resolution (Res):

In Favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

PARKS, PUBLIC UTILITIES, AND TECHNOLOGY COMMITTEE:

5. [CB 121008](#) **AN ORDINANCE amending the Landscape Conservation and Infrastructure Program Funding Plan for South Lake Union and Downtown as adopted by Ordinance 124286.**

The Committee recommends that City Council pass the Council Bill (CB).

In Favor: 4 - Hollingsworth, Nelson, Kettle, Strauss

Opposed: None

The Council Bill (CB) was passed by the following vote, and the President signed the Council Bill (CB):

In Favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

6. [CB 121014](#) **AN ORDINANCE relating to Seattle Public Utilities; authorizing a direct sale of real property identified in King County records as parcel 162206-9049-04, a portion of Lake Youngs Aqueduct Right-of-Way in King County, Washington to Sherrell Development LLC, establishing the fair market value for said parcel; and authorizing the General Manager/CEO of Seattle Public Utilities to execute all documents and take other necessary actions to complete the sale of the property; designating the proceeds from the sale; and ratifying and confirming certain prior acts.**

The Committee recommends that City Council pass the Council Bill (CB).

In Favor: 4 - Hollingsworth, Nelson, Kettle, Strauss

Opposed: None

The Council Bill (CB) was passed by the following vote, and the President signed the Council Bill (CB):

In Favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

7. [CB 121015](#) **AN ORDINANCE relating to Seattle Public Utilities; authorizing the acceptance of an easement granted to the City of Seattle and recorded as King County document number 20220817000046 for the installation and operation of a drainage facility on property commonly known as 14100 Westwood PI NE, King County parcel number 812410-0031; placing the property rights and interests conveyed by the easement under the jurisdiction of Seattle Public Utilities; and ratifying and confirming certain prior acts.**

The Committee recommends that City Council pass the Council Bill (CB).

In Favor: 4 - Hollingsworth, Nelson, Kettle, Strauss

Opposed: None

The Council Bill (CB) was passed by the following vote, and the President signed the Council Bill (CB):

In Favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

I. ITEMS REMOVED FROM CONSENT CALENDAR

There were none.

J. ADOPTION OF OTHER RESOLUTIONS

There were none.

K. OTHER BUSINESS

There was none.

L. EXECUTIVE SESSION*

At 3:58 p.m., Council President Nelson announced that the Council would convene in Executive Session to evaluate the qualifications of candidates for appointment to elective office with an estimated end time of 5:15 p.m. The Executive Session concluded at 4:34 p.m.

M. ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 4:34 p.m.

Phillip Wood-Smith, Deputy City Clerk

Signed by me in Open Session, upon approval of the Council, on July 29, 2025.

Sara Nelson, Council President of the City Council

Attachments:

Att 1 – Action 2 of CB 121006

Att 2 – Action 3 of CB 121006

Att 3 – Action 4 of CB 121006

City Council Meeting Minutes of July 15, 2025

Att 1 – Action 2 of CB 121006

Amendment B to CB 121006 Nuisance Property Update Ord

Sponsor: Councilmember Saka and Councilmember Kettle

Refine Criteria for Nuisance Declaration

Effect: This amendment would somewhat narrow the criteria used to reach a nuisance property declaration. The Public Safety Committee supported an amendment that added several civil violations to the list of nuisance activities that can be used to support such a designation. These additional violations focused on risks to public health and safety, including, for example, on-site accumulation of garbage and waste. This amendment would change the approach to addressing such issues under the nuisance property ordinance. Non-criminal violations would not count among the activities that could trigger a chronic nuisance property designation. However, when making such a designation, the Police Chief would work in coordination with other departments to determine whether such nuisance activities were present at the property. This could then provide the basis for a coordinated approach by the City to encourage, and where appropriate and feasible, to force the person in charge and/or the landowner to abate the relevant nuisances.

Double underline indicates language added by this amendment. ~~Double strikethrough~~ indicates language removed by this amendment.

Amend Sections 2, 3, and 5 of CB 121006 as follows:

Section 2. Section 10.09.010 of the Seattle Municipal Code, last amended by Ordinance 126098, is amended as follows:

10.09.010 Definitions

For purposes of this Chapter 10.09(~~(, the following words or phrases shall have the meaning prescribed below))~~):

"Abate" means to repair, replace, remove, destroy, or otherwise remedy a condition ~~which~~ that constitutes a violation of this Chapter 10.09, or that constitute public nuisances that create risk to public health, by such means and in such a manner and to such an extent as the Chief of

City Council Meeting Minutes of July 15, 2025

Att 1 – Action 2 of CB 121006

Police determines is necessary in the interest of the general health, safety, and welfare of the community.

* * *

"Nuisance activity" ~~((includes))~~ means any of the following activities, behaviors, or conduct that result in a police incident report ~~or documentation of the offense that is written and filed by other City departments or Public Health – Seattle and King County:~~

1. A "most serious offense" as defined in chapter 9.94A RCW;
2. A "drug related activity" as defined in RCW 59.18.130;
3. Any of the following activities, behaviors, or criminal conduct:
 - a. Assault, fighting, menacing, stalking, harassment, or reckless endangerment, as defined in Chapter 12A.06 or in RCW provisions adopted by Chapter 12A.09;
 - b. Promoting, advancing, or profiting from prostitution as defined in chapter 9A.88 RCW;
 - c. Prostitution, as defined in Section 12A.10.020;
 - d. Permitting prostitution, as defined in Section 12A.10.060;
 - e. Obstructing pedestrian or vehicular traffic, as defined in subsection 12A.12.015.A.4;
 - f. Failure to disperse, as defined in Section 12A.12.020;
 - g. Weapons violations, as defined in Chapter 12A.14; ~~((or))~~
 - h. Gang related activity, as defined in RCW 59.18.030(13)~~((c))~~ ;
 - i. Liquor offenses, whether violations of chapter 66.44 RCW or Chapter 12A.24;
 - j. Possessing stolen property and trafficking in stolen property offenses as defined in chapters 9A.56 and 9A.82 RCW, or in Sections 12A.08.090 or 12A.08.160; or

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Att 1 – Action 2 of CB 121006

k. Violations of chapter 16.52 RCW (Prevention of cruelty to animals).

~~4. Violations of Sections 21.16.366 (Public nuisance) or 21.36.420 (Unlawful dumping of solid waste) or of Chapter 25.08 (Noise control); or~~

~~5. Violations of the following chapters of the Code of the King County Board of Health: 8.06 (Rodent control); 10.11 (Unlawful dumping); 11.01 (Contaminated properties); or Chapter 13.04 (General provisions).~~

“Public health nuisance” means an act or omission that constitutes a nuisance under RCW 7.48.120 and endangers the health or safety of others.

Section 3. Section 10.09.030 of the Seattle Municipal Code, enacted by Ordinance 123188, is amended as follows:

10.09.030 Declaration of chronic nuisance property and procedure

A. After consulting with the City Attorney and other City or King County departments with knowledge of potential public health nuisances, ~~the~~((The)) Chief of Police may declare that a property is a chronic nuisance property, as defined in this Chapter 10.09, when there are specific facts and circumstances documenting ~~((1) the occurrence of three or more nuisance activities on a property within 60 days or seven or more nuisance activities within a 12-month period, or (2))~~ activity ~~((on a property))~~ as described in subsection 1 or 2 of the definitionn for chronic nuisance property. The Chief of Police shall provide written notice of this declaration to the persons in charge of the property. The notice shall be sent by first class mail or personally served, and a copy shall be sent by certified mail. The notice shall contain:

1. The street address or a legal description sufficient for identification of the property;

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2. A declaration that the Chief of Police has determined the property has become a chronic nuisance property with a concise description of the nuisance activities that exist or that have occurred, and documentation of any public health nuisances that may require abatement;
3. A notice that the owner and other persons in charge of the property are subject to monetary penalties as set forth in Section 10.09.050.
4. A demand the owner and other persons in charge respond to the Chief of Police within seven days of service of the notice to discuss a course of action to correct the nuisance activity and/or public health nuisance;

* * *

Section 5. Section 10.09.080 of the Seattle Municipal Code, enacted by Ordinance 123188, is amended as follows:

10.09.080 Remedies

A. If the Court determines a property is a chronic nuisance property pursuant to this Chapter 10.09 the court may order any of the following: (1) order the person in charge to immediately abate nuisance activity and any public health nuisance from occurring on the property, (2) order that the Chief of Police shall have the right to inspect the property to determine if the court's orders have been complied with, (3) impose a penalty of up to \$500 per day against the person in charge for each day from the date the notice pursuant to subsection 10.09.030.A was issued until the Chief of Police confirms that the property is no longer a chronic nuisance property, (4) make any other order that will reasonably abate nuisance activities and public health nuisances from occurring on the property, including authorizing the City to take

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Att 1 – Action 2 of CB 121006

action to abate nuisance activities and public health nuisances from occurring upon the property if other court orders are not complied with or do not abate nuisance activities and public health nuisances on the property and providing that the costs of such City action are to be paid for by the person in charge of the property. Any unpaid costs of abatement shall become a lien upon the property and may be collected by the City as authorized by law.

City Council Meeting Minutes of July 15, 2025

Att 2 – Action 3 of CB 121006

Amendment C to CB 121006 Nuisance Property Update Ord

Sponsor: Councilmember Hollingsworth

Refine Documentation Requirements

Effect: This amendment would also have the effect of somewhat narrowing the criteria used to reach a nuisance property declaration. As approved by the Public Safety Committee, the ordinance establishes that police incident reports can constitute the documentation needed to establish that “nuisance activity” has occurred. This amendment would require that such incident reports include documentation of a criminal violation. The concern is that incident reports could be filed for minor incidents or complaints, and that without direct evidence of an underlying criminal offense, these should not form the basis for nuisance property designation.

Amend section 2 of CB 121006 as follows:

Section 2. Section 10.09.010 of the Seattle Municipal Code, last amended by Ordinance 126098, is amended as follows:

10.09.010 Definitions

For purposes of this Chapter 10.09(~~(, the following words or phrases shall have the meaning prescribed below))~~):

* * *

"Nuisance activity" ((includes)) means any of the following activities, behaviors, or conduct that result in a police incident report ~~describing a criminal violation~~ or documentation of the offense that is written and filed by other City departments or Public Health – Seattle and King County:

* * *

City Council Meeting Minutes of July 15, 2025

Att 3 – Action 4 of CB 121006

Amendment D to CB 121006 Nuisance Property Update Ord

Sponsor: Councilmember Strauss

Exempt Nonprofit Human Service Providers

Effect: This amendment would exempt nonprofit social service providers from new provisions of the nuisance property ordinance that relate to off-site activities. The concern is that off-site activities in proximity to such providers could inadvertently place them in violation, and that the City can and should use other means to address such circumstances.

Amend Section 2 of CB 121006 as follows:

Section 2. Section 10.09.010 of the Seattle Municipal Code, enacted by Ordinance

123188, is amended as follows:

10.09.020 Definitions

* * *

"Chronic nuisance property" means:

1. A property on which three or more nuisance activities as defined in this Section 10.09.010 exist or have occurred during any 60-day period or seven or more nuisance activities have occurred during any 12-month period(~~(, or)~~) . A nuisance activity off the property, **except as otherwise specified in this definition**, may be considered in determining that a property is a chronic nuisance if it:

a. Occurs adjacent to or in proximity to the property; and

b. Involves a person associated with the property, including either a person in charge of the property, or a guest or invitee of the person in charge, and facts and circumstances establish a clear nexus between the property and the nuisance activity.

City Council Meeting Minutes of July 15, 2025

Att 3 – Action 4 of CB 121006

A nuisance activity off the property may not be considered in determining that a property is a chronic nuisance if the property is owned or operated by a nonprofit entity whose primary purpose is providing social or health services, including but not limited to providing low-income housing, food, or domestic violence support, on the property.

2. A property which, upon a request for execution of a search warrant, has been the subject of a determination by a court two or more times within a 12-month period that probable cause exists that illegal possession, manufacture or delivery of a controlled substance or related offenses as defined in chapter 69.50 RCW has occurred on the property.

* * *



Legislation Text

File #: Min 530, **Version:** 1

July 17, 2025

SEATTLE CITY COUNCIL

600 Fourth Ave. 2nd Floor
Seattle, WA 98104



Journal of the Proceedings of the Seattle City Council

Thursday, July 17, 2025

9:30 AM

Special Meeting

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

City Council

Sara Nelson, Council President

Joy Hollingsworth, Member

Debora Juarez, Member

Robert Kettle, Member

Alexis Mercedes Rinck, Member

Maritza Rivera, Member

Rob Saka, Member

Mark Solomon, Member

Dan Strauss, Member

Chair Info: 206-684-8809; Sara.Nelson@seattle.gov

A. CALL TO ORDER

The City Council of The City of Seattle met in special session in the Council Chamber in City Hall in Seattle, Washington, on July 17, 2025, pursuant to the provisions of the City Charter. The meeting was called to order at 9:32 a.m., with Council President Nelson presiding.

B. ROLL CALL

Present: 7 - Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Late Arrival: 1 - Hollingsworth

Councilmember Hollingsworth joined the meeting at 9:38 a.m.

C. PUBLIC COMMENT

By unanimous consent, the Council Rules were suspended to allow public comment at this Special Meeting.

The following individuals addressed the Council:

Erica Chung
Catherine Gibson
Sally Soriano
Nic Rossouw
David Woodward
Sujung Choi
Patty Lee
Judy Yu
Mindy Lee
Julie Kang
Becky Kelley
Hilary Loeb
Christine Ryu
David Haines
Brent Butler
Brandon Monson
Alan Bond
Monty Anderson
Nilu Jenks
Shane Macomber
Yazan Kader
Eunhee Sumner
Shannon Grimes
Shawn McEachern

D. ITEM OF BUSINESS

1. [Inf 2712](#) **Selection of City Council Vacancy Position District 5 Finalists**

Motion was made by Council President Nelson and duly seconded to adopt a voting procedure as follows:

The Council President will open nominations to select City Council Position District 5 finalists from the list of applicants. Councilmembers will be called in order of this week's roll call and will have the opportunity to provide comments and nominate one applicant. Seconds are not required for nominations. An applicant will need to be nominated by a Councilmember for them to move forward in the Council vacancy appointment process. After nominations are closed, those finalists will move forward in the Council vacancy appointment process.

The motion carried by the following vote:

In favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

Nominations to Select Finalists to Fill District 5 Position

Council President Nelson opened nominations and the following applicants were nominated to move forward for consideration:

Debora Juarez - Councilmember Kettle

Nilu Jenks - Councilmember Rinck

Julie Kang - Councilmember Rivera

Robert D. Wilson - Councilmember Saka

Katy Haima - Councilmember Solomon

James M. Bourey - Council President Nelson

Council President Nelson closed the nominations.

E. ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 10:53 a.m.

Phillip Wood-Smith, Deputy City Clerk

Signed by me in Open Session, upon approval of the Council, on July 29, 2025.

Sara Nelson, Council President of the City Council



Legislation Text

File #: Min 531, **Version:** 1

July 22, 2025

SEATTLE CITY COUNCIL

600 Fourth Ave. 2nd Floor
Seattle, WA 98104



Journal of the Proceedings of the Seattle City Council

Tuesday, July 22, 2025

1:00 PM

Special Meeting

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

City Council

Sara Nelson, Council President

Joy Hollingsworth, Member

Debora Juarez, Member

Robert Kettle, Member

Alexis Mercedes Rinck, Member

Maritza Rivera, Member

Rob Saka, Member

Mark Solomon, Member

Dan Strauss, Member

Chair Info: 206-684-8809; Sara.Nelson@seattle.gov

A. CALL TO ORDER

The City Council of The City of Seattle met in special session in the Council Chamber in City Hall in Seattle, Washington, on July 22, 2025, pursuant to the provisions of the City Charter. The meeting was called to order at 1:03 p.m., with Council President Nelson presiding.

B. ROLL CALL

Present: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

C. PUBLIC COMMENT

By unanimous consent, the Council Rules were suspended to allow Public Comment.

The following individuals addressed the Council:

Katherine Kang
Becky Kelley
Caroline Kim
Julie Kang
Nicole Collora
Jim Street
Kerri Brown-Wooster
Julie Ricketts
Robin Peel
Margaret Chan
Renée Staton
Patty Lee
Catherine Gibson
Steve Adams
Paul Kwon
David Haines
Richard Williams
Ashley Ford
Russell McQuarrie-Means
Keehoon Park
Emma Champain
Charlie Lapham
Bennett Haselton
David Basior
Seraphina Kwon
Sujeong Yun
Tara Schreiber
Joanne Foster
Eunhee Sumner
Leo Falit-Baiamonte

Councilmember Rivera left the Council Chamber.

D. ADOPTION OF INTRODUCTION AND REFERRAL CALENDAR:

[IRC 489](#) July 22, 2025

By unanimous consent, the Introduction & Referral Calendar (IRC) was adopted.

In Favor: 7 - Hollingsworth, Kettle, Nelson, Rinck, Saka, Solomon, Strauss

Opposed: None

Absent(NV): 1 - Rivera

E. APPROVAL OF THE AGENDA

By unanimous consent, the Agenda was adopted.

F. APPROVAL OF CONSENT CALENDAR**Bills:**

1. **[CB 121035](#)** **AN ORDINANCE appropriating money to pay certain claims for the week of July 7, 2025, through July 11, 2025, and ordering the payment thereof; and ratifying and confirming certain prior acts.**

The Council Bill (CB) was passed on the Consent Calendar by the following vote, and the President signed the Council Bill (CB):

In Favor: 7 - Hollingsworth, Kettle, Nelson, Rinck, Saka, Solomon, Strauss

Opposed: None

Absent(NV): 1 - Rivera

Appointments:**SUSTAINABILITY, CITY LIGHT, ARTS AND CULTURE COMMITTEE:**

2. **[Appt 03177](#)** **Appointment of Jo Mikesell as member, Seattle Arts Commission, for a term to December 31, 2026.**

The Committee recommends that City Council confirm the Appointment (Appt).

In Favor: 4 - Rinck, Saka, Solomon, Strauss

Opposed: None

The Appointment (Appt) was confirmed on the Consent Calendar by the following vote:

In Favor: 7 - Hollingsworth, Kettle, Nelson, Rinck, Saka, Solomon, Strauss

Opposed: None

Absent(NV): 1 - Rivera

3. [Appt 03219](#) **Appointment of Brittani Cain as member, Green New Deal Oversight Board, for a term to April 30, 2028.**

The Committee recommends that City Council confirm the Appointment (Appt).

In Favor: 4 - Rinck, Saka, Solomon, Strauss

Opposed: None

The Appointment (Appt) was confirmed on the Consent Calendar by the following vote:

In Favor: 7 - Hollingsworth, Kettle, Nelson, Rinck, Saka, Solomon, Strauss

Opposed: None

Absent(NV): 1 - Rivera

4. [Appt 03220](#) **Appointment of Akiksha Chatterji as member, Green New Deal Oversight Board, for a term to April 30, 2028.**

The Committee recommends that City Council confirm the Appointment (Appt).

In Favor: 4 - Rinck, Saka, Solomon, Strauss

Opposed: None

The Appointment (Appt) was confirmed on the Consent Calendar by the following vote:

In Favor: 7 - Hollingsworth, Kettle, Nelson, Rinck, Saka, Solomon, Strauss

Opposed: None

Absent(NV): 1 - Rivera

5. [Appt 03221](#) **Appointment of Rosalund Jenkins as member, Green New Deal Oversight Board, for a term to April 30, 2028.**
- The Committee recommends that City Council confirm the Appointment (Appt).**
- In Favor: 4 - Rinck, Saka, Solomon, Strauss**
- Opposed: None**
- The Appointment (Appt) was confirmed on the Consent Calendar by the following vote:**
- In Favor: 7 - Hollingsworth, Kettle, Nelson, Rinck, Saka, Solomon, Strauss**
- Opposed: None**
- Absent(NV): 1 - Rivera**
6. [Appt 03222](#) **Appointment of John Sanchez as member, Green New Deal Oversight Board, for a term to April 30, 2028.**
- The Committee recommends that City Council confirm the Appointment (Appt).**
- In Favor: 4 - Rinck, Saka, Solomon, Strauss**
- Opposed: None**
- The Appointment (Appt) was confirmed on the Consent Calendar by the following vote:**
- In Favor: 7 - Hollingsworth, Kettle, Nelson, Rinck, Saka, Solomon, Strauss**
- Opposed: None**
- Absent(NV): 1 - Rivera**
7. [Appt 03223](#) **Appointment of Jamie Stroble as member, Green New Deal Oversight Board, for a term to April 30, 2028.**
- The Committee recommends that City Council confirm the Appointment (Appt).**
- In Favor: 4 - Rinck, Saka, Solomon, Strauss**
- Opposed: None**
- The Appointment (Appt) was confirmed on the Consent Calendar by the following vote:**

In Favor: 7 - Hollingsworth, Kettle, Nelson, Rinck, Saka, Solomon, Strauss

Opposed: None

Absent(NV): 1 - Rivera

8. [Appt 03224](#) **Appointment of Leah Wood as member, Green New Deal Oversight Board, for a term to April 30, 2028.**

The Committee recommends that City Council confirm the Appointment (Appt).

In Favor: 4 - Rinck, Saka, Solomon, Strauss

Opposed: None

The Appointment (Appt) was confirmed on the Consent Calendar by the following vote:

In Favor: 7 - Hollingsworth, Kettle, Nelson, Rinck, Saka, Solomon, Strauss

Opposed: None

Absent(NV): 1 - Rivera

9. [Appt 03225](#) **Reappointment of Peter Hasegawa as member, Green New Deal Oversight Board, for a term to April 30, 2028.**

The Committee recommends that City Council confirm the Appointment (Appt).

In Favor: 4 - Rinck, Saka, Solomon, Strauss

Opposed: None

The Appointment (Appt) was confirmed on the Consent Calendar by the following vote:

In Favor: 7 - Hollingsworth, Kettle, Nelson, Rinck, Saka, Solomon, Strauss

Opposed: None

Absent(NV): 1 - Rivera

10. [Appt 03226](#) Reappointment of Nina Olivier as member, Green New Deal Oversight Board, for a term to April 30, 2028.

The Committee recommends that City Council confirm the Appointment (Appt).

In Favor: 4 - Rinck, Saka, Solomon, Strauss

Opposed: None

The Appointment (Appt) was confirmed on the Consent Calendar by the following vote:

In Favor: 7 - Hollingsworth, Kettle, Nelson, Rinck, Saka, Solomon, Strauss

Opposed: None

Absent(NV): 1 - Rivera

11. [Appt 03227](#) Reappointment of Emily Pinckney as member, Green New Deal Oversight Board, for a term to April 30, 2028.

The Committee recommends that City Council confirm the Appointment (Appt).

In Favor: 4 - Rinck, Saka, Solomon, Strauss

Opposed: None

The Appointment (Appt) was confirmed on the Consent Calendar by the following vote:

In Favor: 7 - Hollingsworth, Kettle, Nelson, Rinck, Saka, Solomon, Strauss

Opposed: None

Absent(NV): 1 - Rivera

Councilmember Rivera returned to the Council Chamber.

G. COMMITTEE REPORTS

SUSTAINABILITY, CITY LIGHT, ARTS AND CULTURE COMMITTEE:

1. [CB 121025](#) **AN ORDINANCE relating to the City Light Department; authorizing the General Manager and Chief Executive Officer of City Light to execute an Interlocal Agreement with the Kalispel Tribe of Indians.**

The Committee recommends that City Council pass the Council Bill (CB).

In Favor: 4 - Rinck, Saka, Solomon, Strauss

Opposed: None

The Council Bill (CB) was passed by the following vote, and the President signed the Council Bill (CB):

In Favor: 8 - Hollingsworth, Kettle, Nelson, Rinck, Rivera, Saka, Solomon, Strauss

Opposed: None

H. ITEMS REMOVED FROM CONSENT CALENDAR

There were none.

I. ADOPTION OF OTHER RESOLUTIONS

There were none.

J. PRESENTATIONS

The following City Council District 5 Position finalists each made a three-minute presentation:

James M. Bourey

Katy Haima

Nilu Jenks

Debora Juarez

Julie Kang

Robert D. Wilson

The City Council then provided comments and asked questions of the finalists.

K. OTHER BUSINESS

There was none.

L. ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 3:47 p.m.

Phillip Wood-Smith, Deputy City Clerk

Signed by me in Open Session, upon approval of the Council, on July 29, 2025.

Sara Nelson, Council President of the City Council



Legislation Text

File #: CB 121041, **Version:** 1

CITY OF SEATTLE

ORDINANCE _____

COUNCIL BILL _____

AN ORDINANCE appropriating money to pay certain claims for the week of July 14, 2025, through July 18, 2025, and ordering the payment thereof; and ratifying and confirming certain prior acts.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Payment of the sum of \$22,558,738.74 on PeopleSoft 9.2 mechanical warrants numbered 4100944680 - 4100949435 plus manual or cancellation issues for claims, e-payables of \$45,861.97 on PeopleSoft 9.2 9100015524 - 9100015538, and electronic financial transactions (EFT) in the amount of \$74,008,263.50 are presented to the City Council under RCW 42.24.180 and approved consistent with remaining appropriations in the current Budget as amended.

Section 2. Payment of the sum of \$69,834,560.45 on City General Salary Fund mechanical warrants numbered 10420445- 10420939 plus manual warrants, agencies warrants, and direct deposits numbered 0000001 - 1010551 representing Gross Payrolls for payroll ending date July 15, 2025, as detailed in the Payroll Summary Report for claims against the City that were reported to the City Council July 24, 2025, is approved consistent with remaining appropriations in the current budget as amended.

Section 3. RCW 35.32A.090(1) states, “There shall be no orders, authorizations, allowances, contracts or payments made or attempted to be made in excess of the expenditure allowances authorized in the final budget as adopted or modified as provided in this chapter, and any such attempted excess expenditure shall be void and shall never be the foundation of a claim against the city.”

Section 4. Any act consistent with the authority of this ordinance taken prior to its effective date is

ratified and confirmed.

Section 5. 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 29th of July, 2025, and signed by me in open session in authentication of its passage this 29th of July, 2025.

President _____ of the City Council

Approved / returned unsigned / vetoed this _____ day of _____, 2025.

Bruce A. Harrell, Mayor

Filed by me this _____ day of _____, 2025.

Scheereen Dedman, City Clerk

(Seal)

SUMMARY and FISCAL NOTE

Department:	Dept. Contact:	CBO Contact:
Office of City Finance	Kaitlin Klaustermeier	Lorine Cheung

1. BILL SUMMARY

Legislation Title:

AN ORDINANCE appropriating money to pay certain claims for the week of July 14, 2025, through July 18, 2025, and ordering the payment thereof; and ratifying and confirming certain prior acts. Claims include all financial payment obligations for bills and payroll paid out of PeopleSoft for the covered.

Summary and Background of the Legislation:

RCW 42.24.180 requires that payment of certain claims be authorized by the City Council. This bill, prepared each week by the City Treasury, authorizes the payments of funds that were previously appropriated by the City Council, so the passage of this bill does not have a direct result on the City's budget.

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

This bill authorizes the payments of funds that were previously appropriated by the City Council, so the passage of this bill does not have a direct result on the City's budget.

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.
The legislation authorizes the payment of valid claims. If the City does not pay its legal obligations it could face greater legal and financial liability.

4. OTHER IMPLICATIONS

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

This type of legislation authorizes payment of bill and payroll expenses for all City departments.

- 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.**

N/A

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

N/A

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

N/A

- 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.**

N/A

- 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.**

N/A

- 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?**

N/A

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.



Legislation Text


File #: Appt 03244, **Version:** 1

Appointment of Becca Book as member, Seattle Social Housing Public Development Authority Governing Council, for a term to May 22, 2029.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Becca Book		
Board/Commission Name: Seattle Social Housing Public Development Authority		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: Fill in appointing authority		Term of Position: * 5/23/2025 to 5/22/2029 <input checked="" type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood:	Zip Code:	Contact Phone No.: [REDACTED]
Background: See attached resume.		
Authorizing Signature (original signature):  Date Signed (appointed): 7/9/2025		Appointing Signatory: Mark Solomon Councilmember, District 2

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

BECCA BOOK AIA, LEED ND

OBJECTIVE

Seeking a role where I can use my interdisciplinary background in policy and design to create more resilient, equitable places.

SKILLS

Licensed Architect in the State of Washington

Leadership & organizational skills proven in professional, and volunteer settings.

Integrating regulatory requirements, public concerns, and project goals into policy and design.

Performing whole building lifecycle assessments and identifying strategies to reduce embodied carbon.

Managing scheduling and fee for multiple consultants on complex interdisciplinary projects.

Communicating the benefits of long-range planning and urban investments to clients and the general public.

Developing reports, presentations and graphics that communicate project goals and analysis clearly to a wide range of audiences.

CAREER HIGHLIGHTS

Senior Long Range Planner, Climate Resilience Coordinator; Pierce County 2022–Present

Led the development of policies aligning with adopted County greenhouse gas emissions reduction targets and statewide climate resilience initiatives.

Managed consultants and interdepartmental teams to deliver the Comprehensive Plan periodic update ahead of statutory deadlines.

Directed the development of climate resilience initiatives, including a climate vulnerability assessment and climate resilient infrastructure design guidelines.

Manage the Landmarks and Historic Preservation Program, collaborating with Tribal governments, commissions, and elected officials to support the preservation of historic properties, artifacts, and cultural programs.

Streamlined the application process for the annual Historic Preservation Grant, more than doubling the number of eligible applications received and increasing the percentage of completed projects by 13%.

Developed equitable engagement strategies to integrate underrepresented voices into County code and policies.

Urban Design Associate, Mithun; Seattle, WA — 2017-2022

Managed master planning, urban design, and entitlements of projects ranging from four blocks to 1300 acres.

Served on the Mithun Sustainability Committee, developing strategies to meet the firm's net zero target for the firm's portfolio by 2030.

Conducted analyses of embodied carbon and carried out whole building life cycle assessments to inform sustainable design decisions for a diverse range of projects.

Developed code packages for public clients, including incentive packages for building decarbonization, form-based codes to support walkable neighborhoods, and transit-supportive development regulations.

Managed interdisciplinary teams to develop and analyze long-range plans.

Assisted in the development and construction of U.C. campus projects totaling over 2,400 beds.

Developed graphics and co-authored reports to present complex planning and urban design projects to communities, public agencies, and developers.

Architectural Intern, ONE Architecture and Urbanism; New York, NY — 2016-2017

Urban analysis, mapping and schematic design for the East Side Coastal Resilience Project, a system that shields Manhattan from floods while providing social and environmental benefits.

Research and mapping to support the team realizing major coastal resiliency projects.

Participated in multi-disciplinary meetings on the design and implementation of major infrastructure projects.

Zoning Analyst , SHoP Architects/ Envelope; New York, NY — 2016-2017

Collaborated with planners and software engineers to develop 'Envelope' 3D urban mapping platform and zoning database.

Interpreted zoning regulations and analyzed their applicability to real world scenarios.

Exhibitions Assistant, Columbia University; New York, NY — 2010-2012

Keep these descriptions of experience clear, concise, and relevant to the position you're applying for.

Provided graphic and organizational skills so projects ran smoothly and elegantly.

Prepared RFPs, including a successful bid for the 2 million sf salesforce.com campus.

Analyzed building codes for design, construction & due diligence projects.

Project Administrator, Brookwood Group; San Francisco, CA — 2011 - 2012

Provided graphic and organizational skills so projects ran smoothly and elegantly.

Prepared RFPs, including a successful bid for the 2 million sf salesforce.com campus.

Analyzed building codes for design, construction & due diligence projects.

EDUCATION**Master of Architecture and M.S. Urban Planning; Columbia University**

New York, NY — 2013 - 2017

Bachelor of Arts in Architecture | U.C. Berkley

Berkeley, CA — 2007 - 2010

LEADERSHIP

American Institute of Architects (AIA) Seattle Board of Directors (2022 to present)

Urban Land Institute (ULI) Northwest Center for Leadership Institute, 2022 Cohort

AIA Seattle Public Policy Board (2020 to present)

AIA Committee On Homelessness (2017 - 2020)

Mithun Sustainability Committee (2020- 2022)

Seattle Social Housing Public Development Authority

13 Members: Pursuant to *Initiative 135, Charter of the Seattle Social Housing Public Development Authority*. Members shall serve a 4-year term, and no member shall serve more than eight (8) consecutive years on the Board. Initial terms should be as follows:

Term Dates shall be randomly selected at the first full board meeting, with the first three names serving two years; the second three names serving three years; and the remaining members serving a four-year term. All subsequent appointees will serve a four-year term.

- 7 Seattle Renters' Commission
- 1 MLK, Jr. County Labor Council
- 1 Governing Council
- 2 City Council
- 1 Mayor
- 1 Green New Deal Oversight Board

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
			1.	Member	Ryan Driscoll	5/23/25	5/22/29	1	Seattle Renters' Commission
		5	2.	Member	Kayellen Zimmerman	5/23/25	5/22/29	2	Seattle Renters' Commission
			3.	Member	Becca Book	5/23/25	5/22/29	1	City Council
			4.	Member	VACANT	5/23/23	5/22/26		Seattle Renters' Commission
			5.	Member	ChrisTiana ObeySumner	5/23/23	5/22/26	1	Seattle Renters' Commission
		N/A	6.	Member	Brian P. Abeel	5/23/23	5/22/26	1	Mayor
		1	7.	Member	Kaileah Baldwin	5/23/23	5/22/27	1	Seattle Renters' Commission
		N/A	8.	Member	Thomas Barnard	5/23/23	5/22/27	1	Seattle Renters' Commission
		3	9.	Member	Katie LeBret	5/23/23	5/22/27	1	Seattle Renters' Commission
		7	10.	Member	Karen E.G. Estevinin	5/23/23	5/22/27	1	MLK, Jr. County Labor Council
			11.	Member	VACANT	5/23/23	5/22/27		Governing Council
		4	12.	Member	Julie Howe	5/23/23	5/22/27	1	City Council
		4	13.	Member	Michael Eliason	5/23/23	5/22/27	1	Green New Deal Oversight Board

SELF-IDENTIFIED DIVERSITY CHART

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

Key:

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



Legislation Text

File #: Appt 03245, **Version:** 1

Appointment of Andrew Ashiofu as member, Seattle Renters' Commission, for a term to February 28, 2026.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Andrew Ashiofu		
Board/Commission Name: Seattle Renters' Commission		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: Seattle Renters' Commission		Term of Position: * Term begin: 3/1/2024 to Term end: 2/28/2026 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: Capitol Hill	Zip Code: 98122	Contact Phone No.: [REDACTED]
Background: <i>Andrew Ashiofu is a dedicated advocate for equity, public health, and housing justice with deep roots in Seattle's community organizing and civic engagement. As a renter and longtime leader in LGBTQ+ advocacy, they have consistently worked to elevate the voices of marginalized communities across the city. From serving on the Seattle LGBTQ+ Commission to leading statewide efforts through the Washington Stonewall Democrats, Andrew has championed inclusive policies that address the intersections of housing, healthcare, and racial justice.</i> <i>Their passion for housing stems from both personal experience and their professional work supporting vulnerable populations. Andrew believes housing is a human right, and they are committed to advancing policies that protect tenants, prevent displacement, and create truly affordable and accessible housing for all. They seek to serve on the Seattle Renters' Commission to bring their lived experience, policy insight, and unwavering advocacy to the table—ensuring renters are not only heard but empowered in shaping the future of the city.</i>		
Authorizing Signature (original signature): <u>Lydia Felty</u> <small>Lydia Felty (Jul 10, 2025 09:50 PDT)</small> Date Signed (appointed): 07/10/2025		Appointing Signatory: Lydia Felty Interim Co-Chair Seattle Renters' Commission

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

SUMMARY

I'm a p second-generation Nigerian-American HIV+ and a member of LGBTQ+ community. Committed to healthcare access and equity.

EDUCATION

Igbinedion University
Okada Nigeria
Bachelor of Sciences, Microbiology

TRAINING

COMMUNITY LEADERSHIP

Sep 2020 – Present

Commissioner Seattle LGBTQ+ Commission

- Provide information to the Mayor, City Council, and other City departments, offices, commissions and boards concerning issues of importance to lesbian, gay, bisexual, transgender, and queer communities;
- Ensure that City departments address fairly the concerns of lesbian, gay, bisexual, transgender, and queer people individually and as a protected class under City ordinance and other applicable laws;
- As appropriate, recommend policies to all departments and offices of the City in matters affecting lesbian, gay, bisexual, transgender, and queer community concerns, and recommend legislation for the implementation of such policies;
- Encourage understanding between the lesbian, gay, bisexual, transgender, and queer communities and the larger Seattle community through long-range projects.

CONTACT

[Redacted]
[Redacted]
[Redacted]

PROFESSIONAL EXPERIENCE

Feb 2023- Present

HealthPoint Community Healthcare Center
Clinical Program Manager
HIV/ AIDS Prevention

- Assist in supporting partner site leadership’s operational needs.
- Develop and assure implementation of standard work for program operations in collaboration with program sites.
- Build and maintain relationships with the internal and external stakeholders of sites where programs are located, in partnership with partner sites.
- Accountable for communication of performance data with program staff, public health authorities, and other funders or stakeholders as requested.
- Maintain close communication with program support staff as well as attend monthly program managers meeting. Prepare and lead monthly program wide meetings.
- Communicate operations activities and issues to Regional Director of Operations.
- In collaboration with health center Quality Improvement Coordinators (QIC), identify and implement opportunities for program improvement.
- In collaboration with program directors, communicate performance observations to incumbent employees’ direct supervisors.

▪ **Member, Seattle King County HIV/AIDS Planning council TGA**

- Assess King, Snohomish and Island County's HIV/AIDS service needs
- Establish priorities for the allocation of funds
- Allocate funds to service categories
- Develop a comprehensive care plan
- Establish operations to make planning tasks function smoothly
- Assess the efficiency of Public Health in rapidly allocating funds to areas of greatest need
- Confirm that the services procured by Public Health fulfil the allocation plan created by the Council
- The Council also allocates percentages of a community funding pool to services for each of the priority populations

Board member Seattle LGBTQ+ Center

. Board of Directors use their diverse perspectives, experiences, and identities to inform and promote the organization.

. Directors are expected to fully lead and participate in fundraising, community outreach activities, and strategic planning to ensure the financial stability of the agency.

Washington Coalition of African Community Leaders

(Civics Engagement Co-chair)

. Build community relationship with organizations, elected officials and community on Africans in diaspora need.

. Create training programs and events for the need for civic engagement for the Washington State African diaspora.

. Ensure that the voices and needs of the community are represented. Being part of the executive, legislative and judiciary representation of the community on from local to global level

- Accountable for ensuring safe, accessible quality care.
- Responsible for hiring, performance management, talent development, employee relations, recognition, and training of staff by providing effective leadership. Ensure all work is completed in support and enhancement of the objectives and goals of the organization.

Feb 2015 – August 2022

**Flight Attendant, Pursuer, Hiring Team Member
Delta Airlines**

- Anticipate and provide for needs of passengers, and take action in cases of emergency or unlawful acts
- Served as Safety Leader, supporting Flight Plan goals
- Interviewed and evaluated applicants, and served as mentor and coach for peers

Seattle Renters' Commission

15 Members: Pursuant to *Ordinance 125280*, *all* members subject to City Council confirmation, **2**-year terms

Appointing Authority for SRC Member Positions

- **6** City Council-appointed (Positions 1 through 6)
- **7** Mayor-appointed (Positions 7 through 12 and Position 15)
- **2** Commission-appointed (Positions 13 and 14)

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	4	1.	Member	Liz Fite	3/1/24	2/28/26	1	Council
3	F	3	2.	Member	Julissa Sanchez	3/1/25	2/28/27	2	Council
6	FT	5	3.	Member	Adora Blue	3/1/24	2/28/26	1	Council
6	F	2	4.	Member	Kate Rubin	3/1/25	2/28/27	2	Council
6	F	5	5.	Member	Sally M. Kinney	3/1/24	2/28/26	1	Council
6	M	4	6.	Member	Allan Francis	3/1/25	2/28/27	1	Council
6	M	3	7.	Member	Sam Wolfson	3/1/24	2/28/26	1	Mayor
6	F	3	8.	Member	Lydia Felty	3/1/25	2/28/27	2	Mayor
2	F	5	9.	Member	E. Mandisa Subira	3/1/24	2/28/26	1	Mayor
		2	10.	Member	Kasey Burton	3/1/25	2/28/27	1	Mayor
9	F	3	11.	Member	Angela O'Brien	3/1/24	2/28/26	1	Mayor
3	M	3	12.	Member	Daniel E. Lugo	3/1/25	2/28/27	1	Mayor
2	M	2	13.	Member	Andrew Ashiofu	3/1/24	2/28/26	1	Commission
6	F	2	14.	Member	Karen Taylor	3/1/25	2/28/27	1	Commission
			15.	Get Engaged Member	Agni Bhattacharya	9/1/25	8/31/26	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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

Please Note: Information in this table may not accurately reflect the number of commissioners and/or demographics on the commission due to missing information and multiple selections.

Key:

*D List the corresponding *Diversity Chart* number (1 through 9)

**G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

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

Diversity information is self-identified and is voluntary.



Legislation Text

File #: Appt 03246, **Version:** 1

Appointment of Adora Blue as member, Seattle Renters' Commission, for a term to February 28, 2026.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Adora Blue		
Board/Commission Name: Seattle Renters' Commission		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other		Term of Position: * Term begin: 3/1/2024 to Term end: 2/28/2026 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: Pinehurst	Zip Code: 98125	Contact Phone No.: [REDACTED]
Background: <p>Adora Blue is a renter living in Pinehurst. She was raised in a wealthy neighborhood in SoCal, and moved to Seattle in 2014, where she subsequently experienced renting in a large variety of areas and arrangements, from high- to low-income, apartments and houses, and even subletting. She became involved in housing activism in 2020 via Rent Strike 2020 and Covid-19-inspired mutual aid efforts - unhoused support in particular - and eventually joined the board of directors of Be:Seattle, a local housing justice nonprofit.</p> <p>More recently, she started multiple efforts to help other trans people fleeing from persecution in other states move to WA - and Seattle especially - leading to creating a couch network to provide temporary housing to relocating trans folks who often would otherwise end up unhoused. Trans people are an especially housing-insecure population due to the prevalence of losing access to family homes, and the family support that would often allow for career development. It is also the biggest obstacle that makes Seattle a hard place to move to for disadvantaged people. Adora wants to reduce barriers and make Seattle not just safe, but also accessible to trans people, disabled people, and other groups currently being forced to flee their homes due to a regressive government.</p>		
Authorizing Signature (original signature):  Date Signed (appointed): 7/10/2025		Appointing Signatory: Mark Solomon Seattle City Councilmember, District 2

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

Resume for Seattle Renters' Commission

EXPERIENCES

Personal Experience

- Found queer community in 2016 and came out as trans in 2017
- Have been an out and proud trans person since 2017, online and in person - make myself visible despite the risk
- Have dealt with the legal and medical processes involved in social and medical transition
- Have spent a lot of time learning about these processes for education purposes

“Transtok”

- Started posting videos in 2021 and became popular within the trans community on tiktok in 2022
- Participated in various “transtok” projects such as the Trains SMP and the transtok calendar
- Released a music video for my original song called “Guess what you’re trans”
- Concerned myself heavily with education and science communication. For example, injection tutorials, legislation updates and explainers, and HRT information and updates on related research
- Left my dms open for years and advised hundreds of fans on dealing with gender feels, how to get hrt, voice training, etc

Daybreaks Gay Raves

- Founded and led a group of volunteers, rebranded to Daybreaks in 2024
- Branched out to organizing protests in 2025 - ran We Protect Us in April
- We only run explicitly queer events, only book queer artists, and only allow queer vendors (we don’t gatekeep though - self-identification is plenty)
- We also only run free, all-ages, and more recently masked events (so far), because we have a goal of creating accessible and safe community spaces for queer people, including teenagers
- Have done benefit shows before, and combination protest/raves, did a trans pride event this year

2020 Mutual Aid and Housing Organizing

- Engaged in support of houseless neighbors through mutual aid - food, moving help, etc
- Organized housing-themed protests
- Created online spaces for facilitating mutual aid for victims of eviction and houselessness

BLM

- Attended black lives matter protests consistently throughout the second half of 2020
- Became involved in the community. Jail support, community meetings, protecting marchers, daily marches, etc. Was present for the deadly car attack on a protest crowd
- Advocated heavily using what platforms I have to keep people involved
- Was present daily at CHOP and worked hard to connect people and facilitate logistics

Be:Seattle - Renter's rights nonprofit

- Served on board of directors from 2022 to present
- Have been vice president for a year or 2, mostly involves facilitating meetings when president is absent.

SEA TRAIN/TRACTION

- Started a grassroots group for trans relocation assistance, then folded it up into an existing nonprofit
- Helped get the relocation management team at TRACTION off the ground which has now helped dozens of trans people move to safer states (mostly Seattle)

MANTIS (Mutual Aid Network for Trans/Intersex Individuals around Seattle)

- Became involved early on and advised its founder on running in-person and online mutual aid spaces
- Participated in development of a code of conduct and other practices
- Helped moderate the community and enforce and encourage restorative justice

PNW Trans Couch Network

- Started a couch network to provide temporary housing to trans people fleeing persecution across the US
- It serves as a hub to allow various orgs doing relocation assistance to share resources in a secure way
- Involves coordinating between a handful of local orgs with a variety of leadership structures

Community Leadership

- Have acted as a community leader and elder in a variety of capacities over the years
- Create and moderate online spaces, and advocate aggressively for restorative justice and healthy community practices
- Advise my peers on legal and medical processes involved in transition, as well as just being someone to talk to when you are questioning

Seattle Renters' Commission

15 Members: Pursuant to *Ordinance 125280*, *all* members subject to City Council confirmation, **2**-year terms

Appointing Authority for SRC Member Positions

- **6** City Council-appointed (Positions 1 through 6)
- **7** Mayor-appointed (Positions 7 through 12 and Position 15)
- **2** Commission-appointed (Positions 13 and 14)

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	4	1.	Member	Liz Fite	3/1/24	2/28/26	1	Council
3	F	3	2.	Member	Julissa Sanchez	3/1/25	2/28/27	2	Council
6	FT	5	3.	Member	Adora Blue	3/1/24	2/28/26	1	Council
6	F	2	4.	Member	Kate Rubin	3/1/25	2/28/27	2	Council
6	F	5	5.	Member	Sally M. Kinney	3/1/24	2/28/26	1	Council
6	M	4	6.	Member	Allan Francis	3/1/25	2/28/27	1	Council
6	M	3	7.	Member	Sam Wolfson	3/1/24	2/28/26	1	Mayor
6	F	3	8.	Member	Lydia Felty	3/1/25	2/28/27	2	Mayor
2	F	5	9.	Member	E. Mandisa Subira	3/1/24	2/28/26	1	Mayor
		2	10.	Member	Kasey Burton	3/1/25	2/28/27	1	Mayor
9	F	3	11.	Member	Angela O'Brien	3/1/24	2/28/26	1	Mayor
3	M	3	12.	Member	Daniel E. Lugo	3/1/25	2/28/27	1	Mayor
2	M	2	13.	Member	Andrew Ashiofu	3/1/24	2/28/26	1	Commission
6	F	2	14.	Member	Karen Taylor	3/1/25	2/28/27	1	Commission
			15.	Get Engaged Member	Agni Bhattacharya	9/1/25	8/31/26	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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

Please Note: Information in this table may not accurately reflect the number of commissioners and/or demographics on the commission due to missing information and multiple selections.

Key:

*D List the corresponding *Diversity Chart* number (1 through 9)

**G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

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

Diversity information is self-identified and is voluntary.



Legislation Text

File #: Appt 03247, **Version:** 1

Appointment of Liz Fite as member, Seattle Renters' Commission, for a term to February 28, 2026.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Liz Fite		
Board/Commission Name: Seattle Renters' Commission		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other		Term of Position: * Term begin: 3/1/2024 to Term end: 2/28/2026 <input checked="" type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: Wedgwood	Zip Code: 98115	Contact Phone No.: [REDACTED]
Background: <i>As a Seattle renter, I've experienced firsthand the challenges of finding and keeping stable, affordable housing in our city. I care deeply about making sure renters have a real voice in shaping policies that impact our lives, especially when it feels like city leadership isn't always focused on renter needs. My background combines community organizing, campaign support, and extensive experience in knowledge management. I've led working groups to help people connect and share resources, and I know how to bring voices together to work toward common goals. I would love to help organize and support tenant working groups within the Commission, and I am eager to contribute to advocacy efforts that push for stronger renter protections and more transparent city processes.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 7/10/2025		Appointing Signatory: Mark Solomon Seattle City Councilmember, District 2

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

PROFILE

Information professional with a multi-faceted background encompassing collection development, digital asset management, information discovery and organization, and knowledge management. Passionate about creating spaces where teammates can connect, share resources, and be inspired.

