



CITY OF SEATTLE

City Council

Agenda

Tuesday, July 1, 2025

2:00 PM

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

**Sara Nelson, Council President
Joy Hollingsworth, Member
Robert Kettle, Member
Cathy Moore, 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

[Watch Council Meetings Live](#) [View Past Council Meetings](#)

Council Chamber