EXPERIENCE

Knowledge Manager | GMB | 2023-Present

- Create and manage internal educational and training materials
- Align knowledge management strategies with our teams' project workflows
- Organize content in clear, user-friendly formats
- Leverage tools like AI search, Monday.com and our internal intranet to improve knowledge access
- Gather feedback from team leads and management to improve content and tools
- Spot knowledge gaps early and propose practical solutions

Documentation Specialist | TransUnion | 2021-2023

- Created and managed 20k+ articles of content in internal knowledge management system
- Streamlined multiple reporting and tracking systems to improve efficiency and collaboration
- Researched and implemented internal ticketing system to improve response times to content requests

Knowledge Management Specialist | KieranTimberlake | March 2019-December 2020

- Managed internal content management systems and their associated collections
- Researched, wrote, and implemented best practices standards and help documentation for both established and newly implemented platforms
- Established and managed working groups in key areas to facilitate and improve organizational communication and knowledge creation

Librarian and Archivist | Mt. Cuba Center | 2012-2019

- Implemented the organization's first library collection of over 5,000 physical and digital items.
- Established the organization's first archives and records management program
- Implemented multiple content management platforms, including a digital asset management platform, integrated library system, and company intranet
- Provided in-person, online, and telephone reference assistance to staff, students, and visitors to the gardens

EDUCATION

Drexel University

Master of Science (M.S.)

Library and Information Science

Temple University

Bachelor of Arts (BA)

History

Seattle Renters' Commission

15 Members: Pursuant to *Ordinance 125280*, *all* members subject to City Council confirmation, **2**-year terms

Appointing Authority for SRC Member Positions

- **6** City Council-appointed (Positions 1 through 6)
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Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
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6	FT	5	3.	Member	Adora Blue	3/1/24	2/28/26	1	Council
6	F	2	4.	Member	Kate Rubin	3/1/25	2/28/27	2	Council
6	F	5	5.	Member	Sally M. Kinney	3/1/24	2/28/26	1	Council
6	M	4	6.	Member	Allan Francis	3/1/25	2/28/27	1	Council
6	M	3	7.	Member	Sam Wolfson	3/1/24	2/28/26	1	Mayor
6	F	3	8.	Member	Lydia Felty	3/1/25	2/28/27	2	Mayor
2	F	5	9.	Member	E. Mandisa Subira	3/1/24	2/28/26	1	Mayor
		2	10.	Member	Kasey Burton	3/1/25	2/28/27	1	Mayor
9	F	3	11.	Member	Angela O'Brien	3/1/24	2/28/26	1	Mayor
3	M	3	12.	Member	Daniel E. Lugo	3/1/25	2/28/27	1	Mayor
2	M	2	13.	Member	Andrew Ashiofu	3/1/24	2/28/26	1	Commission
6	F	2	14.	Member	Karen Taylor	3/1/25	2/28/27	1	Commission
			15.	Get Engaged Member	Agni Bhattacharya	9/1/25	8/31/26	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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

Please Note: Information in this table may not accurately reflect the number of commissioners and/or demographics on the commission due to missing information and multiple selections.

Key:

*D List the corresponding *Diversity Chart* number (1 through 9)

**G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

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

Diversity information is self-identified and is voluntary.



Legislation Text

File #: Appt 03249, **Version:** 1

Appointment of Sally M. Kinney as member, Seattle Renters' Commission, for a term to February 28, 2026.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Sally M. Kinney		
Board/Commission Name: Seattle Renters' Commission		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other		Term of Position: * Term begin: 3/1/2024 to Term end: 2/28/2026 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: Lake City	Zip Code: 98125	Contact Phone No.: [REDACTED]
Background: <i>I am a California native and moved to Seattle at age 21. I had two children; my adult daughter is developmentally-disabled and my son died two years ago. After being a renter all my early adult life, I bought a small house in Lake City; due to financial inability to maintain it, I sold it in 2013 and moved to taxcredit senior housing in Lake City. I currently live on Social Security and savings. My monthly rent exceeds my SSA income. Over the last 20 years I have worked within organizations concerned with poverty and homelessness.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 7/10/2025		Appointing Signatory: Mark Solomon Seattle City Councilmember, District 2

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

SALLY M. KINNEY



Personal

I am a California native and moved to Seattle at age 21. I had two children; my adult daughter is developmentally-disabled and my son died two years ago. After being a renter all my early adult life, I bought a small house in Lake City; due to financial inability to maintain it, I sold it in 2013 and moved to tax-credit senior housing in Lake City. I currently live on Social Security and savings. My monthly rent exceeds my SSA income.

Employment

During the last 12 years of fulltime work, I was employed as a legal assistant/paralegal at several Seattle law firms. I retired from fulltime employment in 2002 and began unpaid advocacy work.

Areas of Interest

My hometown, Salinas, was a center of agricultural activity in a California valley. Farm workers had extremely difficult lives and I was familiar with those difficulties through going to a country school with their children. That experience, as well as the experience of advocating for scarce services for my disabled daughter, caused me to want to work for change. Over the last 20 years I have worked within organizations concerned with poverty and homelessness. I have done organizational and public-facing writing for many of those organizations.

Organizational affiliations

Ballard Community Taskforce on Homelessness and Hunger (current member; past founding member)

Camp United We Stand (Board secretary of authorized homeless encampment sited between North Seattle/North King County; Board acts as organizers, fiduciary, and legal representative)

Homeless Remembrance Project Committee and Women in Black

Homeless to Renter Program, Temple Beth Am

Lake City Taskforce on Homelessness (current and founding member)

Seattle King County Coalition on Homelessness (past board member)

Transit Riders Union (current member)

Seattle Renters' Commission

15 Members: Pursuant to *Ordinance 125280*, *all* members subject to City Council confirmation, **2**-year terms

Appointing Authority for SRC Member Positions

- **6** City Council-appointed (Positions 1 through 6)
- **7** Mayor-appointed (Positions 7 through 12 and Position 15)
- **2** Commission-appointed (Positions 13 and 14)

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	4	1.	Member	Liz Fite	3/1/24	2/28/26	1	Council
3	F	3	2.	Member	Julissa Sanchez	3/1/25	2/28/27	2	Council
6	FT	5	3.	Member	Adora Blue	3/1/24	2/28/26	1	Council
6	F	2	4.	Member	Kate Rubin	3/1/25	2/28/27	2	Council
6	F	5	5.	Member	Sally M. Kinney	3/1/24	2/28/26	1	Council
6	M	4	6.	Member	Allan Francis	3/1/25	2/28/27	1	Council
6	M	3	7.	Member	Sam Wolfson	3/1/24	2/28/26	1	Mayor
6	F	3	8.	Member	Lydia Felty	3/1/25	2/28/27	2	Mayor
2	F	5	9.	Member	E. Mandisa Subira	3/1/24	2/28/26	1	Mayor
		2	10.	Member	Kasey Burton	3/1/25	2/28/27	1	Mayor
9	F	3	11.	Member	Angela O'Brien	3/1/24	2/28/26	1	Mayor
3	M	3	12.	Member	Daniel E. Lugo	3/1/25	2/28/27	1	Mayor
2	M	2	13.	Member	Andrew Ashiofu	3/1/24	2/28/26	1	Commission
6	F	2	14.	Member	Karen Taylor	3/1/25	2/28/27	1	Commission
			15.	Get Engaged Member	Agni Bhattacharya	9/1/25	8/31/26	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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Mayor	2	3				1	1			1			1
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Other	1	1				1				1			
Total	4	8	1			2	2		1	7			1

Please Note: Information in this table may not accurately reflect the number of commissioners and/or demographics on the commission due to missing information and multiple selections.

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

Diversity information is self-identified and is voluntary.



Legislation Text


File #: Appt 03250, **Version:** 1

Appointment of Angela O'Brien as member, Seattle Renters' Commission, for a term to February 28, 2026.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Angela O'Brien		
Board/Commission Name: Seattle Renters' Commission		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other		Term of Position: * Term begin: 3/1/2024 to Term end: 2/28/2026 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: Capitol Hill	Zip Code: 98122	Contact Phone No.: [REDACTED]
Background: <i>Angie O'Brien was raised in Seattle and is a passionate about social justice, driven by a deep belief in fairness and equality. With a background in affordable housing and grassroots organizing, she brings a unique perspective to addressing social justice by advocating and educating. Her commitment to positive change is demonstrated through organizing community outreach programs and influencing policy change. As a Case Manager for Goodwill she is dedicated to future goals related to education and creating a more just and equitable world for all.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): July 11 th , 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

Angela O'Brien

Experience in non-profit public service, social services, human services, housing programs. Recognized for excellence on performance reviews in areas like: dependability, ability to learn and master new concepts, positive work ethic, and a commitment to providing unsurpassed service.

EXPERIENCE

Evergreen Goodwill – Case Manager 6/2025 – present

- Performs overall assessment of program participant's needs and develops an individualized service plans with short- and long-term goals.
- Reviews case plans weekly to adjust goals where needed or appropriate.
- Performs a wide variety of group facilitation with program participants around life skills, employment, housing, education, financial capability, nutrition and wellness, art and culture.
- Educates program participants on issues surrounding living skills, parenting, financial capability, workforce development, health and hygiene, housing, and drug and alcohol abuse.
- Develops and maintain comprehensive lists of community resources for use by program participants and refer program participants as appropriate.
- Establishes individualized budgets with program participants and assists program participants in monitoring savings and expenditures.
- Documents all contact with program participants; prepares all screenings, assessments, service plans, evaluations, and reporting records.
- Provides crisis intervention, referrals and collaborative consultations with service providers working with the client.
- Maintains and updates all client files to ensure compliance with reporting agencies.

Catholic Community Service Housing – Assistant Property Manager 3/2025- 6/2025

- Managed resident relations with tact, diplomacy and courteous communications. Respond promptly to resident complaints, concerns and requests. Under the direction of the Property Manager, meet with residents to discuss infractions of lease and community rules. Enforce company policies and community rules with consistency and fairness.
- Ensured that all administrative paperwork is accurate, complete and submitted on a timely basis, including move-in/new lease packages, final deposit accounting statements and A/P.
- Prepare, implement and recommend procedures and systems within company guidelines to ensure orderly, efficient workflow. Ensure distribution of all company or community-issued
- Maintained records on all aspects of management activity and submit required documents and reports, as necessary.
- Ensured service requests and community repairs are scheduled and completed on a timely basis. Resident service requests are expected to be completed within 48 hours from the time of request.
- Function as a Leader in times of emergency for the community

- Walked and inspect property on a regular basis to ensure the property is clean and welcoming for current and prospective residents. Coordinate and participate in annual and monthly health, safety and pest inspections for tenants.
- Follow Eviction Prevention policies and procedures in relation to issuing resident notices and ensuring compliance with community rules and rent payment procedures.

Community Roots Housing - Property Manager 09/2022-2/2023

- Collected and processed all payments.
- Operated within provisions of Seattle & WA State Landlord Tenant law, Fair Housing law & the ADA.
- Effectively managed staff.
- Participated in community activities relevant to the building and to the company's mission.

Seattle Housing Authority - Assistant Property Manager 10/2012-03/2022

- Verified eligibility/suitability of applicants and transferring residents
- Referred and/or coordinated residents' needs with community agencies for services and information.
- Coordinated issuance, completion and tracking of ADA/504 requests and forms.
- Prepared & edited letters, notices, flyers and other correspondence; prepared statistical reports.
- Managed 300 scattered sites units
- Conducted inspections for Move in and Move outs
- Maintained clear and effective communication with tenants, addressing and resolving complaints to ensure a positive experience

Seattle Renters' Commission

15 Members: Pursuant to *Ordinance 125280*, *all* members subject to City Council confirmation, **2**-year terms

Appointing Authority for SRC Member Positions

- **6** City Council-appointed (Positions 1 through 6)
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Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
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3	F	3	2.	Member	Julissa Sanchez	3/1/25	2/28/27	2	Council
6	FT	5	3.	Member	Adora Blue	3/1/24	2/28/26	1	Council
6	F	2	4.	Member	Kate Rubin	3/1/25	2/28/27	2	Council
6	F	5	5.	Member	Sally M. Kinney	3/1/24	2/28/26	1	Council
6	M	4	6.	Member	Allan Francis	3/1/25	2/28/27	1	Council
6	M	3	7.	Member	Sam Wolfson	3/1/24	2/28/26	1	Mayor
6	F	3	8.	Member	Lydia Felty	3/1/25	2/28/27	2	Mayor
2	F	5	9.	Member	E. Mandisa Subira	3/1/24	2/28/26	1	Mayor
		2	10.	Member	Kasey Burton	3/1/25	2/28/27	1	Mayor
9	F	3	11.	Member	Angela O'Brien	3/1/24	2/28/26	1	Mayor
3	M	3	12.	Member	Daniel E. Lugo	3/1/25	2/28/27	1	Mayor
2	M	2	13.	Member	Andrew Ashiofu	3/1/24	2/28/26	1	Commission
6	F	2	14.	Member	Karen Taylor	3/1/25	2/28/27	1	Commission
			15.	Get Engaged Member	Agni Bhattacharya	9/1/25	8/31/26	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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Mayor	2	3				1	1			1			1
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Other	1	1				1				1			
Total	4	8	1			2	2		1	7			1

Please Note: Information in this table may not accurately reflect the number of commissioners and/or demographics on the commission due to missing information and multiple selections.

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

Diversity information is self-identified and is voluntary.



Legislation Text


File #: Appt 03251, **Version:** 1

Appointment of E. Mandisa Subira as member, Seattle Renters' Commission, for a term to February 28, 2026.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: E. Mandisa Subira		
Board/Commission Name: Seattle Renters' Commission		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other		Term of Position: * Term begin: 3/1/2024 to Term end: 2/28/2026 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: Bitter Lake	Zip Code: 98133	Contact Phone No.: [REDACTED]
Background: <i>I have been a community organizer for over 25 years and I am very passionate about safe and affordable housing. My 33 year old son was born with hydrocephalus (water on the brain) and has been disabled his entire life. Due to his disability we have lived in affordable housing and have been the recipients of Housing choice vouchers for many years in California, Washington, and Nevada. I am interested in this commission because I feel that I can contribute my wisdom and experience when it comes to organizing people and creating strategic plans of action. I feel that I would be a tremendous asset and can provide extensive organizing in the BIPOC community. I am both African and Native American and therefore am very much at the intersection of race and housing.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): July 10 th , 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

E. Mandisa Subira

Creative Economy Consultant –Program | Project Manager-
Educator Professional Actor | Producer | Choreographer

SUMMARY

Goal-oriented and self-motivated professional consultant with over 25 years of experience in consulting and organizing multi-national civic, social, political, educational, artistic, cultural, and community development organizations. Primarily focused on curriculum development, Service Learning, Health and Wellness, Civic Engagement, Social impact film, tv, media, theater, production, Arts-based Community Development, and Revitalization projects and initiatives. An enthusiastic leader that strives to do great work every day. Successful track record of providing exceptional service and delivery for internal and external clients; leader of teams through acquisition and organizational change. Possesses a broad-based background in program development, entertainment, project, and event planning. Adept at developing administrative and creative processes to empower, train, and retain staff, improve efficiency, and achieve organizational objectives.

Career Highlights

- National Coordinator, Youth Leadership coach, Million Youth Movement (televised on c-span)
- Project Consultant for Musician Prince/ Paisley Park (L4OA, community gardens, Dolphin fest, Family March)
- Youth & Family Advocacy (Teaching Artist/ Youth Intervention Specialist, Seattle Public Schools)
- Campaign Manager/Outreach/Communications Coordinator for Political Campaigns in MN, CA, WA
- Adjunct Professor/ Collegiate Speech & Debate Coach/ Dance Instructor University of Providence
- Service for Peace Summer Camp/ Service Learning Creative Arts Director
- Ambassadors 4 Peace Washington DC planning committee for Dr. King National day for Service.
- Radio Talk show host Am 1150 KKNW, KGPR Montana Public Radio, and Blogtalk radio
- FCC Testimony for Minority Media Ownership (Televised on C-span)
- Advisor, Shoreline Community College Performing Arts & Digital Film Advisory Committee
- Braver Angels Western Washington Steering committee.

Skills and Knowledge

- | | | |
|-----------------------------------|-------------------------------|----------------------------------|
| • Motivational Speaking | • Projects Management | • Conscientiousness |
| • Leadership Development | • Program Management | • Detailed Oriented |
| • Skilled Moderator/Facilitator | • Training Staff | • Solution Seeker |
| • Human Potential | • Relationship Management. | • Decision-Maker |
| • Performance art instructor | • Microsoft Office Suite | • Customer Service |
| • Grassroots | • Strong Attention to Detail | • Analytical Thinking |
| • Organizing/Advocacy/Fundraising | • Interactive Communication | • Fast Learner |
| • Diversity & Inclusion Expert | • Strong Interpersonal Skills | • Strong Organization Skills |
| • Computer Proficient | • Excellent Leadership Skills | • Ability to Multitask |
| • PowerPoint | • Goal & Result Oriented | • Strong Public Speaking Ability |
| • Coordinating Skills | • Spiritual Motivator | • Quick Learner |
| • Financial Analysis | • People Management | • Self-Motivated |

Professional Experience

Executive Director, Professional Services Manager

2018-Present

Kiamsha Temple of Awakening - (Creative Economy Network & Academy) Seattle WA

- Connect Creatives with Professional Services Training, Employment, and Resources.
- Produce Social Impact TV/film/video/media for Kiamsha's Independently owned Sol Zen Zuki Roku Tv Network

- Introduce Personal Development/Leadership curriculums, Train Volunteers to engage in grassroots Artist Advocacy.
- Provide Creative Economy Consultation, Event Planning, Produce Artist Olympiad, and Fundraiser.
- Inspire Artistic & Cultural community-produced projects and performances
- Initiate Art-based Community Development & Revitalization Programs and Initiatives, conferences& workshops
- Supervise, coordinate, and provide leadership to assigned staff, by agency policies, procedures, and objectives to ensure that activities are performed effectively and efficiently.
- Responsible for all operations, acting as a contact for all staff, residents, prospects, community organizations, etc.
- Maintain a strong revenue-oriented culture supporting a service-based relationship with the local community.
- Plan, manage and implement fund development strategies for the Chapter, Region, and assigned corporate accounts.
- Performance coaching, including following through with disciplinary action and performance/merit reviews
- Supporting our Project Managers and project teams, acting as the senior representative in project delivery, taking personal ownership of issues, and delivering solutions in a way that builds customers' confidence.

Wellness Coach, Project Consultant (Remote) Chalcyond Inc.- (Lifestyle Services) Dallas, TX

2012-2018

As a wellness coach, I provided counseling to clients and try to improve various aspects of their health; created an individualized plan for the patient; created a safe and plausible plan; created and distributed such as brochures to clients, and coordinated.

Key Responsibilities:

- Developed promotional and incentive wellness campaigns.
- Participated in Wellness Focus Groups and Insurance Committee Meetings.
- Developed and facilitated community activities for program participants promoting wellness.
- Conducted multiple workshops with individuals who had developmental and intellectual disabilities.
- Developed and conducted onsite health-related wellness seminars and training courses for interested employees.
- Supported operational aspects of the division to meet the organization's customer requirements and satisfaction.
- Contacted participants and provided necessary wellness coaching to reduce or help eliminate high-risk behaviors.
- Design numerous workout philosophies and develop alternative exercises that were beneficial for clients.

Keynote Speaker

2014

Workshop Facilitation, MCS Awareness Project

Key Responsibilities:

As a Keynote Speaker, I was responsible for eye-catching presentations; developing and designing presentations, telling the story cleanly and understandably; assisting the department in developing slides for internal use; incorporating smart visual solutions; taking responsibility for developing and maintaining customized templates and graphics, providing training for the tools so that clients can communicate ideas and concepts accurately and appealingly.

EDUCATION

University of Providence

1993-1994

Major: Communications

University of Washington

1994-1996

Major: Theater, Minor: Multi-cultural Studies

Honors

Appointed Ambassador for Peace by the United Peace Federation 2003.

Reference

Reference upon demand.

Seattle Renters' Commission

15 Members: Pursuant to *Ordinance 125280*, *all* members subject to City Council confirmation, **2**-year terms

Appointing Authority for SRC Member Positions

- **6** City Council-appointed (Positions 1 through 6)
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Roster:

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2	F	5	9.	Member	E. Mandisa Subira	3/1/24	2/28/26	1	Mayor
		2	10.	Member	Kasey Burton	3/1/25	2/28/27	1	Mayor
9	F	3	11.	Member	Angela O'Brien	3/1/24	2/28/26	1	Mayor
3	M	3	12.	Member	Daniel E. Lugo	3/1/25	2/28/27	1	Mayor
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6	F	2	14.	Member	Karen Taylor	3/1/25	2/28/27	1	Commission
			15.	Get Engaged Member	Agni Bhattacharya	9/1/25	8/31/26	1	Mayor

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Other	1	1				1				1			
Total	4	8	1			2	2		1	7			1

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

Diversity information is self-identified and is voluntary.



Legislation Text

File #: Appt 03252, **Version:** 1

Appointment of Sam Wolfson as member, Seattle Renters' Commission, for a term to February 28, 2026.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Sam Wolfson		
Board/Commission Name: <i>Seattle Renters' Commission</i>		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other		Term of Position: * Term begin: 3/1/2024 to Term end: 2/28/2026 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: Capitol Hill	Zip Code: 98122	Contact Phone No.: [REDACTED]
Background: <i>Sam has lived in Seattle his entire life, and saw firsthand the explosion of growth that came with the city's newfound position as a hub for technology. As someone who loves Seattle and wants to see it thrive, he personally understands the importance of making housing in our city affordable, welcoming, and plentiful for the increasingly large number of people who want to live here.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): July 10 th , 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

Sam Wolfson

Education

University of Washington (Seattle, WA)

- Masters of Science, Computer Science (3.9 GPA) August 2020
 - Bachelors of Science, Computer Science (Magna Cum Laude, 3.9 GPA) March 2019
-

Skills

Languages: Python, JavaScript/TypeScript, HTML/CSS, C, Golang, Terraform (AWS), Unix Shell, Swift (SwiftUI)

Frameworks: Flask, FastAPI, React

Environments: Docker, Git, Kubernetes (Istio, Helm), SQL (PostgreSQL)

Platforms: AWS, GitLab CI/CD

Grab Bag: University teaching & course development, homebrew IoT, 3D design & printing

Work Experience

Software Engineer, ExtraHop Networks

2020 — present

- Developed and supported software for hundreds of enterprise customers on RevealX 360, our cloud service offering.
- Worked throughout the entire software development lifecycle, including secure system design, development, deployment, and production support.
- Managed a Kubernetes cluster with the Istio service mesh.
- Worked extensively with AWS services to develop secure, resilient systems.
- Wrote Terraform infrastructure-as-code to provision resources programmatically.
- Developed full-stack, widely-used internal tools.

Quarterly Instructor, University of Washington

2019 — 2023

- Prepared and delivered three lectures a week for quarter-long courses (The Hardware/Software Interface, Computer Science Principles).
- Managed staff of ten TAs and classes of up to 150 students.
- Led weekly meetings to discuss goals & student experiences, manage grading load, and plan for the week.
- Developed new grading infrastructure for programming assignments using Docker images on the Gradescope platform.
- Worked with a graduate student to incorporate socio-technical content into courses with the goal of understanding the broader context around computer science and technology.

Software Engineering Intern, Arista Networks

summer 2018

- Implemented code to automatically power off servers in our test environment when they are not actively in use, leading to a 9% decrease in overall energy usage by test servers.
 - Designed a strategy to move management code for test servers out of local user workspaces and into containerized microservices, using Docker to run the services and gRPC to facilitate communication between the clients and the services.
-

Projects & Volunteering

Non-Profit Board Member, Capitol Hill Tool Library

2023 — present

- Led semi-weekly volunteering shifts as a tool librarian, checking in and out tools and providing project advice.
- Implemented a new wiki to document volunteer guidelines and tool usage directions.
- Coordinated the installation of a new front sign, including permitting, installation, and electrical work.
- Led an effort to research and purchase a new 3D printer, and taught classes demonstrating its usage.

Homebrew IoT

- Built embedded devices with ESP microprocessors, Home Assistant, and ESPHome to monitor temperature, and control lights and media center devices.
- Modelled and 3D printed gizmos to fix household annoyances.

Seattle Renters' Commission

15 Members: Pursuant to *Ordinance 125280*, *all* members subject to City Council confirmation, **2**-year terms

Appointing Authority for SRC Member Positions

- **6** City Council-appointed (Positions 1 through 6)
- **7** Mayor-appointed (Positions 7 through 12 and Position 15)
- **2** Commission-appointed (Positions 13 and 14)

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	4	1.	Member	Liz Fite	3/1/24	2/28/26	1	Council
3	F	3	2.	Member	Julissa Sanchez	3/1/25	2/28/27	2	Council
6	FT	5	3.	Member	Adora Blue	3/1/24	2/28/26	1	Council
6	F	2	4.	Member	Kate Rubin	3/1/25	2/28/27	2	Council
6	F	5	5.	Member	Sally M. Kinney	3/1/24	2/28/26	1	Council
6	M	4	6.	Member	Allan Francis	3/1/25	2/28/27	1	Council
6	M	3	7.	Member	Sam Wolfson	3/1/24	2/28/26	1	Mayor
6	F	3	8.	Member	Lydia Felty	3/1/25	2/28/27	2	Mayor
2	F	5	9.	Member	E. Mandisa Subira	3/1/24	2/28/26	1	Mayor
		2	10.	Member	Kasey Burton	3/1/25	2/28/27	1	Mayor
9	F	3	11.	Member	Angela O'Brien	3/1/24	2/28/26	1	Mayor
3	M	3	12.	Member	Daniel E. Lugo	3/1/25	2/28/27	1	Mayor
2	M	2	13.	Member	Andrew Ashiofu	3/1/24	2/28/26	1	Commission
6	F	2	14.	Member	Karen Taylor	3/1/25	2/28/27	1	Commission
			15.	Get Engaged Member	Agni Bhattacharya	9/1/25	8/31/26	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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

Please Note: Information in this table may not accurately reflect the number of commissioners and/or demographics on the commission due to missing information and multiple selections.

Key:

*D List the corresponding *Diversity Chart* number (1 through 9)

**G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

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

Diversity information is self-identified and is voluntary.



Legislation Text

File #: Appt 03253, **Version:** 1

Appointment of Kasey Burton as member, Seattle Renters' Commission, for a term to February 28, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Kasey Burton		
Board/Commission Name: Seattle Renters' Commission		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other		Term of Position: * Term begin: 3/1/2025 to Term end: 2/28/2027 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: Columbia City	Zip Code: 98118	Contact Phone No.: [REDACTED]
Background: <i>As an experienced landlord-tenant law attorney, I would like to join the Commission to contribute my legal skills and actively shape policies that protect tenants' rights and ensure fair housing practices. By participating in the Commission, I can advocate for stronger legal protections, help identify gaps in current laws, and offer expert legal insight on issues like eviction prevention and habitability standards. Joining the Commission also provides the opportunity to collaborate with community leaders, stakeholders, and other legal professionals to create a more equitable housing environment for renters.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): July 10 th , 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

KASEY BURTON

EDUCATION

University of Washington

JURIS DOCTORATE

Technology Law and Public Policy Clinic, Professional Mediation Skills Training Program
ACLU at UW, President 2012-2014

BACHELOR OF ARTS, POLITICAL SCIENCE

With distinction, Phi Beta Kappa, *cum laude*
Department of Political Science Honors Program
Thesis: Civil Litigation as a Tool against Hate Crimes

University of Colorado, Denver

MASTERS IN PUBLIC ADMINISTRATION

In progress

BOARD AND COMMITTEE POSITIONS

Washington Housing Alliance Action Fund - Treasurer
WLIHA Conference on Ending Homelessness - Proposal Review Committee

EXPERIENCE

TENANT LAW CENTER

Senior Staff Attorney
2022-present

- Maintain active docket of landlord-tenant law cases while providing support to and supervision of staff members
- Ensure team compliance with program policies and procedures
- Identify and capitalize on opportunities to engage with relevant communities regarding housing rights and landlord-tenant law
- Assess and investigate cases for potential representation, including negotiating resolutions to landlord-tenant disputes
- Create educational and analytical materials for both internal and external use
- Provide counsel and advice to tenants regarding their rights and responsibilities as renters

TACOMAPROBONO

Staff Attorney
2020-2022

- Manage high-conflict landlord-tenant law cases
- Research and monitor changes in landlord-tenant case law and statutes
- Adapt to and re-prioritize competing demands as needed
- Educate, collaborate with, and propose policy solutions to various stakeholders and decision-makers
- Communicate and collaborate with clients and community partners to identify client needs, provide information and resources, as well as develop and enact goal-oriented strategies
- Serve as liaison to other agencies and government programs

MOCERI LAW GROUP, PLLC

Attorney
2019-2020

- Provide trauma-informed advocacy for clients in emotionally fraught situations
- Support clients at various stages of litigation in contentious cases

Seattle Renters' Commission

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Roster:

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6	F	2	4.	Member	Kate Rubin	3/1/25	2/28/27	2	Council
6	F	5	5.	Member	Sally M. Kinney	3/1/24	2/28/26	1	Council
6	M	4	6.	Member	Allan Francis	3/1/25	2/28/27	1	Council
6	M	3	7.	Member	Sam Wolfson	3/1/24	2/28/26	1	Mayor
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2	F	5	9.	Member	E. Mandisa Subira	3/1/24	2/28/26	1	Mayor
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3	M	3	12.	Member	Daniel E. Lugo	3/1/25	2/28/27	1	Mayor
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			15.	Get Engaged Member	Agni Bhattacharya	9/1/25	8/31/26	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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Council	1	5	1				1		1	5			
Other	1	1				1				1			
Total	4	8	1			2	2		1	7			1

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

Diversity information is self-identified and is voluntary.



Legislation Text

File #: Appt 03254, **Version:** 1

Reappointment of Lydia Felty as member, Seattle Renters' Commission, for a term to February 28, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Lydia Felty		
Board/Commission Name: Seattle Renters' Commission		Position Title: Member
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other		Term of Position: * Term begin: 3/1/2025 to Term end: 2/28/2027 <input type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: Capitol Hill	Zip Code: 98102	Contact Phone No.: [REDACTED]
Background: <i>Lydia Felty is a resident of Capitol Hill. Originally from Ohio, she holds a B.A. in American Studies and English and worked as an educator before landing in the nonprofit sector. She now works with small downtowns across the state as they focus on the continued care of their space and community through place stewardship, historic preservation, and small business support.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): July 10 th , 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

LYDIA FELTY

she/her

EDUCATION

KENYON COLLEGE '17

Gambier, Ohio

B.A. in English and American Studies, *magna cum laude*.

UNIVERSITY OF OXFORD MANSFIELD COLLEGE '16

Oxford, United Kingdom

Studied English and history during a full-year abroad.

SKILLS

Research, writing, editing, event planning and management, project and database management, public speaking, curriculum design, cultural competency

I CARE ABOUT

Equity, belonging, & justice for the wellbeing of our society

Education for all ages through strong schools,, libraries, community programs, and the arts

Community development to ensure that everyone has the resources and support they need

Humor & gratitude as a way to connect with others and navigate the joys and hardships of life

VOLUNTEER WORK

Santa Ynez Valley Friends of the Library, Mansfield College Alumni Association, Sister District Project, Fair Fight

EXPERIENCE

RESOURCES COORDINATOR

Washington Trust for Historic Preservation | Seattle | Sept. 2021 – Present

As a member of the Washington Main Street team, I coordinate virtual and in-person learning events about community development, economic development, downtown placemaking, and nonprofit management; research, write, and curate online guides and toolkits to share ideas and best practices with placemaking practitioners around the state; and manage the Main Street Tax Credit Incentive Program with the Department of Revenue.

COMMUNICATIONS CONSULTANT

Northwest Outward Bound School | Remote | July 2021 – Present

In a part-time capacity, I develop communications strategies to support student enrollment and development activities and, in partnership with the Student Support and Development teams, I manage social media, website edits, and design requests, including building out systems to increase effectiveness and consistency.

ADMISSIONS ASSOCIATE

Midland School | Los Olivos, California | July 2020 – Present

I partnered with the Director of Admission in growing Midland's enrollment, including increasing application numbers by 25%; coordinated outreach efforts with prospective families and middle schools; planned and developed all-new virtual admission events; coordinated marketing materials; and maintained the school website, including managing and executing a redesign.

ENGLISH MENTOR AND CITY AS CAMPUS DIRECTOR

Quest Forward Academy | Santa Rosa, California | July 2019 – July 2020

I taught creative, skills-forward, project-based English classes, as well as semester-long and two-week-long elective courses. As the City as Campus Program Director, I led our team in planning and executing trips around the greater Bay Area and bringing interesting and relevant speakers to campus.

OUTREACH TEACHER AND COORDINATOR

The Island School | Eleuthera, The Bahamas | Aug. 2017 – July 2019

I taught an interdisciplinary, project-based research course on the effectiveness of tutoring. I also led students' outreach work, including teaching students about culture and service, coordinating their work with the local primary school, and managing our faculty as they supported our outreach work. As a member of the Literature & Writing team in the 2017–18 academic year, I taught Caribbean literature and creative and analytical writing. Both years, I also served as a coach, advisor, and residential duty faculty.

Seattle Renters' Commission

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2	F	5	9.	Member	E. Mandisa Subira	3/1/24	2/28/26	1	Mayor
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9	F	3	11.	Member	Angela O'Brien	3/1/24	2/28/26	1	Mayor
3	M	3	12.	Member	Daniel E. Lugo	3/1/25	2/28/27	1	Mayor
2	M	2	13.	Member	Andrew Ashiofu	3/1/24	2/28/26	1	Commission
6	F	2	14.	Member	Karen Taylor	3/1/25	2/28/27	1	Commission
			15.	Get Engaged Member	Agni Bhattacharya	9/1/25	8/31/26	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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Mayor	2	3				1	1			1			1
Council	1	5	1				1		1	5			
Other	1	1				1				1			
Total	4	8	1			2	2		1	7			1

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

Diversity information is self-identified and is voluntary.



Legislation Text

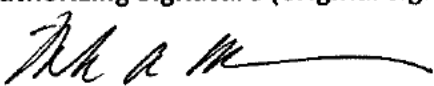
File #: Appt 03255, **Version:** 1

Appointment of Allan Francis as member, Seattle Renters' Commission, for a term to February 28, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Allan Francis		
Board/Commission Name: Seattle Renters' Commission		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other		Term of Position: * Term begin: 3/1/2025 to Term end: 2/28/2027 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: Roosevelt	Zip Code: 98115	Contact Phone No.: [REDACTED]
Background: <i>I'm applying to volunteer with the Seattle Renters' Commission because I want to ensure that those most impacted by housing injustice have a seat at the table and that policies reflect the realities of people too often excluded from the conversation. I believe that together we can develop solutions that reflect the truth of renters' experiences.</i> <i>Having lived through homelessness, disability, poverty, and interaction with the criminal legal system, I bring a critical and often unheard perspective to housing policy. I understand firsthand what many renters face—dealing with accessibility barriers, advocating for ADA accommodations, and carrying the constant worry of eviction and rising rents.</i> <i>I'm a foster care survivor who has overcome immense challenges, including a 2002 felony conviction that stemmed from untreated mental health issues. Today, I'm medication-compliant and engaged in therapy. I live in the Roosevelt neighborhood in a building owned by a nonprofit landlord. I see my past as part of a path that shaped my deep commitment to change.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 7/10/2025		Appointing Signatory: Mark Solomon Seattle City Councilmember, District 2

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

Allan Francis

EDUCATION

Portland Community College Portland, OR
Associate of Applied Science Degree/Accounting (In Progress)
Deans List

Redmond High School Redmond, OR
High School Diploma

VOLUNTEER EXPERIENCE

Seattle Housing and Resource Effort Seattle, WA August 2023 – Present
In September of 2024 I joined the Board of Directors, being tasked to contribute to the Power Lunch through my experience and knowledge of SHARE and willingness to take on the legal obligations required by the government of 501C3 non-profits and funders. I attend weekly Power Lunch meetings where we discuss all the facets of SHARE business and the issues of Homelessness in general. I attend weekly Strategic Planning Meetings where we discuss where the organization's headed, how to navigate current challenges, and figuring out next steps.

House Our Neighbors Education Fund Seattle, WA May 2025 – Present
After volunteering with House Our Neighbors to gather signatures for Prop 1A, participating in their communications workgroup, and door-knocking to remind people to vote, I joined the HONEF board of directors. On the board, we work towards its vision of a future where all people can afford to live and thrive in vibrant, cohesive, and climate-resilient communities through social housing.

The American Red Cross Seattle, WA September 2020 – Present
My roles with the Red Cross include Duty Officer, where I respond to calls, gather information, and mobilize responders. As a Shelter Supervisor, I supervise emergency shelter operations, focusing on the safety, comfort, and well-being of displaced individuals and families by allocating resources and addressing their needs to maintain a supportive environment. Lastly, as a Public Information Officer, I am responsible for timely and accurate communication to the media and public, handling inquiries, and shaping the narrative of disaster and recovery efforts to build trust and facilitate effective communication. I've deployed nationally 4 times. My 1st being Baton Rouge, Louisiana in 2020 for Hurricane Delta and my most recent being Clearwater, Florida in 2024 for Hurricane Helene.

WORK EXPERIENCE

Seattle Housing and Resource Effort Seattle, WA August 2022 – August 2023
Facilitated the democratic self - managed operations of SHARE shelters and projects. Worked cooperatively with participants, co-workers, hosts, and others.

Amazon Delivery Driver Portland, OR and Chandler AZ June 2019 – July 2022

I was responsible for the timely and accurate delivery of packages, meticulously planning routes, loading vehicles, and utilizing handheld devices for efficient tracking. I consistently prioritized safety by adhering to all traffic regulations and maintaining vehicle upkeep. My role also involved direct customer interaction, where I provided excellent service and resolved inquiries, ultimately contributing to Amazon's reputation for reliability and customer satisfaction.

Fairhaven Recovery Homes Tigard, OR December 2015 – August 2017

Mentor; Interviewed members to determine their suitability for participation in our clean and sober living homes, provide information or refer individuals to public or private agencies or community services for assistance, complete and maintain accurate records or reports regarding the participants' histories and progress, services provided, or other required information. Counsel participants, individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes, review and evaluate clients' progress in relation to measurable goals described in their recovery plan, routinely perform home inspections to determine necessity of repairs or maintenance, submit reports and review reports or problems with superior.

Portland Community College Portland, OR June 2008 – November 2008

Bookstore Clerk; Operated cash register and assisted customers with purchasing items. Verified checks and processed credit card purchases, assisted bookstore shipping/receiving personnel in transfer of merchandise from one campus site to another, monitored stock and restocked shelves with books and supplies when needed, assisted in general maintenance of store and re-arranged stock as needed to ensure merchandise was properly presented.

Portland Community College Portland, OR June 2007 – June 2008

Media Services Technician Work Study Student; Monitored email requests to the department and answered phones and forwarded appropriately, organized equipment storage area, maintained inventory, assisted with equipment check out for staff members and assembled carts with necessary equipment for use during the day, performed standard equipment setup including computers, data projectors and other multimedia equipment, diagnosed routine equipment malfunctions and provides users with problem resolution, installed classroom technology equipment in accordance with college standards, participated in event set-up and tear down and was present at events to monitor equipment and ensure things worked properly during the event.

Scrubby's Car Wash Portland, OR August 2006 – March 2007

Carwash Attendant; Address all customer concerns and handled them in a professional manner that was satisfactory to both the customer and to the car wash, maintained proficiency with all policies and procedures and was able to perform them on a daily basis as needed, perform visual inspections to ensure all equipment and chemicals were functioning properly, performed regularly scheduled maintenance on all equipment to ensure it was kept in proper working order, kept the entire property spotlessly clean and ensured everything was kept in the proper place and organized, kept vacuums unclogged, hoses hung properly, and trash cans emptied.

Doug Fir Lounge

Portland, OR

May 2005 – April 2006

Production Assistant; Stocked musicians lounge with snacks, beverages, and refreshments as requested in their contract, performed setup and teardowns for shows, assisted bands with loading in, setup and teardown of equipment, serviced, cleaned, and supplied restrooms, cleaned building floors by sweeping, mopping, scrubbing, or vacuuming, gathered and emptied trash.

Endura Wood Products

Portland, OR

March 2005 – May 2005

Bookkeeper; Greeted customers, and answered the phone, ran errands to post office and bank, operated 10-key calculators, and copy machine to perform calculations and produce documents, operated computer programmed with accounting software to record, store, and analyze information, checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.

Safeway

Portland, OR

July 1996 – June 2004

Night Crew Supervisor; Provided friendly, courteous, and helpful service to customers, responsible for store security, cashiered, ordered product using a handheld ordering device, stocked items on shelves in the specified location, dusted and washed shelves as needed, organized backroom, inventoried product, wrote schedule for the department and trained new workers.

Seattle Renters' Commission

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			15.	Get Engaged Member	Agni Bhattacharya	9/1/25	8/31/26	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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Total	4	8	1			2	2		1	7			1

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

Diversity information is self-identified and is voluntary.



Legislation Text

File #: Appt 03256, **Version:** 1

Appointment of Daniel E. Lugo as member, Seattle Renters' Commission, for a term to February 28, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Daniel E. Lugo		
Board/Commission Name: <i>Seattle Renters' Commission</i>		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other		Term of Position: * Term begin: 3/1/2025 to Term end: 2/28/2027 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: Capitol Hill	Zip Code: 98102	Contact Phone No.: [REDACTED]
Background: <i>After graduating from Seattle's University of Washington in 2017, I lost access to the support I received through the foster care system. Consequently, I exited college into homelessness and lived out of my car to save up money until I could afford the up-front costs of moving into a Seattle apartment. While homeless, I secured a job in 2017 at the Washington State Legislature as a legislative assistant where I began to learn how our public systems work to support people in need. I am applying for this position so that I can utilize what I learned about our systems, as well as my lived experience, to influence meaningful change in Seattle.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): July 10 th , 2025		Appointing Signatory: <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

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

DANIEL E. LUGO

SKILLS:

- Seven years of experience conducting policy analysis, development, and engagement with the Washington state legislative process.
- Ability to convene and meet with stakeholders and legislators to strategize how best to develop and advance policy & legislation.
- Strong analytical and problem-solving skills, with an ability to remain flexible and adaptable to changing high-stakes environments.
- Excellent oral and written communication skills demonstrated through panels, discussion groups, and meetings.
- Ability to work individually in a self-directed manner and as part of a team, with minimal to no oversight.

EXPERIENCE:

Treehouse for Kids | Seattle, WA

Manager of Policy & Government Relations

August 2022 – Present

- Collaboratively develop, facilitate and independently structure a Systems Change Community of Practice to educate Treehouse staff at-large on the organization's mission and values, as well as its legislative development and advocacy process to incorporate their feedback in the organization's legislative agenda.
- Manage final passage of Treehouse's legislative agenda through legislative session.
- Partner with legislators, policy experts, lobbyists and community advocates to identify and pursue issues to promote the well-being of foster youth throughout Washington state.
- Study and brief Treehouse staff and leadership on policy issues related to the education and well-being of foster youth to collaboratively decide and develop next steps in advocacy.
- Participated in a council of lived experts from foster care to define and delineate the Foster Care to Prison Pipeline, resulting in a groundbreaking report received by the legislature, advocacy community and Washington state agencies (i.e. OSPI, DCYF, DSHS and Commerce).

Washington State House of Representatives | Olympia/Seattle, WA

Legislative Assistant to Rep. Frank Chopp & Mia Gregerson

November 2017 – May 2022

- Developed legislation through robust stakeholdering processes, and prepared & implemented successful strategies for final passage.
- Facilitated and organized town halls, stakeholder meetings, and policy development alongside elected officials.
- Tracked legislation to ensure timely and effective movement through the legislative process, including monitoring committee hearings, as well as studying district specific issues.
- Wrote reports on policy & legislative efforts, which were used in office press releases & constituent correspondence.
- Researched topics to prepare briefing reports to enable the advancement of legislative efforts.
- Independently managed the offices of Rep. Chopp and Rep. Gregerson, which included managing the office budget, electronic & paper mail, an intern, office schedule, and general correspondence with constituents, stakeholders & other public officials.

United Way of King County & AmeriCorps | Seattle, WA

Summer Meals AmeriCorps VISTA Volunteer

June 2017 – August 2017

- Facilitated activities and community outreach to implement and promote the United Way of King County Summer Meals Program.
- Worked with a co-facilitator to manage a team that helped provide meals and learning activities for youth predominantly from low-income families at more than 125 sites throughout King County.

EDUCATION:

University of Washington | Seattle, WA

Bachelor of Arts in Political Science, Minor in Law, Societies and Justice

June 2017

- Cumulative GPA: 3.48 | Dean's List: 9 quarters

Seattle Renters' Commission

15 Members: Pursuant to *Ordinance 125280*, *all* members subject to City Council confirmation, **2**-year terms

Appointing Authority for SRC Member Positions

- **6** City Council-appointed (Positions 1 through 6)
- **7** Mayor-appointed (Positions 7 through 12 and Position 15)
- **2** Commission-appointed (Positions 13 and 14)

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	4	1.	Member	Liz Fite	3/1/24	2/28/26	1	Council
3	F	3	2.	Member	Julissa Sanchez	3/1/25	2/28/27	2	Council
6	FT	5	3.	Member	Adora Blue	3/1/24	2/28/26	1	Council
6	F	2	4.	Member	Kate Rubin	3/1/25	2/28/27	2	Council
6	F	5	5.	Member	Sally M. Kinney	3/1/24	2/28/26	1	Council
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6	M	3	7.	Member	Sam Wolfson	3/1/24	2/28/26	1	Mayor
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2	F	5	9.	Member	E. Mandisa Subira	3/1/24	2/28/26	1	Mayor
		2	10.	Member	Kasey Burton	3/1/25	2/28/27	1	Mayor
9	F	3	11.	Member	Angela O'Brien	3/1/24	2/28/26	1	Mayor
3	M	3	12.	Member	Daniel E. Lugo	3/1/25	2/28/27	1	Mayor
2	M	2	13.	Member	Andrew Ashiofu	3/1/24	2/28/26	1	Commission
6	F	2	14.	Member	Karen Taylor	3/1/25	2/28/27	1	Commission
			15.	Get Engaged Member	Agni Bhattacharya	9/1/25	8/31/26	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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

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Key:

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**G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

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

Diversity information is self-identified and is voluntary.



Legislation Text

File #: Appt 03257, **Version:** 1

Reappointment of Kate Rubin as member, Seattle Renters' Commission, for a term to February 28, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Kate Rubin		
Board/Commission Name: Seattle Renters' Commission		Position Title: Member
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other		Term of Position: * Term begin: 3/1/2025 to Term end: 2/28/2027 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: Beacon Hill	Zip Code: 98144	Contact Phone No.: [REDACTED]
Background: <i>Kate Rubin is a renter living in Beacon Hill. She serves as the co-executive director at Be:Seattle, a grassroots non-profit organization focused on housing justice. Kate has played an instrumental role in advancing various renter protections in Seattle. She works to empower renters to advocate for their communities and organize for landlord accountability and stronger protections. She believes people most affected by policies and decisions should have real power in shaping them, and that everyone has the right to a safe, stable, and comfortable home.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 7/10/2025		Appointing Signatory: Mark Solomon Seattle City Councilmember, District 2

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

Kate Rubin

Objective: To obtain a position as a Commissioner on the Seattle Renters' Commission, utilizing my connections to the renter community, lived experience as a current Seattle renter, and background in advocacy and community organizing to represent the diverse perspectives of renters in Seattle and contribute to the Commission's efforts to promote affordable, safe, and equitable housing for all residents.

Summary: Highly motivated and results-oriented community organizer with a passion for affordable housing advocacy. Currently serving as Organizing Director/Co-Executive Director of Be:Seattle, where I lead and manage a team of staff and volunteers in developing and implementing programs to build the power and leadership of renters and people experiencing homelessness to fight displacement and increase access to housing in Seattle that is affordable for all. Skilled in building and leading diverse teams, advocacy. Adept at cultivating strong relationships with stakeholders, government officials, and community partners to achieve organizational goals.

Experience:

Organizing Director/Co-Executive Director, Be:Seattle (January 2020-Present)

- Lead and manage a team of staff and volunteers in developing and implementing programs to build the power and leadership of renters and people experiencing homelessness to fight displacement and increase access to housing in Seattle that is affordable for all.
- Develop and implement strategic plans to achieve the organization's goals, including fundraising, outreach, and policy advocacy.
- Collaborate with local officials, community leaders, and organizations to advance policy initiatives and address community needs.
- Develop organizing campaigns to educate and engage renters on tenant rights and protections.
- Coordinate with coalition partners to advance city and statewide policy initiatives for renters and the unhoused community
- Leverage digital organizing and communications tools to build a robust and engaged renter advocacy community.
- Develop and maintain strong relationships with stakeholders and community partners to ensure long-term sustainability and impact.

Skills:

- Community organizing and outreach
- Leadership and management
- Affordable housing advocacy
- Policy advocacy
- Program development
- Strong communication and interpersonal skills
- Team building and collaboration

Seattle Renters' Commission

15 Members: Pursuant to *Ordinance 125280*, *all* members subject to City Council confirmation, **2**-year terms

Appointing Authority for SRC Member Positions

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Roster:

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6	F	2	4.	Member	Kate Rubin	3/1/25	2/28/27	2	Council
6	F	5	5.	Member	Sally M. Kinney	3/1/24	2/28/26	1	Council
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6	M	3	7.	Member	Sam Wolfson	3/1/24	2/28/26	1	Mayor
6	F	3	8.	Member	Lydia Felty	3/1/25	2/28/27	2	Mayor
2	F	5	9.	Member	E. Mandisa Subira	3/1/24	2/28/26	1	Mayor
		2	10.	Member	Kasey Burton	3/1/25	2/28/27	1	Mayor
9	F	3	11.	Member	Angela O'Brien	3/1/24	2/28/26	1	Mayor
3	M	3	12.	Member	Daniel E. Lugo	3/1/25	2/28/27	1	Mayor
2	M	2	13.	Member	Andrew Ashiofu	3/1/24	2/28/26	1	Commission
6	F	2	14.	Member	Karen Taylor	3/1/25	2/28/27	1	Commission
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SELF-IDENTIFIED DIVERSITY CHART

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Council	1	5	1				1		1	5			
Other	1	1				1				1			
Total	4	8	1			2	2		1	7			1

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

Diversity information is self-identified and is voluntary.



Legislation Text

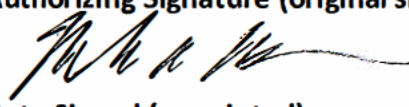
File #: Appt 03258, **Version:** 1

Reappointment of Julissa Sanchez as member, Seattle Renters' Commission, for a term to February 28, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Julissa Sanchez		
Board/Commission Name: Seattle Renters' Commission		Position Title: Member
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other		Term of Position: * Term begin: 3/1/2025 to Term end: 2/28/2027 <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: Capitol Hill	Zip Code: 98122	Contact Phone No.: [REDACTED]
Background: <i>Julissa Sanchez worked as a Community Organizer and Tenant Rights Educator for the Tenants Union of Washington from 2018 through 2022, where she developed a program highlighting the intersectionality of language justice within housing justice. Making tenant rights education accessible to Spanish-speaking tenants.</i> <i>She is excited to bring to the Seattle Renters Commission her community organizing, housing, and language justice expertise, centering the experience of BIPOC, and in particular, Latine, immigrant, and undocumented renters. She found her time at the Tenants Union enriching and is confident she can help provide solutions to tenant issues with a vision of affordable and equitable housing justice.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 7/16/2025		Appointing Signatory: Mark Solomon Seattle City Councilmember, District 2

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

JULISSA SANCHEZ



Objective: Youth rights advocate with a proven 20 year track record of working with young people and engaging diverse populations, liaising with stakeholders, and building policy, advocacy, and grassroots campaigns, engaging with city, county, and state governments in order to win juvenile justice initiatives. Native Spanish speaker who has served as an advocate, educator, and community organizer driven to challenge systemic inequities and promote lasting change.

KEY SKILLS & COMPETENCIES

Leadership & Management

- Project Management
- Budget Management
- Organizational Development

Community & Advocacy

- Coalition Building
- Community Engagement
- Social Justice Advocacy

Training & Development

- Curriculum Development
- Group Training
- Large Group Facilitation

Communication

- Public Speaking
- Spanish/English Fluency
- Marketing & Promotion

PROFESSIONAL EXPERIENCE

Commissioner - appointed by Seattle City Council

Seattle Renters Commission | City of Seattle | Seattle, WA | 2022- Present

Represents diverse renter voices across the city by providing information, advice, and counsel to the Mayor, Seattle City Council, and departments concerning issues and policies affecting renters. Highlighting the voices of Latine and Spanish speaking tenants.

Director of Advocacy

CHOOSE180 | Burien, WA | January 2023- Present

- Works in solidarity with young people, community based, system and community partners to dismantle the school to prison pipeline, creating alternatives to juvenile incarceration, and ending gun violence
- Develop and drive strategic advocacy agenda, youth centered and community-led initiatives - rooted in restorative justice practices
- Led legislative advocacy efforts, centering youth voice and experience. Instrumental in the organizing efforts to pass the Expanding pre filing court based diversion bill, providing increased diversion opportunities to young people across the state of Washington
- Currently serves as an advisor to senators, representatives, city council members, and community stakeholders on juvenile justice policy development and legislation
- Develop relationships with the County Prosecuting Attorney's Office, with Probation Officers, with the Department of Public Defenders and other members of the Juvenile Court, involving initiatives at all levels – locally, statewide and across the country.
- Served as King County Care and Closure committee representative, envisioning a future with zero youth incarceration
- Curated and facilitated curriculum centered on system change for Youth and Young Adult Advocacy Program
- Develops and facilitate youth-led community advocacy/organizing around civic and legislative engagement.
- Fosters collective liberation efforts by working in solidarity with liberation movements of historically oppressed/underserved communities
- Developed a workshop on Justicia Transformativa to educate the Latine community on the school-to-prison pipeline, restorative justice, and diversion programs—promoting culturally responsive, community-driven solutions for Latine youth.
- Created and facilitated the Youth Action Board. A board made up of young people, where they get leadership and governance training, learn how to self advocate and use their voice, stories and narratives for systemic change.

JULISSA SANCHEZ



Community Organizer , Tenants Rights Counselor and Board Member

Tenants Union of Washington State | Seattle, WA |

Community Organizer & Tenant Rights Counselor : January 2018 - January 2023;

Board Member: January 2023 - March 2025

- Supervised and lead a diverse team of eight housing justice advocates
- Directed the statewide Latinx/Spanish education program on housing Justice during the COVID housing crisis
- Served as an advisor to senators, representatives, city council members, and community stakeholders on housing rights policy development and legislation
- Key organizer and policy advisor in the 2019 unanimous passage of Just Cause and other tenant protection policies, “Just Cause” eviction protections in the city of Burien and Washington state
- Redesigned tenant rights education program’s workshops and advocacy strategies to ensure accessibility for Latinx, immigrant, and refugee communities; Planned, organized, and facilitated meetings and workshops in Spanish and English
- Created a tenants’ rights education workshop centering language justice and established the first tenants’ rights clinic in South King County - centering and servicing Spanish speaking, Latine, and undocumented communities
- Served as a liaison between the Latinx and Purepecha communities during the COVID-19 housing crisis, advising them of their rights under the eviction moratorium in Spanish, which was translated into Purepecha by a tribal elder
- Served as a member of the board providing guidance on budget oversight, organizational support, funding development, strategic planning, and priority setting.

Steering Committee Board Member

Rights to the City Alliance/National | 2018-2022

network with other grassroots organizations across the nation and identify how we can support them by either funding, education, training, mentoring, or providing other resources for their campaigns for housing justice in their city.

Assistant Director & Enrichment Teacher

Community Day School Association dba Launch | Seattle, WA | March 2015 - September 2015

- Supervised a diverse team of youth workers and early childhood educators
- Successfully managed the preschool and after-school program in collaboration with the Program Director; Ensured efficient school operations and effective organization through database and budget management
- Developed a curriculum for elementary school students centered on restorative social justice with a focus on racial diversity, culture, and identity

EDUCATION

University of Washington Henry M. Jackson School of International Studies

Bachelor of Arts in Latin American Studies, Minor in Human Rights | Seattle, WA | Graduated June 2017

REFERENCES

Available upon request

Seattle Renters' Commission

15 Members: Pursuant to *Ordinance 125280*, *all* members subject to City Council confirmation, **2**-year terms

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Roster:

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			15.	Get Engaged Member	Agni Bhattacharya	9/1/25	8/31/26	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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Mayor	2	3				1	1			1			1
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Total	4	8	1			2	2		1	7			1

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Diversity information is self-identified and is voluntary.



Legislation Text

File #: Appt 03259, **Version:** 1

Appointment of Karen Taylor as member, Seattle Renters' Commission, for a term to February 28, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Karen Taylor		
Board/Commission Name: Seattle Renters' Commission		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: Seattle Renters' Commission		Term of Position: * Term begin: 3/1/2025 to Term end: 2/28/2027 <input checked="" type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: Beacon Hill	Zip Code: 98144	Contact Phone No.: [REDACTED]
Background: <i>Karen Taylor is a disabled renter in the Beacon Hill area, living on a fixed income from SSDI. In her 20 years as a renter, she has dealt with various issues such as lack of accessible units, having to spend 70% of her income on rent, and the constant need to find new roommates to afford a place to live in the city. She rents from a small landlord and is passionate about renter protections including renters who rent from landlords who manage only a small number of properties, and extending to subletters. She is an active member of the Transit Riders Union, fighting for progressive taxation, a living wage for all, and renter protections. She imagines a world where everyone who needs them has accessible units and can afford to live on their own if they so choose.</i>		
Authorizing Signature (original signature): <u>Lydia Felty</u> <small>Lydia Felty (Jul 10, 2025 09:50 PDT)</small> Date Signed (appointed): 07/10/2025		Appointing Signatory: Lydia Felty Interim Co-Chair Seattle Renters' Commission

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

Karen Taylor – Bio

Karen Taylor is a disabled renter in the Beacon Hill area, living on a fixed income from SSDI. In her 20 years as a renter, she has dealt with various issues such as lack of accessible units, having to spend 70% of her income on rent, and the constant need to find new roommates to afford a place to live in the city. She rents from a small landlord and is passionate about renter protections including renters who rent from landlords who manage only a small number of properties, and extending to subletters. She is an active member of the Transit Riders Union, fighting for progressive taxation, a living wage for all, and renter protections. She imagines a world where everyone who needs them has accessible units and can afford to live on their own if they so choose.

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2	F	5	9.	Member	E. Mandisa Subira	3/1/24	2/28/26	1	Mayor
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	Male	Female	Transgender/ Non-Binary	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multi- racial
Mayor	2	3				1	1			1			1
Council	1	5	1				1		1	5			
Other	1	1				1				1			
Total	4	8	1			2	2		1	7			1

Please Note: Information in this table may not accurately reflect the number of commissioners and/or demographics on the commission due to missing information and multiple selections.

Key:

*D List the corresponding *Diversity Chart* number (1 through 9)

**G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

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

Diversity information is self-identified and is voluntary.



Legislation Text


File #: Appt 03260, **Version:** 1

Appointment of Kelly Price as member, Community Roots Housing Public Development Authority Governing Council, for a term to March 31, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Kelly Price		
Board/Commission Name: Community Roots Housing Public Development Authority		Position Title: Board Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other:		Term of Position: 4/01/2024 to 3/31/2027 <input type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: Pine Lake	Zip Code: 98075	Contact Phone No.: [REDACTED]
Background: Kelly Price is the Co-Founder and Executive leader of a vertically integrated family of companies focused on real estate development, construction, and property management in the greater Puget Sound region. Mr. Price is the President of MainStreet Property Group LLC, a leading real estate development company, the Chief Executive Officer of GenCap Construction Corp., a commercial general contractor, and the Chief Executive Officer of Insite Property Solutions LLC, a boutique property management firm. Mr. Price is a seasoned real estate executive with nearly 30-years of experience in all aspects of real estate development, construction, operations, and financing. He has completed billions of dollars in residential and commercial projects, financing, and other real estate transactions during his career.		
Authorizing Signature (original signature):  Date Signed (appointed): July 11th, 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

Kelly Price, CEO of MainStreet, GenCap & Insite



EXPERIENCE

MainStreet Property Group LCC, Kirkland, WA

CEO & Co-Founder (January 2011–Present)

- MainStreet is a real estate development firm dedicated to the vision, construction, and operation of landmark mixed-use properties in the greater Seattle area.
- MainStreet strives to acquire, develop, construct and operate properties in niche locations, complimenting and respecting each property's natural and developed surroundings. MainStreet designs and builds each property to reflect its commitment to sustainability and walkability, focusing always on each property's enduring investment value.

GenCap Construction Corp., Kirkland, WA

CEO & Co-Founder (December 2011-Present)

- GenCap Construction is a general contracting and construction management firm specializing in multi-family, retail and tenant improvements.

Insite Property Solutions, Kirkland, WA

CEO & Co-Founder (December 2011-Present)

- Insite is a boutique full service property management company specializing in management of apartment communities, mixed use buildings, single family homes, and homeowner and condominium associations in the Greater Eastside and Seattle area.

CamWest Development Inc., Kirkland, WA

CFO (2003-2007)

- Top 10 largest new home builders in Puget Sound, sold to Toll Brothers in November 2011.

Emeritus Senior Living, Seattle, WA

CFO (1995-2001)

VOLUNTEERING

- **Community Roots Housing, Seattle, WA:** Foundation Board Member, Capital Structure & Investment
- **Fred Hutch, Seattle, WA:** Board of Advisors Member, Philanthropy Committee Chair
- **NAIOP, Redmond, WA:** Board of Directors Member, Government Affairs Liaison
- **Red Cross, Seattle, WA:** Member of Disaster Action Team
- **University of WA Athletic Department Tyee Board of Advisors, Seattle, WA:** Board Member

HONORS & AWARDS

- **NAIOP, Redmond, Seattle, WA:** NAIOP Developer of the Year, January 2019
- **GenCap Construction Corp., Kirkland, WA:** Groundbreak LEED Award, January 2018
- **NAIOP, Redmond, Seattle, WA:** NAIOP Finalist – Developer of the Year, January 2018
- **GenCap Construction Corp., Kirkland, WA:** PSBJ 4th Fastest Growing Company - Private Company

on the East Side, January 2018

- **GenCap Construction Corp., Kirkland, WA:** PSBJ Fastest Growing Company - Top 100, January 2018
- **GenCap Construction Corp., Kirkland, WA:** PSBJ 6th Fastest Growing Company - Private Company in WA State, January 2017

SKILLS

Proficient in: Real Estate Development & Transactions, Investment Properties, Single Family Homes, Mixed-use, Construction, Contract Negotiation, Leadership, Management, Strategic Planning, Finance

EDUCATION

- **UW Foster School of Business:** Bachelor of Science in Business Administration & Management (1987-1991)
- **UW Foster School of Business:** Bachelor of Arts in Accounting

Community Roots Housing Public Development Authority

15 Members: Pursuant to [RCW 35.21.660, 35.21.670, and 35.21.730-755, and Seattle Municipal Code Ch. 3.110], all members subject to City Council confirmation, 3-year terms however, for initial terms should be as follows:

1, 4, 7, and 10 shall be for one year; initial terms for positions 2, 5, 8, and 11 shall be for two years; and initial terms for positions 3, 6, and 9 shall be for three years.

- 12 Governing Council-appointed
- 3 Mayor-appointed
- Other Appointing Authority-appointed (specify):

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	3	1.	Member	Ann T. Melone	04/01/24	03/31/27	1	Governing Council
6	F	N/A	2.	Member	Drew Weber	04/01/23	03/31/26	1	Governing Council
3	M	3	3.	Chair	Frank F. Alvarado III	04/01/24	03/31/27	3	Governing Council
2	F	4	4.	Member	M. Michelle Purnell-Hepburn	04/01/23	03/31/26	2	Governing Council
2	M	2	5.	Member	Shaun Frazier	04/01/23	03/31/26	1	Governing Council
6	F	6	6.	Member	Jill Cronauer	04/01/23	03/31/26	3	Governing Council
4	M	N/A	7.	Vice Chair	Derrick Belgarde	04/01/22	03/31/25	2	Governing Council
2	F	N/A	8.	Secretary	Michelle Morlan	04/01/24	03/31/27	2	Governing Council
6	M	3	9.	Member	Bob Fikso	04/01/23	03/31/26	4	Governing Council
6	F	3	10	Member	Kristin Winkel	04/01/24	03/31/27	2	Governing Council
			11.		VACANT				Governing Council
6	M	N/A	12.	Member	Kelly Price	4/01/24	3/31/27	1	Mayor
6	M	3	13.	Treasurer	Chasten Fulbright	04/01/23	03/31/26	3	Mayor
2	F	N/A	14.	Member	Shalimar Gonzales	04/01/23	03/31/26	3	Mayor
9	F	3	15.	Resident Member	Saunatina Sanchez	04/01/25	03/31/28	2	Governing Council

SELF-IDENTIFIED DIVERSITY CHART

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	2	1	-	-	-	1	-	-	-	2	-	-	-
Council	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	4	7	-	-	-	3	1	1	-	5	-	-	1
Total	6	8	-	-	-	4	1	1	-	7	-	-	1

Key:

*D List the corresponding Diversity Chart number (1 through 9)

**G List gender, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

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

Diversity information is self-identified and is voluntary.



Legislation Text


File #: Appt 03261, **Version:** 1

Appointment of Scot Nelson as member, Seattle Disability Commission, for a term to April 30, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Scot Nelson</i>		
Board/Commission Name: <i>Seattle Disability Commission</i>		Position Title: member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Date Appointed: <i>mm/dd/yy.</i>	Term of Position: * <i>5/1/2025</i> to <i>4/30/2027</i> <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>International District</i>	Zip Code: <i>98104</i>	Contact Phone No.:
Background: <i>Scot is a product of the Pacific Northwest, growing up in Tacoma, WA and living in Seattle since 2020. He obtained his BSc. In Biology (Molecular, Cellular, Developmental) from the University of Washington in 2019 and has since been a strong advocate for accessibility and inclusivity in scientific and investigative processes. Scot has worked most of his career in the employ of the City of Seattle, at both the Parks and Recreation Department and Human Services Department. For most of his time with the City, he has worked at Garfield Community Center to help deliver programs, events and resources to community members and create an inclusive environment that is welcoming to people of all ability or disability statuses. Scot is excited to leverage his experience with science communication and accessibility to bridge gaps and translate complex sentiments to a wide audience and help create connective tissue between advocacy groups to better serve Seattle's disabled communities.</i>		
Authorizing Signature (original signature):  July 11 th , 2025		Appointing Signatory: <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

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

SCOT NELSON

EDUCATION

Certification – Private Investigation

January 2024 – August 2024

University of Washington, Seattle, WA

BSc. In Biology (Molecular, Cellular, and Developmental)

September 2015 – June 2019

University of Washington, Seattle, WA

Honors 2018-2019

(Special Focus on intersection of Academic Research and Community Well-being)

EMPLOYMENT AND SERVICE EXPERIENCE

City of Seattle / Seattle, WA

Jul 2023 – Feb 2025

Recreation Specialist – Seattle Parks and Recreation (Jul 2023 – Oct 2023, Oct 2024 – Jan 2025)

Assistant Coordinator – Human Services Department (Oct 2023 – Sept 2024)

- Coordinated two-month long Summer Food Service Program Site as Rec Specialist with SPR.
- Trained on USDA regulations for meal programs impacting afterschool and childcare sites, ensuring proper adherence to federal, state, county and city regulations.
- Identified and drafted clear data reports which contributed to the successful award of 2 grants worth \$10,000 or more.
- Provided GIS and data analysis support to food and nutrition specialists for the City of Seattle.
- Provided administrative support on projects for executives and management across HSD.
- Designed, implemented and trained a full 20+ page Teams SharePoint with Forms, Excel, PowerBI and Microsoft Planner integration for a team of 10 staff.

City Year AmeriCorps / Seattle, WA

Civic Engagement Senior Corps Team Leader – Planning & Data

2021 – 2023

- Analyzed registration data from 12 projects tracking < 1,000 registrants over 1,500 service hours.
- Administered federally funded programming, becoming familiar with grant specifics and adhering to federal program rules for 2 years.
- Provided planning support & community resource mapping for agency staff at City Year.
- Served on the Research Steering Committee for City Year National, advising and training on the paradigm shift towards community-driven approaches to program management.
- Drafted sections of 3 reports to the state AmeriCorps grant organization & tracked data for reporting to the grant commissioners.
- Designed, Planned and administered over 120 hours of afterschool programming at South Shore K-8 as sole provider of Afterschool.
- Managed personnel and budgeted for nine 10-50 person service projects, two large (300+) service events & one extra large (600 person) service event.

The University of Washington / Seattle, WA

Research Assistant, Advised by: Dr. David Tan - Foster School of Business

2018 – 2019

- Manipulated large datasets using Excel and R to code patents accepted/rejected based on a specific legal concept, requiring an ability to parse and understand scientific/technical language.
- Contributed to Paper: "The Road Not Taken: Technological Uncertainty and the Evaluation of Innovations"

<ul style="list-style-type: none"> • People Skills <ul style="list-style-type: none"> - Experience working with diverse teams and agencies throughout Seattle - Program and personnel management for large (200+ people) events & initiatives - Outreach to for-profit, non-profit and public sector organizations. - Managed 30+ AmeriCorps Members on projects - Trained Summer Food Service Staff + Community Center staff on SFSP. 	<ul style="list-style-type: none"> • Analytical Skills <ul style="list-style-type: none"> - 6+ years experience with Excel, filtering, exporting & importing CSVs for data analysis - Grant metric identification, tracking and reporting to state & federal grantors - Drafting budgets, designing and executing outreach plans, materials sourcing and logistics - Trained on MasterWorks (Full Training) and PeopleSoft9.2. - Adept in MinuteMenu Cx and Hx + WINS.
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*Term begin and end date is fixed and tied to the position and not the appointment date.

Seattle Disability Commission July 2025

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

- 8 City Council-appointed
- 9 Mayor-appointed (includes 1 Get-engaged Mayor position)
- 4 Other Appointing Authority-appointed (specify): Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
1	F	7	1.	Member	Samiya Nasim	5/01/25	4/30/27	1	Mayor
			2.	Member	VACANT	5/01/25	4/30/27	1	City Council
6	M	2	3.	Member	Scot Nelson	5/01/25	4/30/27	1	Mayor
			4.	Member	VACANT	5/01/25	4/30/27	1	City Council
			5.	Member	VACANT	11/1/23	10/31/25	1	Mayor
			6.	Member	VACANT	11/1/23	10/31/25	1	City Council
			7.	Member	VACANT	11/1/23	10/31/25	1	Mayor
			8.	Member	VACANT	11/1/23	10/31/25	1	Commission
			9.	Member	VACANT	5/01/24	4/30/26	1	City Council
			10.	Member	VACANT	5/01/24	4/30/26	1	Mayor
			11.	Member	VACANT	5/01/24	4/30/26	1	City Council
			12.	Member	VACANT	5/01/24	4/30/26	1	Mayor
3	F	7	13.	Member	Bianca Gallegos	11/1/24	10/31/26	1	City Council
			14.	Member	VACANT	11/1/24	10/31/26	1	Mayor
6	F	7	15.	Member	Jessica Jensen	11/1/24	10/31/26	1	City Council
			16.	Get Engaged	VACANT	9/1/24	8/31/25	1	Mayor
			17.	Member	VACANT	5/01/24	4/30/26	2	City Council
			18.	Member	VACANT	11/1/24	10/31/26	1	Mayor
6	F	7	19.	Member	Shelby Dey	5/01/24	4/30/26	2	Commission
			20.	Member	VACANT	11/1/24	10/31/26	1	Commission
6	F	1	21.	Member	Kaitlin Skilton	11/1/24	10/31/26	3	Commission

SELF-IDENTIFIED DIVERSITY CHART

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

Key:

*D List the corresponding Diversity Chart number (1 through 9)

**G List gender, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

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

Diversity information is self-identified and is voluntary.

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



Legislation Text

File #: Appt 03230, **Version:** 1

Appointment of Alistair Cerretti as member, Historic Seattle Preservation and Development Authority Governing Council, for a term to November 30, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Alistair Cerretti		
Board/Commission Name: Historic Seattle Preservation and Development Authority		Position Title: 10
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment	City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other	Term of Position: * 12/1/24 to 11/30/27 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
Residential Neighborhood: Fairwood (Renton)	Zip Code: 98058	Contact Phone No.: [REDACTED]
Background: See resume attached.		
Authorizing Signature (original signature):  Date Signed (appointed): March 28th, 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

QUALIFICATION SUMMARY

Results-driven accounting and finance leader with over 20 years of experience leading teams and managing client relationships, with a strong track record of meeting deadlines and achieving goals.

EMPLOYMENT HISTORY

CliftonLarsonAllen LLP (CLA) - 02/2019 to present

Signing Director:

- Client relationship leader on a large portfolio of nonpublic clients providing assurance, tax and accounting services
- Responsible for managing client relationships, project management, revenue growth
- Leading large engagement teams locally and nationally on multiple projects simultaneously
- Engaging staff by serving as career coach and peer advisor to multiple team members
- Ability to manage consistently heavy workloads throughout the year and achieve results
- Strict adherence to engagement budgets and deadlines
- Experience analyzing client financial statements to identify operational and financial risks
- Assist clients in the development of internal controls in accordance with the COSO framework
- Create and perform dynamic presentations to client board of directors, audit and finance committees
- Extensive understanding of US GAAP, GAAS, GAGAS, and Uniform Guidance

Watson McDonell, PLLC - 07/2007 to 01/2019

Senior Manager, Assurance:

- In charge of planning and performing financial statement audits under US GAAS as well as Yellow Book and OMB Circular Single Audits,
- Managed staff, adherence to budgets and client relationships
- Drafted client financial statements, supplementary information, note disclosures, including new accounting pronouncements
- Wrote audit opinions, communications of deficiency in IC, communications with governance
- Analyzed client policies and procedures and tested internal controls under the COSO framework
- Assist in the preparation of form 990 returns for tax exempt organizations

John L. O'Brien and Co. - 12/2004 to 06/2007

Senior Auditor:

- In charge of performing financial statement audits under US GAAS on nonprofit and for-profit organizations, as well as Yellow Book and OMB Circular Single Audits
- Assist clients in the preparation of financial statements, related note disclosures and required supplementary information

Princess Cruises - 01/2003 to 12/2004

Staff Accountant:

- Responsible for preparing monthly financial statements
- In charge of internal audit for 5 hotels resorts
- Assisted with budgeting and forecasting for hotels
- Performed cost of sales analysis
- Reconciled 46 balance sheets accounts monthly
- Trained hotel management and staff on accounting policies and procedures
- Performed food and beverage inventory counts at 3 locations in Alaska

COMPUTING SKILLS

- Advanced Microsoft Office Skills
- Experience auditing clients with QuickBooks, Sage MIP (Abila), MRI, Yardi accounting software and others
- Teammate Analytics
- Proficient in ProSystems fx Engagement

EDUCATION

University of Washington, Bachelor of Arts in Business Administration with a concentration in Accounting, June 2002

Historic Seattle Preservation and Development Authority

18 Members: Pursuant to RCW 35.21.730 and SMC 3.110, all members subject to City Council confirmation, 3-year terms, however, due to restructuring of the board a 1-year transition provision is implemented until a stagger is created.

- 6 Mayor- appointed
- 12 Other Appointing Authority: 6- PDA Governing Council, 6- PDA Constituency

Roster:

*D	**G	RD	Position No.	Position Title	Name	Current Term Begin Date	Term End Date	Term #	Appointed By
6	M	2	1.	Ex Officio	David Yeaworth	12/1/20	11/30/24	2	Constituency
6	F	5	2.	Member	Stephanie Toothman	12/1/21	11/30/25	2	Mayor
6	M	4	3.	Member/ Vice Chair	Lorne McConachie	12/1/22	11/30/26	1	Constituency
			4.	Member	Vacant				Governing Council
2	M	N/A	5.	Member/ Chair	Kenny Pittman	12/1/20	11/30/24	1	Mayor
1	F	N/A	6.	Member/ Secretary	Mariko Park	12/1/21	11/30/25	2	Constituency
8	F	3	7.	Member	Taha Ebrahimi	12/1/20	11/30/24	1	Governing Council
6	F	N/A	8.	Member/ Treasurer	Katy Al-Khalidi	12/1/23	11/30/26	1	Governing Council
6	F	N/A	9.	Member	Karen True	12/1/21	11/30/25	2	Governing Council
6	M	N/A	10.	Member	Alistair Cerretti	12/1/24	11/30/27	1	Mayor
6	M	7	11.	Member	Rick Sever	12/1/23	11/30/24	5	Constituency
1	M	1	12.	Member	Raam D. Wong	12/1/24	11/30/27	1	Mayor
6	F	2	13.	Member	Angela Faul	12/1/23	11/30/26	1	Governing Council
6	F	2	14.	Member	Caroline Lemay	12/1/23	11/30/26	1	Governing Council
6	M	7	15.	Member	Bert Gregory	12/1/24	11/30/27	1	Constituency
2	M	5	16.	Member	Jonathan Moore	12/1/24	11/30/27	1	Mayor
6	F	2	17.	Member	Kimberly Kemp	12/1/23	11/30/26	1	Constituency
			18.	Member	Vacant	12/1/23	11/30/25		Mayor

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	2	1			1	2				2			
Council	N/A	4								2		1	
Other	4	2			1					5			
Total	7	7			2	2				9		1	

Key:

***D** List the corresponding *Diversity Chart* number (1 through 9)

****G** List *gender*, **M**= Male, **F**= Female, **T**= Transgender, **NB**= Non-Binary, **O**= Other, **U**= Unknown

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

Diversity information is self-identified and is voluntary.



Legislation Text

File #: Appt 03231, **Version:** 1

Appointment of Jonathan Moore as member, Historic Seattle Preservation and Development Authority Governing Council, for a term to November 30, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Jonathan Moore		
Board/Commission Name: Historic Seattle Preservation and Development Authority		Position Title: 16 - Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment	City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other	Term of Position: * 12/1/24 to 11/30/27 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
Residential Neighborhood: Greenwood	Zip Code: 98103	Contact Phone No.: [REDACTED]
Background: See resume attached.		
Authorizing Signature (original signature):  Date Signed (appointed): March 28th, 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

Jonathan Moore, CFA



PROFESSIONAL OVERVIEW

A skilled and customer focused portfolio manager who thrives in a highly competitive environment.

CORE COMPETENCIES

- | | | |
|---|---------------------------------------|---|
| • Financial Research & Analysis | • Financial Models & Spreadsheets | • Report Development & Maintenance |
| • Business Banking & Liquidity Management | • Valuation & Performance Attribution | • Asset Allocation & Ad Hoc Portfolio Solutions |

PROFESSIONAL EXPERIENCE

Financial Advisor, UBS Financial Services, Seattle, WA 7/2024-Present

Sr. Wealth Strategy Associate, UBS Financial Services, Seattle, WA 10/2023-6/2024

Wealth Strategy Associate, UBS Financial Services, Seattle, WA 4/2020-9/2023

- Equity portfolio management, overseeing approximately \$400MM. Strategies include US Large-Cap, International Developed, Dividend Income and Small/Mid-Cap equities.
- Integrate ESG data to incorporate mission-aligned investing. Conduct proprietary research coupled with aggregated data from MSCI, Bloomberg, Refinitiv and S&P Global.
- Active portfolio implementation, rebalancing and tax loss harvesting, aimed at maximizing after-tax return. Risk mitigation and yield enhancement using options.
- Coordinate quarterly institutional reporting for international conservation endowments.
- Oversee third party manager performance evaluation and investment policy statement adherence.
- Present portfolio positioning in client meetings, highlighting current market trends and capital market assumptions.

Registered Client Service Associate, UBS/Paricion Wealth Management, Bellevue, WA 8/2018-4/2020

- Managed client requests for 47 UHNW households with accounts under management of \$450MM, with total team assets over \$1.2B.
- Set and implemented a successful plan to raise scores on our yearly client experience survey from 4.6/5.0 in 2018 to 4.8/5.0 in 2019.
- Communicated expectations and deadlines to multiple stakeholders (attorneys, investment bankers, and accountants) during business sale transactions, as part of the client acquisition process.
- Connected clients to assigned bankers and presented banking solutions tailored to their business banking needs.
- Managed a 5-stage 100-day post client acquisition onboarding process converting prospects to clients. Conducted 45- and 90-day review calls to ensure a smooth transition.

Client Service Associate, UBS Financial Services, Seattle, WA 11/2016-7/2018

- Supported two financial advisors who provided financial advice to over 100 client households with assets under management over \$250MM. Acted as the first point of contact.
- Responded promptly to action items generated by overnight internal reports including corporate actions, security redemptions and money transfer warnings.
- Prepared periodic performance reports for retail and institutional clients illustrating performance returns, income, dividends, interest, 12-month expected cash flow, and current vs. target allocation.

Jonathan Moore, CFA



Professional Caddie, Symetra Tour, LPGA Tour and Chambers Bay, University Place, WA 8/2013-12/2015

- Caddied for a professional women's golfer on the LPGA tour and in the 2014 US Women's Open.

AmeriCorps Member, Families Unlimited Network, University Place, WA, 9/2012-7/2013

- Successfully completed the 1700-hour, 10-month civil service AmeriCorps program by overseeing an afterschool program for grades K-8 for students from underprivileged backgrounds.

Campaign Intern, Karen Smitherman for City Council, Tacoma, WA, 5/2011-9/2011

- Researched the issue of mixed-use space in North Tacoma for the candidate.

Program Intern, Remann Hall Juvenile Center, Tacoma, WA, 5/2011-9/2011

- Provided administrative support to supervisors on scheduled court days.

EDUCATION

University of Redlands, Redlands, CA

B.A. International Relations, 2012

International Education of Students, Beijing, China

Study Abroad, Language Intensive, 2011

LICENSURE & CERTIFICATION

CFA® Charter holder, CFA Institute, April 2024

Securities License, Series 66, March 2018

Securities License, Series 7, December 2017

PERSONAL INTERESTS AND ADDITIONAL INFORMATION

- Former University of Redlands Golf Team Member
- Former First Tee of South Puget Sound Golf Instructor
- Hobbies include golfing, traveling and reading
 - Favorite Course – Royal Melbourne
 - Favorite Destination – Hoi An, Vietnam
 - Favorite Book – A People's History of The United States by Howard Zinn

Historic Seattle Preservation and Development Authority

18 Members: Pursuant to RCW 35.21.730 and SMC 3.110, all members subject to City Council confirmation, 3-year terms, however, due to restructuring of the board a 1-year transition provision is implemented until a stagger is created.

- 6 Mayor- appointed
- 12 Other Appointing Authority: 6- PDA Governing Council, 6- PDA Constituency

Roster:

*D	**G	RD	Position No.	Position Title	Name	Current Term Begin Date	Term End Date	Term #	Appointed By
6	M	2	1.	Ex Officio	David Yeaworth	12/1/20	11/30/24	2	Constituency
6	F	5	2.	Member	Stephanie Toothman	12/1/21	11/30/25	2	Mayor
6	M	4	3.	Member/ Vice Chair	Lorne McConachie	12/1/22	11/30/26	1	Constituency
			4.	Member	Vacant				Governing Council
2	M	N/A	5.	Member/ Chair	Kenny Pittman	12/1/20	11/30/24	1	Mayor
1	F	N/A	6.	Member/ Secretary	Mariko Park	12/1/21	11/30/25	2	Constituency
8	F	3	7.	Member	Taha Ebrahimi	12/1/20	11/30/24	1	Governing Council
6	F	N/A	8.	Member/ Treasurer	Katy Al-Khalidi	12/1/23	11/30/26	1	Governing Council
6	F	N/A	9.	Member	Karen True	12/1/21	11/30/25	2	Governing Council
6	M	N/A	10.	Member	Alistair Cerretti	12/1/24	11/30/27	1	Mayor
6	M	7	11.	Member	Rick Sever	12/1/23	11/30/24	5	Constituency
1	M	1	12.	Member	Raam D. Wong	12/1/24	11/30/27	1	Mayor
6	F	2	13.	Member	Angela Faul	12/1/23	11/30/26	1	Governing Council
6	F	2	14.	Member	Caroline Lemay	12/1/23	11/30/26	1	Governing Council
6	M	7	15.	Member	Bert Gregory	12/1/24	11/30/27	1	Constituency
2	M	5	16.	Member	Jonathan Moore	12/1/24	11/30/27	1	Mayor
6	F	2	17.	Member	Kimberly Kemp	12/1/23	11/30/26	1	Constituency
			18.	Member	Vacant	12/1/23	11/30/25		Mayor

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	2	1			1	2				2			
Council	N/A	4								2		1	
Other	4	2			1					5			
Total	7	7			2	2				9		1	

Key:

***D** List the corresponding *Diversity Chart* number (1 through 9)

****G** List *gender*, **M**= Male, **F**= Female, **T**= Transgender, **NB**= Non-Binary, **O**= Other, **U**= Unknown

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

Diversity information is self-identified and is voluntary.



Legislation Text

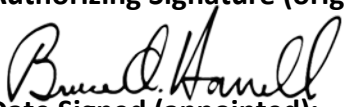
File #: Appt 03232, **Version:** 1

Appointment of Raam D. Wong as member, Historic Seattle Preservation and Development Authority Governing Council, for a term to November 30, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Raam D. Wong		
Board/Commission Name: <i>Historic Seattle Preservation and Development Authority</i>		Position Title: Position 12 - Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other		Term of Position: * 12/1/2024 to 11/30/2027 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: West Seattle (Westwood)	Zip Code: 98126	Contact Phone No.: [REDACTED]
Background: <p>Raam Wong is a senior deputy prosecuting attorney at the King County Prosecuting Attorney's Office. Raam works in the Civil Division, where he assists with real property transactions and advises the Recorder's Office and other King County offices. Prior to joining the Civil Division, Raam spent ten years as a trial attorney in the criminal division. In addition, Raam leads the advanced Trial Advocacy program at the University of Washington School of Law, teaches trial skills nationally, and has appeared on podcasts discussing audience-centered communication strategies.</p> <p>Prior to law school, Raam served as a newspaper journalist, including in Santa Fe and other parts of northern New Mexico, where he developed a passion for telling the stories of historic places and local cultures.</p> <p>Raam earned his juris doctor from the University of Washington law school, a master of science in journalism from the Medill School of Journalism at Northwestern University, and a bachelor of arts from Middlebury College.</p> <p>Raam lives in West Seattle with his wife, Melissa, and daughter, Eliza.</p>		
Authorizing Signature (original signature):  Date Signed (appointed): March 28th, 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

RAAM D. WONG



EDUCATION

UNIVERSITY OF WASHINGTON SCHOOL OF LAW	Juris Doctor, 2012
NORTHWESTERN UNIVERSITY	Masters of Science, Journalism, 2005
MIDDLEBURY COLLEGE	Bachelor of Arts, <i>magna cum laude</i> , 2002

PROFESSIONAL EXPERIENCE

KING COUNTY PROSECUTING ATTORNEY <i>Senior Deputy Prosecuting Attorney</i>	2013 - Present
UNIVERSITY OF WASHINGTON SCHOOL OF LAW <i>Advanced Trial Advocacy Adjunct Instructor</i>	2019 - Present
NATIONAL INSTITUTE OF TRIAL ADVOCACY <i>Faculty; Author</i>	2021 - Present
PLANT AMNESTY <i>Board Member, Board President</i>	2022 - 2024
SEATTLE CITY ATTORNEY, CRIMINAL DIVISION <i>Rule 9 Intern</i>	2012 - 2012
KING COUNTY PROSECUTING ATTORNEY, VIOLENT CRIMES UNIT <i>Rule 9 Intern</i>	2011 - 2012
HILLIS CLARK MARTIN & PETERSON, Seattle, WA <i>Diversity Fellow, Summer Associate</i>	Summer 2010 & 2011
ALBUQUERQUE JOURNAL, Santa Fe, NM <i>Staff Writer</i>	2006 - 2009
STEPHENS MEDIA, Washington, D.C. <i>Reporter</i>	2006
THE COAST NEWS, Encinitas, CA <i>Staff Writer</i>	2002 - 2004

Historic Seattle Preservation and Development Authority

18 Members: Pursuant to RCW 35.21.730 and SMC 3.110, all members subject to City Council confirmation, 3-year terms, however, due to restructuring of the board a 1-year transition provision is implemented until a stagger is created.

- 6 Mayor- appointed
- 12 Other Appointing Authority: 6- PDA Governing Council, 6- PDA Constituency

Roster:

*D	**G	RD	Position No.	Position Title	Name	Current Term Begin Date	Term End Date	Term #	Appointed By
6	M	2	1.	Ex Officio	David Yeaworth	12/1/20	11/30/24	2	Constituency
6	F	5	2.	Member	Stephanie Toothman	12/1/21	11/30/25	2	Mayor
6	M	4	3.	Member/ Vice Chair	Lorne McConachie	12/1/22	11/30/26	1	Constituency
			4.	Member	Vacant				Governing Council
2	M	N/A	5.	Member/ Chair	Kenny Pittman	12/1/20	11/30/24	1	Mayor
1	F	N/A	6.	Member/ Secretary	Mariko Park	12/1/21	11/30/25	2	Constituency
8	F	3	7.	Member	Taha Ebrahimi	12/1/20	11/30/24	1	Governing Council
6	F	N/A	8.	Member/ Treasurer	Katy Al-Khalidi	12/1/23	11/30/26	1	Governing Council
6	F	N/A	9.	Member	Karen True	12/1/21	11/30/25	2	Governing Council
6	M	N/A	10.	Member	Alistair Cerretti	12/1/24	11/30/27	1	Mayor
6	M	7	11.	Member	Rick Sever	12/1/23	11/30/24	5	Constituency
1	M	1	12.	Member	Raam D. Wong	12/1/24	11/30/27	1	Mayor
6	F	2	13.	Member	Angela Faul	12/1/23	11/30/26	1	Governing Council
6	F	2	14.	Member	Caroline Lemay	12/1/23	11/30/26	1	Governing Council
6	M	7	15.	Member	Bert Gregory	12/1/24	11/30/27	1	Constituency
2	M	5	16.	Member	Jonathan Moore	12/1/24	11/30/27	1	Mayor
6	F	2	17.	Member	Kimberly Kemp	12/1/23	11/30/26	1	Constituency
			18.	Member	Vacant	12/1/23	11/30/25		Mayor

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	2	1			1	2				2			
Council	N/A	4								2		1	
Other	4	2			1					5			
Total	7	7			2	2				9		1	

Key:

***D** List the corresponding *Diversity Chart* number (1 through 9)

****G** List *gender*, **M**= Male, **F**= Female, **T**= Transgender, **NB**= Non-Binary, **O**= Other, **U**= Unknown

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

Diversity information is self-identified and is voluntary.



Legislation Text


File #: Appt 03233, **Version:** 1

Appointment of Alex Apostolopoulos as member, Pike Place Market Historical Commission, for a term to December 1, 2026.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Alex Apostolopoulos		
Board/Commission Name: Pike Place Market Historical Commission		Position Title: Position 5 – Merchant
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other	Date Appointed: 5/21/2025	Term of Position: * 12/2/2023 to 12/1/2026 <input checked="" type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: Downtown	Zip Code: 98101	Contact Phone No.: [REDACTED]
Background: Owner of the highly successful Hellenika Cultured Creamery, which opened in 2023 amidst the critical post-pandemic period of regeneration for the Pike Place Market and downtown Seattle as a whole. The family-run business embodies a core value of the Market as a place where consumers can meet producers, as products are made on-site. Appointee resides near the Market, with a deep level of awareness and commitment to issues relating to living and working in downtown Seattle.		
Authorizing Signature (original signature):  Date: May 21st, 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

Objective

To contribute my experience in business development, legal training and community involvement to the Pike Place Historic Commission, with a focus on protecting and celebrating the city's architectural and cultural heritage through practical and community-aligned preservation.

Experience

Visit Seattle – Seattle, WA

Board Member | Feb 2025 – Present

- Contribute to strategic discussions shaping Seattle's image as a travel and cultural destination
- Collaborate with tourism, business, and civic leaders to support local economy and culture
- Advocate for inclusion of historic and iconic Seattle elements in campaigns and partnerships

HELLENIKA Cultured Creamery – Seattle, WA

Founder | Jul 2023 – Present

- Founded a cultured gelato business rooted in tradition and community, operating in the historic Pike Place Market
- Developed seasonal and culturally inspired products with strong ties to local agriculture and heritage
- Collaborated with artists and designers to reflect Seattle's identity in-store and in branding

Education

Postgraduate Diploma in Legal Practice **Bond University** – 2012

Graduate Certificate in Chinese Law & Mandarin **Southwest University of Political Science and Law** – 2010–2011

Bachelor of Laws / Bachelor of International Relations (Business) **Bond University** – 2006–2011

Community & Industry Engagement

- Vendor and collaborator with Pike Place Market since 2013
- Advocate for market-based social programs and historic preservation
- Contributor to local events celebrating Seattle's multicultural and culinary identity

Pike Place Market Historical Commission

12 Members: Pursuant to Ordinances 100475 & 124935, all members subject to City Council confirmation, 3-year terms:

- 0 City Council-appointed
- 12 Mayor-appointed
- 0 Other Appointing Authority-appointed (specify):

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	7	1.	Friends of the Market	Elisa Shostak	12-2-22	12-1-25	1	Mayor
9	F	7	2.	Friends of the Market	Sarah E. Baker	12-2-23	12-1-26	1	Mayor
1	F	7	3.	Architect	Grace Leong	12-2-22	12-1-25	2	Mayor
6	M	1	4.	Architect	Mark C. Childs	12-2-23	12-1-26	2	Mayor
5	M	7	5.	Merchant	Alex Apostolopoulos	12-2-23	12-1-26	1	Mayor
8	F	N/A	6.	Merchant	Golnaz Mohammadi	12-2-22	12-1-25	2	Mayor
6	M	7	7.	Resident	Jonathan Cracolici	12-2-24	12-1-27	2	Mayor
5	F	7	8.	Resident	Olivia Vermaak	12-2-23	12-1-26	1	Mayor
6	F	1	9.	Property Owner	Lisa Martin	12-2-22	12-1-25	2	Mayor
6	M	7	10.	Allied Arts of Seattle	Tom Graff	12-2-24	12-1-27	1	Mayor
5	F	5	11.	Allied Arts of Seattle	Pfeiffer Bloecker	12-2-23	12-1-26	1	Mayor
6	M	1	12.	At-Large	Jonathan Kiehna	12-2-24	12-1-27	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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	5	7	0	0	1	0	0	0	3	6	0	1	1
Council	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	5	7	0	0	1	0	0	0	3	6	0	1	1

Key:

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



Legislation Text


File #: Appt 03234, **Version:** 1

Appointment of Pfeiffer Bloecker as member, Pike Place Market Historical Commission, for a term to December 1, 2026.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Pfeiffer Bloecker		
Board/Commission Name: Pike Place Market Historical Commission		Position Title: Position 11 – Allied Arts of Seattle
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other	Date Appointed: 5/21/2025	Term of Position: * 12/2/2023 to 12/1/2026 <input checked="" type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: North Seattle	Zip Code: 98125	Contact Phone No.: [REDACTED]
Background: A business and marketing professional interested in furthering their service to the Pike Place Market community, having volunteered previously for the Pike Place Market Foundation. Appointee holds an MBA and is trained to balance the priorities of different parties within a legal or regulatory framework to reach a goal. Appointee treasures the integral role of the Market in the identity of Seattle.		
Authorizing Signature (original signature):  Date: May 21st, 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

Pfeiffer Bloecker

Summary

Ecommerce and merchandising seasoned professional with expertise in client relations, growth optimization, program management, assortment architecture, content optimization and analysis, change management, business strategy and development. Self-motivated and hardworking, I thrive in opportunities that challenge me to continue to learn and grow. Strong track record of exceeding customer expectations and adapting to rapid changes. Aptitude for developing strategic growth plans and driving performance for clients with a relentless work ethic. Leveraging my emotional intelligence, swift decision-making ability, leadership, and analytical skills to excel.

Professional History

Director of Account Management, May 2022 – Present

Tms (formerly Pacific Market International) – Starbucks and Disney

Drive and execute strategic and operational merchandise initiatives that are customer-focused, while also delivering against financial objectives and maximizing profitability. Own customer relationship elements of account management for a business unit driving ~50% top line revenue. Lead efforts around program management, customer success, strategic growth initiatives, and account growth.

Accomplishments:

- Lead a team of senior and associate account managers to support two high-priority customers that account for over 90% of total BU revenue.
- Leverage business development experience to identify ways to expand existing partnerships.
- Improve processes surrounding new business models, leading to increased efficiency.
- Develop and implement standards and processes for the account management team, empowering team members to improve customer relationships as the business unit tripled revenue over 4 years.

Chief of Staff, December 2022 – September 2023

Tms (formerly Pacific Market International) – Global Merchandising Team

Responsibilities include influencing multiple and varied stakeholders at various levels across the organization to align with the business direction and plan. Serving as a thought leader providing strategic counsel to the President of the BU.

Accomplishments:

- Organize and lead strategic initiatives across a broad set of cross-functional partners. Lead and build content out for Monthly All Hands, Regional Huddles, and ad hoc companywide meetings as needed.
- Serve as a sounding board for all levels of the organization to identify trends and scale solutions.
- Partner with Human Resources to drive team health, organizational alignment, talent development.
- Driving the engagement, development, and performance of all members of my team.

Senior Account Manager, November 2021 – May 2022

Pacific Market International – Starbucks

Responsible for connecting and managing all cross-functional customer and PMI working teams in development of customer asset needs related to new merchandise products and product transitions throughout the Americas region.

Accomplishments:

- Develop and lead the execution of project plans, delivering scope, goals and success measures that resulted in +32% YoY growth
- Analyzing and evaluating project interdependencies and their impacts to programs while determining process improvement opportunities
- Legal liaison between PMI and Starbucks, facilitating all communication and executing extensive risk management practices

Ecommerce Account Manager, April 2019 – November 2021

CommerceHub

Manage client relationships, executing E-Commerce strategies on customer-developed strategic plans and initiatives. Work cross functionally with internal and external teams to produce results for clients and drive product development. Manage client's Amazon Sponsored Product program, driving YoY growth. Regularly audit customers' assortment and channel mix to identify opportunities for growth or expansion. Evaluate effectiveness of strategies through analysis and continuously propose areas of improvement to increase ROI.

Accomplishments:

Certifications:

- Paced client at 221% to annual sales goal, resulting in a +37% YoY increase in GMV
- Developed internal go-to-market strategy and content for CommerceHub, refocusing the business's mission statement and values
- Build, support, and grow client brand stores. Managing omni-channel experience, brand recognition, and customer engagement
- Created unique dashboards capturing client revenue across channels to compare performance and measure areas of opportunity for new channel launches
- Manage client's Amazon Sponsored Product business, to drive growth on desired channels and benchmark, measure, analyze, and report results of E-Commerce marketing efforts

Analytics, Google
Advertising, Amazon
Shopping Advertising, Google
Ad Fundamentals, Google

Category Manager, Jun 2015 – Apr 2019

Blue Nile

Managed the other jewelry categories, \$30m+ category, 50+ vendor relationships, assortment architecture, and pricing negotiations to drive YoY growth. Leveraging a mix of analytical expertise and creative drive to produce solution orientated results. Successfully managing multiple projects and teams to stay on track with our roadmap and hit internal KPIs.

Accomplishments:

- Lead Procurement initiative that facilitated \$25m in supply chain cost savings, cross-functionally coordinated international and executive teams, establishing SOPs for the execution of pricing and sourcing strategies in order to optimize margin gains for Blue Nile
 - Negotiated \$900k of memo sales Q4 of 2018, preserving cash flow at a critical time for the business
 - Managed teams of 4 to 30 people, successfully hitting and surpassing internal goals and KPIs
-

Founder & Business Manager, Aug 2012 – Jun 2015

Nazari Pau

Managed vendor and designer relationships. Owned the supply chain process from start to finish, mitigating costs and facilitating long term strategic partnerships. Established a mix of both direct to consumer and wholesale sales channels through our ecommerce site to maximize ROI. Virtually merchandise product assortment, maintaining a cohesive brand story throughout all channels.

Education

MBA	Saint Bonaventure University	Finance/Marketing	<i>Dec 2018</i>
BA	Seattle University	Business Administration	<i>June 2012</i>

Pike Place Market Historical Commission

12 Members: Pursuant to Ordinances 100475 & 124935, all members subject to City Council confirmation, 3-year terms:

- 0 City Council-appointed
- 12 Mayor-appointed
- 0 Other Appointing Authority-appointed (specify):

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	7	1.	Friends of the Market	Elisa Shostak	12-2-22	12-1-25	1	Mayor
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6	M	1	4.	Architect	Mark C. Childs	12-2-23	12-1-26	2	Mayor
5	M	7	5.	Merchant	Alex Apostolopoulos	12-2-23	12-1-26	1	Mayor
8	F	N/A	6.	Merchant	Golnaz Mohammadi	12-2-22	12-1-25	2	Mayor
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5	F	7	8.	Resident	Olivia Vermaak	12-2-23	12-1-26	1	Mayor
6	F	1	9.	Property Owner	Lisa Martin	12-2-22	12-1-25	2	Mayor
6	M	7	10.	Allied Arts of Seattle	Tom Graff	12-2-24	12-1-27	1	Mayor
5	F	5	11.	Allied Arts of Seattle	Pfeiffer Bloecker	12-2-23	12-1-26	1	Mayor
6	M	1	12.	At-Large	Jonathan Kiehna	12-2-24	12-1-27	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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	5	7	0	0	1	0	0	0	3	6	0	1	1
Council	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	5	7	0	0	1	0	0	0	3	6	0	1	1

Key:

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



Legislation Text


File #: Appt 03235, **Version:** 1

Appointment of Olivia Vermaak as member, Pike Place Market Historical Commission, for a term to December 1, 2026.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Olivia Vermaak		
Board/Commission Name: Pike Place Market Historical Commission		Position Title: Position 8 – Resident
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other	Date Appointed: 5/21/2025	Term of Position: * 12/2/2023 to 12/1/2026 <input checked="" type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: Downtown	Zip Code: 98101	Contact Phone No.: [REDACTED]
Background: In addition to residing in the Market, the appointee is also a Market property and business owner. They are experienced with the commission's regulatory functions having completed a major seismic upgrade of a historic Market building and recently opening Karoo Café in the Market. Appointee demonstrates a deep level of investment in the Market community and the integrity of its historic buildings.		
Authorizing Signature (original signature):  Date: May 21st, 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

OLIVIA VERMAAK

A. PROFESSIONAL SUMMARY

As a highly motivated small business owner and Chief Business Development and Marketing Officer, I bring a distinguished track record in team building and fostering business development, operational innovation, and client-focused solutions. I am well-versed at effectively navigating and influencing diverse stakeholders, particularly at the executive, C-suite, and board levels. My reputation is built on being an entrepreneurial force, a catalyst for change, and a trusted advisor. As a people-centric team leader, I have successfully overseen global, virtual, and matrixed teams. My financial expertise includes forecasting, the development of financial models and tools for ROI tracking and managing budgets. Key account management is another area where I endeavor to consistently deliver client value. I have held the position of sole account manager for Fortune 100 and Fortune 250 companies spanning the Financial Services, Insurance, and Hospitality sectors. My accomplishments extend to the design and execution of impactful sales programs and thought leadership campaigns. These initiatives have significantly boosted brand awareness and revenue across legal, professional services, and product sales (complex SAAS products and financial risk management solutions).

B. CAREER HISTORY AND RELEVANT EXPERIENCE

1. KAROO CAFÉ SEATTLE

Owner and CEO, Seattle
May 2024 to present

As a woman-owned establishment, Karoo Café is dedicated to creating a welcoming and inclusive space for all. Our mission is to foster community ties and introduce the rich hospitality of South Africa to Seattle. We're committed to safety, creativity, and the celebration of diversity, making Karoo not just a Café but a movement towards a more connected and joyful community.

2. FOSTER GARVEY PC

Operating for over 120 years, Foster Garvey is a leading full-service national Law firm.
Chief BD and Marketing Officer, Seattle
April 2022 to November 2024

As the steward of the Foster Garvey brand, I ensured that marketing and business development activities within practices, industries, and client engagements were aligned with the firm's strategic priorities. A significant aspect of my role involved spearheading high-profile external industry partnerships and associated brand campaigns. In addition, I led high-profile pitches and proposals, which encompassed the delivery of complex RFPs, panels, and key client presentations. I also played a pivotal role in rate-setting, establishing relevant metrics to assess profitability and supporting initiatives related to diversity, equity, and inclusion (DEI).

2. AFRICAN CHAMBER OF COMMERCE (PACIFIC NW)

Member of the Board, Seattle
Nov 2020 to January 2022

As a board member, I focused on providing guidance on business strategy, operational efficiency, new routes to market and spotting opportunity for new trade ventures.

3. PARENTAL BREAK/BUSINESS DEVELOPMENT & MARKETING CONSULTANT

Mom/Founder, Seattle
January 2020 to March 2022

During my maternity break, opportunities arose to provide support to a network of small to medium size enterprises in the hospitality industry affected by COVID-19. Alongside being a new mum, I worked on multiple projects focused on helping companies improve their brand profile, streamline operations to increase profit, improve ROI and supported strategies to succeed during this difficult time and beyond.

OLIVIA VERMAAK

3. MILLIMAN INC.

The world's largest Risk Management and Actuarial consultancy.

Senior Director, Global Business Development and Marketing (Life & Financial Services), London
June 2015 to Dec 2019

In this greenfield role, I collaborated closely with C-level leadership and the board to drive strategic Business Development, client, and operational initiatives aimed at boosting revenue and expanding client relationships. My role involved working alongside analysts, software engineers and consulting teams to craft marketing and sales strategies. I held responsibility for revenue generation, employing sales strategies to identify growth opportunities across new and existing markets, clients, products, and service lines. I oversaw business development, marketing, and client innovation activities. I also developed and maintained essential financial models and metrics to drive effective ROI across key areas. My role emphasized operational innovation and cross-functional collaboration, involving partnerships with Finance (ROI templates, client analytics, and budget management), Learning & Development (technical training and module development), HR (soft skills training and module development), and Marketing (enhancing brand value). In addition, I initiated and executed programs focusing on client insights and innovation. This included collaborating with senior/C-level stakeholders at key clients to optimize service delivery, enhance competitive positioning, and refine sales propositions.

4. LINKLATERS LLP

One of the world's most prestigious global law firms.

Position: Global Divisional Business Development Manager, Finance & Projects ("F&P") and Key Account Manager, Financial Regulation, London
Date: Aug 2013 to May 2015

I produced and managed divisional Marketing and Business Development plans focused on client demand aligned to local, regional, and global F&P objectives. Developed coaching and training programs to improve partners and senior management Business Development and Sales skills and identified, and created, multiple campaigns covering thought leadership, insights, and industry know-how to showcase expertise and capabilities. I was responsible for a team of 10 across Europe.

5. DLA PIPER LLP

One of the world's largest leading law firms.

Position: Senior International Business Development Manager, Finance & Projects ("F&P"), London
Date: April 2011 to Aug 2013

Key member of the Global F&P Leadership Team working with the Global Managing Partner, Chief of Staff, and Location Heads across the UK and EMEA to develop and deliver practical Marketing and Business Development plans.

6. BIRD & BIRD LLP

Europe's leading IP and Technology Law Firm.

Position: International BD & Marketing Account Manager, Finance and Projects ("F&P"), London
Date: Oct 2009 to April 2011

Completed an international rebrand, appointed by the CFO to lead the project team responsible for creating time-saving analytics driving up Partner utilization rates, and created new credentials and pitch pack processes for firm-wide Marketing initiatives and proposal responses.

7. KAPLAN LAW SCHOOL

Subsidiary of the Washington Post company and part of the world's training powerhouse, Kaplan Inc.

Position: Business Development Manager, London
Date: Oct 2007 to Dec 2009

OLIVIA VERMAAK

Designated account manager for all law firm clients and partners. Responsible for effectively streamlining CRM operations and recruited to be part of the Kaplan Legal global lead sharing task force chaired by the CEO, CFO and COO.

8. LECTURER, TEACHER AND COURSE LEADER

South Africa

Date: Jan 2002 to Jan 2007

Prior to relocating to London, I held multiple lecturing, teaching and course leader roles in the Education sector.

C. VOLUNTEERING/CR

- Global Diversity & Inclusion (“D&I”) Champion (Milliman).
- Global CSR Champion (Milliman).
- Mentor in the firm’s global program (Milliman).
- Participating in numerous charitable and corporate responsibility volunteer programs (Linklaters).
- A member of DLA Piper’s charity and sports and social committees (DLA Piper).

D. EDUCATION AND TRAINING

- Performance Management and Career Development training (Linklaters, 2015).
- Manager Milestone Development Course (Linklaters, 2014).
- Institute of Leadership and Management (ILM) Level II Diploma (2012).
- Masters Degree (English, Philosophy) (2006)
- Certificate in Learning Facilitation (2002)

E. HOBBIES, INTERESTS, PERSONAL ACHIEVEMENTS

- Group Exercise Instructor, Les Mills BodyPump (2020)
- Television Presenter, Voice Over Artist, Actress and Model (2000 to 2010)
- Miss South Africa Finalist (2003)

Pike Place Market Historical Commission

12 Members: Pursuant to Ordinances 100475 & 124935, all members subject to City Council confirmation, 3-year terms:

- 0 City Council-appointed
- 12 Mayor-appointed
- 0 Other Appointing Authority-appointed (specify):

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	7	1.	Friends of the Market	Elisa Shostak	12-2-22	12-1-25	1	Mayor
9	F	7	2.	Friends of the Market	Sarah E. Baker	12-2-23	12-1-26	1	Mayor
1	F	7	3.	Architect	Grace Leong	12-2-22	12-1-25	2	Mayor
6	M	1	4.	Architect	Mark C. Childs	12-2-23	12-1-26	2	Mayor
5	M	7	5.	Merchant	Alex Apostolopoulos	12-2-23	12-1-26	1	Mayor
8	F	N/A	6.	Merchant	Golnaz Mohammadi	12-2-22	12-1-25	2	Mayor
6	M	7	7.	Resident	Jonathan Cracolici	12-2-24	12-1-27	2	Mayor
5	F	7	8.	Resident	Olivia Vermaak	12-2-23	12-1-26	1	Mayor
6	F	1	9.	Property Owner	Lisa Martin	12-2-22	12-1-25	2	Mayor
6	M	7	10.	Allied Arts of Seattle	Tom Graff	12-2-24	12-1-27	1	Mayor
5	F	5	11.	Allied Arts of Seattle	Pfeiffer Bloecker	12-2-23	12-1-26	1	Mayor
6	M	1	12.	At-Large	Jonathan Kiehnau	12-2-24	12-1-27	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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	5	7	0	0	1	0	0	0	3	6	0	1	1
Council	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	5	7	0	0	1	0	0	0	3	6	0	1	1

Key:

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



Legislation Text

File #: Appt 03236, **Version:** 1

Reappointment of Jonathan Cracolici as member, Pike Place Market Historical Commission, for a term to December 1, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Jonathan Cracolici		
Board/Commission Name: Pike Place Market Historical Commission		Position Title: Position 7 – Resident
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other	Date Appointed: 5/21/2025	Term of Position: * 12/2/2024 to 12/1/2027 <input type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: Downtown	Zip Code: 98101	Contact Phone No.: [REDACTED]
Background: Longtime member of the Pike Place Market community with experience as an employee of various Market businesses, a resident, and member of the Pike Place Market Historical Commission since 2023. A credentialed geotechnical engineer, appointee provides valuable perspective on the Market's unique physical conditions. Elected by peers to serve as Commission Chairperson in 2025.		
Authorizing Signature (original signature):  Date: May 21st, 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

[REDACTED]

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- Co-Authoring founding documents, bylaws, and chapter launch materials
- Travel to establish chapters and provide start-up support
- Mentor local leaders on public outreach and volunteer coordination

Transportation Choices Coalition, Seattle, WA

(2013)

- Acted as spokesperson for pro-transit constituents from the 43rd district in meetings with then Sen. Murray, then Rep. Pederson, and Speaker Chopp.
- Testified before the Senate Transportation Committee against SB 6001 on the grounds that it failed to include transit funding.

AWARDS

Co-President Seattle University College of Science and Engineering Bannan Scholars,
Member of Tau Beta Pi ~ America's Engineering Honor Society
2x UCA of SME YMF World Tunneling Conference Scholarship

INTERESTS

Transit, Tunnels, Public Service, Community Outreach, Soccer, History, Urbanism

Pike Place Market Historical Commission

12 Members: Pursuant to Ordinances 100475 & 124935, all members subject to City Council confirmation, 3-year terms:

- 0 City Council-appointed
- 12 Mayor-appointed
- 0 Other Appointing Authority-appointed (specify):

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	7	1.	Friends of the Market	Elisa Shostak	12-2-22	12-1-25	1	Mayor
9	F	7	2.	Friends of the Market	Sarah E. Baker	12-2-23	12-1-26	1	Mayor
1	F	7	3.	Architect	Grace Leong	12-2-22	12-1-25	2	Mayor
6	M	1	4.	Architect	Mark C. Childs	12-2-23	12-1-26	2	Mayor
5	M	7	5.	Merchant	Alex Apostolopoulos	12-2-23	12-1-26	1	Mayor
8	F	N/A	6.	Merchant	Golnaz Mohammadi	12-2-22	12-1-25	2	Mayor
6	M	7	7.	Resident	Jonathan Cracolici	12-2-24	12-1-27	2	Mayor
5	F	7	8.	Resident	Olivia Vermaak	12-2-23	12-1-26	1	Mayor
6	F	1	9.	Property Owner	Lisa Martin	12-2-22	12-1-25	2	Mayor
6	M	7	10.	Allied Arts of Seattle	Tom Graff	12-2-24	12-1-27	1	Mayor
5	F	5	11.	Allied Arts of Seattle	Pfeiffer Bloecker	12-2-23	12-1-26	1	Mayor
6	M	1	12.	At-Large	Jonathan Kiehnau	12-2-24	12-1-27	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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	5	7	0	0	1	0	0	0	3	6	0	1	1
Council	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	5	7	0	0	1	0	0	0	3	6	0	1	1

Key:

- *D List the corresponding *Diversity Chart* number (1 through 9)
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 - RD Residential Council District number 1 through 7 or N/A
- Diversity information is self-identified and is voluntary.*



Legislation Text


File #: Appt 03237, **Version:** 1

Appointment of Jonathan Kiehnau as member, Pike Place Market Historical Commission, for a term to December 1, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Jonathan Kiehnau		
Board/Commission Name: Pike Place Market Historical Commission		Position Title: Position 12 – At Large
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other	Date Appointed: 5/21/2025	Term of Position: * 12/2/2024 to 12/1/2027 <input checked="" type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: Downtown	Zip Code: 98121	Contact Phone No.: [REDACTED]
Background: Experienced in serving community organizations and collaborating with public agencies throughout Seattle on issues including historic preservation, urban planning, open space, and social services. Appointee serves as Executive Director of South Lake Union Chamber of Commerce, co-owns historic Market business Don and Joe's Meats, and lives in downtown Seattle, bringing a unique decision-making lens to the needs of the Market.		
Authorizing Signature (original signature):  Date: May 21st, 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

JONATHAN KIEHNAU

Downtown resident since 2011. Understands the power of mission-driven organizations to uplift communities through connections and commerce. Proven success in event planning, fundraising, sponsorship sales, marketing communications, public policy advocacy and executive leadership.

COMMUNITY SERVICE

2012 – Present

- **Belltown United**, Founding Board Member, Executive Committee
- **Market to MOHAI**, Board Member, Vice-President
- **Growing Vine Street**, Board Member
- **Seattle King County Public Health Clinic**, Supervising Volunteer
- **Recharge the Battery**, Co-Founder, Board Member
- **University of Washington**, Co-Motion Mentor, Entrepreneur-in-Residence
- **Uplift Northwest** (formerly Millionair Club), Board of Trustees, Mission Committee Chairman

INDEPENDENT CONSULTING

2011 – 2019

- **Co-Founder**: One World Venture Partners, Supermarket Spree
- **Investor/Advisor**: 8-Stem, AdCrafted, Bobber Interactive, CleverNudge, Co-Train, Detox Popup, Foodista, Freak'n Genius, Giftiki, Hypoware, Match Point, Mindbloom, Moving Worlds, Novuson, Onda Origins, Qrayon, Sansaire, Skymarker, Storyola, Uproar, Utrip, VRcade
- **Transactions**: Bella Materna, Big Dipper, Pearson Engineering, Rudy's Barbershop, Salugenecists, Small Town Papers, Zooppa
- **Pro Bono**: AngelHack, Brandery, Marine Exchange of Puget Sound, Reactor Startup Accelerator

PROFESSIONAL EXPERIENCE

VP GM Enterprise Growth Group, Entrepreneur-in-Residence

2008 – 2011

AMERICAN EXPRESS, New York

- Developed content marketing platforms substantially improved ROI, acquisition, retention and other outcomes for American Express brands and 200 strategic partners in the startup community.
- Introduced digital toolsets to improve integration of strategic assets.

Chief Marketing Officer

2007 – 2008

CLUB 21, Singapore, London

- Private company with a portfolio of luxury retail, apparel manufacturing, resort, hotels and spas.
- Developed processes for continuous improvement of acquisition, loyalty and other customer engagement programs. Resident futurist, exploring e-commerce and transformative technologies.

Chief Revenue Officer

2004 – 2006

HOUSEPARTY, New York

- Founding team of a fast-growing brand activation network and online buzz marketing community.
- Major roles in product development, strategic planning and capital fundraising. Harnessed consumer data in new ways to improve marketing solutions for clients.

Managing Director

2002 – 2004

FORTUNE 500 LIVE EVENTS, New York, Beijing

- Responsible for sponsorship sales and business development for 4-10 annual conferences such as FORTUNE 500 CEO, Most Powerful Women, Brainstorm and C-Suite Roundtable.
- \$12-18 million annual sponsorship revenue.

JONATHAN KIEHNAU

President 1998 – 2002

EMPHASIS: TIME WARNER INFLIGHT MEDIA, Hong Kong

- 120 employees in five global offices created, distributed and monetized content (audio, video, film, print and digital) and sold advertising and marketing sponsorships for 63 international airlines.
- Transformed organization to increase sales, improve productivity and cut expenses. Increased bottom line performance with 300% profit change first year.

Managing Director 1996 – 1998

TIME INC. CUSTOM PUBLISHING, New York

- Managed editorial, marketing, manufacturing, client service, target marketing and business teams to deliver multichannel acquisition, retention and loyalty programs.

Sales & Sales Management 1986 – 1996

TIME INC. MEDIA SALES & MARKETING, New York

- TIME, International Advertising Sales Director
- MONEY, Financial Category Sales Manager
- WORKING WOMAN, Regional Sales Manager

EDUCATION

- **Bachelor of Science**, Applied Economics, University of Wisconsin-Madison, 1985
- **Graduate School of Business**, University of Wisconsin-Madison, 1985-86

LIFETIME HONORS & ACHIEVEMENT

- Two-time recipient of Time Inc. President's Award, "the company's highest honor recognizing innovative problem solving and outstanding revenue generating performance"
- Diversity, Equity and Inclusion (DEI) Task Force, Strategic Planning Task Force, Mergers & Acquisitions (M&A) Deal Committee
- Executive Apprenticeships at CNN/Turner Networks, HBO, Warner Bros, Little-Brown, AOL
- Greater New York Student-Sponsor Partnership, Mentor
- Founded 501(c)(3) Landmark Preservation Association, Madison, WI, conceived and lead \$1 million capital campaign to restore a historic Frank Lloyd Wright building
- Fraternity of Phi Gamma Delta, Headquarters Staff, Field Secretary
- Office of Wisconsin Governor Lee Sherman Dreyfus, Intern, Liaison to Department of Agriculture, Constituent Relations Specialist
- Big Ten mascot "Bucky Badger"
- International Rotary Scholar

Pike Place Market Historical Commission

12 Members: Pursuant to Ordinances 100475 & 124935, all members subject to City Council confirmation, 3-year terms:

- 0 City Council-appointed
- 12 Mayor-appointed
- 0 Other Appointing Authority-appointed (specify):

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	7	1.	Friends of the Market	Elisa Shostak	12-2-22	12-1-25	1	Mayor
9	F	7	2.	Friends of the Market	Sarah E. Baker	12-2-23	12-1-26	1	Mayor
1	F	7	3.	Architect	Grace Leong	12-2-22	12-1-25	2	Mayor
6	M	1	4.	Architect	Mark C. Childs	12-2-23	12-1-26	2	Mayor
5	M	7	5.	Merchant	Alex Apostolopoulos	12-2-23	12-1-26	1	Mayor
8	F	N/A	6.	Merchant	Golnaz Mohammadi	12-2-22	12-1-25	2	Mayor
6	M	7	7.	Resident	Jonathan Cracolici	12-2-24	12-1-27	2	Mayor
5	F	7	8.	Resident	Olivia Vermaak	12-2-23	12-1-26	1	Mayor
6	F	1	9.	Property Owner	Lisa Martin	12-2-22	12-1-25	2	Mayor
6	M	7	10.	Allied Arts of Seattle	Tom Graff	12-2-24	12-1-27	1	Mayor
5	F	5	11.	Allied Arts of Seattle	Pfeiffer Bloecker	12-2-23	12-1-26	1	Mayor
6	M	1	12.	At-Large	Jonathan Kiehna	12-2-24	12-1-27	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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	5	7	0	0	1	0	0	0	3	6	0	1	1
Council	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	5	7	0	0	1	0	0	0	3	6	0	1	1

Key:

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



Legislation Text


File #: Appt 03262, **Version:** 1

Reappointment of Becca Pheasant-Reis as member, Landmarks Preservation Board, for a term to August 14, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Becca Pheasant-Reis		
Board/Commission Name: Landmarks Preservation Board		Position Title: Architect
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: Fill in appointing authority		Term of Position: * 8/15/2025 to 8/14/2028 <input type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: New Holly	Zip Code: 98108	Contact Phone No.: [REDACTED]
Background: Ms. Pheasant-Reis is a local licensed architect that specializes in historic building rehabilitation. She holds a Bachelor of Architecture from the University of Houston, and worked in architecture in Austin, Texas for several years before moving to Seattle in 2014. Ms. Pheasant-Reis has experience balancing the complexities of building preservation with the practical realities of programs, codes, and the changing environment. In addition to contributing her technical restoration expertise, she enjoys helping tell the city's full history. Ms. Pheasant-Reis has given substantial support to the Architectural Review Committee in her first term, in addition to her active participation on the Board.		
Authorizing Signature (original signature):  Date Signed (appointed): June 27 th , 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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



EDUCATION

Bachelor of Architecture (2006),
University of Houston

ARCHITECTURE REGISTRATION

Washington 10943
NCARB Cert. 77322

EXPERIENCE / SEATTLE + ARCHITECT

Becca is an architect living and working in Seattle since 2014 with a specific focus on historic buildings. She is Director of Historic Conservation at CLARK / BARNES. She is Vice President on the board of the Association for Preservation Technology Northwest (APTNW).

Becca's architectural experience includes all aspects from design and detailing to permitting and construction administration.

EXPERIENCE / HISTORIC

Landmark board presentations • historic surveys • as-built documentation • feasibility studies for historic properties • property inventories • application of local and national historic evaluation criteria • application of the Secretary of Interior's Standards for Rehabilitation • SEPA Appendix A • federal historic tax credit + local tax valuation preparation • technical consultation

PROJECTS / SEATTLE LANDMARKS + WITHIN LANDMARK DISTRICTS

Seattle Brewing/Malting Co - Bottling Plant + Malt House • Franklin High School • Lincoln High School • Grand Central • Buttnick + City Loan • Magnuson Park Hangar 2 • A.L. Palmer Building

PROJECTS / HISTORIC + NOT SEATTLE LANDMARKS

Skykomish Hotel (Skykomish, WA) • Loretto Hotel (Santa Fe, NM) • Skinner Building (Seattle) • Burrows Island (WA) • King County Civic Campus (Seattle) • Carver Genealogy Center (Austin, TX) • Stagecoach House (Buda, TX) • Cephas House (San Marcos, TX) • Harris Co Courthouse (Houston, TX) • Potter Co Courthouse (Amarillo, TX)

ACTIVITIES / LEADERSHIP

The Association for Preservation Technology Northwest (APTNW)
Board of Directors - Vice President (current)

The Association for Preservation Technology International (APTI)
2023 Local Conference Committee Member

American Institute of Architects (AIA)
AIAWA Historic Resources Committee Member (current)

Seattle Architecture Foundation
Youth Program Volunteer

Girls in Gis (Brazilian Jiu Jitsu)
Washington Lead Ambassador (current)

HISTORY / PROFESSIONAL

CLARK / BARNES Seattle, WA (2018 - CURRENT)
Director (current), Senior Associate, Senior Historic Architect

Bassetti Architects Seattle, WA (2014 - 2018)
Staff Architect, Project Manager

Carter Design Associates Austin, TX (2010 - 2013)
Architect, Project Manager

ARCHITEXAS Austin, TX (2006 - 2010)
Architecture Intern

Cork City Council Cork, Ireland (2006)
Dept of Planning & Development Intern

Landmarks Preservation Board

12 Members: Pursuant to *Ordinance No. 124851*, all members subject to City Council confirmation, **3-year term for 11 members, and 1-year term for Get Engaged Member per SMC 3.51:**

- **12** Mayor-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
2	M	5	1.	At- Large	Dean E. Barnes	08-15-22	08-14-25	2nd	Mayor
2	M	3	2.	At-Large	Lawrence Norman	08-15-24	08-14-27	2nd	Mayor
1	F	2	3.	Structural Engineer	Roi Chang	08-15-22	08-14-25	2nd	Mayor
9	F	3	4.	Get Engaged	Lauren Miles	09-01-24	08-31-25	1st	Mayor
6	F	4	5.	Architect	Taber Jossi Caton	08-15-24	08-14-27	2nd	Mayor
6	M	2	6.	Urban Planning	Ian Macleod	08-15-24	08-14-27	2nd	Mayor
6	F	6	7.	Real Estate	Katherine Randall	08-15-25	08-14-28	2nd	Mayor
6	F	3	8.	At-Large	Harriet M. Wasserman	08-15-24	08-14-27	2nd	Mayor
2	F	N/A	9.	Historian	Lora-Ellen McKinney	08-15-24	08-14-27	2nd	Mayor
6	F	2	10.	Architect	Becca Pheasant-Reis	08-15-25	08-14-28	2nd	Mayor
			11.	Finance	Vacant	08-15-25	08-14-28		Mayor
1	M	6	12.	Historian	Matt Inpanbutr	08-15-22	08-14-25	2nd	Mayor

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	4	7			2	3				5			1
Council													
Other													
Total													

Key:

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



Legislation Text

File #: Appt 03263, **Version:** 1

Reappointment of Katherine Randall as member, Landmarks Preservation Board, for a term to August 14, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Katherine Randall</i>		
Board/Commission Name: <i>Landmarks Preservation Board</i>		Position Title: <i>Real Estate</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * 8/15/2025 to 8/14/2028 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Phinney Ridge</i>	Zip Code: <i>98103</i>	Contact Phone No.: [REDACTED]
Background: <i>Ms. Randall is a real estate developer in affordable housing and community development with Mercy Housing Northwest, currently focused on the construction of family housing in Tacoma. She holds a Master of Science in Historic Preservation, a Master of City Planning, and a Bachelor of Arts in art history. Ms. Randall enjoys delving into building and community history, and the storytelling that contributes to a sense of place and home. Her professional experience and passion for preservation have made her a valued Board member.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): June 27 th , 2025		Appointing Signatory: <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

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



KATHERINE (KATIE) RANDALL

Affordable Housing Development and Community Preservation

PROFESSIONAL EXPERIENCE

Mercy Housing Northwest

Seattle, WA
November 2022 – Present

Project Developer II

July 2024 - Present

- Managing one associate level member of staff as they take on more project management responsibility
- Successfully lead financing closing and construction start of Mercy Aviva Crossing in Tacoma and overseeing development and finance closing of 35th and Pacific Family Housing, also in Tacoma

Project Developer I

November 2022 - July 2024

- Managed development-period activities for Mercy Aviva Crossing in Tacoma's West End, including project team selection, budget management, design, and financing selection
- Led RFP response and feasibility efforts for 35th and Pacific Family Housing in Tacoma, including cleanup coordination with the Department of Ecology

Plymouth Housing

Seattle, WA
June 2019 – November 2022

Real Estate Developer

June 2021 – November 2022

- Led construction administration and closeout for Bertha Pitts Campbell Place, including leading a committee for commissioning art with Plymouth staff and members of the Central District arts community
- Oversaw construction completion for Kristin Benson Place in August 2021 and achieved construction loan conversion on time in Q4 of 2021 despite pandemic-related construction delay

Real Estate Development Associate

June 2019 – June 2021

- Managed construction and tenant engagement for a window replacement project at Pacific Apartments, a Seattle Landmark building
- Led funding applications, design, and finance closing for Bertha Pitts Campbell Place

EDUCATION

University of Pennsylvania Stuart Weitzman School of Design Philadelphia, PA

Received May 2019

Master of Science in Historic Preservation: The Elizabeth Greene Wiley Award for Outstanding Promise

Master of City Planning: concentration in Public and Private Development

Bowdoin College Brunswick, ME

Received May 2016

Bachelor of Art: Art History Cum Laude

CERTIFICATIONS AND VOLUNTEER EXPERIENCE

National Development Council

May 2022

Rental Housing Development Finance Professional Certification

Housing Development Consortium (HDC) Board Fellow

Seattle, WA
January 2021 - December 2021

- Served on Strategic Planning Committee developing and finalizing next strategic plan, including discussing the role of HDC in tackling issues like equity and sustainability in the King County housing community

Landmarks Preservation Board

12 Members: Pursuant to *Ordinance No. 124851*, all members subject to City Council confirmation, **3-year term for 11 members, and 1-year term for Get Engaged Member per SMC 3.51:**

- **12** Mayor-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
2	M	5	1.	At- Large	Dean E. Barnes	08-15-22	08-14-25	2nd	Mayor
2	M	3	2.	At-Large	Lawrence Norman	08-15-24	08-14-27	2nd	Mayor
1	F	2	3.	Structural Engineer	Roi Chang	08-15-22	08-14-25	2nd	Mayor
9	F	3	4.	Get Engaged	Lauren Miles	09-01-24	08-31-25	1st	Mayor
6	F	4	5.	Architect	Taber Jossi Caton	08-15-24	08-14-27	2nd	Mayor
6	M	2	6.	Urban Planning	Ian Macleod	08-15-24	08-14-27	2nd	Mayor
6	F	6	7.	Real Estate	Katherine Randall	08-15-25	08-14-28	2nd	Mayor
6	F	3	8.	At-Large	Harriet M. Wasserman	08-15-24	08-14-27	2nd	Mayor
2	F	N/A	9.	Historian	Lora-Ellen McKinney	08-15-24	08-14-27	2nd	Mayor
6	F	2	10.	Architect	Becca Pheasant-Reis	08-15-25	08-14-28	2nd	Mayor
			11.	Finance	Vacant	08-15-25	08-14-28		Mayor
1	M	6	12.	Historian	Matt Inpanbutr	08-15-22	08-14-25	2nd	Mayor

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	4	7			2	3				5			1
Council													
Other													
Total													

Key:

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



Legislation Text


File #: Appt 03264, **Version:** 1

Appointment of Seujan Bertram as member, Pike Place Market Preservation and Development Authority Governing Council, for a term to June 30, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Seujan Bertram		
Board/Commission Name: Pike Place Market Preservation and Development Authority		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other:	Date Appointed:	Term of Position: * 7/1/2023 to 6/30/2027 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood/Council District: 5	Zip Code: 98125	Contact Phone No.: [REDACTED]
Background: <p>Seujan Bertram is a C-suite executive with a track record of driving revenue growth, scaling global operations, and leading innovation across SaaS, AI, and enterprise tech. Her leadership journey spans companies like Starbucks, Tableau, and Amdocs, and she has delivered over \$150M in revenue growth while building high-performing teams and navigating complex organizational change.</p> <p>Currently, she serves as Fractional COO at Shaw/Scott, leading operations, services and sales while positioning the agency for long-term growth. She also served on the Board of Seattle Credit Union, where she provided strategic and governance oversight with a focus on sustainable growth and inclusion.</p> <p>Her commitment to the values of Pike Place Market and her insight will further the Market's mission of meaningful diversity and inclusion in decision making as the Pike Place Market PDA Council implements its strategic plan.</p>		
Authorizing Signature (original signature):  June 27th, 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

SEUJAN BERTRAM, MBA

SUMMARY

Strategic executive leader with extensive C-suite experience delivering revenue growth, scaling global operations, and driving innovation at leading brands like Starbucks, Tableau, and OpenMarket (an Amdocs company). Achieved a \$315M exit at OpenMarket by doubling revenue over three years, demonstrating a strong ability to scale businesses and deliver shareholder value. Played a key leadership role during Tableau's hypergrowth and IPO, contributing to its position as a market leader. Expertise in digital transformation, operational efficiency, and building high-performing, results-driven teams. Governance and financial oversight expertise includes board service with mission-driven organizations, including the Seattle Credit Union. Currently advising organizations on strategy, scale, and operational clarity. Well-positioned for CEO opportunities that require transformative leadership and executional depth.

WORK EXPERIENCE

12/2024 – present

Shaw/Scott – Seattle, WA

Leading strategic transformation at a boutique MarTech agency

Fractional COO

- **Organizational Alignment:** Rebuilt team structures and introduced OKRs to drive cross-functional clarity and accountability.
- **Revenue Acceleration:** Revamped sales compensation and GTM strategy, improving pipeline quality and reactivating stalled revenue growth.
- **Operational Efficiency:** Streamlined delivery operations, improving internal workflows and elevating client satisfaction.

6/2024 – present

CxO & Advisory Solutions, LLC – Seattle, WA

Advisor to emerging AI companies, guiding GTM, org design and scalability for growth

Founder | Fractional CxO and Advisor

- **Advisor to Emerging AI Companies:** Guide GTM, organizational design, and scalability for early-stage growth.
- **Fractional COO, NomadGo** (Spatial AI Startup): Assessed operations and defined a scalable growth strategy and team structure.

11/2021 – 03/2024

Quid – Santa Clara, CA

AI-powered social media listening and market intelligence platform

Chief Operating Officer

- **Sales Growth & GTM Success:** Delivered 23% enterprise revenue growth and exceeded targets by 15% through strategic upsells. Achieved this through operational realignments, and reorganization of sales and marketing functions.
- **Operational Efficiency:** Established a revenue operations function, saving \$500K annually and increasing lead-to-sales conversion by 20%.
- **Team Development & Culture:** Managed a team of 160+, reduced turnover by 10% and increased employee satisfaction through strategic HR and culture initiatives.
- **Acquisition Integration:** Led the integration of RivalIQ, contributing to sustained 20% annual growth, demonstrating leadership through post-acquisition growth.

03/2018 – 08/2021

OpenMarket (an Amdocs Company) – Seattle, WA

Global provider of cloud-based mobile messaging solutions to enterprises

Chief Operating Officer

- **Revenue Leadership:** Drove annual revenue growth of 23% to 30% as a member of the executive team. This culminated in the successful \$315 million sale of the company.
- **Global Leadership:** Directed a multinational team of 140+, streamlining operations to consistently exceed performance targets.
- **Company Culture:** Championed strategic inclusive initiatives, boosting team motivation and improving employee engagement and satisfaction scores.

	<ul style="list-style-type: none"> ▪ Acquisition Management: Led the integration and management of a 90+ member Customer Success team across 60+ global offices following the acquisition, ensuring business continuity and operational alignment.
12/2012 – 03/2018	Tableau Software – Seattle, WA <i>Global leader in data visualization and analytics</i>
09/2015 – 03/2018	Director, Worldwide Customer Programs & Operations <ul style="list-style-type: none"> ▪ Global Leadership: Managed 60+ program managers to deliver Customer Support and Success initiatives, improving service delivery and satisfaction across APAC, EMEA, and LATAM. ▪ Program Revenue: Designed and launched the Tableau Support Services program, generating \$2M+ in new revenue within the first year. ▪ Operational Efficiency: Streamlined support processes using customer feedback and product telemetry, reducing support cases and saving \$500,000 annually. ▪ Training & Development: Led training and certification initiative for 800 employees, enhancing technical skills and product expertise company wide.
12/2012 – 08/2015	Senior Manager, Technical Customer Success <ul style="list-style-type: none"> ▪ Revenue Growth: Scaled annual revenue from \$100K to \$3M by developing and implementing a Technical Account and Escalation Management program. ▪ Team Leadership: Recruited, built, and managed a global team of 50+, delivering premium white-glove services to Enterprise Customers and scaled operations to meet growing service demands effectively. ▪ Customer Success: Achieved a 95% satisfaction rate among enterprise customers through improved loyalty metrics.
03/2007 – 12/2012	Starbucks – Seattle, WA <i>International coffeehouse chain and retail innovator</i>
04/2009 – 12/2012	Manager, Web & Mobile Engineering <ul style="list-style-type: none"> ▪ Product Innovation: Developed and launched the Starbucks mobile app, driving a 212% rise in transactions and 3M+ global users.
03/2007 – 04/2009	IT Incident Management <ul style="list-style-type: none"> ▪ Operational Excellence: Reduced incidents by 80%+ monthly through a robust incident management framework.

MEMBERSHIPS & BOARD EXPERIENCE

11/2018 – 05/2025	Seattle Credit Union – Seattle, WA Advisory Board Director (2024-2025) <ul style="list-style-type: none"> ▪ Returned to serve the SCU community, board chair, and CEO as an at-large advisor, contributing to organizational oversight and strategic alignment. Board Director (2018 – 2021) <ul style="list-style-type: none"> ▪ Served as Board Secretary and Chair of Governance and Nominations Committees.
02/2022 – present	Chief – New York, NY Seattle Founding Executive Member <ul style="list-style-type: none"> ▪ Actively promote and retain women in C-suite roles.
06/2021 – present	Flying Fish Partners – Seattle, WA LP Investor <ul style="list-style-type: none"> ▪ Advance AI and ML technology companies in the U.S. and Canada via strategic investments.

EDUCATION

Seattle University – Seattle, WA
 Master of Business Administration (MBA)
Binghamton University – Binghamton, NY
 Master of Arts (MA), Social Sciences
West Chester University of Pennsylvania – West Chester, PA
 Bachelor of Science (BS), Education

Pike Place Market Preservation and Development Authority

June 2025

12 Members: Pursuant to *RCW 35.21.730 and Seattle Municipal Code 3.110; all subject to City Council confirmation, 4-year terms:*

- 4 Mayor-appointed
- 8 Other Appointing Authority-appointed (specify): (4) Constituency and (4) PDA Governing Council

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	M	7	1.	Member	Gabriel Grant	7/1/22	6/30/26	1	Mayor
6	M	3	2.	Member	Paul Neal	7/1/21	6/30/25	2	Governing Council
6	M	7	3.	Member	Devin McComb	7/1/21	6/30/25	2	Mayor
6	M	7	4.	Member	Nick Setten	7/1/22	6/30/26	2	Constituency
6	M	6	5.	Member	Russell Monroe	7/1/21	6/30/25	1	Constituency
6	M	7	6.	Member	Augustine Rietsema	7/1/23	6/30/27	1	Governing Council
1	M	7	7.	Member	Gundeep Singh	7/1/24	6/30/28	2	Mayor
6	F	6	8.	Member	Margaret Norton-Arnold	7/1/22	6/30/26	1	Governing Council
6	F	N/A	9.	Member	Christine Vaughan	7/1/24	6/30/28	1	Constituency
6	F	7	10.	Member	Gina Karaba	7/1/23	6/30/27	1	Constituency
6	F	N/A	11.	Member	Patrice Barrentine	7/1/24	6/30/28	4	Governing Council
9	F	5	12.	Member	Seujan Bertram	7/1/23	6/30/27	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Men	Women	Transgender	Unknown	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	3	1			1					2			1
Gov. Council	2	2								4			
Other	2	2								4			
Total	7	5			1					10			1

Key:

*D List the corresponding *Diversity Chart* number (1 through 9)

**G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

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

Diversity information is self-identified and is voluntary.



Legislation Text

File #: CB 121034, **Version:** 1

CITY OF SEATTLE

ORDINANCE _____

COUNCIL BILL _____

AN ORDINANCE relating to funding for housing and community development programs; adopting Annual Action Plan updates to the 2024 - 2028 Consolidated Plan for Housing and Community Development; authorizing submission of the Annual Action Plans to the United States Department of Housing and Urban Development (HUD); authorizing acceptance of grant funds from HUD for programs and activities included in the 2025 Annual Action Plans; amending Ordinance 127156, which adopted the 2025 Budget, by modifying appropriations to various departments and budget control levels in the 2025 Adopted Budget; and ratifying and confirming certain prior acts.

WHEREAS, Ordinance 126926 adopted the City's 2024 - 2028 Consolidated Plan for Housing and Community Development ("Consolidated Plan"); and

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires each local jurisdiction seeking certain federal assistance to provide an annual action plan for its current Consolidated Plan for Housing and Community Development, which guides the annual allocation of funds from the Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, and Housing Opportunities for Persons with AIDS (HOPWA) Program; and

WHEREAS, the Mayor has proposed a 2025 Annual Action Plan (AAP) to the Consolidated Plan; and

WHEREAS, a draft of the 2025 AAP was developed alongside the 2025 City Budget, with input from a number of publicly vetted needs assessments and policy documents, and the AAP was available for public review and comment for 30 days prior to a public hearing in December 2024 and will be available for public comment again in July 2025; and

WHEREAS, Ordinance 127156 adopted the City's 2025 Annual Budget based upon assumptions developed in

2024 about CDBG, HOME, ESG, and HOPWA grant amounts from HUD; and

WHEREAS, the actual 2025 grant amounts from HUD differ from those assumptions; NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. The Seattle City Council adopts the 2025 Annual Action Plan (AAP) to the 2024 - 2028 Consolidated Plan for Housing and Community Development, attached to this ordinance as Attachment 1.

Section 2. The Mayor and the Director of Human Services (“Director”) or their designees are authorized to: submit the adopted AAP together with any necessary supplementary material, to the United States Department of Housing and Urban Development (HUD) as the application by the City for financial assistance under certain HUD programs; represent the City in seeking HUD approval of the AAP; make and submit to HUD such modifications to the AAP as HUD may require, provided that no substantial policy changes are involved; and sign and deliver on behalf of the City such assurances and certifications as may be necessary to obtain HUD approval. The Director or Director’s designee is authorized to make such technical and conforming changes to the AAP as may be deemed reasonably necessary, and to amend the AAP, if necessary or appropriate under federal regulations, to reflect funding of specific activities, final appropriations in any Adopted Budget or amendments to an Adopted Budget, or changes in activities that are consistent with the policies and priorities established in the City’s 2024 - 2028 Consolidated Plan for Housing and Community Development (“Consolidated Plan”). Any substantial amendment as defined by the Citizen Participation Plan of the Consolidated Plan shall require approval by the Council by ordinance or resolution.

Section 3. The allocations set forth in the AAP do not constitute appropriations and are not final decisions to undertake any project or to award any subgrant or contract. The authority of the respective City departments and offices to implement the activities set forth in the AAP is subject to sufficient appropriations in the City of Seattle 2025 Budget, as amended by this ordinance or in any separate ordinance. Implementation of any specific project or program is also subject to a final determination by the appropriate office or department after completion of any necessary review under environmental and related laws. No part of any AAP is

intended to confer any legal rights or entitlements on any persons, groups, or entities.

Section 4. The Mayor or the Mayor's designee is authorized to execute, deliver, and perform for and on behalf of The City of Seattle such agreements as are reasonably necessary to accept financial assistance from HUD for the following grant programs up to the maximum amounts listed below:

Grant Program	Amount
Community Development Block Grant (CDBG)	\$8,917,476
Housing Opportunities for Persons with AIDS (HOPWA)	\$3,754,246
Emergency Solutions Grant (ESG)	\$795,737
HOME Investment Partnerships (HOME)	\$2,854,823

CDBG funds, when received, shall be deposited into the Human Services Fund (16200), Low-Income Housing Fund (16400), Office of Housing Fund (16600), General Fund (00100), and Park and Recreation Fund (10200).

HOME funds, when received, shall be deposited into the Low-Income Housing Fund (16400). HOPWA and ESG funds, when received, shall be deposited into the Human Services Fund (16200). The Mayor or the Mayor's designee is authorized to execute and deliver such other documents relating to the agreements as may be required.

Section 5. Contingent upon the execution of grant or other funding agreements and receipt of the funds authorized in Section 4 of this ordinance, the appropriations in the 2025 Budget for the following items are increased from the funds shown, as follows:

Item	Department	Fund	Budget Summary Level/BCL Code	Amount
5.1	Human Services Department	Human Services Fund (16200)	Supporting Affordability and Livability (16200-BO-HS-H1000)	\$81,137
Total				\$81,137

Unspent funds so appropriated shall carry forward to subsequent fiscal years until they are exhausted or abandoned by ordinance.

Section 6. The appropriations for the following items in the 2025 Adopted Budget are reduced from the funds shown, as follows:

Item	Department	Fund	Budget Summary Level/BCL Code	Amount
6.1	Human Services Department	Human Services Fund (16200)	Supporting Affordability and Livability (16200-BO-HS-H1000)	(\$134,283)
6.2	Human Services Department	Human Services Fund (16200)	Addressing Homelessness (16200-BO-HS-H3000)	(\$131,076)
6.3	Executive (Office of Housing)	Low Income Housing Fund (16400)	Multifamily Housing (16400-BO-HU-3000)	(\$114,862)
Total				(\$380,221)

Section 7. Execution of the agreements authorized in Section 4 of this ordinance, and any other act consistent with the authority of the ordinance and taken prior to its effective date, is ratified and confirmed.

Section 8. 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 _____, 2025, and signed by
me in open session in authentication of its passage this _____ day of _____, 2025.

President _____ of the City Council

Approved / returned unsigned / vetoed this ____ day of _____, 2025.

Bruce A. Harrell, Mayor

Filed by me this _____ day of _____, 2025.

Scheereen Dedman, City Clerk

(Seal)

Attachments:
Attachment 1 - 2025 Annual Action Plan

DRAFT City of Seattle 2025 Annual Action Plan

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Seattle coordinates HUD’s Consolidated Plan funds with other City resources such as our General Fund, Families, Education, Preschool and Promise Levy, Housing Levy, federal McKinney-Vento funds, and Real Estate Excise Tax (REET) to provide for human services, affordable housing, and community and economic development. Not all the needs identified in the Consolidated Plan are addressed with HUD funds. How each fund source is used depends upon the various restrictions and regulations covering the funds and the most efficient and effective mix of funds.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	8,917,476	605,462	13,802,432	23,325,370	26,752,428	Revenue projections for remainder of ConPlan, assume consistent allocations throughout Five-Year Plan.

DRAFT City of Seattle 2025 Annual Action Plan

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	2,854,823	0	0	2,854,823	8,564,469	Revenue projections for remainder of ConPlan, assume consistent allocations throughout Five-Year Plan.

DRAFT City of Seattle 2025 Annual Action Plan

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	3,754,246	0	0	3,754,246	11,262,738	Revenue projections for remainder of ConPlan, assume consistent allocations across three-year grant period of HOPWA awards.

DRAFT City of Seattle 2025 Annual Action Plan

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	795,737	0	0	795,737	2,387,211	Revenue projections for remainder of ConPlan, assume consistent allocations across two-year grant period of ESG awards.

Table 1 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

OH: Federal funds are leveraged in multiple ways: City of Seattle Housing Levy (2017-2023): Authorized in 2016, the Seattle Housing Levy (Levy) authorizes an estimated \$290 million to provide, produce, and/or preserve affordable housing and assist low-income Seattle residents. The Levy funds five programs: 1) Rental Production and Preservation, 2) Operating and Maintenance, 3) Homeownership, 4) Acquisition and Preservation,

DRAFT City of Seattle 2025 Annual Action Plan

and 5) Homeless Prevention and Housing Stability Services. In total, approximately \$41 million in annual funding is available to implement these programs. CDBG funds are used to support Home Repair for low-income homeowners. HOME entitlement funds support a range of acquisition and rehabilitation of rental multi-family housing.

MF Rental and Home Repair Programs leverages other local funding including the City's Incentive Zoning Program, Mandatory Housing Affordability Program, repaid loans from investments of prior City levies, investment earnings, and City surplus property sales. Since 2020, local City revenue for housing also included the Real Estate Excise Tax, which is available for housing purposes between the years of 2020 and 2025, and the Local Option Bond, which is allowable beginning in 2020 due to a State legislative change.

Some HOME and CDBG funds leverage King County DCHS funding, estimated at approximately \$1.5 million in Vets and Human Services Levy and Document Recording Fee funding, in addition to approximately \$6 million in Transit Oriented Development bonding authority. In addition, State Housing Trust Fund, with approximately \$10 million towards Seattle projects and the Low-Income Housing Tax Credits and private debt will be used. To meet match requirements for HOME, the City of Seattle tracks and reports on Yield Foregone.

HSD: The 2025 Adopted Budget includes Mayoral Priorities to make new investments in four of the Mayor's priority spending areas: public safety, housing and homelessness, health, and thriving communities. The budget makes significant new investments in each of these categories. The City invests \$191.4 million in homelessness and continues the City's investments in the King County Regional Homelessness Authority (KCRHA) as it enters its third full year of operations. Of the City-wide total, \$138.9 million is allocated to the Human Services Department in 2025 for homeless outreach, shelter, services, and administration representing a 13% increase compared to 2024. Approximately \$109.4 million (79%) of the amount proposed for HSD will be transferred to the KCRHA.

OIRA: The high community interest and demand for this service, and the continuing success of the Ready to Work model led to consolidating two additional classes in economic distressed zip codes under CDBG funding in 2021. In 2025, CDBG funding increased to \$700,000 in response to continuing demand for services.

SCC: The \$808,000 CDBG funds received by the Seattle Conservation Corps (SCC), Parks Department, are leveraged by a contract for \$1.4 million with Seattle Public Utilities and an additional \$1.2 million in General Funds. Between these funding sources, the SCC is able to provide social services such as housing support, education, and job training to its employees, who in turn provide the labor force for completing our Capital Improvement Projects.

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If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Seattle considers many strategies to address homelessness, including considering public land. Previous strategies used include siting emergency shelters or sanctioned encampments on public land/buildings. The City has also used strategies of selling land/buildings to finance new shelter beds or housing.

SCL properties: Seattle City Light has transferred two City-light owned properties at no cost to non-profit developers for the creation of permanently affordable homes. All homes created will be available to first-time, low-income homebuyers at or below 80% AMI. One site will be transferred to Habitat for Humanity for the creation of 7 townhomes along with a \$720,000 funding award from the Office of Housing. The other site will be transferred to Homestead Community Land Trust along with a \$1.5 million funding award from the Office of Housing.

Discussion

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase Services and Prevent Homelessness	2024	2028	Homeless		Assist Homeless Persons & Persons with Mental Health Support Services that Provide Stability	CDBG: \$3,178,870 ESG: 795,737	Tenant-based rental assistance / Rapid Rehousing: 68 Households Assisted Homeless Person Overnight Shelter: 982 Persons Assisted
2	Mental Health and Substance Disorder (Opioid Epi.)	2024	2028	Non-Housing Community Development		Assist Homeless Persons & Persons with Mental Health Support Services that Provide Stability	CDBG: \$13,506,720	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3750 Persons Assisted
3	Equity in Infrastructure and Recreation Opp	2024	2028	Non-Housing Community Development		Invest in Underserved Areas	CDBG: \$2,830,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 450000 Persons Assisted

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Increase Eco Dev and Job Opps for LMI people	2024	2028	Non-Housing Community Development		Invest in Underserved Areas	CDBG: \$700,000	Public service activities other than Low/Moderate Income 220 individuals in Return to Work (OIRA_ Jobs created/retained: 9 Jobs OED
5	Increase Affordable Housing Options for LMI	2024	2028	Affordable Housing		Affordable Housing Opportunities Retain Affordable Housing Stock Invest in Underserved Areas	CDBG: \$766,338 HOPWA: \$3,754,246 HOME: \$2,854,823	Rental units rehabilitated: 25 Household Housing Unit Homeowner Housing Rehabilitated: 20 Household Housing Unit Tenant-based rental assistance / Rapid Rehousing: 174 Households Assisted Homelessness Prevention: 114 Persons Assisted

Table 2 – Goals Summary

Goal Descriptions

1	Goal Name	Increase Services and Prevent Homelessness
	Goal Description	Services provided via subrecipient KCRHA in 2025.

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2	Goal Name	Mental Health and Substance Disorder (Opioid Epi.)
	Goal Description	In the first 2-3 years of the 2024-2028 Consolidated Plan, the City will support rehabilitation/construction of two facilities serving people who have overdosed or need treatment for opioid/fentanyl and other addiction and mental health needs.
3	Goal Name	Equity in Infrastructure and Recreation Opp
	Goal Description	CDBG funds will support an RFP in 2025 open to community-based facilities improvements, and Parks & Recreation ADA upgrades construction projects.
4	Goal Name	Increase Eco Dev and Job Opps for LMI people
	Goal Description	CDBG funds support OIRA Return to Work programs and tenant-based commercial rehabilitation projects for LMI job creation.
5	Goal Name	Increase Affordable Housing Options for LMI
	Goal Description	The City invests in several programs that support the goal of increasing affordable housing options for LMI households. Federal funds support both minor and major home repair for homeowners, and construction, acquisition and/or rehabilitation of multi-family housing. In addition, HOPWA funds are used for tenant-based rent assistance to prevent people who are housed from becoming homeless. The performance indicators below reflect this range of programs.

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Projects

AP-35 Projects – 91.220(d)

Introduction

The City operates on a modified-biennial budget cycle, and this year the Mayor is proposing two one-year spending proposals. The proposed budget for 2025 includes approximately \$8.3 billion in appropriations overall, including \$1.9 billion in General Fund and \$520 million in JumpStart Payroll Expense Tax (payroll tax). In the 2024 Adopted Budget, the City's General Fund – the most flexible funding source – estimated a looming projected 2025 deficit of \$251 million or about 15 percent. The projected deficit was due to a number of factors, including General Fund revenues growing slower than the rate of growth for general government costs, the end of significant one-time federal Covid relief grants, and a plan to begin using all of the Payroll Expense Tax revenues to pay for restricted purposes rather than for ongoing general government purposes.

This annual action plan is developed in the context of the City of Seattle's overall budget of \$8.3 billion (2025 Proposed Budget). Given all available resources and needs, the City has determined that these proposed uses of Consolidated Plan funds give us the greatest opportunity to achieve the City's goals, meet its responsibilities, and address the needs of low- and moderate-income residents. CDBG funded public services projects, and projects funded with ESG and HOPWA, have been or will be reviewed and selected via competitive "requests for investments" processes to ensure that the proposed services lead to the positive client outcomes.

Projects

#	Project Name
1	HSD 2025 CDBG Administration and Planning
2	Homeless Services (KCHRA Subrecipient grants)
3	Homeless Services (KCRHA admin)
4	ESG25 Seattle
5	2025: City of Seattle WAH23F001 (SEA)
6	Community Facilities and Improvements RFP
7	2025 Family Works Food Bank rehab
8	2025 ReWA Childcare facility rehab
9	Minor Home Repair (HSD)
10	Home Repair Revolving Loan Program (OH)
11	2024 OH CDBG Admin & Planning
12	OH 2025 HOME Admin
13	OH 2025 HOME entitlement
14	OIRA ESL for Work (Ready to Work)
15	Parks Seattle Conservation Corp. Parks Upgrades

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#	Project Name
16	2025 Opioid/fentanyl DESC ORCA facility
17	2025 Opioid/fentanyl Evergreen Treatment Services facility

Table 3 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

These allocations are based on needs analyses, the availability of other funds targeted to various needs, the purpose of the Consolidated Plan funds, and the availability of City General Funds to meet a wide variety of needs. Should HUD revenues (either annual allocation or program income) exceed the planned amount, the additional resources shall be allocated in accordance with these funding guidelines.

- Prioritizes CDBG funds to address rehabilitation and construction of two facilities serving people who have overdosed or need treatment for opioid/fentanyl. CDBG will also be used to address site contamination clean up and remediation (under a new activity) before construction of the new Evergreen Treatment Services Opioid/Fentanyl facility.
- Maximize use of funds for public services to the extent prudent to address gaps in funding for services for homeless persons (such as emergency shelter and day / hygiene services) and other low- and moderate-income households.
- Increase funding for those physical development activities (housing, community facilities, parks, economic development) that do not require on-going annual funding. To the extent possible, the City shall avoid development of a CDBG operating expense base that cannot be sustained if the federal government fails to maintain future CDBG funding at the current levels. Should HUD revenues come in lower than planned, the City will continue its policy that the priority for managing decreases in CDBG resources will, to the extent possible, be to reduce funding allocations in physical development and/or administrative activities and not in public services.
- Comply with expenditure cap limitations on public services and planning and administration.
- The Federal Grants Manager shall work with affected City programs in identifying and capturing prior year CDBG under-expenditures. If increases are not substantial or significant enough to enhance or fund an activity, funds may be placed in contingency for programming late in the year or in the next program year. If a local "urgent needs" event and/or a state or federally declared disaster occurs, federal grant funds which are allocated but not yet distributed and expended may be reprogrammed to address otherwise HUD eligible activities that address the disaster conditions. Such a response would not be treated as a Substantial Amendment to this Plan but would be handled according to the Citizen Participation Plan adopted as part of this Consolidated Plan (see attachments). See AP-90 for applicability of the Residential Anti-displacement and Relocation Assistance Plan (RARAP).

AP-38 Project Summary

Project Summary Information1	Project Name	HSD 2025 CDBG Administration and Planning
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$1,577,009
	Description	Provide internal staffing capacity to manage and administer the CDBG program and oversight of all Consolidated Plan funds, and to review eligibility and monitor labor standards, and environmental compliance adequately and effectively. Ensure programmatic compliance with applicable federal regulation. Maintain data integrity of IDIS data. Development annual action plans, CAPER and updates; research into related issues, including fair housing, homeless response, and other topics related to homeless and low- and moderate-income persons and families. Provide CDBG program for indirect administration support of program operations, including executive leadership, communications, payroll / human resources, information technology, and accounts payable / budget management services. Charges consistent with approved indirect cost allocation plan. The funding will include \$1,364,518 (GY25), \$214,400 (GY24), \$91 (GY18)
	Target Date	December 31, 2025

	Estimate the number and type of families that will benefit from the proposed activities	<p>The Consolidated Plan funds are used to benefit the 755,078 residents of the City of Seattle (2023 Population Estimates, US Census Bureau), specifically targeting the needs of the 237,285 Low-Moderate-Income residents of Seattle (FY 2017 LMISD by Grantee - Summarized Block Group Data, Based on 2006-2010 American Community Survey). A low-income household in Seattle is one that makes less than 80% of AMI. Seattle's AMI is approximately \$116,068. According to Seattle Housing Authority, a household of one making \$77,700 or less is considered low-income. The national median income is \$74,750 as of April 2024.</p> <p>Programs and activities supported by these funds are specifically intended to benefit low- and moderate-income and homeless persons and families. These persons and families are disproportionately underserved and from communities of color. Economic and community development activities will specifically target historically disadvantaged neighborhoods and business districts.</p>
	Location Description	City-wide
	Planned Activities	<p>Provide internal staffing capacity to manage and administer the CDBG program and oversight of all Consolidated Plan funds, and to review eligibility and monitor labor standards, and environmental compliance adequately and effectively. Ensure programmatic compliance with applicable federal regulation. Maintain data integrity of IDIS data. Development annual action plans, CAPER and updates; research into related issues, including fair housing, homeless response, and other topics related to homeless and low- and moderate-income persons and families. Provide CDBG program for indirect administration support of program operations, including executive leadership, communications, payroll / human resources, information technology, and accounts payable / budget management services. Charges consistent with approved indirect cost allocation plan.</p>

2	Project Name	Homeless Services (KCHRA))
	Target Area	
	Goals Supported	Increase Services and Prevent Homelessness
	Needs Addressed	Assist Homeless Persons & Persons with Mental Health Issues
	Funding	CDBG: \$3,154,270
	Description	Programs and activities supported by these funds are specifically intended to benefit low- and moderate-income and homeless persons and families.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Programs and activities supported by these funds are specifically intended to benefit low- and moderate-income and homeless persons and families. Approximately 320 persons assisted annually.
	Location Description	City-wide
3	Planned Activities	Provide emergency shelter operations and case management to move people to permanent housing via two subrecipient agreements. These funds will be administered by King County Regional Homeless Authority as a subrecipient of the City.
	Project Name	Homeless Services (KCRHA admin)
	Target Area	
	Goals Supported	Increase Services and Prevent Homelessness
	Needs Addressed	Assist Homeless Persons & Persons with Mental Heal
	Funding	CDBG: \$24,600
	Description	Starting in 2022, King County Regional Homeless Authority is the City's CoC and responsible for homelessness response. These funds will be used by KCHRA to support the City's development of consolidated plans and other CDBG related administrative activities.
	Target Date	12/31/2025

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	City-wide
	Planned Activities	Support the administrative obligations of King County Regional Homeless Authority as a subrecipient of CDBG funds and as a participant in the consolidated planning process.
4	Project Name	ESG25 Seattle
	Target Area	
	Goals Supported	Increase Services and Prevent Homelessness
	Needs Addressed	Assist Homeless Persons & Persons with Mental Health
	Funding	ESG: \$795,737
	Description	Programs and activities provided through KCRHA; programs are specifically intended to benefit low- and moderate-income and homeless persons and families, within a two-year period of performance 2024-2026.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Programs and activities supported by these funds are specifically intended to benefit low- and moderate-income and homeless persons and families. Approximately 400 individuals will benefit from the ESG funding annually. Includes \$59,680 in grantee admin funds.
	Location Description	City--wide

	Planned Activities	The 2025 ESG allocation will be used to fund operations at two shelter sites and fund a Rapid Re-Housing program for families. The amount of funds going to emergency shelter will not exceed the amount spent on emergency services in 2010 and no more than 7.5% of the 2024 allocation will be used for administration. These funds will be administered by King County Regional Homelessness Authority as a subrecipient of the City. ESG funds currently support the YWCA (as a sub-awardee of KCRHA) for rapid-re-housing and enhanced shelter at two locations.
5	Project Name	2025: City of Seattle WAH25F001 (SEA)
	Target Area	
	Goals Supported	Increase Affordable Housing Options for LMI
	Needs Addressed	Support Services that Provide Stability
	Funding	HOPWA: \$3,754,246
	Description	City of Seattle grantee admin costs
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Low and moderate-income and persons and families. Approximately 200 households will benefit from the HOPWA housing assistance funding.
	Location Description	City-wide (Joint agreement for service to King and Snohomish counties)
	Planned Activities	Provide funding for housing stabilization including Tenant based Rent Assistance (TBRA) and Short-Term Rent, Mortgage, and Utility (STRMU) assistance, and Permanent Housing Placement along with Supportive Services for employment. The City plans to continue HOPWA grants, but HOPWA-HIFA will end as of 2/28/2025.
6	Project Name	Community Facilities and Improvements
	Target Area	City-wide
	Goals Supported	Equity in Infrastructure and Recreation Opp

	Needs Addressed	Support Services that Provide Stability
	Funding	CDBG: \$0
	Description	Funds are used to support eligible capital facilities improvements for non-profit organizations City-wide. In 2025 this funding was re-prioritized for the Evergreen Treatment Services Opioid/Fentanyl Facility.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	City-wide
	Planned Activities	Due to staffing capital staffing capacity limitations the city prioritized the Evergreen Treatment Services Opioid/Fentanyl Facility.
7	Project Name	FamilyWorks food bank rehab
	Target Area	
	Goals Supported	Equity in Infrastructure and Recreation Opp
	Needs Addressed	Support Services that Provide Stability
	Funding	CDBG: \$1,000,000 (GY20)
	Description	Funds are used to support eligible capital facilities improvements for non-profit organizations City-wide.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	FamilyWorks food bank anticipates serving approximately 4,500 Households.
	Location Description	City-wide
	Planned Activities	
8	Project Name	ReWA Childcare Facility improvements
	Target Area	

	Goals Supported	Equity in Infrastructure and Recreation Opp
	Needs Addressed	Support Services that Provide Stability
	Funding	CDBG: \$1,000,000 (GY22)
	Description	Funds are used to support eligible capital facilities improvements for non-profit organizations City-wide.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	To address a 2022 Council Statement of Legislative Intent (SLI) provide community facility rehab to increase available childcare slots for LMI households.
9	Project Name	Minor Home Repair (HSD)
	Target Area	
	Goals Supported	Increase Affordable Housing Options for LMI
	Needs Addressed	Maintain Housing Stability
	Funding	CDBG: \$766,338
	Description	HSD administers the program which addresses smaller repair needs for LMI senior and people with disabilities who own homes in Seattle to provide housing stability. The funding will include \$167,187 (GY25), and \$599,151 (GY24)
	Target Date	12/31/2025

	Estimate the number and type of families that will benefit from the proposed activities	<p>Programs and activities supported by these funds are specifically intended to benefit low- and moderate-income seniors and younger disabled adults. These persons are disproportionately underserved and from communities of color.</p> <p>Sound Generations reported shifts in the unique needs and demographics of clients in the Seattle area. Almost 90% of clients fell below 50% of median income and more in that income bracket every year. Increasing numbers of young families apply to the program. Clients have a high volume of needs and to keep them safe in their homes the program provides more services per client.</p> <p>In 2025, Minor Home Repair anticipates serving 500 clients. Top priorities are working with local senior centers to connect directly with new clients and to build relationships with community partners to collaborate on connecting to more young families that may benefit from services.</p>
	Location Description	City-wide
	Planned Activities	Provide minor home repairs to qualifying low- and moderate- income homeowners for safety and health-related repairs to their homes via sub-recipient service provider.
10	Project Name	Home Repair Revolving Loan Program (OH)
	Target Area	
	Goals Supported	Increase Affordable Housing Options for LMI
	Needs Addressed	Maintain Housing Stability
	Funding	CDBG: \$605,462
	Description	Provide major home repair financial assistance to qualifying low- and moderate-income homeowners, to help them maintain their homes so that they can continue to live there. In 2025, funding will be provided from program income in the Revolving Loan Fund (RLF).
	Target Date	12/31/2025

	Estimate the number and type of families that will benefit from the proposed activities	Approximately 20 homeowners will receive financial assistance for major home repair. Assisted households typically include seniors and others on low, fixed incomes. The Home Repair Loan Program helps prevent displacement of low-income homeowners by helping them remain safely in their homes. Homeowners of color are more likely than their white counterparts to be severely cost burdened, meaning that they pay more than 50% of their income towards housing. Therefore, homeowners of color may be more likely to not have access to resources needed for critical home repairs like roof replacements or side sewers
	Location Description	City-wide
	Planned Activities	Financial assistance in the form of loans to qualifying homeowners. Program development, financial management, and data reporting activities in support of the Home Repair Program.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Six households of color, or other historically disadvantaged Seattle residents will benefit from the proposed activities.
	Location Description	City-wide
	Planned Activities	This project will continue to provide direct assistance to low and moderate-income (LMI) households to purchase existing homes, to the extent there are funds available in this Revolving Loan Fund (RLF) It is the goal of the City Homebuyer Assistance Program to create access to housing stability and wealth building through provide access to affordable homeownership for LMI households in Seattle. 2024 funding will come from program income via the Revolving Loan Fund (RLF).
11	Project Name	2025 OH CDBG Admin & Planning
	Target Area	
	Goals Supported	Increase Affordable Housing Options for LMI
	Needs Addressed	Affordable Housing Opportunities
	Funding	CDBG: \$160,972

	Description	Support OH staff costs associated with CDBG program planning and contracted services for the Home Repair program.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	20 homeowners
	Location Description	City-wide
	Planned Activities	Planning activities related to the administration of the Home Repair loan program.
12	Project Name	OH, HOME Admin
	Target Area	
	Goals Supported	Increase Affordable Housing Options for LMI
	Needs Addressed	Affordable Housing Opportunities
	Funding	HOME: \$220,000
	Description	Funding supports grants management and administration of HOME federal funds.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	City-wide
	Planned Activities	Funding supports grants management and administration of HOME federal funds.
13	Project Name	OH 2025 HOME entitlement
	Target Area	
	Goals Supported	Increase Affordable Housing Options for LMI
	Needs Addressed	Affordable Housing Opportunities
	Funding	HOME: \$2,634,823
	Description	Funding supports increase in affordable housing city-wide. Baseline 2024 allocation is \$2,649,684.53

	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Funded projects will serve low-income households, including formerly homeless households, for 50 years or more. These are households with incomes at or below 60% of AMI who are disproportionately people of color and disproportionately cost burdened. These households also include other protected classes, such as seniors and people with disabilities who are living on low, fixed incomes. Housing will be affirmatively marketed to ensure access by disadvantaged groups. Homeless housing will serve households assessed and referred through in the Continuum of Care's coordinated entry. Anticipate 22 units of rental housing constructed.
	Location Description	City-wide
	Planned Activities	This year's allocation of HOME funds will likely go towards the production of approximately 20 units of rental housing, some of which may be developed by a CHDO. The CDBG funds will be used, with other funds, for capital financing related to construction, acquisition, and rehabilitation of affordable rental housing for low-income households.
14	Project Name	OIRA ESL for Work (Ready to Work)
	Target Area	
	Goals Supported	Increase Eco Dev and Job Opps for LMI people
	Needs Addressed	Support Services that Provide Stability
	Funding	CDBG: \$700,000 (GY24)
	Description	Provide ESL, job skills training and placement for persons with limited English proficiency via a CBDO.
	Target Date	12/31/2025

	Estimate the number and type of families that will benefit from the proposed activities	The total number of families served is estimated to be 220 for 2025. Participants will be English language learners in need of stable employment and ongoing access to English language learning and digital literacy programs. Currently immigrant and refugee jobseekers who have low levels of English language proficiency succeed in college certificate, job training, and basic skills programs at a significantly lower rate than native - born English proficient individuals. The outcomes of this program will demonstrate course completion and educational advancement rates that exceed those of traditional college-based ESL programs
	Location Description	City-wide
	Planned Activities	Via a CBDO, and subcontracted community-based organizations, provide English language learning and digital literacy classes and employment services including outreach, learning assessments, classroom instruction, case management, educational and career planning, job placement and employer engagement to support the program.
15	Project Name	Parks Seattle Conservation Corp. Parks Upgrades
	Target Area	
	Goals Supported	Equity in Infrastructure and Recreation Opp
	Needs Addressed	Invest in Underserved Areas
	Funding	CDBG: \$830,000
	Description	Provide capital improvements, renovation and ADA improvements in neighborhood parks serving qualifying low and moderate-income neighborhoods. The funding will include \$808,000 (GY25), and \$22,000 (GY24).
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Park improvements occur in parks that serve low-income neighborhoods. The neighborhoods disproportionately serve people of color and other historically disadvantaged people. The residents within an approximate 1.5-mile radius of each park benefit from the improvements.

	Location Description	City-wide
	Planned Activities	Installation of up to 7 park improvements including but not limited to safety fencing, paths, ADA compliance, and improved landscaping.
16	Project Name	Downtown Emer Svc Ctr - ORCA facility rehab
	Target Area	City-Wide
	Goals Supported	Mental Health and Substance Disorder (Opioid Epi.)
	Needs Addressed	Support Services that Provide Stability
	Funding	CDBG: \$3,370,096
	Description	Based on a 2023 RFP, CDBG funds will support facility rehabilitation work for DESC's ORCA project. When complete the facility will serve LMI people recovering from opioid/fentanyl overdoses. Funding includes: \$217,821 (GY 20); \$2,224,815 (GY21), \$927,460 (GY22)
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Estimated: 2,500 clients annually
	Location Description	Downtown Seattle location – with referral City-wide
	Planned Activities	Facility will provide overdose recovery under medical supervision for individuals. Clients may stay up to 23 hours, under medical supervision with staff available to offer follow up support services.
17	Project Name	Evergreen Treatment Services – Opioid/fentanyl Tx Facility
	Target Area	City-Wide.
	Goals Supported	Mental Health and Substance Disorder (Opioid Epi.)
	Needs Addressed	Support Services that Provide Stability
	Funding	CDBG: \$8,747,756

	Description	Based on a 2023 RFP, CDBG funds will support construction of a new medical facility for Evergreen Treatment Services. When complete, the facility will serve LMI people in need of medical treatment for substance use disorders including use of opioid/fentanyl. The funding will include \$3,237,929 (GY25), \$4,494,946 (GY23), \$1,014,881 (GY22),
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Estimated: 1,250 clients annually
	Location Description	City-wide referrals
	Planned Activities	New facility will provide substance use disorder treatment services after rehabilitation is complete.
19	Project Name: Evergreen Treatment Services Opioid/Slum-Blight/Site contamination clean-up	Evergreen Treatment Services – Opioid/Slum-Blight Spot Basis/Site contamination clean-up
	Target Area	Spot Basis: National Objective is to eliminate existing Slum-Blight on a Spot Basis, not Slum-Blight Area, so there is no Target Area.
	Goals Supported	Cleanup of Contaminated Site
	Needs Addressed	Eliminate existing Slum-Blight on a Spot Basis
	Funding	CDBG \$1,388,868 (GY24)

	Description	<p>Eliminate existing slum-blight on a spot basis.</p> <p>Best practice is to conduct environmental cleanup between demolition of old facility and construction of planned new facility.</p> <p>Planned cleanup actions:</p> <ol style="list-style-type: none"> 1) Address existing sump in north basement of existing facility. During facility demolition, will remove contaminated soil. 2) Excavate 3 ½ inches deep of soil on contaminated north side of property. 3) Remove toxic solvents from contaminated soil. 4) Mitigate contamination in groundwater by injecting rounds of active cleanup chemicals into groundwater during demolition, then again after demolition is complete. 5) Construct chemical vapor barrier at foundation of new building. 6) Monitor results with goal of receiving a new Conditional No Further Actions Necessary Covenant on property from State Ecology Department.
	Target Date	12/31/2025
	CDBG Accomplishment Type = Public Facilities	1
	Location Description	City-wide referrals
	Planned Activities	Facility will provide substance use disorder treatment services after rehabilitation is complete.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

At present, the City is not implementing HUD designated geographic based priority areas such as NRSAs, Empowerment Zone or Brownfields. Allocations and program activities are funded City-wide in accordance with eligibility and program priorities set through sub-recipient departments policies

Geographic Distribution

Target Area	Percentage of Funds

Table 4 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

N/A.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The Office of Housing’s 2022 Notice of Funding Availability (NOFA) for the Multifamily Rental Housing Program was announced on July 29, 2022, and included approximately \$44 million for multifamily rental projects, which includes funds from the Housing Levy, other local and state sources as described here, along with federal funds.

One Year Goals for the Number of Households to be Supported	
Homeless	20
Non-Homeless	44
Special-Needs	174
Total	238

Table 5 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	174
The Production of New Units	0
Rehab of Existing Units	42
Acquisition of Existing Units	22
Total	238

Table 6 - One Year Goals for Affordable Housing by Support Type

Discussion

The Office of Housing’s 2022 Notice of Funding Availability (NOFA) for the Multifamily Rental Housing Program was announced on July 29, 2022, and included approximately \$44 million for multifamily rental projects, which includes funds from the Housing Levy, other local and state sources as described here, along with federal funds. Affordable housing assistance programs implement many of the goals of the 2017 Assessment of Fair Housing and this Consolidated Plan by assisting people who are experiencing homelessness and other high needs groups, and by providing housing in areas with access to high opportunity and areas at high risk of displacement. Funding for rental housing production and preservation is awarded following the priorities and procedures adopted in OH’s Housing Funding Policies (link in PR-10 of the Consolidated Plan). The funding supports housing that will serve seniors and people with disabilities; low-wage workers and their families; and adults, families and youth/young adults experiencing homelessness, including chronically homeless people with disabilities. Housing is funded throughout the city, meeting fair housing goals to increase housing options in areas that afford

access to opportunity, as well as preserve and increase housing in areas where residents are at high risk of displacement. Rehabilitation funding is also available for existing low-income rental housing needing major systems upgrades to extend the life of buildings that serve extremely low-income residents. Funding for housing rehabilitation loans and grants is also made available following priorities and procedures in OH's Housing Funding Policies (see above). Assistance is available to low-income homeowners, including seniors on fixed income and other homeowners at risk of displacement. The program prioritizes repairs that address immediate health and safety issues and other urgent repairs that will result in increased cost and unhealthy living conditions if left unaddressed.

AP-60 Public Housing – 91.220(h)

Introduction

SHA is a public corporation which provides affordable housing to nearly 38,300 people through a variety of opportunities including SHA owned/managed units, subsidizing collaborative units operated by non-profit partners and tenant-based vouchers that provide subsidy to participants to rent in the private market. Over 34,000 of these residents live within the City of Seattle. About one-third of SHA's participants in Seattle are children and another one-third are seniors or adults with disabilities. Over 82 percent of households are at or below 30 percent of AMI, which is considered extremely low income. In addition, SHA serves about 14,300 seniors and/or disabled individuals, and over 11,000 children. Around 74 percent of residents are Black, Indigenous and other people of color (BIPOC) and over 55 languages are spoken by SHA residents.

Actions planned during the next year to address the needs to public housing

In 2025, SHA will continue to innovate and adopt practices and policies that can increase access to affordable housing for more households in Seattle. Housing in Seattle becomes more unaffordable to people with low incomes every year, particularly for BIPOC households who are disproportionately affected by the constant increases in the cost of living. SHA plays a critical role in helping low-income households find stable, safe and affordable housing while remaining in Seattle.

Specific interventions SHA will utilize in 2025 include:

- Monitoring and evaluating the Voucher Payment Standard throughout the year and, if needed, making adjustments to provide voucher holders with the buying power needed to have choice throughout the Seattle market.
- Supporting families with children to move to High Opportunity Areas through a combination of strategies including higher payment standards, tenant education and housing search support.
- Continuing to invest in projects under SHA's Buy-Up Program, which incentivizes partner developers to create more family sized (three bedrooms or more) units in Opportunity Areas.
- Launching a Reintegration Housing Pilot to support individuals reintegrating back into their communities after exiting a period of incarceration and their families.
- Constructing new and replacement units at Yesler, Jackson Park Village, Northgate and Holly Court/Red Brick, which will add hundreds of affordable units to SHA's housing stock.
- Hiring Resident Service Coordinators to help connect residents with supportive services, including behavioral health and aging in place support.

See Seattle Housing Authority's Operating Strategic Plan, 2025 Moving to Work Annual Plan and 2025 Annual Budget for SHA's proposed actions to address Seattle's public housing needs, all of which are publicly available at www.seattlehousing.org.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Residents play an active role at SHA. SHA Community Builders support residents in becoming involved in management, working with interested residents to form and sustain elected resident councils and issues specific work groups to collaborate with management on issues of common interest. In addition, most communities send representatives to the Low-Income Public Housing Joint Policy Advisory Committee (JPAC) and the Seattle Senior Housing JPAC, which SHA regularly consults on major policy issues, the Annual MTW Plan and the Annual Budget. Residents are also involved in planning for the use of HUD's Resident Participation Funds. Finally, SHA's Board of Commissioners has two resident Commissioners who provide valuable points of view in SHA's governance. SHA's JobLink program connects residents to employment, education and resources, putting more residents on a path toward increased economic self-sufficiency. For some participants, services include financial management workshops preparing them for homeownership.

Throughout 2023 and 2024, SHA undertook an intentionally anti-racist staff-led approach to creating a new 2025-2030 Strategic Plan. This process centered on shared leadership and inclusive decision-making. Input from residents, voucher participants and community members were integrally woven into the process and the final plan. The approach focused on identifying racism and other structural injustices and implementing equity at the individual, institutional and structural levels. The resulting Strategic Plan is unique among Public Housing Authorities. As the plan is implemented over the next five years, SHA will continue to take an equity-based approach in ensuring the goals and values embodied in the plan guide and shape all of SHA's policies and operations. SHA's 2025-2030 is publicly available at www.seattlehousing.org.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Seattle is not a troubled housing authority.

Discussion

While the need for safe, decent, affordable housing has always been greater than the supply, Seattle's income inequality gap is widening and the ability for people with low incomes to live in our city without additional support grows increasingly difficult. The majority of households SHA serves are comprised of seniors or people with disabilities who don't have a chance to earn higher incomes to cover increasing rents and other costs of living. Those who are able to work need stable, affordable housing, as well as access to quality low-cost childcare, job training and other services as well as access to living wage jobs so they can participate in the workforce, benefit from the City's economy and stand a chance of paying market rate rents without subsidy. Thus, in addition to providing affordable housing, SHA will continue to help residents access other services to ensure residents stay housed and Seattle remains a place for people of all income levels to live.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Seattle funds traditional street outreach services via KCRHA across several contracted service providers that have population and culturally specific focus. In addition, the City of Seattle’s Unified Care Team incorporates an innovative outreach approach with behavioral health-trained outreach workers that identify unsheltered households camping in unsafe conditions and connect them to shelters or other safe spaces.

Addressing the emergency shelter and transitional housing needs of homeless persons

Both the City of Seattle and King County invested in hundreds of new shelter beds in 2019 and 2020, adding beds to existing facilities and repurposing spaces. Both the City and County continued to further shift to “enhanced” shelter models that offer 24/7 services, right of return, storage, hygiene, meals and amenities, with staffing support to quickly exit households to permanent housing and create space for inflow. The City continued to hold peer “learning circles” and targeted technical assistance to support grantee success. In 2020, the City worked with homeless service providers to de-intensify shelter spaces to reduce transmission of COVID-19. These changes will be maintained into 2023, and the focus will continue to be on refining the enhanced model and identifying potential new spaces to increase bed capacity as resources allow. In 2023, ESG-CV will continue to support existing and new emergency shelters with KCRHA coordination.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Several regional efforts are underway to help homeless households’ transition to permanent housing:

- Providing staffing at crisis centers (shelters, day centers, regional access points) to provide coordinated

entry assessments, diversion, and housing support

- Expanding the Housing Connector, a public-private partnership engaging landlords in offering housing to households experiencing homelessness
- Shifting to a Dynamic Prioritization model in CE designed to move households to PH more quickly
- Adding employment and education connections and siting employment navigators sited (trained to create employment pathways) at each coordinated entry access point; Continuing weekly case conferencing to review by-name households by population type who are eligible for housing placement.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of Seattle uses a vulnerability tool to identify households at highest risk of becoming homeless, then supports those households through culturally competent, effective homelessness prevention program. The City will continue to target prevention services toward households on the waitlist for Seattle Housing Authority housing choice vouchers and who are at high risk of homelessness. System partners are engaged regularly in homelessness response, and partners continue to focus attention on reducing system exits into homelessness. The CoC End Youth Homelessness Now! Campaign which, ended in 2020, actively engaged child welfare and other systems to focus on reducing exits into homelessness. These system partners will continue to be involved in the shift to the new King County Regional Homelessness Authority throughout 2023. Also, in 2023, OPCD's EDI allocations will continue to prioritize CDBG funding for qualifying projects in high risk of displacement neighborhoods.

Discussion

Seattle Housing Authority serves more than 18,000 households. From 2019-2023 more than 60% of new households admitted into SHA's subsidized housing programs were homeless. Additionally, about 83% of all households served are extremely low-income at 30% or less of area median income. Without housing supports, many of these families and individuals could be at risk of homelessness. Specific housing supports are also targeted to individuals and families experiencing homelessness. For example, 18% of SHA's housing capacity is designated for previously homeless households, including 2,394 vouchers supporting permanent supportive housing in partnership with local government and community nonprofits.

SHA is a major partner in efforts to end homelessness in Seattle. SHA contributed 400 vouchers in the 2023 Seattle Housing Levy targeted at those who are chronically unhoused. In addition, 349 vouchers

were committed to the City of Seattle’s 2016 Housing Levy projects, 305 vouchers are dedicated to non-elderly adults with disabilities who are homeless or at risk of homelessness and 669 Veterans Affairs Supportive Housing vouchers are designated for homeless veterans and their families.

Seattle Housing Authority believes in keeping people stably housed, working with residents and service providers to be flexible and supportive. The agency recognizes that residents may have few, if any, other options for stable affordable housing and staff strive to work with residents to remain housed. SHA meets residents where they are and works with them to be successful in housing while still holding them accountable and being mindful of impacts on the health and safety of the community. This is done by investing in services in partnership with community-based organizations that provide case management, wellness and physical and behavioral health services. SHA also invests in adult education, employment and asset-building programs.

AP-70 HOPWA Goals– 91.220 (I)(3)

One-year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	114
Tenant-based rental assistance	174
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	288

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

As part of the City's One Seattle Comprehensive Plan update, the City is conducting an Environmental Impact Statement (EIS). The EIS provides the City, public, and other agencies with environmental information to be considered in the decision-making process. An EIS is required under the State Environmental Policy Act (SEPA) (RCW 43.21C) for many large projects. An EIS describes:

- existing conditions in the City.
- proposed actions and alternatives (e.g., new policies and growth strategies).
- adverse environmental impacts that may occur;
- mitigation measures to reduce or eliminate adverse impacts; and
- potential significant, unavoidable, and adverse impacts.

The EIS focuses on identifying and avoiding adverse impacts and can also identify potential beneficial outcomes. The EIS evaluation and mitigation measures will help inform the development of the One Seattle Plan.

An EIS is required to identify and analyze alternative approaches to meeting the goals of a proposal. In the case of comprehensive plans, these EIS alternatives represent different growth strategies that describe the types and location of new homes and jobs that are anticipated during a 20-year planning period (2024–2044). Alternatives should represent a diverse range of options that can highlight the impacts of different potential policy choices. The alternatives should be broad enough that the final preferred alternative, which is included in the final plan, will fall within the range of the alternatives studied in the EIS.

Extensive community engagement and feedback are part of developing the EIS. Not surprisingly, there is a high interest in how the City is going to address affordable housing and growth impacts. Many comments focused on the pros and cons of adding significant capacity for new housing. Comments supporting more housing in more locations tended to focus on the importance of:

- Reducing the cost of housing.
- Addressing the exclusivity of many neighborhoods by creating new, lower-cost housing options.
- Increasing the diversity of housing options.
- Reducing displacement by reducing housing costs and creating more housing options.
- Creating more space for affordable housing projects.
- Reducing greenhouse gas emissions by allowing people to locate in areas near transit, jobs,

- shops, and services.
- Reducing regional sprawl.

For more detail, see the full One Seattle EIS Scoping Report.

(<https://www.seattle.gov/documents/Departments/OPCD/SeattlePlan/OneSeattlePlanEISScopingReport.pdf>)

Segregation: Seattle reflects historic patterns of racial and ethnic segregation with white households living in the north of Seattle and concentrations of people of color in the south of Seattle. Since the 1990 Census Seattle became more racially diverse as more people move to Seattle. Comparing neighborhoods, integration increased especially in areas where multifamily housing exists. Between 2010 and 2020, the city’s population of people of color grew by 46%, more than three times as fast as the prior decade.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Environmental Impact Statement (EIS) offers six alternative strategies to address housing, economic, environmental, and livability aspects of growth management. Community engagement included feedback on which alternative creates preferred outcomes. For example:

Many comments expressed support for an “Alternative 6” that would create more opportunities for new housing than Alternative 5. While different groups and individuals had different ideas about what an Alternative 6 might include, they tended to include:

- Allowing more high-rise towers in existing urban centers and villages.
- Allowing more space for apartments and condominiums near transit and parks.
- Allowing a diversity of housing types including cottage housing and small apartments and condominiums in all Neighborhood Residential zones.

The One Seattle Update will deal with a wide variety of land use, zoning, and public policy that impact barriers to affordable housing.

Discussion:

Staff in the Federal Grants Management Unit are involved in the phases of development of the One Seattle Comprehensive Plan Update. We will continue to integrate changes in City policies that impact low- and moderate-income households directly to inform future allocation priorities.

AP-85 Other Actions – 91.220(k)

Introduction:

Actions planned to address obstacles to meeting underserved needs

The City's EDI funds (including CDBG) target areas that have historically been under-invested in and have significant disparities in positive outcomes for residents compared to more affluent areas of the City. In addition, the City plans several actions, completed or underway which have been informed by underserved homeless communities, including:

- The LGBTQ work plan was developed and implemented by the LGBTQ+ work group, which is comprised of individuals from Ingersoll Gender Center, the Pride Foundation, Seattle's LGBTQ Commission, SOCR, and HSD. Developed and launched in 2019, the plan set out to promote safe shelter for trans and non-binary people. Ingersoll Gender Center facilitated focus groups, and the information gathered was used to develop a LGBTQ+ cultural competency training for shelter providers. Angeline's Women's Shelter was the first provider to receive the training. Continuing work on this project is on hold. Funding for Ingersoll Gender Center was used from performance pay underspend-a source of funding that is no longer available due to the COVID-19 crisis.
- Continued community engagement, partnerships, data analysis, and contract language for inclusive sheltering for all gender identities are bodies of work slated to move over to KCRHA.
- The City of Seattle received technical assistance from Native-serving organizations on how to best support service providers serving American Indian/Alaska Natives
- In supportive housing buildings, the City is coordinating to have the same case managers in each building, creating increased trust, referrals and service utilization and decreasing hospitalization and evictions
- The City is working with the Seattle Housing Authority to identify stability needs and reduce evictions among households receiving Housing Choice Vouchers

Actions planned to foster and maintain affordable housing

Please see section PR-10, PR-15, and the Needs Assessment and Market Analysis elements of the 2024-2028 Consolidated Plan for detailed analysis and links to work plans that address Seattle's on-going commitment to foster and maintain affordable housing. Or visit the City Office of Housing website at

<http://www.seattle.gov/housing>.

Actions planned to reduce lead-based paint hazards

Please refer to SP-65 of Consolidated Plan for details on the scope of LBP hazard in Seattle's housing stock and for actions planned by the City Office of Housing, the Seattle Housing Authority and during our environmental reviews of federally funded capital project for LBP removal.

Actions planned to reduce the number of poverty-level families

Please refer to the Consolidated Plan, SP-70, for the City's antipoverty approach to the needs of vulnerable populations, homeless and economic equity issues for all communities in Seattle including poverty-level families in general. For example, the Office of Immigrant and Refugee Assistance ESL for Work RTW program participants obtain stable employment and continue the ESL studies leading to more family economic stability. Emphasis is on referral and placement for clients in ongoing community based social and other services for which participants are eligible. In addition, the City's Equitable Development Initiative's project selection criteria emphasize actions that support economic mobility for people living in underinvestment areas of the City as part of an effort to lift communities out of poverty. In addition, OED's business technical assistance and business financing support for low-income small business owners helps to reduce the number of families in poverty, by supporting those owners to be more successful in managing their business. OED's CDBG funded Business Stabilization Fund program prioritizes making investments in small businesses dealing with commercial affordability and displacement issues.

Actions planned to develop institutional structure

Please refer to SP-40 in the 2024-2028 Consolidated Plan for a description and issues regarding development of institutional structure to carry-out the work of the federal grant activities funded by the City of Seattle.

Actions planned to enhance coordination between public and private housing and social service agencies

Please refer to Consolidated Plan PR-10 and AP-10 in this report for previously provided answers to a similar question. In addition, the City's Human Services Department, the Office of Housing and Seattle Housing Authority have consistent interaction, project teams, and collaboration on RFPs, contracting, monitoring and joint reporting which sustains the commitment to our coordination.

For example, City of Seattle helped set up Housing Connector, a public-private partnership where landlords offer housing to households experiencing homelessness, and service providers deliver time limited services those households. In 2022, the City of Seattle transferred the Housing Connector

contract to KCRHA.

The Office for Economic Development collaborates with the Office of Housing to include commercial space geared towards low-income small business owners and nonprofit organizations serving the community where low-income housing development investment are made by the City.

Discussion:

The City encourages HUD staff to take the Consolidated Plan as written, in its entirety with reference to multiple other major plans, as substantial evidence of a broad range of approaches, funding priorities, leveraged activities, and system efficiency toward the federally mandated goals of the CDBG/HOME/HOPWA/ESG/CoC-McKinney and all state and local funds represented in our investments. We seek to plan for all needs, seek out the high priority and eligible activities for federal funding and make that part of the "whole cloth" overall outcomes and investments the City tries to accomplish. We encourage many City departments, the Mayor's Office and Councilmembers, City Budget Office, Seattle Housing Authority and stakeholder entities and beneficiaries to see this as the City's Consolidated Plan for federal HUD grants in the context of all other plan priorities and resource management.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

- | | |
|--|----------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed | 0 |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0 |
| 3. The amount of surplus funds from urban renewal settlements | 0 |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan | 0 |
| 5. The amount of income from float-funded activities | 0 |
| Total Program Income: | 0 |

Other CDBG Requirements

- | | |
|---|--------|
| 1. The amount of urgent need activities | 0 |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 70.00% |

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

No other forms of investment are contemplated for the use of the HOME funds except as identified in 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used

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for homebuyer activities as required in 92.254, is as follows:

US Department of Housing and Urban Development rules limit the maximum eligible sales price for HOME-assisted ownership housing to \$430,000 for homes in Seattle. In Seattle's high-cost market, there is extremely limited inventory available for income-eligible buyers. The City could request a waiver to increase the maximum sales price based on a market study reflecting the higher median sales price; however, HUD requires this study to be updated on an annual basis and the City cannot justify the costs at this time. Therefore, Seattle will use HOME funds solely for rental housing activities.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds See 24 CFR 92.254(a)(4) are as follows:

Seattle does not utilize HOME funds for homeownership projects. See above.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City does not have any plans to refinance existing debt secured by multifamily housing as described in the question, and therefore we do not have any refinancing guidelines for that activity.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

N/A.

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

N/A.

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that

limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

N/A.

**Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

ESG is governed by the same requirements, priorities, and contract processes as other fund sources included in the City's Request for Proposal funding processes.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Seattle/King County Continuum of Care (CoC) has implemented a system wide coordinated entry and assessment system (CEA) for all population groups. Managed by King County, the system has been operational under a new platform since June of 2016. Five Regional Access Points (RAPs) with assigned geographic catchment areas covering Seattle and all of King County are the front door to the CoC Coordinated Entry (CE) system. Materials are available in 12 languages and interpreters are available & accessible. If households are unable to access a RAP, staff are deployed to meet them where accessible and have auxiliary aids and services for effective communication (e.g., Braille, audio, large type, assistive listening, sign language). RAPs are responsible for outreach within their region including designated outreach workers for hard-to-reach pops (i.e., unsheltered CH, YYA, veterans) who are trained to complete assessments in the field. Young Adults, Veterans, and Victims of Domestic Violence can also access CE at population-specific sites Access to homeless housing resources is prioritized based on vulnerability to ensure households who most need assistance can receive it in a timely and consistent manner. Recently shifted to a Dynamic Prioritization model designed to move households to permanent housing more quickly.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

ESG funds in the past have been used by the City of Seattle as part of resources prioritized for homeless intervention services. Future sub-awards of ESG funding will be administered by KCRHA as allocated from the City of Seattle. KCRHA's awards will be governed by RFP processes available to all applicants, relying heavily on community based NPOs and open to faith-based organizations within the statutory limits of use of federal funds by these types of organizations. KCRHA facilitated an open and competitive funding process for homelessness services and support in 2022 and 2023 for a range of projects including Outreach & Engagement, Non-Congregate Shelter and Safe Parking programs. Funding recommendations reflected regional priorities such as person-centered service,

results/impact, and addressing racial disparities.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The current Seattle/King County Continuum of Care (CoC) includes King County plus cities such as Seattle, Auburn, Bellevue, Federal Way, Kent, Renton, and Shoreline. The lead agency for the CoC is KCRHA, which convenes government, faith communities, non-profits, the business community and homeless and formerly homeless people working together to implement the Continuum of Care in King County. ESG funding decisions are coordinated with KCRHA and its Funders Group. For more information about KCRHA, please visit <http://kcrha.org>. KCRHA's mission is to unify and coordinate policy, funding and services for people experiencing homelessness across King County. It believes in centering those individuals who lived homelessness experience to guide homeless service investments and implementation.

5. Describe performance standards for evaluating ESG.

The City of Seattle worked in partnership with the CoC, King County, and United Way of King County to develop shared performance standards used in all contracts. These standards were included in the City's 2017 RFP. Examples of performance requirements include Exit Rate to Permanent Housing, Length of Stay (days), Return Rates to Homelessness, and Entries from Literal Homelessness. Despite transferring homelessness contracts utilizing ESG funds to KCRHA in 2022, the City will retain compliance oversight for the ESG program.

**Housing Trust Fund (HTF)
Reference 24 CFR 91.220(I)(5)**

1. Distribution of Funds

- a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2).
- b. Describe the jurisdiction's application requirements for eligible recipients to apply for HTF funds.
- c. Describe the selection criteria that the jurisdiction will use to select applications submitted by eligible recipients.
- d. Describe the jurisdiction's required priority for funding based on geographic distribution, which is a description of the geographic areas of the State (including areas of low-income and minority

concentration) in which it will direct assistance during the ensuing program year.

e. Describe the jurisdiction's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner.

f. Describe the jurisdiction's required priority for funding based on the extent to which rents for units in the rental project are affordable to extremely low-income families.

g. Describe the jurisdiction's required priority for funding based on the financial feasibility of the project beyond the required 30-year period.

h. Describe the jurisdiction's required priority for funding based on the merits of the application in meeting the priority housing needs of the jurisdiction (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations).

i. Describe the jurisdiction's required priority for funding based on the location of existing affordable housing.

j. Describe the jurisdiction's required priority for funding based on the extent to which the application makes use of non-federal funding sources.

2. Does the jurisdiction's application require the applicant to include a description of the eligible activities to be conducted with HTF funds?

3. Does the jurisdiction's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements?

4. Performance Goals and Benchmarks. The jurisdiction has met the requirement to provide for performance goals, consistent with the jurisdiction's goals established under 24 CFR 91.215(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

5. Rehabilitation Standards. The jurisdiction must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The jurisdiction's description of its standards must be in sufficient detail to determine the

required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The jurisdiction must attach its rehabilitation standards below. If the jurisdiction will not use HTF funds for the rehabilitation of housing, enter "N/A".

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; Capital Needs Assessments (if applicable); and broadband infrastructure (if applicable).

6. Resale or Recapture Guidelines. Below, the jurisdiction must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the jurisdiction will not use HTF funds to assist first-time homebuyers, enter "N/A".

7. HTF Affordable Homeownership Limits. If the jurisdiction intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the jurisdiction will not use HTF funds to assist first-time homebuyers, enter "N/A".

8. Limited Beneficiaries or Preferences. Describe how the jurisdiction will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. If the jurisdiction will not limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter "N/A."

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the jurisdiction must not limit or give preferences to students. The jurisdiction may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303 only if such limitation or preference is described in the action plan.

9. Refinancing of Existing Debt. Enter or attach the jurisdiction's refinancing guidelines below. The guidelines describe the conditions under which the jurisdiction will refinance existing rental housing project debt. The jurisdiction's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the jurisdiction will not refinance existing debt, enter "N/A."

Discussion:

SUMMARY and FISCAL NOTE

Department:	Dept. Contact:	CBO Contact:
Human Services Department	Dee Dhlamini	Alena Johnson

1. BILL SUMMARY

Legislation Title:

AN ORDINANCE relating to funding for housing and community development programs; adopting Annual Action Plan updates to the 2024 – 2028 Consolidated Plan for Housing and Community Development; authorizing submission of the Annual Action Plans to the United States Department of Housing and Urban Development (HUD); authorizing acceptance of grant funds from HUD for programs and activities included in the 2025 Annual Action Plans; amending Ordinance 127156, which adopted the 2025 Budget, by modifying appropriations to various departments and budget control levels in the 2025 Adopted Budget; and ratifying and confirming certain prior acts.

Summary and Background of the Legislation:

This legislation adopts the 2025 Annual Action Plan to the 2024 – 2028 Consolidated Plan for Housing and Community Development and authorizes its submittal to the US Department of Housing and Urban Development (HUD). The Consolidated Plan governs the use of the City's annual allocation of funds from several programs in HUD. In total, the funds amount to approximately \$30.7 million in entitlement funds awarded in 2025 and in prior years and program income, which are used to provide services, housing, and facilities to low- and moderate-income persons, businesses, and neighborhoods. The legislation authorizes the acceptance of these funds.

HUD provides annual allocations to the City from four of its programs. These allocations differ from the estimated allocations that were included in the 2025 Adopted Budget; the net difference from the Adopted Budget is shown in parentheses:

- Community Development Block Grant, \$8,917,476 (-\$134,283)
- HOME Investment Partnerships, \$2,854,823 (-\$114,826)
- Housing Opportunities for Persons with AIDS, \$3,754,246 (+\$5,637)
- Emergency Solutions Grant, \$795,737 (-\$55,576)

To receive the annual allocations, jurisdictions must submit a Consolidated Plan, which describes the policies governing the City's use of these funds, and an annual allocation plan which identifies the specific uses of the funds for a particular program year. Funds are allocated to the Human Services Department, Office of Housing, Office of Economic Development, Office of Immigrant and Refugee Affairs, and the Department of Parks and Recreation to fund core services and support activities, such as homeless shelters, preservation and development of affordable housing, homelessness and affordable housing planning and research, investments

in community and economic development to support small businesses and microenterprises, job training and creation, and park improvements.

2. CAPITAL IMPROVEMENT PROGRAM

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

Project Name:	Master Project I.D.:	Project Location:	Start Date:	End Date:	Total Project Cost Through 2030:

3. SUMMARY OF FINANCIAL IMPLICATIONS

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

Expenditure Change (\$); General Fund	2025	2026 est.	2027 est.	2028 est.	2029 est.
Expenditure Change (\$); Other Funds	2025	2026 est.	2027 est.	2028 est.	2029 est.
	-\$299,084				

Revenue Change (\$); General Fund	2025	2026 est.	2027 est.	2028 est.	2029 est.
Revenue Change (\$); Other Funds	2025	2026 est.	2027 est.	2028 est.	2029 est.
	-\$299,084				

Number of Positions	2025	2026 est.	2027 est.	2028 est.	2029 est.
Total FTE Change	2025	2026 est.	2027 est.	2028 est.	2029 est.

3.a. Appropriations

☒ This legislation adds, changes, or deletes appropriations.

Fund Name and Number	Dept	Budget Control Level Name/Number	2025 Appropriation Change	2026 Estimated Appropriation Change
Human Services Fund 16200	Human Services Department	BO-HS-H1000 - Supporting Affordability & Liv	-\$53,145	

Human Services Fund 16200	Human Services Department	BO-HS-H3000 - Addressing Homelessness	-\$131,076	
Low Income Housing Fund 16400	Executive	BO-HU-3000 - Multifamily Housing	-\$114,862	
TOTAL			-\$299,084	

Appropriations Notes:

The 2025 Adopted Budget contains estimates of these revenues. This legislation provides the actual revenue numbers and adjusts the appropriations in the Adopted Budget to match the actual numbers.

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	2025 Revenue	2026 Estimated Revenue
Human Services Fund 16200	Human Services Department	HUD Community Development Block Grant	-\$134,283	
Human Services Fund 16200	Human Services Department	HUD Emergency Solutions Grant	-\$55,576	
Human Services Fund 16200	Human Services Department	HUD Housing Opportunities for Persons with AIDS Grant	-\$5,637	
Low Income Housing Fund 16400	Executive	HUD HOME Grant	-\$114,862	
TOTAL			-\$299,084	

3.c. Positions

- ☐ This legislation adds, changes, or deletes positions.

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.

No.

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.

N/A

Please describe any financial costs or other impacts of *not* implementing the legislation.
The City is required to adopt an Annual Action Plan to maintain eligibility for this line of federal funding.

Please describe how this legislation may affect any City departments other than the originating department.

4. OTHER IMPLICATIONS

- a. Is a public hearing required for this legislation?**

HSD will publish the 2025 Annual Action Plan online for required public comment.

- b. Is publication of notice with The Daily Journal of Commerce and/or The Seattle Times required for this legislation?**

Yes, publication is required in *The Daily Journal of Commerce*. HSD staff will send the public comment notice to the DJC in time to provide 15-day advance notice.

- c. Does this legislation affect a piece of property?**

No

- d. 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.**

Programs and activities supported by these funds are specifically intended to benefit low- and moderate-income and homeless persons and families. These persons and families are disproportionately underserved and from communities of color. Economic and community development activities will specifically target historically disadvantaged neighborhoods and business districts.

- ii. Please attach any Racial Equity Toolkits or other racial equity analyses in the development and/or assessment of the legislation.**
- iii. What is the Language Access Plan for any communications to the public?**

HSD is in the process of updating its HUD federal grants Citizen Participation Plan to inform future language access and community engagement.

e. 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.**
 - 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.**
- f. 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?**

Most programs are on-going and must meet the HUD requirements of serving low- and moderate-income individuals and households to provide for low-income housing and services, support economic development activities, fund public facilities improvements, and a wide range of public services (including for the City primary emphasis on assisting people with lived experience of homelessness).

- g. Does this legislation create a non-utility CIP project that involves a shared financial commitment with a non-City partner agency or organization?**

No.

5. ATTACHMENTS

Summary Attachments: None.



Legislation Text

File #: Res 32174, **Version:** 1

CITY OF SEATTLE

RESOLUTION _____

A RESOLUTION setting out public-safety related funding priorities in anticipation of a proposal that the City impose the additional one-tenth of one percent local option public safety sales tax authorized by the 2025 State Legislature.

WHEREAS, in 2025 the Washington State Legislature passed Engrossed Substitute House Bill 2015,

authorizing cities and counties to impose a one-tenth of one percent sales tax to generate revenues for public safety purposes, including improvements for behavioral health, as well as community outreach and assistance, diversion and alternative response programs, and mental health crisis response; and

WHEREAS, in 2024, King County suffered 1,044 deaths due to drug overdose, 568 of which occurred in Seattle; and

WHEREAS, addiction to drugs and other intoxicants is a root cause that contributes to the region's ongoing challenges with public safety, homelessness, and caring for those in mental health crises; and

WHEREAS, studies have shown that a variety of treatment and recovery services approaches, including crisis intervention and inpatient services for those in greatest need, outpatient support for those living in recovery housing, field-based outreach and case management, overdose prevention strategies with intensive wrap-around services in non-congregate shelter, focused housing navigation, and ongoing support through drug protocols such as buprenorphine, have proven effective in addressing different addiction disorders and related public impacts; and

WHEREAS, Seattle's 2024-2025 pilot program to fund immediate low-friction access for appropriate referrals to private in-patient treatment facilities, including for participants in harm reduction and low-barrier programs, has been well-utilized by individuals for whom Medicaid-funded treatment facilities are not

the appropriate service or are not immediately accessible for a number of reasons, but aftercare supports including recovery housing are needed for most of these individuals; and

WHEREAS, investments in such treatment and recovery services approaches provide the best opportunity to assist individuals in direct need while also building the larger treatment and services infrastructure needed to address one of the most persistent root causes of broader, underlying social harms; and

WHEREAS, the Substance Abuse and Mental Health Services Administration (SAMHSA) recognizes the four pillars of recovery as access to health services, a safe place to live, connection, and purpose; and

WHEREAS, Congress's Consolidated Appropriations Act, 2023 (Public Law 117-328), signed into law on December 29, 2022, includes provisions related to recovery housing, including a requirement for SAMHSA to develop and publicly post best practices for recovery housing; and

WHEREAS, data from the Washington State Department of Health shows that the rate of fatal opioid overdoses is two to four times higher for the state's African American and indigenous residents; and

WHEREAS, the regional economy has been experiencing a period of unusually slow growth in the post-pandemic period and now faces broader economic uncertainty created by unprecedented actions at the federal level; and

WHEREAS, slow regional growth has led to a significant reduction in the forecast of City revenues, while at the same time, growing inflationary pressures are increasing City costs beyond anticipated levels; and

WHEREAS, the City is facing sustained, chronic public safety needs and growing challenges created by the impacts of drug use and addiction, while slowing revenue growth, increasing costs, and an expanding budget deficit threatens the City's ability to sustain current funding for a variety of direct service programs, and the federal government is cutting financial support for critical services; and

WHEREAS, although sales taxes represent a regressive form of taxation, the City's taxing authority is constrained by the State of Washington, and as expressed in this resolution a significant share of the revenue that could be generated by a small increment in the City's sales tax would be targeted toward

those who are in the greatest need and have the fewest options; and

WHEREAS, initial estimates from the City's Office of Economic and Revenue Forecasts indicate that a one-tenth of one percent increase in the City's sales tax rate would generate more than \$35 million per year in new revenues; NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE, THE MAYOR
CONCURRING, THAT:**

Section 1. As part of deliberations for the 2026 Adopted Budget, the City Council will consider legislation implementing the one-tenth of one percent sales tax newly authorized by the State Legislature.

Section 2. If the City implements the sales tax increment, up to 25 percent of the revenue raised should be invested in addiction treatment and recovery services and the facilities needed to provide such services. The investments should be aimed at creating a pathway to recovery for individuals experiencing chronic homelessness and individuals diverted from the criminal legal system, including:

A. Expand access to on-demand residential and intensive outpatient substance use disorder treatment as funded in the comprehensive treatment pilot project and make its funding model permanent;

B. Enhance access to recovery housing, as consistent with the clinically proven Continuum of Care model, and recovery-based services, such as contingency management, within existing low-barrier permanent supportive housing;

C. Ensure capacity for low-barrier shelter, case management, aftercare, and legal coordination for people living unsheltered with severe substance use disorder using models such as CoLEAD;

D. Coordinate with King County to increase the number of Designated Crisis Responders (DCRs) operating within Seattle to facilitate referrals to Secure Withdrawal Management and Stabilization (SWMS) facilities, such as the one operated by Valley Cities Behavioral Health Care in Kent;

E. Innovative approaches to addressing Stimulant Use Disorder and expanding the provision of long-lasting buprenorphine injections, a clinically proven approach to managing opioid dependence;

F. Enhance access to job training and job placement services for residents of transitional and permanent supportive housing;

G. Stabilizing diversion services such as Law Enforcement Assisted Diversion (LEAD) long-term case management capacity for individuals having significant impact in Seattle neighborhoods and needing long-term recovery service navigation and care coordination; and

H. Capital investments to support the facilities where treatment services are provided, including physical improvements to existing clinics and funding to expand facilities or build new ones.

The City Council anticipates that after consultation with stakeholders, potential service providers, and subject matter experts, funding will be allocated in an approach that balances a range of treatment options with appropriate support services, while also providing the resources to support the physical infrastructure needed to provide treatment and related services. Any ongoing spending supported with the new public safety sales tax revenue will focus on models of care that have a strong established evidence base, and providers to implement those models will be selected pursuant to a competitive funding process, requiring regular reporting on program performance relative to specific, quantifiable metrics and a periodic review of overall program effectiveness. Capital investments will be subject to a competitive funding process, including an assessment of the effectiveness of the treatment services currently offered, or to be offered, at a new or expanded facility.

Adopted by the City Council the _____ day of _____, 2025, and signed by
me in open session in authentication of its adoption this _____ day of _____, 2025.

President _____ of the City Council

The Mayor concurred the _____ day of _____, 2025.

Bruce A. Harrell, Mayor

Filed by me this _____ day of _____, 2025.

Scheereen Dedman, City Clerk

(Seal)

SUMMARY and FISCAL NOTE

Department:	Dept. Contact:	CBO Contact:
Legislative	Ben Noble	TBD

1. BILL SUMMARY

Legislation Title: A RESOLUTION setting out public-safety related funding priorities in anticipation of a proposal that the City impose the additional one-tenth of one percent local option public safety sales tax authorized by the 2025 State Legislature.

Summary and Background of the Legislation: This resolution states Council’s intent to consider legislation that would implement a new one-tenth of one percent sales tax, as authorized by a new State statute. The uses of the revenues raised by this tax are limited to public safety purposes, but that definition includes not only direct support for law enforcement, but also for complementary services, such as outreach to and treatment of those with substance abuse disorders and/or other mental health challenges. Acknowledging that limitation, the resolution also recommends that up to twenty-five percent (25%) of the approximate \$35 million that this new tax could raise be allocated to programs and projects that offer substance abuse treatment.

2. CAPITAL IMPROVEMENT PROGRAM

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

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

Project Name:	Master Project I.D.:	Project Location:	Start Date:	End Date:	Total Project Cost Through 2030:

3. SUMMARY OF FINANCIAL IMPLICATIONS

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

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

While it expresses Council’s intent to consider legislation authorizing the new public safety sales tax, and identifies potential funding priorities for the revenues that would result, this resolution includes no binding actions that affect City revenues, expenditures, or position authority.

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.

Please describe any financial costs or other impacts of *not* implementing the legislation.
None.

4. OTHER IMPLICATIONS

- a. **Please describe how this legislation may affect any departments besides the originating department.** There are no direct implications for other departments. If the Council were to follow through, authorize the tax, and allocate some share of the resulting revenues as proposed, this could affect the Human Services Department, the CARE Department, and others involved in serving those with drug addiction issues and/or mental health challenges.
- b. **Does this legislation affect a piece of property?** No
- c. **Please describe any perceived implication for the principles of the Race and Social Justice Initiative.** Sales taxes are regressive by nature and thus place a disproportionate financial burden on those with lower incomes. Given that people of color have lower average incomes, the financial impact of the tax increment would disproportionately fall on this group. However, to the extent that people of color are also disproportionately represented among those who are impacted by substance abuse and addiction, the services targeted for funding by this resolution could offer specific benefits to these individuals.
- d. **Climate Change Implications** None
- 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 resolution does not initiate a new program, but it does identify the potential to fund a number of new drug addiction treatment services, with the goal of reducing the overall impact of drug use on individuals and the broader local community. The resolution identifies that any new programs would be subject to an ongoing effectiveness assessment.

5. CHECKLIST

Please click the appropriate box if any of these questions apply to this legislation.

- ☐ **Is a public hearing required?** No
- ☐ **Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required?** No
- ☐ **If this legislation changes spending and/or revenues for a fund, have you reviewed the relevant fund policies and determined that this legislation complies?** N/A
- ☐ **Does this legislation create a non-utility CIP project that involves a shared financial commitment with a non-City partner agency or organization?** No
If yes, please review requirements in Resolution 31203 for applicability and complete and attach "Additional risk analysis and fiscal analysis for non-utility partner projects" form.

6. ATTACHMENTS

Summary Attachments: None



Legislation Text

File #: Res 32173, **Version:** 1

CITY OF SEATTLE

RESOLUTION _____

A RESOLUTION adopting General Rules and Procedures of the Seattle City Council; superseding Resolution 32096.

WHEREAS, Resolution 32096 adopted the Seattle City Council adopted "General Rules and Procedures of the Seattle City Council" to govern both its internal management and the procedures available to the public, in conformance with the City Charter and the customary practice of legislative bodies; and

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

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

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

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

Section 2. The adopted General Rules and Procedures of the Seattle City Council apply to City Council and meetings starting January 1, 2026.

Section 3. Resolution 32096 shall be superseded on January 1, 2026.

Adopted by the City Council the _____ day of _____, 2025, and signed by
me in open session in authentication of its adoption this _____ day of _____, 2025.

President _____ of the City Council

Filed by me this _____ day of _____, 2025.

Scheereen Dedman, City Clerk

(Seal)

Attachments:

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

Appendix A - List of Non-Suspendible Rules



City of Seattle
Legislative Department

General Rules and Procedures of the Seattle City Council

(As adopted by Resolution 32173)

GENERAL RULES AND PROCEDURES OF THE SEATTLE CITY COUNCIL

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I. COUNCIL COMPOSITION, POWERS, AND DUTIES

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

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

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

1. Members of the City Council, or Councilmembers, are abbreviated as CMs throughout these Rules.
2. CMs shall
 - a. Uphold the public trust and demonstrate integrity, honesty, and fairness;
 - b. Exercise budget and fiduciary responsibility

ⁱ Charter, Art. IV, § 4.

ⁱⁱ Charter, Art. IV, § 4.

ⁱⁱⁱ Charter, Art. IV, § 4.

- c. Be responsive to citizens; and
 - d. Disqualify themselves from acting on City business when disqualification is required by the City's Code of Ethicsⁱ, by common law, or by the Appearance of Fairness Doctrine.
(See "Council Rules for Quasi-Judicial Proceedings Before the City Council" as adopted by Resolution 31602.)
(See Rule V.A.1 Voting Required.)
3. Any CM may protest against the action of the City Council upon any question and have the oral objection entered upon the Journal of the Proceedings. If the protesting CM wishes the Journal of the Proceedings to contain a written objection, the objection shall be filed with the Office of the City Clerk within 48 business hours following the action being objected.

C. President – Appointment; Duties.

- 1. Biennially, and also whenever the position of President becomes vacant, the City Council shall elect from its members a President who shall perform the usual functions of a presiding officer.ⁱⁱ
- 2. The President may be removed by the affirmative vote of not less than two-thirds of all CMs.ⁱⁱⁱ
- 3. The President shall:
 - a. Preside over City Council meetings.
 - i. Call the City Council to order at the hour appointed for City Council meetings, or at the hour to which the City Council shall have adjourned at the preceding session.
 - ii. Proceed with the order of business if a quorum is in attendance.
 - b. Sign all Bills in authentication of their passage in open session^{iv} and sign all Resolutions in authentication of their adoption.
 - c. Promote efficient operation of the Council, including setting the City Council agenda and expediting parliamentary debate, or if there is no objection from any other CM, expediting the passage of routine motions.
 - d. Preserve order and decorum within the Council Chamber when acting as a presiding officer.

ⁱ SMC Chapter 4.16.

ⁱⁱ Charter, Art. IV, § 4.

ⁱⁱⁱ Charter, Art. IV, § 4.

^{iv} Charter, Art. IV, § 11.

- e. Assign legislation to committees.
 - f. Monitor committee agendas to ensure issues are appropriate to respective committees, and within the scope or work program of said committee, or as otherwise assigned.
 - g. Act as Mayor in the Mayor's absence from the City or incapacitation.ⁱ
 - i. The President may simultaneously serve as President and act as Mayor; however, when the President, acting as Mayor, is confronted on a particular matter with a conflict of duties and responsibilities so fundamental that the public interest requires it, the President shall act as Mayor only.
 - ii. If, under Charter Art. XIX, § 6.B, the President declines to become Mayor upon a Mayoral vacancy, the Council's duty to select one of its members to become Mayor shall be performed within five days of the President's declination.
 - h. Head the Legislative Departmentⁱⁱ, including providing for the orientation of new CMs.
- 4. The President may speak to points of order, inquiry, or information in preference to other CMs. The President shall, with respect to a question of order: decide the question (which decision is appealable to the City Council by any CM); or submit the question to CMs to decide by a majority of CMs present and voting.
(See Rule IV.G Point of Order.)
 - 5. While speaking upon any question before the City Council, the President shall have the right to turn the Chair over to the President Pro Tem.
 - 6. The President may create select or other non-standing committees as provided in Rule VII.A.
 - 7. As provided by Rule VI.B, the President shall not serve as the Chair or Vice-Chair of the Finance Committee.

D. President Pro Tem – Designation; Duties.

- 1. Biennially, the City Council shall designate by Resolution a list of Presidents Pro Tem. The list shall start with the most senior CM other than the President and continue in descending order of seniority, with alphabetical order of last name used to break ties, and the position shall rotate monthly. In the case of a City Council vacancy and subsequent appointment, the appointee shall fill the position of the departed CM in the rotation.

ⁱ Charter, Art. V, § 9.

ⁱⁱ Charter, Art. III, § 3.

2. In the absence of the President Pro Tem, the CM designated for the next month shall act as President Pro Tem.
3. The President Pro Tem shall:ⁱ
 - a. Act as President in the case of incapacitation or absence of the President.
 - b. Act as President when the President, acting as Mayor, is confronted with a conflict of duties and responsibilities so fundamental that the public interest requires it.
(See Rule I.C.3.h President.)

ⁱ Charter, Art. V, § 9.

II. CITY COUNCIL MEETINGS

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

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

ⁱ Charter, Art. IV, § 6.

ⁱⁱ Charter, Art. IV, § 6.

ⁱⁱⁱ Charter, Art. IV, § 3.

^{iv} Charter, Art. IV, § 3.

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

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

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

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

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

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

ⁱ Charter, Art. IV, § 6.

ⁱⁱ Charter, Art. IV, § 6.

multi-party telephone or video conferencing) utilized by the Council for such purpose.

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

D. Attendance – Requirements; Excuses.

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

ⁱ Charter, Art. IV, § 3.

III. CITY COUNCIL BUSINESS

A. Legislation – Introduction; Referral; Requirements.

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

ⁱ SMC 3.140.070.

2. Relieving a Committee of Legislation. The City Council may relieve a committee of legislation in one of two ways:
 - a. With consent from the current committee chair, the proposed committee chair, and the President, legislation may be re-referred to the proposed committee on the Introduction and Referral Calendar; or
 - b. A motion to relieve the committee may be considered at the City Council meeting during consideration of the adoption of the Introduction and Referral Calendar and requires a majority vote of CMs present and voting.
3. A Resolution shall not be adopted at the same meeting at which it is introduced except by passage of at least two-thirds vote of CMs present and voting, except that resolutions pursuant to SMC Chapter 10.02 to terminate civil emergencies require at least two-thirds vote of all CMs.
4. Resolutions not on the City Council Introduction and Referral Calendar or City Council agenda shall not be added for introduction and adoption at the same City Council meeting unless previously reviewed by the Law Department and circulated via email to all CMs, the Central Staff Director, and the City Clerk by 5:00 p.m. on the preceding business day.
5. Council Bills not on the City Council Introduction and Referral Calendar shall not be added to the Introduction and Referral Calendar for introduction at the same City Council meeting such action is requested unless previously reviewed by the Law Department and circulated via email to all CMs, the Central Staff Director, and the City Clerk by 5:00 p.m. on the preceding business day.
6. A Bill shall not be introduced and passed at the same meeting, except for the weekly Bill for payment of bills, salaries, and claims.ⁱ
7. No Bill shall become an Ordinance unless on its final passage at least a majority of all nine CMs vote in its favor.ⁱⁱ In some cases, passage requires more than a majority vote.
8. Amendments to Bills and Resolutions shall not be presented at a City Council meeting unless previously reviewed by the Law Department and circulated via email to all CMs, the Central Staff Director, and the City Clerk at least 24 hours prior to the start of the meeting. In cases, including but not limited to, amendments to development regulations subject to the Growth Management Act, a statute may require additional public notice and opportunity for public comment before an amended Bill may be passed.

ⁱ Charter, Art. IV, § 8.

ⁱⁱ Charter, Art. IV, § 8.

B. Order of Business.

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

C. Reconsideration of Vetoed Bills.ⁱⁱ

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

ⁱ Charter, Art. IV, § 11.

ⁱⁱ Charter, Art. IV, § 12.

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

D. Journal of the Proceedings.

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

E. Consent Calendar.

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

IV. PARLIAMENTARY PROCEDURES

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

A. Rules of Debate.

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

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

B. Consideration of Motions.

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

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

C. Amendment Form.

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

2. Added language shall be underlined and deleted language shall be shown with strikethrough format.
3. To promote efficiency, the Chair may accept consideration of an oral amendment that can be clearly stated in a suitable form. The Chair may also request the oral amendment be reread or presented in writing before the question is stated.

D. Parliamentary Inquiry.

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

E. Recognition by the Chair.

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

F. Division of a Question.

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

G. Point of Order.

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

H. Call the Question.

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

I. Postpone to a Certain Time.

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

J. Lay on the Table.

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

K. Take from the Table.

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

L. Postpone Indefinitely.

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

M. Proxy Votes.

There are no proxy votes.

N. Tie Vote.

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

O. Motion to Reconsider.

1. After the final vote on any motion, Bill, Resolution, Clerk File, or Appointment, and before the adjournment of the meeting at which that vote was taken, any CM who voted with the prevailing side may move for reconsideration of the original motion. Seconds to motions for reconsideration may be from either side.
 - a. If the result of the final vote is to pass any motion, Bill, Resolution, Clerk File, or Appointment, any reconsideration vote must take place before adjournment of that meeting, or else there shall be no reconsideration vote.

- b. If a Bill is moved for final passage and fails to pass at a City Council meeting, and a motion to reconsider is made, the motion to reconsider shall not be voted on before the next meeting of the City Council.ⁱ
2. A motion to reconsider takes precedence over every other motion, except a motion to adjourn.
3. Motions to reconsider a vote upon amendments to any pending question shall be made and decided immediately.
4. A motion to amend that does not pass in a committee meeting shall not be reconsidered, but the motion to amend may be offered to the City Council.

ⁱ Charter, Art. IV, § 10.

V. CITY COUNCIL VOTING

A. Voting Required; Disqualification Process.

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

B. Roll Call Voting.

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

C. Voice Vote.

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

D. Announcing and Recording Votes.

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

ⁱ SMC Chapter 4.16.

ⁱⁱ Charter, Art. IV, § 4.

VI. STANDING COMMITTEESⁱ

A. Formation.

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

B. Membership.

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

C. Meetings.

1. Meetings are held in the Council Chamber in Seattle City Hall unless a specific alternate location is established by the Chair with the concurrence of a majority of the regular members of the committee, and appropriate public notice and access are provided.

ⁱ Charter, Art. IV, § 4.

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

D. Special Meetings.

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

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

E. Attendance – Requirements; Excused Absences.

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

F. Duties of the Chair.

The committee Chair shall:

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

G. Duties and Responsibilities of Members.

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

H. Voting, Referral, and Reporting.

1. Only members of a standing committee (or the alternate if serving as a member) may vote, or abstain from voting, on issues before the committee.
2. Committee action on any Council Bill, Resolution, Clerk File, or Appointment shall be limited to recommendations for the City Council to consider when voting on final action for that item.
3. Committees shall not vote on a final recommendation on any Bill, Resolution, Clerk File, or Appointment on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to suspend this Rule.
4. Amendments to Bills and Resolutions shall not be presented at a meeting unless previously reviewed by the Law Department and circulated via email to all CMs, the Central Staff Director, and the City Clerk. Circulation via email must occur at least 24 hours prior to the start of the meeting.
5. Referral.
 - a. A Committee may recommend legislation to the next regular City Council meeting if the vote to refer occurs before 1 p.m. on the Thursday before the next regular Council meeting and such vote is unanimous. If the vote occurs after 1 p.m. on the Thursday before the next regular City Council meeting and/or the vote is non-unanimous, then the legislation shall be referred to the second City Council meeting after the date of referral.
 - b. The Council President retains discretion to set agendas for regular and special City Council meetings. A Committee that refers legislation may include a referral date preference to a particular regular City Council meeting.
 - c. A CM abstaining from voting does not make the vote non-unanimous.
6. Committee Reports. Committees shall report their final recommendations on legislation to the City Council. Reports shall include the committee recommendation, the names of CMs in attendance and the decision of each CM on the final recommendation whether voting in favor, voting opposed, or abstaining from voting. Reports of standing committees shall be entered in the Journal of the Proceedings.

7. Divided Votes. A report may accompany any non-unanimous committee recommendation, including an indication of how each CM voted and a statement describing the rationale for each voting CM's position.
 - a. Such reports shall only be presented to the City Council if a CM who voted against the committee recommendation submits a request to the President, the Central Staff Director, and the City Clerk at least four calendar days before presentation of the recommendation to the City Council. If a report is made, it shall be distributed to all CMs by noon the day presentation of the recommendation is scheduled to be made to the City Council.
 - b. When the City Council receives such report, the first position considered shall be the majority position (or the Chair's position if there is no majority).

I. Finance Committee.

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

ⁱ Charter, Art. IV, § 5.

VII. SELECT COMMITTEES

A. Formation.

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

B. Meetings.

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

C. Special Meetings.

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

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

D. Attendance – Requirements; Excused Absences.

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

E. Duties of the Chair.

The committee Chair shall:

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

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

F. Duties and Responsibilities of Members.

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

G. Voting, Referral, and Reporting.

1. Only members of a select committee meeting may vote, or abstain from voting, on issues before the committee.
2. Committee action on any Council Bill, Resolution, Clerk File, or Appointment, is limited to recommendations for the City Council to consider when voting on final action for that item.
3. Committees shall not vote on a final recommendation on any Bill, Resolution, Clerk File, or Appointment on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to suspend this Rule.
4. Amendments to Bills and Resolutions shall not be presented at a meeting unless previously reviewed by the Law Department and circulated via email to all CMs, the Central Staff Director, and the City Clerk. Circulation via email must occur at least 24 hours prior to the start of the meeting.
5. Referral.
 - a. A Committee may recommend legislation to the next regular City Council meeting if the vote to refer occurs before 1 p.m. on the Thursday before the next regular Council meeting and such vote is unanimous. If the vote occurs after 1 p.m. on the Thursday before the next regular City Council meeting and/or the vote is non-unanimous, then the legislation shall be referred to the second City Council meeting after the date of referral.
 - b. The Council President retains discretion to set agendas for regular and special City Council meetings. A Committee that refers legislation may include a referral date preference to a particular regular City Council meeting.
 - c. A CM abstaining from voting does not make the vote non-unanimous.

6. **Committee Reports:** Committees shall report their final recommendations on legislation reported to the City Council. Reports shall include committee recommendation, the names of CMs in attendance and the decision of each CMs on the final recommendation whether voting in favor, voting opposed, or abstaining from voting. Reports of select committees shall be entered in the Journal of the Proceedings.
7. **Divided Votes.** A report may accompany any non-unanimous committee recommendation, including an indication of how each CM voted and a statement describing the rationale for each voting CM's position.
 - a. Such reports shall only be presented to the City Council if a CM who voted against the committee recommendation submits a request to the President, the Central Staff Director, and the City Clerk at least four calendar days before presentation of the recommendation to the City Council. If a report is made, it shall be distributed to all CMs by noon the day presentation of the recommendation is scheduled to be made to the City Council.
 - b. When the City Council receives such report, the first position considered shall be the majority position (or the Chair's position if there is no majority).

H. Budget Committee.

1. The Budget Committee is a select committee comprised of all CMs, chaired by the Chair of the Finance Committee.
2. The Vice-Chair of the Finance Committee shall serve as Vice-Chair of the Budget Committee.
3. The primary purpose of the Budget Committee is to review the Mayor's proposed budget and proposed capital improvement program (CIP), amend as appropriate, and adopt a balanced budget and CIP. The Budget Committee shall review and take action on other budget issues during the year as may be assigned.
4. From the time the Budget Committee receives the Mayor's proposed budget (typically the end of September) to the time the Council adopts a budget (typically the third week of November), regular standing and select committee meetings shall be suspended. Special standing and select committee meetings may be called:
 - a. If legislative action is required within a set time (e.g., quasi-judicial actions with 90-day deadlines for Council review); or
 - b. Upon the approval of the President and the Chair of the Budget Committee, after consultation with the Central Staff Director.
5. Preliminary agendas of Budget Committee meetings are required to list only general topics for discussion and/or recommendation. All reasonable effort shall be made to publish preliminary agendas online at least two business days before the meeting.

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

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

- c. Year Two of a Biennial Budget Process.
 - i. The Chair may prepare a group of budget revisions (Chair's Balancing Package) in Year Two if necessary to address changes in the City's revenue forecast or other information that impacts assumptions about available resources to balance the Year Two budget.
 - ii. Council Budget Amendments to the Balancing Package that increase appropriations shall be self-balanced. A self-balanced amendment means that any proposal to increase appropriations in one area of the budget is balanced by: reducing appropriations elsewhere; or a proposal to increase City resources through a new tax or fee, or other changes in policy related to City resources.
- 10. Other rules and procedures for the Budget Committee, and the meeting dates and times for regular meetings, shall be established by the President in consultation with the Budget Committee Chair. Any rules and procedures regarding meeting times, dates, locations, attendance, and quorum supersede provisions in this Rule VII on those topics, except that a quorum may not be fewer than five CMs.

I. Labor Committee.

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

VIII. EXTERNAL COMMITTEES

A. Appointment.

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

B. Attendance.

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

C. Notification If Unable to Attend.

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

IX. COUNCIL BRIEFING MEETINGS

A. Purpose, Procedure, and Scope.

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

B. Attendance.

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

C. Location and Frequency.

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

D. Preliminary Agendas.

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

X. EXECUTIVE SESSIONS

A. When Sessions May Be Held.

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

B. How Sessions May Be Convened.

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

C. Purpose of Session.

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

D. Attorney to Be Present.

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

E. Attendees.

Attendance at an executive session is limited to:

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

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

F. Confidentiality.

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

G. Issues.

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

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

XI. PUBLIC PARTICIPATION AND ACCESS

A. Public Sessions – Open to Public; Location.

1. All meetings of the Council, and all meetings of standing and select committees (except executive sessions or as otherwise permitted by law), shall be open to the public and shall be conducted in a manner that provides the opportunity for attendees to hear and see the proceedings of CMs physically present and to hear any CMs attending by electronic means.

(See Rule XI.J Inclusive Access and Participation – Requests for Reasonable Accommodation.)

2. The Council shall not adjourn its regular City Council meetings to any place other than its regular meeting place, which is the Council Chamber in Seattle City Hall, except as provided by law.ⁱ

(See Rule II.A.2 City Council Meetings; and Rule XI.D.3 Disruptions of Council Meetings and Committee Meetings.)

3. Meetings of standing committees shall not convene in or adjourn to any place other than that committee's regular meeting place, which is the Council Chamber in Seattle City Hall, unless a specific alternate location is established by the Chair with the concurrence of a majority of the committee's regular CMs and appropriate public notice and access are provided.
4. Meetings of select committees may be held in the Council Chamber in Seattle City Hall, or an alternate location as established by the committee Chair so long as appropriate public notice and access are provided.

B. Public Hearings – Purpose; Duties of Chair.

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

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

1. Public hearings may be held as part of a scheduled City Council, select, or standing committee meeting, but the public hearing shall be conducted as a separate agenda item.
2. The Chair of the body conducting the public hearing shall:
 - a. Announce at the beginning of the public hearing the rules, guidelines, and time limits for individual speakers; and

ⁱ Charter, Art. IV, § 6.

- b. Require all speakers to sign in on registers, when provided by Legislative Department staff.
3. Members of the public who wish to speak at public hearings shall comply with Rule XI.D and XI.E.

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

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

(See Rule XI.B Public Hearings.)

1. The Council shall not accept oral public comment at special City Council meetings.
2. The Council shall accept oral and/or written public comment at regular City Council meetings.
 - a. Public comment at City Council meetings shall be limited to matters on the Introduction and Referral Calendar, Committee Reports on that day's regular City Council meeting agenda, and other matters directly related to the City Council Work Program.
 - b. The President shall ensure that all public comment is in accordance with Rule XI.C.2.a.
3. Council committees shall accept oral and/or written public comment at standing and select committee meetings.
 - a. Public comment at a committee meeting shall be limited to items listed on that day's agenda. At the Chair's discretion, public comment on matters within the purview of the committee may be accepted. The committee agenda shall provide notice of the scope of public comment that will be accepted prior to the committee meeting.
 - b. The presiding officer at a committee meeting shall ensure that all public comment is in accordance with Rule XI.C.3.a.
4. Total public comment periods shall not exceed 20 minutes unless extended by a majority of those present and voting.
5. Individual speakers shall be provided up to two minutes total speaking time. Individuals who wish to speak shall sign up for public comment on registers, when provided by Legislative Department staff.
(See Rule XI.J Inclusive Access and Participation – Requests for Reasonable Accommodation.)

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

D. Disruptions of City Council Meetings and Committee Meetings.

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

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

meetings, or exclude the individual from attendance at future Council and/or committee meetings.

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

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

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

- c. Sexual misconduct, such as indecent exposure, offensive touching, or sexual harassment, including threats of such behavior.
3. Engaging in abusive or harassing behavior may subject an individual to criminal sanctions in addition to enforcement of the Council Rules.

F. Appeals of Meeting Exclusions; Other Authority.

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

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

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

4. If a meeting is adjourned due to an interruption, CMs and staff may leave the meeting room until the meeting is reconvened.
(See RCW 42.30.050 Interruptions – Procedures.)

H. Public Access to CMs and Offices.

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

I. Digital Recording of Meetings.

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

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

1. Assistive listening devices shall be available in the Council Chamber during all meetings of the Council and its committees, and in other rooms or places where the Council meets and where Council proceedings are broadcast.
2. Upon request, reasonable efforts to provide accommodations shall be made to enable persons with disabilities to attend and participate in all public Council meetings.

3. Upon request, reasonable efforts to provide translation or interpretation services shall be made for individuals attending Council meetings.
4. Because a request for an accommodation, translation, or interpretation services may require sufficient lead time to respond, the request should be made at the earliest possible opportunity to the Office of the City Clerk at 206-684-8888 or TYY Relay 7-1-1.
5. The Office of the City Clerk shall evaluate all requests and provide reasonable accommodations and translation and interpretation services.
6. The Council shall adopt a Language Access plan that includes: goals for improving language access at the City Council; a timeline, resources, and communication strategy to achieve those goals; the scope of currently available interpreting services in both virtual and hybrid formats; the scope of translation services; and the process for requesting and receiving notice of arranged services.

K. Use of the Council Chamber.

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

XII. ALTERATION OF GENERAL RULES AND PROCEDURES

A. Suspension.

1. A rule or procedure not listed in Rule XII.A.2 may be temporarily suspended:

- a. If a CM requests suspension and no objection is offered; or
- b. In open session upon a two-thirds vote.

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

2. The following rules or procedures established by this document shall not be suspended:

- a. This Rule XII.A;
- b. Rule XII.B;
- c. Rule IV.O.1.b;
- d. Rule X.F;
- e. Those required by the Charter, the Seattle Municipal Code, or state law; and
- f. Any part of a Rule that establishes a quorum.

3. The City Clerk shall provide a guide for compliance with this Rule XII.A, which guide is attached as Appendix A to these Rules.

B. Biennial Review.

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

C. Amendment.

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

Appendix A

LIST OF NON-SUSPENDIBLE RULES
*(These Rules and Procedures are based on Charter, RCW, or SMC provisions
and should not be suspended without consulting applicable provisions)*

CITY CHARTER PROVISIONS	RULE	PAGE	CHARTER REF.
CMs establish the rules for their proceedings	I.A.1	6	Art. IV, § 4
Individual CMs shall not have or execute executive or administrative power	I.A.3	6	Art. IV, § 4, Fifth
Council has authority to punish CMs	I.A.4	6	Art. IV, § 4
Council chooses President from among members	I.C.1	7	Art. IV, § 4, First
President performs usual functions of presiding officer	I.C.1	7	Art. IV, § 4, First
Removal of president	I.C.2	7	Art. IV, § 4, First
Council Bills are signed in open session by the President	I.C.3.b	7	Art. IV, § 11
The President acting as Mayor	I.C.3.g	8	Art. V, § 9
The President heads the Legislative Department	I.C.3.h	8	Art. III, § 3
President Pro Tem acts as President	I.D.3	9	Art. V, § 9
Regular City Council meeting dates and times	II.A.1	10	Art. IV, § 6
Quorum for City Council (majority of all members)	II.A.3	10	Art. IV, § 3
Provisions for City Council special meetings	II.B	11	Art. IV, § 6 (also RCW 42.30.080)
CMs must attend all regular City Council meetings unless excused	II.D.1	12	Art. IV, § 3
Attendance at City Council meeting can be compelled	II.D.3	12	Art. IV, § 3
Council Bills cannot be introduced and passed at the same meeting	III.A.6	14	Art. IV, § 8
Council Bills require at least a majority of all CMs' votes to pass	III.A.7	14	Art. IV, § 8
President announces signature of Council Bills when they are passed	III.B.2	15	Art. IV, § 11
Council Bills to be read upon passage if requested by a CM	III.B.2	15	Art. IV, § 11
Council Bills vetoed by the Mayor are voted on again by Council	III.C.1	15	Art. IV, § 12

CITY CHARTER PROVISIONS	RULE	PAGE	CHARTER REF.
Reconsideration of vetoed bills must occur between 5 and 30 days after publication of Mayor's written rejection of veto	III.C.2	15	Art. IV, § 12
2/3 vote is required to pass a reconsidered bill that was vetoed	III.C.3	15	Art. IV, § 12
Vetoed bills may not be reconsidered again if lost on reconsideration vote	III.C.4	16	Art. IV, § 12
When passage of a bill fails in City Council by vote, it may not be reconsidered before the next regular City Council meeting	IV.O.1.b	21	Art. IV, § 10
A roll call vote may be demanded by a CM	V.B	22	Art. IV, § 4, Third
Establishing a Finance Committee	VI.I	27	Art. IV, § 5
Meeting location for City Council regular meetings	XI.A.2	38	Art. IV, § 6

RCW PROVISIONS	RULE	PAGE	RCW REF.
Who can call a special meeting and how it shall be noticed	II.B.1	11	42.30.080 (also Charter Art. IV, § 6)
Notice of City Council special meetings	II.B.2	11	42.30.080
Calling special emergency meetings; meeting notice requirements	II.C	11	42.30.070; 42.30.080; 42.14.075
When an executive session may be held	X.A	36	42.30.110
How an executive session is conducted	X.A	36	42.30.110
Disrupted meetings may be adjourned and reconvened elsewhere	XI.G.2	43	42.30.050

SMC PROVISIONS	RULE	PAGE	SMC REF.
Appearance of Fairness disqualifications	I.B.2.d	7	4.16
Summary and Fiscal Note	III.A.1	13	3.140.070
CMs must disqualify themselves from acting on certain City business	V.A.1	22	4.16
Amendment of Rules and Procedures	XII.C	46	3.02.030

SUMMARY and FISCAL NOTE

Department:	Dept. Contact:	CBO Contact:
LEG	Lauren Henry	NA

1. BILL SUMMARY

Legislation Title: A RESOLUTION adopting General Rules and Procedures of the Seattle City Council; superseding Resolution 32096.

Summary and Background of the Legislation:

Resolution 32096 adopted the "General Rules and Procedures of the Seattle City Council" to govern both the Council's internal management and the procedures available to the public, in conformance with the City Charter and the customary practice of legislative bodies. The Council conducted a biennial review of its procedures and rules that guide and facilitate Councilmember duties and meeting deliberations, and revisions include expansion and clarification of the rules.

2. CAPITAL IMPROVEMENT PROGRAM

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

Project Name:	Master Project I.D.:	Project Location:	Start Date:	End Date:	Total Project Cost Through 2030:

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.

NA

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.

Please describe how this legislation may affect any City departments other than the originating department.

4. OTHER IMPLICATIONS

a. Is a public hearing required for this legislation?

No

b. Is publication of notice with The Daily Journal of Commerce and/or The Seattle Times required for this legislation?

Yes, publication of the public comment options for the rule changes.

c. Does this legislation affect a piece of property?

No

d. 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.

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

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

e. 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.

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.

f. 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?

g. Does this legislation create a non-utility CIP project that involves a shared financial commitment with a non-City partner agency or organization?

5. ATTACHMENTS

Summary Attachments:

Summary Attachment A – Council Rules with Revisions



City of Seattle
Legislative Department

General Rules and Procedures of the Seattle City Council

(As adopted by Resolution _____)

GENERAL RULES AND PROCEDURES OF THE SEATTLE CITY COUNCIL

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I. COUNCIL COMPOSITION, POWERS, AND DUTIES

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

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

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

1. Members of the City Council, or Councilmembers, are abbreviated as CMs throughout these Rules.
2. CMs shall
 - a. Uphold the public trust and demonstrate integrity, honesty, and fairness;
 - b. Exercise budget and fiduciary responsibility

ⁱ Charter, Art. IV, § 4.

ⁱⁱ Charter, Art. IV, § 4.

ⁱⁱⁱ Charter, Art. IV, § 4.

- c. Be responsive to citizens; and
 - d. Disqualify themselves from acting on City business when disqualification is required by the City's Code of Ethicsⁱ, by common law, or by the Appearance of Fairness Doctrine.
(See "Council Rules for Quasi-Judicial Proceedings Before the City Council" as adopted by Resolution 31602.)
(See Rule V.A.1 Voting Required.)
3. Any CM may protest against the action of the City Council upon any question and have the oral objection entered upon the Journal of the Proceedings. If the protesting CM wishes the Journal of the Proceedings to contain a written objection, the objection shall be filed with the Office of the City Clerk within 48 business hours following the action being objected.

C. President – Appointment; Duties.

- 1. Biennially, and also whenever the position of President becomes vacant, the City Council shall elect from its members a President who shall perform the usual functions of a presiding officer.ⁱⁱ
- 2. The President may be removed by the affirmative vote of not less than two-thirds of all CMs.ⁱⁱⁱ
- 3. The President shall:
 - a. Preside over City Council meetings.
 - i. Call the City Council to order at the hour appointed for City Council meetings, or at the hour to which the City Council shall have adjourned at the preceding session.
 - ii. Proceed with the order of business if a quorum is in attendance.
 - b. Sign all Bills in authentication of their passage in open session^{iv} and sign all Resolutions in authentication of their adoption.
 - c. Promote efficient operation of the Council, including setting the City Council agenda and expediting parliamentary debate, or if there is no objection from any other CM, expediting the passage of routine motions.
 - d. Preserve order and decorum within the Council Chamber when acting as a presiding officer.

ⁱ SMC Chapter 4.16.

ⁱⁱ Charter, Art. IV, § 4.

ⁱⁱⁱ Charter, Art. IV, § 4.

^{iv} Charter, Art. IV, § 11.

- e. Assign legislation to committees.
 - f. Monitor committee agendas to ensure issues are appropriate to respective committees, and within the scope or work program of said committee, or as otherwise assigned.
 - g. Act as Mayor in the Mayor's absence from the City or incapacitation.ⁱ
 - i. The President may simultaneously serve as President and act as Mayor; however, when the President, acting as Mayor, is confronted on a particular matter with a conflict of duties and responsibilities so fundamental that the public interest requires it, the President shall act as Mayor only.
 - ii. If, under Charter Art. XIX, § 6.B, the President declines to become Mayor upon a Mayoral vacancy, the Council's duty to select one of its members to become Mayor shall be performed within five days of the President's declination.
 - h. Head the Legislative Departmentⁱⁱ, including providing for the orientation of new CMs.
- 4. The President may speak to points of order, inquiry, or information in preference to other CMs. The President shall, with respect to a question of order: decide the question (which decision is appealable to the City Council by any CM); or submit the question to CMs to decide by a majority of CMs present and voting.
(See Rule IV.G Point of Order.)
 - 5. While speaking upon any question before the City Council, the President shall have the right to turn the Chair over to the President Pro Tem.
 - 6. The President may create select or other non-standing committees as provided in Rule VII.A.
 - 7. As provided by Rule VI.B, the President shall not serve as the Chair or Vice-Chair of the Finance Committee.

D. President Pro Tem – Designation; Duties.

- 1. Biennially, the City Council shall designate by Resolution a list of Presidents Pro Tem. The list shall start with the most senior CM other than the President and continue in descending order of seniority, with alphabetical order of last name used to break ties, and the position shall rotate monthly. In the case of a City Council vacancy and subsequent appointment, the appointee shall fill the position of the departed CM in the rotation.

ⁱ Charter, Art. V, § 9.

ⁱⁱ Charter, Art. III, § 3.

2. In the absence of the President Pro Tem, the CM designated for the next month shall act as President Pro Tem.
3. The President Pro Tem shall:ⁱ
 - a. Act as President in the case of incapacitation or absence of the President.
 - b. Act as President when the President, acting as Mayor, is confronted with a conflict of duties and responsibilities so fundamental that the public interest requires it.
(See Rule I.C.3.h President.)

ⁱ Charter, Art. V, § 9.

II. CITY COUNCIL MEETINGS

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

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

ⁱ Charter, Art. IV, § 6.

ⁱⁱ Charter, Art. IV, § 6.

ⁱⁱⁱ Charter, Art. IV, § 3.

^{iv} Charter, Art. IV, § 3.

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

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

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

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

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

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

ⁱ Charter, Art. IV, § 6.

ⁱⁱ Charter, Art. IV, § 6.

multi-party telephone or video conferencing) utilized by the Council for such purpose.

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

D. Attendance – Requirements; Excuses.

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

ⁱ Charter, Art. IV, § 3.

III. CITY COUNCIL BUSINESS

A. Legislation – Introduction; Referral; Requirements.

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

ⁱ SMC 3.140.070.

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

ⁱ Charter, Art. IV, § 8.

ⁱⁱ Charter, Art. IV, § 8.

B. Order of Business.

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

C. Reconsideration of Vetoed Bills.ⁱⁱ

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

ⁱ Charter, Art. IV, § 11.

ⁱⁱ Charter, Art. IV, § 12.

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

D. Journal of the Proceedings.

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

E. Consent Calendar.

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

IV. PARLIAMENTARY PROCEDURES

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

A. Rules of Debate.

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

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

B. Consideration of Motions.

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

<u>Parliamentary Procedures Table</u>				
MOTION TO:	Debatable?	Amendable?	Vote?*	May be reconsidered?
Adjourn	No	No	Maj	No
Recess	No	Yes	Maj	No
Reconsideration (Rule V.G IV.O)	Yes	No	Maj	No
Lay on the Table (Rule IV.J)	No	No	Maj	Yes
Take from the Table (Rule IV.K)	No	No	Maj	No
Call the Question (Rule IV.H)	No	No	2/3	Yes
Postpone to a Certain Time (Rule IV.I)	Yes	Yes	Maj	Yes
Commit or Refer to a Committee	Yes	Yes	Maj	Yes
Amend or Substitute	Yes	Yes	Maj	Yes
Postpone Indefinitely (Rule IV.L)	Yes	No	Maj	Affirmative vote may be reconsidered
All motions must be seconded to be entertained or debated. See Rule IV.B.1.				
<u>*Adoption for each vote is of CMs present and voting.</u>				

C. Amendment Form.

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

2. Added language shall be underlined and deleted language shall be shown with strikethrough format.
3. To promote efficiency, the Chair may accept consideration of an oral amendment that can be clearly stated in a suitable form. The Chair may also request the oral amendment be reread or presented in writing before the question is stated.

D. Parliamentary Inquiry.

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

E. Recognition by the Chair.

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

F. Division of a Question.

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

G. Point of Order.

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

H. Call the Question.

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

I. Postpone to a Certain Time.

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

J. Lay on the Table.

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

K. Take from the Table.

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

L. Postpone Indefinitely.

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

M. Proxy Votes.

There are no proxy votes.

N. Tie Vote.

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

O. Motion to Reconsider.

1. After the final vote on any motion, Bill, Resolution, Clerk File, or Appointment, and before the adjournment of the meeting at which that vote was taken, any CM who voted with the prevailing side may move for reconsideration of the original motion. Seconds to motions for reconsideration may be from either side.

a. If the result of the final vote is to pass any motion, Bill, Resolution, Clerk File, or Appointment, any reconsideration vote must take place before adjournment of that meeting, or else there shall be no reconsideration vote.

- b. If a Bill is moved for final passage and fails to pass at a City Council meeting, and a motion to reconsider is made, the motion to reconsider shall not be voted on before the next meeting of the City Council.ⁱ
- 2. A motion to reconsider takes precedence over every other motion, except a motion to adjourn.
- 3. Motions to reconsider a vote upon amendments to any pending question shall be made and decided immediately.
- 4. A motion to amend that does not pass in a committee meeting shall not be reconsidered, but the motion to amend may be offered to the City Council.

ⁱ Charter, Art. IV, § 10.

V. CITY COUNCIL VOTING

A. Voting Required; Disqualification Process.

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

B. Roll Call Voting.

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

C. Voice Vote.

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

D. Announcing and Recording Votes.

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

ⁱ SMC Chapter 4.16.

ⁱⁱ Charter, Art. IV, § 4.

~~E. Proxy Votes.~~

~~There are no proxy votes.~~

~~F. Tie Vote.~~

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

~~G. Motion to Reconsider.~~

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

ⁱ ~~Charter, Art. IV, § 10.~~

VI. STANDING COMMITTEESⁱ

A. Formation.

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

B. Membership.

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

C. Meetings.

1. Meetings are held in the Council Chamber in Seattle City Hall unless a specific alternate location is established by the Chair with the concurrence of a majority of the regular members of the committee, and appropriate public notice and access are provided.

ⁱ Charter, Art. IV, § 4.

2. The Council sets regular meeting dates and times by Resolution. The committee Chair may cancel a meeting at any time.
3. A regularly scheduled meeting will be moved to the following Friday if:
 - a. The regular schedule places that meeting on a legal holiday; or
 - b. A legal holiday moves a City Council meeting to a day on which that meeting is regularly scheduled.
4. Regular meetings are not held in weeks when the Council does not hold a regular City Council or Council Briefing meeting under Rule II.A.1.b or IX.C.2.
5. Meetings shall be noticed both as committee meetings and as City Council meetings, with the agenda limited to committee business and only rules and procedures applicable to committees in effect.
6. Preliminary agendas for upcoming regular meetings shall list items for which discussion, amendments, and/or recommendation is expected. Items where only amendments will be considered shall be listed as possible amendments, and items where amendments and/or a final recommendation is expected shall be listed as possible vote for proper notification, except upon passage of a motion by the Chair to suspend this Rule.
7. All reasonable effort shall be made to publish the preliminary agenda online at least two business days prior to the meeting.
8. All reasonable effort shall be made to make materials that are to be presented in a regular meeting available online at least 24 hours in advance of the meeting.
9. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.
- ~~10. Each Committee Chair may authorize Seattle Channel to broadcast video images of the Council Chamber at Seattle City Hall during the public comment period in their committee meetings. Authorization should be given for one year time periods and may be subsequently renewed with notice provided to Seattle Channel and Legislative Department IT.~~

D. Special Meetings.

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

1. Special meetings may be scheduled by the committee Chair.

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

E. Attendance – Requirements; Excused Absences.

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

F. Duties of the Chair.

The committee Chair shall:

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

6. Set the committee's agenda consistent with the committee's assigned scope of work and the City Council Work Program, and publish such agenda in accordance with Rule VI.C.6, VI.C.7, and VI.C.8.
7. Run meetings expeditiously.
8. Preserve order and decorum.

G. Duties and Responsibilities of Members.

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

H. Voting, Referral, and Reporting.

1. Only members of a standing committee (or the alternate if serving as a member) may vote, or abstain from voting, on issues before the committee.
2. Committee action on any Council Bill, Resolution, Clerk File, or Appointment shall be limited to recommendations for the City Council to consider when voting on final action for that item.
3. Committees shall not vote on a final recommendation on any Bill, Resolution, Clerk File, or Appointment on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to suspend this Rule.
4. ~~The deadline for a committee to vote to refer legislation to the next regular City Council meeting is 1 p.m. on the Thursday before that meeting, except upon passage of a motion by the Chair to suspend this Rule. If the motion is adopted, whether the legislation is referred to the next regular City Council meeting is at the discretion of the President.~~

4. Referral.

- a. A Committee may recommend legislation to the next regular City Council meeting if the vote to refer occurs before 1 p.m. on the Thursday before the next regular Council meeting and such vote is unanimous. If the vote occurs after 1 p.m. on the Thursday before the next regular City Council meeting and/or the vote is non-unanimous, then the legislation shall be referred to the second City Council meeting after the date of referral.
- b. The Council President retains discretion to set agendas for regular and special City Council meetings. A Committee that refers legislation may include a referral date preference to a particular regular City Council meeting.

- c. A CM abstaining from voting does not make the vote non-unanimous.
- 5. Committee Reports. Committees shall report their final recommendations on legislation to the City Council. Reports shall include the committee recommendation, the names of CMs in attendance and the decision of each CM on the final recommendation whether voting in favor, voting opposed, or abstaining from voting. Reports of standing committees shall be entered in the Journal of the Proceedings.
 - a. ~~If a committee recommendation is not unanimous, unless otherwise authorized by the President and the committee Chair, the committee report shall be reported to the second regular City Council meeting after the date of the recommendation.~~
 - b. ~~A CM abstaining from voting does not make the vote non-unanimous.~~
- 6. Divided Votes. A report may accompany any non-unanimous committee recommendation, including an indication of how each CM voted and a statement describing the rationale for each voting CM's position.
 - a. Such reports shall only be presented to the City Council if a CM who voted against the committee recommendation submits a request to the President, the Central Staff Director, and the City Clerk at least four calendar days before presentation of the recommendation to the City Council. If a report is made, it shall be distributed to all CMs by noon the day presentation of the recommendation is scheduled to be made to the City Council.
 - b. When the City Council receives such report, the first position considered shall be the majority position (or the Chair's position if there is no majority).

I. Finance Committee.

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

ⁱ Charter, Art. IV, § 5.

VII. SELECT COMMITTEES

A. Formation.

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

B. Meetings.

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

C. Special Meetings.

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

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

D. Attendance – Requirements; Excused Absences.

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

E. Duties of the Chair.

The committee Chair shall:

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

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

F. Duties and Responsibilities of Members.

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

G. Voting, Referral, and Reporting.

1. Only members of a select committee meeting may vote, or abstain from voting, on issues before the committee.
2. Committee action on any Council Bill, Resolution, Clerk File, or Appointment, is limited to recommendations for the City Council to consider when voting on final action for that item.
3. Committees shall not vote on a final recommendation on any Bill, Resolution, Clerk File, or Appointment on the same day that a public hearing was held on that item, except upon passage of a motion by the Chair to suspend this Rule.
- ~~4. The deadline for a committee to vote to refer legislation to the next regular City Council meeting is 1 p.m. on the Thursday before that meeting, except upon passage of a motion by the Chair to suspend this Rule. If the motion is adopted, whether the legislation is referred to the next regular City Council meeting is at the discretion of the President.~~
4. Referral.
 - a. A Committee may recommend legislation to the next regular City Council meeting if the vote to refer occurs before 1 p.m. on the Thursday before the next regular Council meeting and such vote is unanimous. If the vote occurs after 1 p.m. on the Thursday before the next regular City Council meeting and/or the vote is non-unanimous, then the legislation shall be referred to the second City Council meeting after the date of referral.
 - b. The Council President retains discretion to set agendas for regular and special City Council meetings. A Committee that refers legislation may include a referral date preference to a particular regular City Council meeting.
 - c. A CM abstaining from voting does not make the vote non-unanimous.

5. Committee Reports: Committees shall report their final recommendations on legislation reported to the City Council. Reports shall include committee recommendation, the names of CMs in attendance and the decision of each CMs on the final recommendation whether voting in favor, voting opposed, or abstaining from voting. Reports of select committees shall be entered in the Journal of the Proceedings.
 - ~~a. If a committee recommendation is not unanimous, unless otherwise authorized by the President and the committee Chair, the committee report shall be reported to the second regular City Council meeting after the date of the recommendation.~~
 - ~~b. A CM abstaining from voting does not make the vote non-unanimous.~~
6. Divided Votes. A report may accompany any non-unanimous committee recommendation, including an indication of how each CM voted and a statement describing the rationale for each voting CM's position.
 - a. Such reports shall only be presented to the City Council if a CM who voted against the committee recommendation submits a request to the President, the Central Staff Director, and the City Clerk at least four calendar days before presentation of the recommendation to the City Council. If a report is made, it shall be distributed to all CMs by noon the day presentation of the recommendation is scheduled to be made to the City Council.
 - b. When the City Council receives such report, the first position considered shall be the majority position (or the Chair's position if there is no majority).

H. Budget Committee.

1. The Budget Committee is a select committee comprised of all CMs, chaired by the Chair of the Finance Committee.
2. The Vice-Chair of the Finance Committee shall serve as Vice-Chair of the Budget Committee.
3. The primary purpose of the Budget Committee is to review the Mayor's proposed budget and proposed capital improvement program (CIP), amend as appropriate, and adopt a balanced budget and CIP. The Budget Committee shall review and take action on other budget issues during the year as may be assigned.
4. From the time the Budget Committee receives the Mayor's proposed budget (typically the end of September) to the time the Council adopts a budget (typically the third week of November), regular standing and select committee meetings shall be suspended. Special standing and select committee meetings may be called:
 - a. If legislative action is required within a set time (e.g., quasi-judicial actions with 90-day deadlines for Council review); or

- b. Upon the approval of the President and the Chair of the Budget Committee, after consultation with the Central Staff Director.
5. Preliminary agendas of Budget Committee meetings are required to list only general topics for discussion and/or recommendation. All reasonable effort shall be made to publish preliminary agendas online at least two business days before the meeting. Final agendas of Budget Committee meetings shall be issued no later than the morning of the scheduled meeting and shall include all items to be discussed.
6. A Budget Amendment is a proposed change to the Mayor's proposed budget and accompanying legislation. Budget Amendments are developed in accordance with these Rules and include: amendments to budget legislation; development of new Council Bills or Resolutions; Council Budget Actions (CBAs); and Statements of Legislative Intent (SLIs).
 - a. Budget Amendments that meet established deadlines on the Budget Committee schedule may be published on the appropriate meeting agenda.
 - b. Budget Amendments that are not included on a final published agenda shall not be presented at a Budget Committee meeting unless circulated via email to all CMs, the Central Staff Director, and the City Clerk by 5:00 p.m. on the preceding business day. This rule may only be suspended by an affirmative vote of two-thirds of CMs present and voting at a Budget Committee meeting.
7. In accordance with 42.30.035 RCW, meeting minutes shall be promptly produced after each meeting and made available for public review.
8. The quorum for the Budget Committee is at least ~~three~~ five CMs.
9. Adoption of a Balanced Budget Package:
 - a. This Rule VII.H.9 implements biennial aspects of the City's budget process that are established by City law.
 - b. Year One of a Biennial Budget Process.
 - i. The Chair may prepare a group of budget revisions (Chair's ~~Initial~~ Balancing Package) that if adopted would amend the Mayor's proposed budget to produce a final budget for Year One and an endorsed budget for Year Two in which expenditures do not exceed revenues.
 - ii. Following Committee discussion of the Chair's ~~Initial~~ Balancing Package, the Chair may prepare a ~~Revised Balancing Package~~ revisions to the Balancing Package, subject to the same requirements under Rule VII.H.9.b.i. The Chair shall endeavor to inform CMs of any changes made to the Chair's ~~Initial~~ Balancing Package prior to the scheduled vote on the ~~Revised~~ Balancing Package in the Budget Committee.

iii. Council Budget Amendments to the Balancing Package that increase appropriations shall be self-balanced. A self-balanced amendment means that any proposal to increase appropriations in one area of the budget is balanced by: reducing appropriations elsewhere; or a proposal to increase City resources through a new tax or fee; or other changes in policy related to City resources.

c. Year Two of a Biennial Budget Process.

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

i ii. Council Budget Amendments to the Balancing Package that increase appropriations shall be self-balanced. A self-balanced amendment means that any proposal to increase appropriations in one area of the budget is balanced by: reducing appropriations elsewhere; or a proposal to increase City resources through a new tax or fee, or other changes in policy related to City resources.

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

I. Labor Committee.

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

VIII. EXTERNAL COMMITTEES

A. Appointment.

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

B. Attendance.

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

C. Notification If Unable to Attend.

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

IX. COUNCIL BRIEFING MEETINGS

A. Purpose, Procedure, and Scope.

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

B. Attendance.

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

C. Location and Frequency.

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

D. Preliminary Agendas.

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

X. EXECUTIVE SESSIONS

A. When Sessions May Be Held.

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

B. How Sessions May Be Convened.

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

C. Purpose of Session.

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

D. Attorney to Be Present.

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

E. Attendees.

Attendance at an executive session is limited to:

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

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

F. Confidentiality.

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

G. Issues.

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

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

XI. PUBLIC PARTICIPATION AND ACCESS

A. Public Sessions – Open to Public; Location.

1. All meetings of the Council, and all meetings of standing and select committees (except executive sessions or as otherwise permitted by law), shall be open to the public and shall be conducted in a manner that provides the opportunity for attendees to hear and see the proceedings of CMs physically present and to hear any CMs attending by electronic means.

(See Rule XI.J Inclusive Access and Participation – Requests for Reasonable Accommodation.)

2. The Council shall not adjourn its regular City Council meetings to any place other than its regular meeting place, which is the Council Chamber in Seattle City Hall, except as provided by law.ⁱ

(See Rule II.A.2 City Council Meetings; and Rule XI.D.3 Disruptions of Council Meetings and Committee Meetings.)

3. Meetings of standing committees shall not convene in or adjourn to any place other than that committee's regular meeting place, which is the Council Chamber in Seattle City Hall, unless a specific alternate location is established by the Chair with the concurrence of a majority of the committee's regular CMs and appropriate public notice and access are provided.
4. Meetings of select committees may be held in the Council Chamber in Seattle City Hall, or an alternate location as established by the committee Chair so long as appropriate public notice and access are provided.

B. Public Hearings – Purpose; Duties of Chair.

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

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

1. Public hearings may be held as part of a scheduled City Council, select, or standing committee meeting, but the public hearing shall be conducted as a separate agenda item.
2. The Chair of the body conducting the public hearing shall:
 - a. Announce at the beginning of the public hearing the rules, guidelines, and time limits for individual speakers; and

ⁱ Charter, Art. IV, § 6.

- b. Require all speakers to sign in on registers, when provided by Legislative Department staff.
3. Members of the public who wish to speak at public hearings shall comply with Rule XI.D and XI.E.

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

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

1. The Council shall not accept oral public comment at special City Council meetings.
2. The Council shall accept oral and/or written public comment at regular City Council meetings.
 - a. Public comment at City Council meetings shall be limited to matters on the Introduction and Referral Calendar, Committee Reports on that day's regular City Council meeting agenda, and other matters directly related to the City Council Work Program.
 - b. The President shall ensure that all public comment is in accordance with Rule XI.C.2.a.
3. Council committees shall accept oral and/or written public comment at standing and select committee meetings.
 - a. Public comment at a committee meeting shall be limited to items listed on that day's agenda, ~~as well as~~ At the Chair's discretion, public comment on matters within the purview of the committee may be accepted. The committee agenda shall provide notice of the scope of public comment that will be accepted prior to the committee meeting.
 - b. The presiding officer at a committee meeting shall ensure that all public comment is in accordance with Rule XI.C.3.a.
4. Total public comment periods shall not exceed 20 minutes unless extended ~~at the discretion of the presiding officer~~ by a majority of those present and voting.
5. Individual speakers shall be provided up to two minutes total speaking time. Individuals who wish to speak shall sign up for public comment on registers, when provided by Legislative Department staff.
(See Rule XI.J Inclusive Access and Participation – Requests for Reasonable Accommodation.)

6. When recognized by the presiding officer, the individual shall address the members in the form prescribed, state the individual's name for the record, and identify the item to which the individual shall speak. ~~At the presiding officer's discretion, this Rule may be waived in the interest of personal safety of the person speaking. This Rule shall be waived at the request of the person speaking.~~
7. Council and committee proceedings are electronically recorded; therefore, speakers wishing to address the Council or committee during the established public comment period shall speak only from the audio source prescribed.
8. If no speakers sign up to address the Council or the committee, or if the public comments conclude before the 20-minute time period has elapsed, the comment period shall be closed, and the Council or committee shall resume its business, with no further opportunity for public comment at that meeting.
9. The Council shall accept written public comment at Council Briefing meetings.
10. No public comments addressing the merits of a quasi-judicial action shall be permitted at any Council or committee meeting.
11. The Council President shall, in consultation with the Office of the City Clerk and in compliance with chapter 42.30 RCW, issue guidelines for the procedure by which public comment will be received in a hybrid meeting (such as those with both in-person and electronic participation).

D. Disruptions of City Council Meetings and Committee Meetings.

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

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

meetings, or exclude the individual from attendance at future Council and/or committee meetings.

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

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

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

- c. Sexual misconduct, such as indecent exposure, offensive touching, or sexual harassment, including threats of such behavior.
3. Engaging in abusive or harassing behavior may subject an individual to criminal sanctions in addition to enforcement of the Council Rules.

F. Appeals of Meeting Exclusions; Other Authority.

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

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

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

4. If a meeting is adjourned due to an interruption, CMs and staff may leave the meeting room until the meeting is reconvened.
(See RCW 42.30.050 Interruptions – Procedures.)

H. Public Access to CMs and Offices.

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

I. Digital Recording of Meetings.

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

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

1. Assistive listening devices shall be available in the Council Chamber during all meetings of the Council and its committees, and in other rooms or places where the Council meets and where Council proceedings are broadcast.
2. Upon request, reasonable efforts to provide accommodations shall be made to enable persons with disabilities to attend and participate in all public Council meetings.

3. Upon request, reasonable efforts to provide translation or interpretation services shall be made for individuals attending Council meetings.
4. Because a request for an accommodation, translation, or interpretation services may require sufficient lead time to respond, the request should be made at the earliest possible opportunity to the Office of the City Clerk at 206-684-8888 or TYY Relay 7-1-1.
5. The Office of the City Clerk shall evaluate all requests and provide reasonable accommodations and translation and interpretation services.
6. The Council shall adopt a Language Access plan that includes: goals for improving language access at the City Council; a timeline, resources, and communication strategy to achieve those goals; the scope of currently available interpreting services in both virtual and hybrid formats; the scope of translation services; and the process for requesting and receiving notice of arranged services.

K. Use of the Council Chamber.

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

XII. ALTERATION OF GENERAL RULES AND PROCEDURES

A. Suspension.

1. A rule or procedure not listed in Rule XII.A.2 may be temporarily suspended:

- a. If a CM requests suspension and no objection is offered; or
- b. In open session upon a two-thirds vote.

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

2. The following rules or procedures established by this document shall not be suspended:

- a. This Rule XII.A;
- b. Rule XII.B;
- c. Rule ~~V.G.1.b~~ IV.O.1.b;
- d. Rule X.F;
- e. Those required by the Charter, the Seattle Municipal Code, or state law; and
- f. Any part of a Rule that establishes a quorum.

3. The City Clerk shall provide a guide for compliance with this Rule XII.A, which guide is attached as Appendix A to these Rules.

B. Biennial Review.

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

C. Amendment.

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

Appendix A

LIST OF NON-SUSPENDIBLE RULES
*(These Rules and Procedures are based on Charter, RCW, or SMC provisions
and should not be suspended without consulting applicable provisions)*

CITY CHARTER PROVISIONS	RULE	PAGE	CHARTER REF.
CMs establish the rules for their proceedings	I.A.1	5 <u>6</u>	Art. IV, § 4
Individual CMs shall not have or execute executive or administrative power	I.A.3	5 <u>6</u>	Art. IV, § 4, Fifth
Council has authority to punish CMs	I.A.4	5 <u>6</u>	Art. IV, § 4
Council chooses President from among members	I.C.1	6 <u>7</u>	Art. IV, § 4, First
President performs usual functions of presiding officer	I.C.1	6 <u>7</u>	Art. IV, § 4, First
Removal of president	I.C.2	6 <u>7</u>	Art. IV, § 4, First
Council Bills are signed in open session by the President	I.C.3.b	7	Art. IV, § 11
The President acting as Mayor	I.C.3.g	7 <u>8</u>	Art. V, § 9
The President heads the Legislative Department	I.C.3.h	7 <u>8</u>	Art. III, § 3
President Pro Tem acts as President	I.D.3	8 <u>9</u>	Art. V, § 9
Regular City Council meeting dates and times	II.A.1	9 <u>10</u>	Art. IV, § 6
Quorum for City Council (majority of all members)	II.A.3	9 <u>10</u>	Art. IV, § 3
Provisions for City Council special meetings	II.B	10 <u>11</u>	Art. IV, § 6 (also RCW 42.30.080)
CMs must attend all regular City Council meetings unless excused	II.D.1	11 <u>12</u>	Art. IV, § 3
Attendance at City Council meeting can be compelled	II.D.3	11 <u>12</u>	Art. IV, § 3
Council Bills cannot be introduced and passed at the same meeting	III.A.6	13 <u>14</u>	Art. IV, § 8
Council Bills require at least a majority of all CMs' votes to pass	III.A.7	13 <u>14</u>	Art. IV, § 8
President announces signature of Council Bills when they are passed	III.B.2	14 <u>15</u>	Art. IV, § 11
Council Bills to be read upon passage if requested by a CM	III.B.2	14 <u>15</u>	Art. IV, § 11
Council Bills vetoed by the Mayor are voted on again by Council	III.C.1	14 <u>15</u>	Art. IV, § 12

CITY CHARTER PROVISIONS	RULE	PAGE	CHARTER REF.
Reconsideration of vetoed bills must occur between 5 and 30 days after publication of Mayor's written rejection of veto	III.C.2	44 <u>15</u>	Art. IV, § 12
2/3 vote is required to pass a reconsidered bill that was vetoed	III.C.3	44 <u>15</u>	Art. IV, § 12
Vetoed bills may not be reconsidered again if lost on reconsideration vote	III.C.4	44 <u>16</u>	Art. IV, § 12
When passage of a bill fails in City Council by vote, it may not be reconsidered before the next regular City Council meeting	V.G.1.b IV.O.1.b	21	Art. IV, § 10
A roll call vote may be demanded by a CM	V.B	20 <u>22</u>	Art. IV, § 4, Third
Establishing a Finance Committee	VI.I	26 <u>27</u>	Art. IV, § 5
Meeting location for City Council regular meetings	XI.A.2	37 <u>38</u>	Art. IV, § 6

RCW PROVISIONS	RULE	PAGE	RCW REF.
Who can call a special meeting and how it shall be noticed	II.B.1	40 <u>11</u>	42.30.080 (also Charter Art. IV, § 6)
Notice of City Council special meetings	II.B.2	40 <u>11</u>	42.30.080
Calling special emergency meetings; meeting notice requirements	II.C	40 <u>11</u>	42.30.070; 42.30.080; 42.14.075
When an executive session may be held	X.A	35 <u>36</u>	42.30.110
How an executive session is conducted	X.A	35 <u>36</u>	42.30.110
Disrupted meetings may be adjourned and reconvened elsewhere	XI.G.2	42 <u>43</u>	42.30.050

SMC PROVISIONS	RULE	PAGE	SMC REF.
Appearance of Fairness disqualifications	I.B.2.d	6 <u>7</u>	4.16
<u>Summary and Fiscal Note</u>	<u>III.A.1</u>	<u>13</u>	<u>3.140.070</u>
CMs must disqualify themselves from acting on certain City business	V.A.1	20 <u>22</u>	4.16
Amendment of Rules and Procedures	XII.C	45 <u>46</u>	3.02.030

Amendment A to RES 32173 - Council Rules Updates

Sponsor: Councilmember Strauss

Creating standard time periods for Public Comment

Effect: This amendment increases the time period for public comment from 20 minutes to one hour and applies standard time periods for each speaker providing public comment based on the total number of speakers registered at the start of the public comment period. This amendment authorizes the presiding officer to designate the length of time for each speaker when the total number of speakers exceeds sixty people. Finally, the amendment would reinstate the existing Council Rule in XI.C.4 authorizing the presiding officer to extend the public comment period at their discretion.

1. Amend Resolution 32173 Attachment 1 General Rules and Procedures of the Seattle City Council by amending Rule XI.C. as follows:

XI. Public Participation and Access

* * *

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

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

(See Rule XI.B Public Hearings.)

1. The Council shall not accept oral public comment at special City Council meetings.
2. The Council shall accept oral and/or written public comment at regular City Council meetings.
 - a. Public comment at City Council meetings shall be limited to matters on the Introduction and Referral Calendar, Committee Reports on that day's regular City Council meeting agenda, and other matters directly related to the City Council Work Program.
 - b. The President shall ensure that all public comment is in accordance with Rule XI.C.2.a.
3. Council committees shall accept oral and/or written public comment at standing and select committee meetings.

- a. Public comment at a committee meeting shall be limited to items listed on that day's agenda. At the Chair's discretion, public comment on matters within the purview of the committee may be accepted. The committee agenda shall provide notice of the scope of public comment that will be accepted prior to the committee meeting.
 - b. The presiding officer at a committee meeting shall ensure that all public comment is in accordance with Rule XI.C.3.a.
4. Total public comment periods shall not exceed ~~((20 minutes))~~ one hour unless extended ~~((by a majority of those present and voting))~~ at the discretion of the presiding officer.
5. ~~((Individual))~~ The amount of time provided to individual speakers shall be ~~((provided up to two minutes total speaking time))~~ based on the number of people registered to speak at the start of the public comment period:
 - a. If fewer than 30, then two minutes per speaker;
 - b. If 30 to 60, then one minute per speaker; and
 - c. If more than 60, then one minute per speaker unless the presiding officer sets a shorter time.
- Individuals who wish to speak shall sign up for public comment on registers, when provided by Legislative Department staff.
- (See Rule XI.J Inclusive Access and Participation – Requests for Reasonable Accommodation.)
6. When recognized by the presiding officer, the individual shall address the members in the form prescribed, state the individual's name for the record, and identify the item to which the individual shall speak. This Rule shall be waived at the request of the person speaking.
7. Council and committee proceedings are electronically recorded; therefore, speakers wishing to address the Council or committee during the established public comment period shall speak only from the audio source prescribed.
8. If no speakers sign up to address the Council or the committee, or if the public comments conclude before the ~~((20 minute))~~ designated time period has elapsed, the comment period shall be closed, and the Council or committee shall resume its business, with no further opportunity for public comment at that meeting.
9. The Council shall accept written public comment at Council Briefing meetings.
10. No public comments addressing the merits of a quasi-judicial action shall be permitted at any Council or committee meeting.
11. The Council President shall, in consultation with the Office of the City Clerk and in compliance with chapter 42.30 RCW, issue guidelines for the procedure by which public comment will be received in a hybrid meeting (such as those with both in- person and electronic participation).

* * *



Legislation Text

File #: CB 121038, **Version:** 1

CITY OF SEATTLE

ORDINANCE _____

COUNCIL BILL _____

AN ORDINANCE relating to Seattle Parks and Recreation; authorizing the Superintendent of Parks and Recreation to enter into a five-year agreement, with options to extend, with Lost Evenings to operate and provide management of the Green Lake Pitch & Putt at Green Lake Park.

WHEREAS, the Green Lake Pitch & Putt has been open for residents since 1947, and owned by The City of Seattle since 1953; and

WHEREAS, the Green Lake Pitch & Putt offers a recreational opportunity where community can learn and enjoy the game of golf in a smaller, community-focused Pitch & Putt course; and

WHEREAS, SPR continues to desire to provide quality programming and operations that meet the mission, vision, and values of Seattle Parks and Recreation; and

WHEREAS, SPR conducted a Request for Proposal (RFP) for the operation of the Green Lake Pitch & Putt in 2024; and

WHEREAS, a panel of community members and City of Seattle staff scored the RFP responses and recommended Gilly Wagon LLC, a single member limited liability company licensed and authorized to do business in Washington State and owned by Amy Faulkner; and

WHEREAS, the Superintendent awarded the contract for Green Lake Pitch & Putt to Gilly Wagon, LLC or its assignees; and

WHEREAS, Amy Faulkner, owner of Gilly Wagon, has started a second business, Lost Evenings, LLC, to facilitate the contract and operations of the Green Lake Pitch & Putt, and Lost Evenings, LLC is owned and operated solely as a single member limited liability company owned by Amy Faulkner; NOW,

THEREFORE,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. The Superintendent of Seattle Parks and Recreation (“Superintendent”), or the Superintendent’s designee, is authorized to execute for and on behalf of the City an Agreement for the use, operation, community programming, and maintenance of the Green Lake Pitch & Putt, substantially in the form of the Agreement between Seattle Parks and Recreation and Lost Evenings which is attached to this ordinance as Attachment 1 (“Agreement”).

Section 2. The Superintendent is authorized to renew and extend the term of the Agreement with two five-year extensions beyond the initial term of five years, at the Superintendent’s option and as provided in the Agreement.

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 _____, 2025, and signed by me in open session in authentication of its passage this _____ day of _____, 2025.

President _____ of the City Council

Approved / returned unsigned / vetoed this _____ day of _____, 2025.

Bruce A. Harrell, Mayor

Filed by me this _____ day of _____, 2025.

Scheereen Dedman, City Clerk

(Seal)

Attachments:

Attachment 1 - Green Lake Pitch & Putt Concessions Agreement Between City of Seattle Parks and Recreation and Lost Evenings



GREEN LAKE PITCH & PUTT CONCESSIONS AGREEMENT

**Between
City of Seattle Parks and Recreation
And
Lost Evenings, LLC**

Contract ID: PR0PC25-1580

THIS CONCESSION AGREEMENT (“Agreement”) is entered into between **The City of Seattle**, a municipal corporation of the State of Washington (“City”), by and through its **Department of Parks and Recreation** (“SPR or Parks”) and its Superintendent, and **Lost Evenings, LLC**, a Washington limited liability company (“Concessionaire or Operator”). The City and Concessionaire may sometimes be referred to in this Agreement together as “the Parties” or individually as a “Party.”

RECITALS

WHEREAS, the Green Lake Pitch & Putt has been open for residents since 1947, and owned by the City of Seattle since 1953; and

WHEREAS, the Green Lake Pitch & Putt offers a recreational opportunity where community can learn and enjoy the game of golf in a smaller, community focused Pitch & Putt course; and

WHEREAS, SPR continues to desire to provide quality programming and operations that meet the mission, vision, and values of Seattle Parks and Recreation; and

WHEREAS, SPR conducted a Request for Proposal (RFP) for the operation of the Green Lake Pitch & Putt in 2024; and

WHEREAS, a panel of community members and City of Seattle staff scored the RFP responses and recommended Gilly Wagon LLC, a single member limited liability company licensed and authorized to do business in Washington State and owned by Amy Faulkner; and

WHEREAS, the Superintendent awarded the contract for Green Lake Pitch & Putt to Gilly Wagon, LLC or its assignees; and

WHEREAS, Amy Faulkner has started a second business, Lost Evenings, LLC, to facilitate the contract and operations of the Green Lake Pitch & Putt, Lost Evenings, LLC is owned and

operated solely as a single member limited liability company by Amy Faulkner, the owner of Gilly Wagon, LLC; and

NOW THEREFORE, SPR and Concessionaire, in consideration of foregoing Recitals and the mutual obligation hereinbelow, agree as follows:

ARTICLE 1 CONCESSION PREMISES

- 1.1 Premises. The Premises means the following portions of City-owned property referred to as the Green Lake Pitch & Putt, including the main building (“Building”), storage structures, and all grounds located at N 5701 E Green Lake Way, Seattle, WA 98103, situated on a portion of the real property legally described in Exhibit A.
- 1.2 Permitted Use. The Concessionaire shall use the Premises only for the purpose of managing and operating a public nine-hole golf course, providing related services and concessions, and intermittent rental of the Premises for golf-related events. Pre-approved community engagement events, and pre-approved non-golf-related rentals must be arranged and approved in advance. The Concessionaire must request pre-approval from SPR at least 60 days prior to the event and obtain all pre-approvals from SPR thirty (30) days prior to the event. The Concessionaire shall not use the Premises for any purpose whatsoever other than the uses specifically permitted herein, nor fail to operate the golf concession continuously during the Annual Operating Season, as specified in Article 2.3, for the Term of this Agreement, without the written consent of SPR. Securing the use of the Premises as a public golf concession is a material purpose and term of this Agreement and the Concessionaire’s failure to use the Premises for the Permitted Use will be considered a Default of this Agreement.
- 1.3 Common Areas. As used in this Concessions Agreement, “Common Areas” means those areas of Green Lake Park designated by the Superintendent for use by the general public, which shall include parking lots and access walkways adjacent to the Premises. Concessionaire shall have the right to access to and non-exclusive use of the Common Areas in common with City and other park users. The City shall at all times have exclusive control and management of the Common Areas and no diminution thereof shall be deemed a constructive or actual eviction or entitle Concessionaire to compensation or a reduction of abatement of rent.
- 1.4 Condition. City contracts the Premises and Concessionaire accepts the Premises in their “as is” condition.
- 1.5 Alterations. The City, in its discretion, may increase, decrease, or change the number, locations, and dimensions of any adjacent parking lot, access walkways, Common Areas, and other improvements that are not within the Premises. The

City reserves the right, from time to time, to install, use, maintain, repair, relocate, and replace pipes, ducts, conduits, wires, and appurtenant meters and equipment for service to the Premises including the Building in areas above the suspended ceiling surfaces, below the floor surfaces, within the walls, and elsewhere in the Building; and to alter or expand the Building; and to alter, relocate, or substitute any of the Common Areas. Parks reserves the right to close the Premises, or any portion thereof for making repairs or improvements. Parks will endeavor to give Concessionaire reasonable notice in advance of such closures. Upon closure Concessionaire may be asked to vacate the Premises temporarily. Parks may close the Premises or any portion of the Premises without notice, in case of emergency.

ARTICLE 2. TERM OF AGREEMENT

- 2.1 Initial Term. This Agreement shall be effective when signed by an authorized representative of both parties (“Commencement Date”) and shall be for an initial term of five (5) years (“Term”) and shall commence upon contract execution. This contract shall expire five (5) years from the date of execution.
- 2.2 Extension. At the Superintendent's discretion, this Agreement may be extended for two (2) additional terms of up to five (5) years on such terms and conditions as the Superintendent may determine. SPR shall give the Concessionaire written notice of its intention to extend or not extend at least six (6) months prior to the expiration of the initial Term. Concessionaire shall have three (3) months following the date of Superintendent's notice to accept that extension or to renegotiate the extension with SPR in writing. Otherwise, Concessionaire's right to accept the Superintendent's offer to extend shall automatically expire and SPR may issue a Request for Proposals or take any other action the Superintendent deems in City's best interest with respect to the Concession Premises. When used in this Agreement, the word “Term” includes both the Initial and the Extended Terms unless the context clearly indicates otherwise.
- 2.3 Operating Season. The Operating Season will begin as agreed upon by SPR and Concessionaire but no later than March 1, annually, and continue through October 31, or as weather conditions permit. Early or delayed end to the season will be coordinated with the Parks Concessions Coordinator.

ARTICLE 3 DEVELOPMENT

- 3.1 ADA Restroom. As agreed upon the Concessionaire is responsible for development and oversight of the ADA restroom upgrades in partnership with Seattle Parks and Recreation Planning and Development team. The restroom must be fully ADA accessible as determined by the City of Seattle and be ready for customer use by the third year of operation.

- 3.2 Approved by SPR. All construction and development of the facility must be approved by SPR through the development process. Concessionaire will work with the Parks Concessions Coordinator to begin all development processes, connecting with staff in the Planning and Development office. The Concessionaire understands that SPR has final say over what the project will look like and how it will be constructed.

ARTICLE 4 CONSIDERATION

SPR grants the Concession rights herein in exchange for the Concessionaire's performance of the following:

- a) Timely payments of the monthly Concession Fee in Article 7.
- b) Provision of all equipment and services to operate the Concession in the manner required under Section Article 1.2.
- c) Obtaining and maintaining all required Washington State Permit Snack Bar permit, King County and City of Seattle permits and City of Seattle business licenses.

ARTICLE 5. PERMITTED OPERATIONS

- 5.1 Use of Premises. The Concessionaire shall use the Premises only for the Permitted Use specified in Article 1.2. Concessionaire shall promptly comply, at its sole cost and expense, with such reasonable rules and regulations relating to the use of the Premises and Common areas as City, from time to time, may promulgate. In the event of any conflict between the rules and regulations promulgated by the City and the terms of this Agreement, the terms of this Agreement prevail.
- 5.2 Community Events. The Concessionaire will submit and have approved a schedule of Community Events prior to May 1 annually. Only Events approved by SPR may be held. In order to receive approval, proposed Events must do the following: (a) be considerate of neighbors, (b) ensure that the Pitch & Putt is following all laws and ordinances, (c) be coordinated with SPR's Events and Athletic scheduling teams to ensure no overuse of the Lower Woodland parking lot. All revenue from Events will be included in the monthly reports and paid in accordance with the 10% of gross receipts.
- 5.3 Rentals. The Concessionaire shall have the right to rent the premises for all golf related events without pre-approval as long as the Concessionaire and group renting the Premises meet all Agreement requirements. Rentals that are not golf related in nature must be pre-approved by SPR a minimum of thirty (30) days prior to the rental. All revenue from rentals will be included in the monthly reports and paid in accordance with the 10% of gross receipts.

- 5.4 Staffing of Premises. The Concessionaire shall provide qualified personnel in sufficient numbers to meet the program staffing needs during all hours of operations, events, and rentals.

ARTICLE 6. OPERATION AND SERVICES

- 6.1 Minimum Service Hours. Unless otherwise approved by the Superintendent, Concessionaire shall be open for business as agreed upon by SPR and Concessionaire from March through October and will provide service for the minimum number of hours as shown in the Chart below during the following months:

Start Date	End Date	Opening	Last Tee	Closing	Sunset
03/01	04/11	8:00AM	6:30PM	7:30PM	7:25:03 PM
04/12	05/01	8:00AM	7:00PM	8:00PM	7:56:15 PM
05/02	05/29	8:00AM	7:30PM	8:30PM	8:24:17 PM
05/30	07/20	8:00AM	8:00PM	9:00PM	8:58:17 PM
07/21	08/10	8:00AM	7:30PM	8:30PM	8:56:24 PM
08/11	08/24	8:00AM	7:00PM	8:00PM	8:26:51 PM
08/25	09/07	8:00AM	6:30PM	7:30PM	8:01:35 PM
09/08	09/21	8:00AM	6:00PM	7:00PM	7:33:50 PM
09/22	10/12	8:00AM	5:30PM	6:30PM	7:05:06 PM
10/13	10/31	8:00AM	5:00PM	6:00PM	6:23:11 PM

All City holidays are at concessionaire's discretion to open. No minimum holiday hours required.

- 6.2 Off-Peak Months. Concessionaire may open during off-peak months for special events or rentals as preapproved by SPR. All event and rental requirements as identified in Article 5.2 and 5.3 must be upheld.
- 6.3 Hours of Operation Signage. Concessionaire shall post its hours of operation in writing at a conspicuous place in the vicinity of the public entry on the Green Lake Pitch & Putt, visible from the outside.
- 6.4 Pricing; Golf and Concessions. All pricing for the Pitch & Putt must be pre-approved by SPR. This includes pricing for golf, food and non-food concessions, rentals, and any additional costs charged to the public. Concessionaire must provide sixty (60) days prior to opening for the season for SPR to review and approve or deny the pricing. If denied, SPR and Concessionaire will work

together to determine appropriate pricing for Green Lake Pitch & Putt and all costs to the public.

- 6.4 Permission for Sale of Alcohol. The Operator is responsible for all costs related to the purchasing of all food and beverage inventory at the Pitch & Putt. The decision to sell alcohol at a Pitch & Putt must be approved by the Department, and is subject to the operator meeting all legal requirements and providing proper liability insurance, liquor liability coverage, Washington State Liquor permits, etc.
- 6.5 Prohibited Products: Concessionaire is prohibited from selling cigarettes/nicotine or marijuana products including CBD. Concessionaire shall sell nothing in a glass container.
- 6.6 Electrification of Small Equipment: Concessionaire agrees to comply with the City of Seattle's goal to use only electronic equipment in its outdoor maintenance. Accordingly, by January 1, 2027, Concessionaire's leaf blowers shall all be electric, and it will only use electric leaf blowers. In addition, Concessionaire will transition all other small equipment to electric as such equipment is replaced. Concessionaire will not use any new non-electronic small equipment. Future extensions shall be subject to compliance with this section.

ARTICLE 7 CONCESSION FEE

- 7.1 Monthly Concession Fee and Leasehold Excise Tax. Concessionaire shall commence paying a Concession Fee of 10% of gross receipts on or before the 20th day following opening for the season and monthly thereafter. A Concession Fee of 10% shall be paid by installments every month, from opening through November, calculated based on the previous month's gross receipts, for the duration of the Term. Sales reports from the previous month are due by the 5th of the month in a format mutually agreed upon by SPR and Concessionaire. On or before the 20th day of each month, opening through November, the Concessionaire shall pay to the City at the address provided and to the account specified by City, without notice or demand of any setoff or deduction whatsoever, in lawful money of the United States the following:
- a) An installment of the annual Concession Fee in the amount of a percentage of the yearly Gross Receipts by Concessionaire at the Concession Premises will be paid to SPR no later than December 20. SPR will assess upon closure of season annually and invoice if needed no later than December 1, and any amounts due paid by December 20. Beginning with Commencement Date **the Concession Fee shall be 10% of Gross Receipts or \$26,000 annually, whichever is greater** (as defined in Article 10.1). Monthly amount of applicable Leasehold Excise Tax required under Article 13.

- 7.2 Place and Manner of Payment. All payments to the City shall be paid to:
City of Seattle
Treasury Department Accounts Receivable
PO Box 94626
Seattle WA 98124-6926

All Concession Fee payments shall have the invoice number and Customer number, issued by Parks Accounting, written on the check or form of payment. The Concessionaire may also pay in person at:
Seattle Municipal Tower,
700 Fifth Ave, Fourth Floor,
Seattle, WA, 98104.

- 7.3 Late and Refused Payments. The Concessionaire acknowledges that late payment to the City of the Concession Fee or any other sum due to the City hereunder will cause SPR to incur costs not contemplated by this Agreement including but not limited to processing and accounting charges and the cost of legal enforcement of this Agreement, the exact amount of which would be extremely difficult and impractical to ascertain. Therefore, in the event the Concessionaire fails to pay any sum after such amount is due to the City, such amount shall bear interest at the rate of one percent (1%) per billing cycle from the date due until the date paid. Additionally, the bank fee charge shall be paid by the Concessionaire to the City for each check refused payment for insufficient funds or any other reason. If any of the aforementioned fees or charges change, SPR shall provide a written explanation to the Concessionaire of the amount by which such fees and charges have changed.

ARTICLE 8 FINANCIAL RECORDS/ AUDIT

- 8.1 Concessionaire's Records. The Concessionaire shall maintain at the Concession Premises a clear and documented set of books, records, documents, and other evidence reflecting all business activity conducted at the Concession Premises, including cash register tapes, credit card charge records, and any other data relating to the determination of Gross Receipts and the calculation of the Concession Fee.
- 8.2 Audit. Concessionaire shall permit its records to be inspected by the City, with five business days' notice, and Concessionaire's records shall be subject to copying and audit by SPR, the City, the Office of the State Auditor, and other officials so authorized by law, rule, regulation, or contract. The Concessionaire shall ensure that this right of inspection, audit, and copying is a condition of any sub-concession agreement or other arrangement under which any person or entity other than Concessionaire is permitted to carry on a business activity in, on, or from the Concession Premises. The Concessionaire shall not be required

to staff the City's audit of Concessionaire's financial records, and the City shall solely bear the costs associated with its inspection of Concessionaire's financial activity under this Agreement except as qualified below. If any audit reveals a miscalculation of Gross Receipts, the Concessionaire shall pay any additional amounts owing in Concession Fees. If an audit inspection or examination pursuant to this section discloses significant under reporting of Gross Receipts by Concessionaire SPR may seek reimbursement of the actual and reasonable costs of the audit as a claim against Concessionaire.

- 8.3 Retention. The Concessionaire shall retain all financial books, records, documents, cash register tapes, credit card records and other material relevant to the financial activity under this agreement for six (6) years after the expiration or termination of any calendar year under the Agreement. The obligations in this Article shall survive termination or expiration of the Agreement for the applicable duration of any statute of limitations.
- 8.4 Point of Sale. The Concessionaire shall enter all sales on a type of cash register or Point of Sale ("POS") System that records and identifies the date, type of sale, and the amount of each transaction and that is equipped with a cumulative, non-alterable accounting control mechanism. The location of points of sale, methods of sale, and prices charged for goods and services sold or business transacted on the Concession Premises shall at all times be subject to the approval of the Superintendent.
- 8.5 Record Keeping Subject to Approval. Concessionaire shall not change record keeping methods or change or discontinue use of the cash register or POS System without the Superintendent's written authorization, which shall not be unreasonably withheld, conditioned, or delayed.

ARTICLE 9 ENTIRE AGREEMENT

This Agreement, including all exhibits, represents the entire agreement between the parties with respect to the subject matter herein. No other understanding, oral or otherwise, may modify the text or an attachment to this Agreement except by signed Amendment. The following exhibits are hereby incorporated and made a part of this agreement:

Exhibit A: Green Lake Pitch & Putt Map
Exhibit B: Insurance Requirements
Exhibit C: Concessionaire Responsibility List

The Parties to this Agreement acknowledge that it is a negotiated agreement, that they have the opportunity to have this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any party on the basis of such party's draftsmanship thereof.

ARTICLE 10 DEFINITION OF GROSS RECEIPTS

10.1 As used in this Agreement, “Gross Receipts” means and includes the total income of the Concessionaire from conducting business in, on or from the Concession Premises, including but not limited to the proceeds from all retail and wholesale sales of food, beverages, merchandise, and services of any kind whatsoever, for cash, barter, exchange, or credit, regardless of collections; all sub-concession fees and payments to Concessionaire; rental of any merchandise or equipment; mail or telephone orders received or filled on or from the Concession Premises; all deposits not refunded to purchasers; orders taken at the Concession Premises although filled elsewhere; fees; commissions; catalog sales; and rental receipts. An installment or credit sale shall be deemed to have been made for the full price on the date of sale regardless of when payment is received. Subject only to the exclusions specified in the immediately following paragraph, the full amount received by the Concessionaire shall be included in “Gross Receipts”, regardless of whether (a) the Concessionaire was acting as a consignee, trustee, or agent for a third party in connection with such sale or rental, or (b) the Concessionaire is entitled to retain the full amount received on such sale as the Concessionaire’s own property.

10.2 The term “Gross Receipts” does not mean or include the amount of money refunded to and not merely credited to the account of customers who return or do not accept food, beverages, merchandise, or services sold or rented; any exchange of merchandise between stores or the central warehouses of the Concessionaire where such exchange is made solely for the convenient operation of the business and not for the purpose of consummating a sale made in, on, or from the Concession Premises; returns to shippers or manufacturers; any discount allowed to customers; or the Washington State Sales Tax and any other tax imposed by any government agency directly on sales. Business and occupation taxes are not taxes imposed directly on sales and shall not be deducted from the amount of “Gross Receipts”.

ARTICLE 11 ACCOUNTING MONTHS AND YEAR

The Concessionaire shall utilize calendar year accounting for the business operated at the Concession Premises.

ARTICLE 12 PRICE LIST

A copy of the Concessionaire’s current price list for each item of service, food, or merchandise offered for sale or rent at the Concession Premises shall be conspicuously displayed in full view of the public at all times on the Concession Premises. Concessionaire shall provide menu items and healthy options to

patrons and must be pre-approved by SPR, which may be amended by mutual agreement of both parties in writing.

ARTICLE 13. TAXES

The Concessionaire shall pay before delinquency, all taxes, levies, and assessments of any nature and kind whatsoever arising as a result of this Agreement. The Concessionaire shall pay the Washington State Leasehold Taxes due as a result of this Agreement, directly to Parks, along with any monthly Concessions Fee payment owed to SPR. Washington State Leasehold Excise Tax (LET) is over and above any Concession Fees paid by the Concessionaire to SPR and shall be separately listed on all monthly documentation sent by the Concessionaire to SPR. LET is currently at 12.84%.

ARTICLE 14 UTILITIES AND SERVICES

- 14.1 General. Concessionaire shall pay when due to the appropriate providers, all charges for utilities for the Premises, including but not limited to electricity, water and sewer services, and data and telecommunications services. Concessionaire shall pay three hundred (\$300.00) each month during the Annual Operating Season for water used for irrigation of the golf course since there is no separate meter to document actual usage. In the event an upgrade is made and a meter is installed the Concessionaire would then pay the actual amount of water use per meter reading during the operating months.
- 14.2 Janitorial and Refuse Collection. Concessionaire shall provide all necessary housekeeping and janitorial services for the Premises to a level consistent with other similar Parks facilities and operations and to the Superintendent or designee's reasonable satisfaction. The Concessionaire shall be responsible for proper storage and removal of trash, litter pickup, compost/yard waste, and recycling consistent with City Standards.
- 14.3 Compostables. Concessionaire shall abide by the local laws, including SMC 21.36.084 through SMC 21.36.086, as amended from time to time, regarding the requirement to use recyclable or compostable food service ware as well as provide for the collection and delivery of such food service ware to the appropriate facilities.
- 14.4 Interruption. The City shall not be liable for any loss, injury, or damage to person or property caused by, or resulting from, any variation, interruption, or failure of services due to any cause whatsoever, including, but not limited to, electrical surges, or from failure to make any repairs or perform any maintenance. No temporary interruption or failure of such services incident to the making of repairs, alterations, or improvements or due to accident, strike, or conditions or

events beyond the City's reasonable control shall be deemed an eviction of the Concessionaire or relieve the Concessionaire from any of the Concessionaire's obligations hereunder or to give the Concessionaire a right of action against the City for damages. The Concessionaire acknowledges its understanding that there may be City planned utility outages affecting the Premises and that such outages may interfere, from time to time with the Concessionaires use of the Premises. The City shall provide the Concessionaire with not less than forty-eight (48) hours prior written notice of any City-planned electricity outage on the Premises. The City has no obligation to provide emergency or backup power to the Concessionaire. The provision of emergency or backup power to the Premises or to enable the equipment therein to properly function shall be the sole responsibility of the Concessionaire. If utilities are interrupted at the Premises during the Operating Season as to render them unfit for the Permitted Uses for three (3) or more days, then the Concessionaire Fees and Charges shall be abated for the duration of the disruption in the proportion that the number of days disruption bears to the number of days of the month.

ARTICLE 15 KEYS, SECURITY SYSTEMS, AND CAMERAS

- 15.1a Keys. Concessionaire will provide their own keys or access pad to the facility and sheds. SPR is not responsible for the damage they may cause to the door with installation nor for any damaged/vandalized hardware or locks. SPR must be provided with keys to all locks and, if using a keypad, the lock code. SPR will only access the facility without notification to the Concessionaire in cases of extreme emergency.
- 15.1b Each key must be assigned and checked out by the Concessionaire for whom they will be issued. All costs associated with replacing any keys for Green Lake Pitch & Putt will be the responsibility of the Concessionaire including if SPR deems lock core replacement necessary.
- 15.2 Security Systems. The Concessionaire, at no cost to the City, and with preapproval of the City, may, in its sole discretion, install a Security System.
- 15.3 Security Cameras. With preapproval from the City the Concessionaire may install cameras on the Premises for the sole purpose of monitoring and surveilling the Premises for safety and security as well as aiding law enforcement, provided Concessionaire complies with the following:
- a) The cameras' location will be selected in coordination with SPR and shall not be in a place where there is a reasonable expectation of privacy, such as restrooms.
 - b) Concessionaire shall post notices in conspicuous places informing its employees and customers that security cameras are operating.
 - c) Such cameras shall provide video surveillance only, not audio.

- d) The camera footage will be used only for security, safety, and aiding law enforcement.
- e) Concessionaire shall have full responsibility for the operation of such cameras and any maintenance of camera footage.

ARTICLE 16 CARE OF CONCESSION PREMISES

- 16.1 General Obligation. The Concessionaire shall at its own expense keep the Concession Premises and adjacent areas in a neat, clean, safe, and sanitary condition acceptable to the Superintendent. Concessionaire shall reimburse City for all damage done to the Concession Premises that results from any act or omission of Concessionaire or its contractors, agents, invitees, licensees, trespassers, the public, or employees, including, but not limited to, cracking or breaking of glass.
- 16.2 Hazardous Substances. Concessionaire shall not, without the Superintendent's prior written consent, keep on or about the Concession Premises any substance designated as, or containing any component now or hereafter designated as hazardous, dangerous, toxic or harmful, and/or subject to regulation under any federal, state, or local law, regulation, or ordinance ("Hazardous Substances"), except customary office, kitchen, cleaning, and other related supplies in normal quantities handled in compliance with applicable laws. With respect to any Hazardous Substances stored with Superintendent's consent, Concessionaire shall comply with all governmental rules, regulations, and requirements regarding the proper and lawful use, sale, transportation, generation, treatment, and disposal of Hazardous Substances, including but not limited to all governmental requirements for reporting and record keeping. Concessionaire shall submit to City true and correct copies of all reports, manifests, and identification numbers at the same time as they are required to be and/or are submitted to the appropriate governmental authorities; and within five (5) days after City's request therefor, provide evidence satisfactory to City of Concessionaire's compliance with all applicable governmental rules, regulations and requirements. Any and all costs incurred by City and associated with City's inspections of the Concession Premises and City's monitoring of compliance with this Subsection B-8.2, including City's attorneys' fees and costs, shall be due and payable by Concessionaire within ten (10) days after City's demand. Concessionaire shall be fully and completely liable to City for any and all cleanup costs and expenses and any and all other charges, expenses, fees, fines, penalties (both, civil and criminal) and costs imposed with respect to Concessionaire's use, disposal, transportation, generation' and/or sale of Hazardous Substances in or about the Concession Premises.
- 16.3 Cleanup Costs. Concessionaire shall be fully and completely liable to the City for any and all cleanup costs and expenses and any and all other charges, expenses, fees, fines, penalties (both civil and criminal) and costs imposed with

respect to the Concessionaire's use, disposal, transportation, generation, and/or sale of Hazardous Substances in or about the Premises. Concessionaire shall indemnify, defend, and hold the City harmless from any and all of the costs, fees, penalties, charges, and expenses assessed against, or imposed, upon City (as well as City's attorneys' fees and costs) as a result of the Concessionaire's use, disposal, transportation, generation, and/or sale of Hazardous Substances on or about the Premises, provided that the Concessionaire's obligation hereunder shall not extend to any costs, fees, penalties, charges and expenses necessitated by an act or omission of the City, or its officers, agents, employees, contractors, licensees, or invitees. The indemnification obligation of this subsection shall survive the expiration or earlier termination of this Agreement.

- 16.4 Prohibited Equipment. No gas, coal, charcoal, or similar portable cooking equipment is permitted inside or outside the Concession Premises unless prior written approval is obtained from the Superintendent of Parks and Recreation, and unless all required permits are obtained by Concessionaire. Vending machines are prohibited on or about the Concession Premises.
- 16.5 Prohibition Against Installation or Integration of Any Work of Visual Art Without City's Consent. Concessionaire shall not install or integrate into the Concession Premises any "work of visual art," as that term is defined in the Visual Artists Rights Act of 1990, as now existing or as later amended, without the prior written approval of the Superintendent, which approval may be conditioned or withheld in the Superintendent's sole discretion.
- 16.6 Routine and Major Maintenance Obligation. During the Term, Concessionaire shall be responsible for all routine maintenance and repair of the Concession Premises, including but not limited to maintenance and routine repairs of any improvements, cracked or broken glass, minor plumbing and electrical repairs (replacing light bulbs, wall sockets, faucets, valves, etc.), and regular interior painting. The foregoing sentence does not extend to maintenance occasioned by an act or omission of the City or its officers, agents, employees, or contractors, for which City shall be responsible. If the City provides Concessionaire with written notice of Concessionaire's failure to comply with this Section and Concessionaire fails to take good care of the Concession Premises as provided in the notice, City, may, but is not required to, make such repairs and Concessionaire shall pay within thirty (30) days of invoice the entire actual and reasonable cost thereof. City shall have the right to enter the Premises for such purposes, and City shall not be liable for interference with light, air, or view. Except in the event of City's gross negligence or intentional misconduct, there shall be no abatement or reduction of Rent arising by reason of City's making of repairs, alterations, or improvements to the Concession Premises.

The City shall be responsible for major maintenance of the infrastructure of the Concession Premises during the Term of this Agreement, including structural maintenance, masonry maintenance, roof, electrical, plumbing system, and

HVAC system repair and replacement; provided that City's obligation for major maintenance shall not extend to any maintenance or repair necessitated by an act or omission of Concessionaire, or its officers, agents, employees, sub-concessionaires, contractors, licensees, or invitees. The City shall maintain the parking areas and Park common areas to the standard typical of other, similar park properties. Maintenance responsibilities are further outlined in Exhibit C.

ARTICLE 17 EQUIPMENT

All equipment not attached to the building structure and other personal property used by the Concessionaire at the Concession Premises shall remain the property of the Concessionaire. All equipment and personal property of Concessionaire that is kept at the Premises shall be at the sole risk of Concessionaire and Concessionaire hereby releases City from any liability or responsibility for loss or damage thereto. Unless the need for repair or maintenance is caused by Concessionaire, any equipment or personal property belonging to the City in the building of the Concession Premises that has malfunctioned or requires major repair and maintenance is the responsibility of the City.

ARTICLE 18 COMPLIANCE WITH LAWS; NONDISCRIMINATION; EQUALITY OF TREATMENT

- 18.1 General Obligation. Concessionaire shall not use or permit the Concession Premises or any part thereof to be used for any purpose in violation of any municipal, county, state, or federal law, ordinance or regulation, or for any purpose offensive to the standards of the local community. Concessionaire shall promptly comply, at its sole cost and expense, with all laws, ordinances, and regulations now in force or hereafter adopted relating to or affecting the condition, use, or occupancy of the Concession Premises and operation of the Concession granted under this Agreement, including obtaining all required food handling certificates and any required public health clearances.
- 18.2 Nondiscrimination. Without limiting the generality of Article 18.1, Concessionaire agrees to and shall comply with all applicable equal employment opportunity and nondiscrimination laws of the United States, the State of Washington, and The City of Seattle, including but not limited to Chapters 14.04, 14.10, and 20.42 of the Seattle Municipal Code, as they may be amended from time to time, and rules, regulations, orders, and directives of the associated administrative agencies and their officers. Failure to comply with any of the terms of these provisions shall be a material breach of the Agreement.
- 18.3 Equality of Treatment. Concessionaire shall conduct its business in a manner which assures fair, equal and non-discriminatory treatment at all times in all respects to all persons without regard to race, color, religion, sex, age, or national origin. No person shall be refused service, be given discriminatory treatment, or be denied any privilege, use of facilities, or participation in activities

on the Premises on account of race, color, religion, sex, age, marital status, political ideology or national origin. Failure to comply with any of the terms of this provision shall be a material breach of this Agreement.

ARTICLE 19 INDEMNIFICATION

- 19.1 The Concessionaire shall defend, indemnify, and hold the City, its elected officials, and employees harmless from any and all liabilities, claims, demands, losses, and costs (including reasonable attorney's fees) arising from (i) Concessionaire's operation of the Concession, including operation of Concession services by any sub concessionaire, (ii) the use and occupancy of the Concession Premises by Concessionaire, or any of its employees, agents, licensees, invitees, contractors, and sub concessionaires, or (iii) any breach of this Agreement by the Concessionaire or any sub concessionaire. If any suit is brought against the City, Concessionaire shall appear and defend the same, and shall satisfy any judgment that may be rendered against the City. Notwithstanding the foregoing, the City reserves the right to appear and defend any action without impairing the City's right to indemnification under this Section where the City determines that it is in the best interest of the City. Concessionaire's obligation to defend and indemnify shall not include any claims arising as a result of the sole negligence of the City, its employees and agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of Concessionaire's immunity under Washington's Industrial Insurance Act, RCW Title 51, but only as to the City and to the extent necessary to provide City with a full and complete indemnity from claims made by Concessionaire's employees. Concessionaire shall promptly notify City of casualties or accidents occurring in or about the Concession Premises. Concessionaire's obligations under Article 19 shall survive termination or expiration of this Agreement for the statute of limitations applicable to any claim or liability to which this section applies.

City and Concessionaire acknowledge that they mutually negotiated and agreed upon the indemnification provision in this Section.

INITIALS: _____ City of Seattle Representative
 _____ Concessionaire Representative

ARTICLE 20 INSURANCE

- 20.1 Insurance to be secured by Concessionaire. Prior to the commencement of any activity, including development under Article 3, on the Premises under this

Agreement, Concessionaire shall secure and maintain, at no expense to City, a policy or policies of insurance as described in Exhibit B.

ARTICLE 21 IMPROVEMENTS AND ALTERATIONS

- 21.1 Concessionaire's Responsibilities. Except for cosmetic, non-structural alterations made by Concessionaire in connection with its repair and maintenance obligations under Article 16.6 above, Concessionaire shall not make any improvements, alterations, or modifications to the Concession Premises without obtaining the Superintendent's prior written approval. Concessionaire covenants that it will cause all alterations, additions, and improvements to the Concession Premises to be completed at Concessionaire's sole cost and expense by a contractor approved by the Superintendent and in a manner that (a) is consistent with the Superintendent approved plans and specifications; (b) is in conformity with first-class, commercial standards; (c) includes acceptable insurance coverage for City's benefit; (d) does not affect the structural integrity of the building where the Concession Premises are located or any of the building's systems; and (e) does not invalidate or otherwise affect the construction or any system warranty then in effect with respect to the building. Concessionaire shall secure all governmental permits and approvals required for the work; shall comply with all other applicable governmental requirements and restrictions, including but not limited to applicable building codes and the Americans with Disabilities Act; and reimburse City for any and all expenses incurred in connection therewith.
- 21.2 Prevailing Wages. In any contract for improvements, Concessionaire shall require its contractors to pay a wage commensurate with prevailing wages as described in RCW 39.12.
- 21.3 Liens. The Concessionaire shall keep the Concession Premises free and clear of, and shall indemnify, defend, and hold City harmless from, any and all liens and encumbrances arising or growing out of any act or omission, or breach of this Agreement or Concessionaire's use, improvement, or occupancy of the Concession Premises, or any of its principals, officers, employees, contractors, agents, or sub concessionaires. If any lien is so filed against the Concession Premises, Concessionaire shall either cause the same to be fully discharged and released of record within ten (10) days after City's written demand therefore or, within such period, provide City with cash or other security acceptable to City in an amount equal to one and one-half (1 ½) times the amount of the claimed lien as security for its prompt removal. City shall have the right to disburse such security to cause the removal of the lien if City deems such necessary, in City's sole discretion.

ARTICLE 22 SUBCONTRACTING, SUBCONCESSIONS, AND ASSIGNMENT OF AGREEMENT

The Concessionaire shall not subcontract, assign or transfer this Agreement, in whole or in part, or otherwise convey any concession right or privilege granted hereunder or any part of the Premises without the prior written approval of the Superintendent, which may be granted, withheld, or conditioned in the Superintendent's sole discretion. The Superintendent's approval of any subcontract, sub concession, or assignment shall not relieve Concessionaire from any of the requirements of this Agreement. The Concessionaire's sale of its business shall constitute an attempted assignment of the agreement.

ARTICLE 23 STANDARDS

The Concessionaire, its agents and employees, shall render courteous service to the public with a view of adding to the public use and enjoyment of the Concession Premises. The Concessionaire shall operate and conduct the facilities on the Concession Premises in a businesslike manner and will not permit any acts or conduct on the part of the Concessionaire's employees that would be detrimental to the operation of the Concession Premises.

ARTICLE 24 TEMPORARY CLOSURE OF CONCESSION PREMISES

SPR reserves the right to temporarily close the Concession Premises, suspend operation and remain off property, and suspend Concessionaire's operation of any portion thereof without liability for making of repairs or the convenience of the SPR upon a twenty-one (21) day notice to the Concessionaire and to close the Concession Premises or any portion thereof without notice to meet any emergency as determined by the Superintendent. In the event of any temporary SPR required closure, SPR shall post a sign notifying the public of the impending or effective closure. For any SPR designated closure SPR will prorate any minimum Concession Fee due.

ARTICLE 25 ENTRY

The City and its agents may enter the Concession Premises at all reasonable times for the purpose of inspecting or repairing the same, but this right shall impose no obligation upon the City to make inspections to ascertain the condition of the Concession Premises or to make repairs.

ARTICLE 26 NOTICES

Unless otherwise directed in writing, notices, and reports shall be delivered to SPR at the following address:

Department of Parks and Recreation
Contracts Administration and Support Office

Attention: Pamela Wilson, Parks Concessions Coordinator
300 Elliott Ave W, Suite 100
Seattle, WA 98119
(206) 684-7818
Pamela.Wilson@seattle.gov

And to the Concessionaire at the following address:

Lost Evenings, LLC
Attn: Amy Faulkner
6345 Seaview Ave NW
Seattle, WA 98107
206-659-8943
Amy@teamgillywagon.com

Either party may change its address for receipt of reports, notices, or payments by giving the other written notice of such change.

ARTICLE 27 DEFAULT

27.1 Definition. The following shall be a default ("Default") by Concessionaire:

- a. Concessionaire's failure to pay the Concession Fee or any additional charge herein within ten (10) days of the date required by this Agreement;
- b. Concessionaire's breach of any obligation under this Agreement or failure to keep or perform any term, covenant, or obligation herein; or
- c. Concessionaire's filing of a petition in bankruptcy, or if a trustee or receiver is appointed for Concessionaire's assets or if Concessionaire makes an assignment for the benefit of creditors, or is adjudicated insolvent, or becomes subject to any proceeding under any bankruptcy or insolvency law whether domestic or foreign, or liquidated, voluntarily or otherwise; or
- d. Concessionaire's receipt of two or more notices of Default under Article 27.2, whether or not remedied in the time period allowed.

27.2 SPR Remedies. If Concessionaire has defaulted and such Default continues or has not been remedied to the reasonable satisfaction of the Superintendent within ten (10) days of demand for any monetary payment due or within thirty (30) days after written notice of any other Default, then SPR shall have the following nonexclusive rights and remedies at its option: (i) to cure the Default on Concessionaire's behalf and to charge Concessionaire for all actual and

reasonable costs and expenses incurred by SPR in effecting such cure; (ii) to re-take the Concession Premises and grant the Concession rights herein to another party; (iii) to exercise any other right or remedy allowed at law or equity. However, if the nature of Concessionaire's obligation is such that more than thirty (30) days is required for performance, then Concessionaire shall not be in Default if it commences performance within such thirty (30) day period and thereafter diligently prosecutes the same to completion; provided, that the foregoing extended cure period shall not apply to Concessionaire's Default relating to monetary obligations or Concessionaire's vacation or abandonment of the Concession Premises.

- 27.3 SPR Default and Concessionaire Remedies. SPR shall be in default if SPR fails to perform its obligations under this Agreement within thirty (30) days after its receipt of notice of nonperformance from Concessionaire; provided, that if the default cannot reasonably be cured within the thirty (30) day period, City shall not be in default if City commences the cure within the thirty (30) day period and thereafter diligently pursues such cure to completion. Upon City's default, Concessionaire may terminate the Agreement without further liability to Concessionaire.

ARTICLE 28 TERMINATION FOR CONVENIENCE

In addition to termination for cause and termination on expiration of the term hereof, this Agreement may be terminated by either party for convenience, by the giving of advance written notice to the other party. No such termination shall be effective earlier than sixty (60) days after the receipt of the termination notice by the receiving party. Termination under this provision shall not relieve either party of any duty or obligation owed under the terms of this Agreement prior to the termination date.

ARTICLE 29 FORCE MAJEURE

Neither party shall be deemed in default hereof nor liable for damages arising from its failure to perform its duties or obligations hereunder if and for such time period that the failure is due to any cause beyond a party's reasonable control, including, but not limited to an act of nature, act of civil or military authority, fire, flood, windstorm, earthquake, strike or labor disturbance, civil commotion, delay in transportation, governmental delay, pandemic, or war.

ARTICLE 30 TIME

If the last day for the performance of any obligation under this Agreement falls upon a non-City business day, including Saturday, Sunday, or official city, state legal holiday, the final day for performance shall be the City's next business day.

ARTICLE 31 WAIVER

Absent a specific written waiver signed by the Superintendent, SPR shall not be deemed to have waived any right SPR has under the terms of this Agreement or by operation of law with respect to any breach or default by Concessionaire.

Such a written waiver shall be confined to its specific terms. Waiver of any obligation arising under the Agreement shall not be deemed a waiver of any other provision of the Agreement or of the Concessionaire's full compliance with the terms and conditions of the Agreement. No waiver will be implied from any knowledge that SPR may have of any breach, default, or non-compliance by Concessionaire. SPR's failure to enforce any provision of this Agreement shall not be deemed a waiver or consent.

ARTICLE 32 SIGNS AND ADVERTISING

- 32.1 The City's written approval shall be required for all signs and advertisements on the Concession Premises; and such approval must be obtained prior to posting of any signs. Concessionaire shall be solely responsible for obtaining any permit required under the laws of the City of Seattle, for any sign or advertising erected at the Concession Premises.
- 32.2 Use of Name. Upon termination of this Agreement, the Concessionaire, at its expense, as promptly as practicable: (i) shall take all necessary action to cause any websites, social media accounts or other promotional media to be amended in order to eliminate any reference to the Green Lake Pitch & Putt, including the domain name and account names (except to the extent required by law, regulation or rule); and (ii) shall cease to use in any other manner, including, but not limited to, use in any sales literature or promotional material, the name "Green Lake Pitch & Putt" or any name, mark or logo type derived from it or similar to it (except to the extent required by law, regulation or rule).

ARTICLE 33 BACKGROUND CHECKS AND IMMIGRANT STATUS

The City may require background checks for some or all of the Contractors and their employees and contracted workers who may perform work under this Agreement. The City reserves the right to require such background checks at any time. The City has strict policies regarding the use of background checks, criminal checks, and immigrant status for contract workers. The policies are incorporated into this Agreement and available for viewing on-line at <http://www.seattle.gov/purchasing-and-contracting/social-equity/background-checks>.

Federal Immigration Enforcement Notification Requirements

- A. This Section applies to Contractors and their employees and contracted workers who (i) are working at City facilities and properties, or (ii) have access to City records, databases, technology, or information systems.
- B. As used in this Section, "Federal Immigration Authority" means an employee or agent of any federal immigration agency, including the Immigration and Customs Enforcement (ICE), the U.S. Department of Homeland Security (DHS), Homeland Security Investigations (HSI), Enforcement Removal Operations (ERO) Customs and Border Protection (CBP), and U.S.

Citizenship and Immigration Services (USCIS) or any other federal agency representative seeking to enforce immigration law.

- C. Prior to responding to any requests from the Federal Immigration Authority for access to City property or City information provided to Contractors through this Agreement, the Contractor shall notify the Project Manager immediately.

Such requests may include:

- a. requests for access to non-public areas in City buildings and venues (i.e., areas not open to the public such as staff work areas that require card key access and other areas designated as “private” or “employee only”);
or
 - b. requests for City records, databases, technology or information (written or oral).
- D. Access to non-public areas or information shall not be provided without prior review and consent of the City. The Contractor shall request that the Federal Immigration Authority wait until the Contractor is able to verify the credentials and authority of the Federal Immigration Authority and direct the Contractor on how to proceed.
- E. Contractor shall inform its employees and subcontractors of the requirements of this Section and shall include the requirements in this Section in all subcontracts for work under this Agreement.
- F. The requirements in this Section are intended to enable the City to verify that access to non-public City facilities, property, and information complies with federal and local law. Nothing in this Section shall be construed to require any City employee, the Contractor its employees, or its subcontractors to obstruct, interfere with, or otherwise fail to comply with requirements of federal and local law.

ARTICLE 34 CHANGES AND MODIFICATIONS

The parties hereto reserve the right to amend this Agreement from time to time by mutual agreement in writing. No amendment hereto shall be effective unless in writing and signed by an authorized representative of each of the parties.

ARTICLE 35 APPROVALS BY THE CITY OR SUPERINTENDENT

The granting of approval or consent by the Superintendent to any action of Concessionaire does not constitute the taking of any official action, including the granting of approval, by any other City department or official, where other departments or officials’ action is required by law, ordinance, resolution, or rule or regulation.

ARTICLE 36 SEVERABILITY

Should any term, provision, condition or other portion of this Agreement or any provision of any document incorporated by reference be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end, the remainder shall continue in full force and effect.

ARTICLE 37 SUCCESSORS IN INTEREST

Unless otherwise provided, the terms, covenants, and conditions in this Agreement shall apply to and bind the Concessionaire and any and all heirs, successors, executors, administrators, and assigns of the Concessionaire, all of whom shall be jointly and severally liable with the signatory to this Agreement.

ARTICLE 38 NO RELATIONSHIP ESTABLISHED

SPR shall in no event be construed to be a partner, associate, or joint venturer of the Concessionaire or any party associated with the Concessionaire. The Concessionaire shall not create any obligation or responsibility on behalf of the City or bind the City in any manner.

ARTICLE 39 CONSENT

Any time consent is required of a party to this Agreement, unless otherwise specifically stated, such consent shall not be unreasonably withheld, conditioned, or delayed.

To memorialize the agreements made, both parties hereby have caused this Concession Agreement to be executed by their respective representative(s) by signing below:

Concessionaire

City of Seattle, Seattle Parks and Recreation

Signature

Signature

Name

Name

Title

Title

Date

Date

EXHIBITS

EXHIBIT A - Green Lake Pitch & Putt Map and Legal Description

EXHIBIT B - Insurance Requirement

EXHIBIT C - Maintenance Responsibilities

Green Lake Pitch & Putt Concession Agreement

EXHIBIT A – Green Lake Pitch & Putt Map and Legal Description





Legal Description

Real property in King County, Washington:

Those parts of the NW1/4 and SW1/4 of Section 5; the NE1/4, SE1/4 and SW1/4 of Section 6; the NE1/4 and NW1/4 of Section 7; the NW1/4 of Section 8, all in Township 25 North, Range 4 East W.M. more particularly described as being all of Green Lake and all shore and uplands bordering thereon and lying on the inner or lakeside of a line described as the marginal lines of West Green Lake Way, Aurora Avenue North, West Green Lake Drive North, East Green Lake Drive North and East Green Lake Way North as these roads encircle Green Lake.

Tax parcel Numbers: Entire Green Lake Park - 952810-0790

Green Lake Pitch and Putt - 955120 0005

(Note: The Green Lake Pitch and Putt is situated in the SW corner of Green Lake Park.)

Green Lake Pitch & Putt Concession Agreement

EXHIBIT B - Insurance Requirement

1. Insurance.

1.1 Minimum Insurance to be Secured and Maintained. Prior to the Commencement Date, Concessionaire shall secure and shall thereafter maintain (or cause its Subtenant(s) to secure and maintain) in full force and effect, at no expense to City, and throughout the entire Term, minimum insurance as specified below:

1.1.1 Commercial General Liability Insurance including:

Premises/Operations Liability

Products/Completed Operations Liability

Personal/Advertising Liability

Contractual Liability

Stop Gap/Employers Contingent Liability

Independent Contractors Liability

Liquor Liability/Host Liquor Liability

Fire Damage Legal Liability

Sexual Misconduct and Molestation Liability

Such policy(ies) must be endorsed as provided in Subsection 1.3. hereof and provide the following minimum limits:

\$2,000,000 each Occurrence Combined Single Limit Bodily Injury and Property Damage

\$1,000,000 each Offense Personal and Advertising Injury

\$ 100,000 each Occurrence Fire Legal Liability

\$1,000,000 each Accident/ Disease - Each Employee Stop Gap

Such minimum limits may be satisfied by a single primary limit or by a combination of separate primary and umbrella or excess liability policies, provided that coverage under the latter shall be at least as broad as that afforded under the primary policy and satisfy all other requirements applicable to liability insurance including but not limited to additional insured status for the City of Seattle.

1.1.2. Business Automobile Liability including coverage for owned, non-owned, Concessionaire or hired vehicles with a minimum limit of \$1,000,000 each Occurrence Combined Single Limit Bodily Injury and Property Damage.

Such minimum limits may be satisfied by a single primary limit or by a combination of separate primary and umbrella or excess liability policies, provided that coverage under the latter shall be at least as broad as that afforded under the primary policy and satisfy all other requirements applicable to liability insurance including but not limited to additional insured status for the City of Seattle.

1.1.3. Workers' Compensation securing Concessionaire's liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington; provided, that if Concessionaire is qualified as a self-insurer in accordance with Chapter 51.14 of the Revised Code of

Washington, Concessionaire shall certify that qualification by a letter that is signed by a corporate officer of Concessionaire and delivered to City that sets forth the limits of any policy of excess insurance covering its employees.

1.1.4 Property Insurance under which the Premises, the existing building, furniture, fixtures, equipment, personal property and inventory and all alterations, additions and improvements that Concessionaire makes to the building and Premises, are insured throughout the Concession Term in an amount equal to the replacement cost value thereof, against the following hazards: (i) loss from the perils of fire and other risks of direct physical loss, not less broad than provided by the insurance industry standard "Causes of Loss - Special Form (ISO form CP 1030 or equivalent); (ii) loss or damage from water leakage or sprinkler systems now or hereafter installed in or on the Premises; (iii) loss or damage by explosion of steam boilers, pressure vessels, oil or gasoline storage tanks or similar apparatus now or hereafter installed on the Premises; (iv) loss from business interruption or extra expense, with sufficient coverage to provide for the continued payment of fixed costs during any interruption of Concessionaires' business; (v) earth movement (including earthquake), for full replacement cost value of the property/improvements/content. City shall be named as a loss payee as respects property insurance covering alterations, additions, and improvements under such policy.

1.2 General Requirements Regarding Concessionaire's Insurance.

1.2.1 The insurance required by Subsections 1.1.1 applicable Liability insurance shall be endorsed to include the City of Seattle and its officers, elected officials, employees, agents and volunteers as additional insureds. The applicable insurance required by Subsections 1.1.1 shall be primary as respects City; shall provide that any other insurance maintained by City shall be excess and not contributing insurance with Concessionaire's insurance; and shall provide that such coverage shall not be reduced or canceled without forty-five (45) days" prior written notice to City, except ten (10) days prior written notice to City with respect to non-payment of premium, at its address as specified in Subsection 1.9 hereof.

1.2.2 All insurance policies required hereunder shall be subject to reasonable approval by City's Risk Manager as to company, form, and coverage. All policies shall be issued by a company rated A-: V or higher in the then-current A. M. Best's Key Rating Guide and licensed to do business in the State of Washington or issued as a surplus line by a Washington surplus lines broker.

1.2.3 Any deductible or self-insured retention in excess of \$20,000 must be disclosed to, and shall be subject to reasonable approval by, City's Risk Manager. The cost of any claim payments falling within the deductible shall be the responsibility of Concessionaire.

1.2.4 Coverage and/or limits may be reasonably altered or increased as necessary to reflect type of or exposure to risk. City shall have the right to periodically review the appropriateness of such coverage and limits in view of inflation and/or changing industry conditions and to require an increase in such coverage or limits upon ninety (90) days" prior written notice.

1.3 Evidence of Insurance. Before occupying the Premises, the following documents must be delivered to the City at its address as specified in or pursuant to Subsection 1.9., as evidence of the insurance coverage secured and maintained by Concessionaire.

1.3.1 On or before the Commencement Date, and thereafter, not later than five (5) days prior to the expiration or renewal date of each such policy:

A copy of the policy's declarations pages, showing the insuring company, policy effective dates, limits of liability and the Schedule of Forms and Endorsements specifying all endorsements listed on the policy including any company-specific or manuscript endorsements.

A copy of the endorsement naming the City of Seattle and its officers, elected officials, employees, agents and volunteers as additional insureds (whether on ISO Form CG 20 26 or an equivalent additional insured or blanket additional insured policy wording), showing the policy number, and the original signature and printed name of the representative of the insurance company authorized to sign such endorsement;

A copy of an endorsement stating that the coverages provided by such policy to City or any other named insured shall not be terminated, reduced or otherwise materially changed without providing at least forty-five (45) days prior written notice to City, except ten (10) days prior written notice to City with respect to non-payment of premium, at its address as specified in or provided pursuant to Subsection 1.9; and

For the Commercial General liability and Business Automobile insurance to be secured and maintained pursuant to Subsection 1.1.1 and 1.1.2 hereof, a copy of the "Separation of Insureds" or "Severability of Interests" clause in such policy.

1.3.2 Pending receipt of the documentation specified in this Section 1, Concessionaire may provide a copy of a current complete binder. An ACORD certificate of insurance will not be accepted in lieu thereof.

1.4 No Limitation of Liability. Insurance coverage and limits of liability as specified herein are minimum coverage and limit of liability requirements only; they shall not be construed to limit the liability of Concessionaire or any insurer for any claim required to be covered hereunder. Moreover, the City shall be an additional insured, where additional insured status is required, for the full available limits of liability maintained by the tenant, whether those limits are primary, excess, contingent or otherwise. Tenant expressly understands and agrees that this provision shall override any limitation of liability or similar provision in any agreement.

1.5 Reconstruction Following Loss. Concessionaire shall proceed with reasonable diligence as soon as sufficient funds are available therefor, to prepare plans and specifications for, and thereafter to carry out, all work necessary to repair and restore the alterations, additions and improvements that Concessionaire made to the Premises that is at least equivalent to, or more suitable than, the alterations, additions and improvements that were damaged or destroyed, subject in all cases to any restrictions based on the building's status as a landmark or historical building.

1.6 Waiver of Subrogation. City and City's insurer(s) shall waive subrogation for damage to or destruction of the Building, Premises and City's furniture, fixtures, equipment and inventory in favor of Concessionaire except with respect to losses of City's aforesaid property of up to \$100,000 that are attributable to Concessionaire's negligence and to which Concessionaire's Fire Legal Liability insurance responds; however, in the event of a loss to City's aforesaid property attributable to Concessionaire's negligence, Concessionaire agrees to reimburse City for the amount of its property insurance deductible up to \$20,000. Concessionaire and Concessionaire's insurer(s) shall waive subrogation for damage to or destruction of Concessionaire's alterations, additions and improvements, furniture, fixtures, equipment and

inventory in favor of City; however, in the event of a loss to Concessionaire's aforesaid property attributable to City's negligence, City agrees to reimburse Concessionaire for the amount of its property insurance deductible up to \$100,000.

1.7 Assumption of Risk. The placement and storage of its personal property in the Premises shall be the responsibility, and at the sole risk, of Concessionaire.

1.8 City Use of Premises; Third-Party Users. To the extent City uses, or permits any Third-Party Users to use, the Premises as contemplated in this Contract, Concessionaire may condition such use on receipt of evidence that such user maintains reasonably adequate commercial general liability insurance, listing Concessionaire as an additional insured on such policies. City waives, as between City and Concessionaire, any Claims arising from or related to Third-Party Users' use of and activities within the Premises.

Green Lake Pitch & Putt Concession Agreement

EXHIBIT C – Maintenance Responsibilities

	Concessionaire Maintenance Responsibility	City of Seattle Maintenance Responsibilities
Facility (Pro Shop/Club House)	Routine Maintenance <ul style="list-style-type: none"> • Replacing windows and doors as needed • Cracked or broken glass • Minor plumbing (faucets, etc.) • Minor electrical (replacing light bulbs, etc.) • Painting interior and exterior of clubhouse as needed • Signage for facility 	Major Maintenance <ul style="list-style-type: none"> • Structural • Masonry • Roof • Electrical • Plumbing • HVAC • Replace facility gutters and downspouts
Golf Course	<ul style="list-style-type: none"> • Mowing Greens • Mowing aprons/fringe • Daily ball mark repair • Necessary irrigation/hand watering of greens and fairways • Over seeding of greens • Leaf, limb, and pinecone removal on course • Fertilizing greens (SPR notified with date, formulation, and quantity.) • Fungiciding greens and disease control (must be done by a licensed applicator, report submitted to SPR within 24 hours) • Changing cups on greens • Verticutting greens Furnishing and maintaining: <ul style="list-style-type: none"> • Rubber tee mats • Practice (green) mats with rubber tees • Hole cups, poles and flags • Putting cups, poles, and flags • Ball washer and towels 	<ul style="list-style-type: none"> • Maintenance and upkeep of the irrigation system • Providing hoses and quick coupler sprinklers as needed

	<ul style="list-style-type: none"> • Trash receptacles at each tee • Bences for each tee area • Aerating the greens 2 times per year • Top dressing the greens 2 times per year • Periodic aerating of fairway • Overseed (till, compost, seed) grass around tee boxes. 	
Grounds	<ul style="list-style-type: none"> • Maintaining flowerbeds/gardens around clubhouse and entrance • Edging around sidewalks, clubhouse, and tee areas • Maintaining shrubs • Maintaining grass growth along interior perimeter of fence line. • Weeding around trees, shrubs, and flowerbeds • Signage for property • Trash receptacles around property • Providing and maintaining sheds and utility storage structures (pre-approved by SPR) 	<ul style="list-style-type: none"> • Maintaining trees • Maintaining exterior perimeter fence line • Removal of compost/debris near maintenance equipment entrance as needed • Providing/maintaining picnic tables & benches around the clubhouse • Providing and maintaining fencing around perimeter of property

END OF AGREEMENT

SUMMARY and FISCAL NOTE

Department:	Dept. Contact:	CBO Contact:
Seattle Parks and Recreation	Pamela Wilson Kathleen Gantz	Alex Rouse

1. BILL SUMMARY

Legislation Title: AN ORDINANCE relating to Seattle Parks and Recreation; authorizing the Superintendent of Parks and Recreation to enter into a five-year agreement, with options to extend, with Lost Evenings to operate and provide management of the Green Lake Pitch & Putt at Green Lake Park.

Summary and Background of the Legislation:

The proposed Council Bill authorizes the Superintendent of Seattle Parks and Recreation (SPR) to execute for and on behalf of SPR a new five-year Concessions Agreement with Lost Evenings LLC (“Lost Evenings”) for Green Lake Pitch & Putt to operate a nine-hole, par-three course for pitching and putting, as well as providing recreational golf programming, and hosting community events. The proposed legislation also authorizes an option to extend the initial term of the agreement for two additional five-year terms.

The Green Lake Pitch & Putt facility is owned by the City of Seattle and located at the south end of Green Lake Park at 5701 W Green Lake Way North, Seattle. The facility has a rich history with the last operator at the site for over four decades. In anticipation of that agreement ending, SPR engaged in an RFP process in early 2024 to seek a partner to operate and program the facility. In the interim, Lost Evenings has been utilizing this space to offer outdoor recreation and programming for the community through an agreement with SPR, while a separate operator was under a temporary lease to manage the golf facility. Through the process, Lost Evenings was chosen as the successful bidder.

Green Lake Pitch & Putt is open 8 months a year, from March through October. As part of the new agreement, Lost Evenings will pay a minimum of 10% of revenue or \$26,000, whichever is greater, for the eight-month annual operating period. In addition, they will also make the following contributions as outlined in the agreement:

- Provide the necessary ADA restroom upgrade for participants as the current restroom has limitations for individuals using a mobility device by the third year of operation under this agreement. Lost Evenings will fund the ADA upgrades including planning and oversight of the upgrade, in coordination with SPR’s Planning and Capital Development staff.
- Transition to electric leaf blowers by 2027 for grounds and facility maintenance in compliance with citywide priorities. All other pieces of small equipment such as lawn mowers, weed trimmers, etc. will be transitioned to electric as they are replaced.

- Promote approved concession sales at Green Lake Pitch & Putt Pro Shop.
- Host events throughout the season to engage the community to take part in Pitch & Putt activities and build community. Examples include: Golf For Non-Golfers, Social Scramble, Business League, and Kids Golf Camp.

Note that while this legislation authorizes the concession agreement and subsequent collection of concession fees, it does not result in material financial changes to SPR's 2025 Adopted Budget which already assumes revenues from the long history of concessions at this facility.

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

Notes: SPR does not anticipate that the new concession agreement with Lost Evenings will have material financial impacts on the 2025 Adopted Budget as the budget already assumes concession revenues at this facility.

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.

N/A

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.

N/A

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

Having a concessionaire on site helps to activate the park positively, enhances park visitors experience by providing recreation programming options and provides an eye on the facility on a more continuous basis. If the legislation is not implemented, SPR does not have funding to activate the Green Lake Pitch and Putt facility and related programming. In addition, Lost Evenings pays 10% of gross revenue or \$26,000, annually, whichever is greater, for the use and operations of this facility, so by not implementing this legislation SPR would not receive this additional revenue. Throughout the contract, they are also responsible for the golf course and

grounds maintenance of the facility, and if this legislation was not implemented, SPR staff would have to maintain this facility.

Please describe how this legislation may affect any City departments other than the originating department.

N/A

4. OTHER IMPLICATIONS

a. Is a public hearing required for this legislation?

No

b. Is publication of notice with The Daily Journal of Commerce and/or The Seattle Times required for this legislation?

No

c. Does this legislation affect a piece of property?

The legislation is for the Green Lake Pitch & Putt at 5701 East Green Lake Way, Seattle, Washington 98103. Environmental review for this legislation was not necessary.

d. 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.

N/A

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

The Seattle Parks and Recreation staff running the Request for Proposal process strived to bring RSJI to the front of all process implementation and decision making. The RFP was advertised across numerous media outlets, non-profit organizations, and collaborative groups that support Women and Minority Owned Business Enterprise vendors.

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

N/A

e. 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.

N/A

- 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.**

N/A

- f. **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?**

No

- g. **Does this legislation create a non-utility CIP project that involves a shared financial commitment with a non-City partner agency or organization?**

No

5. ATTACHMENTS

Summary Attachments:

Summary Attachment A – Map of Green Lake Pitch & Putt

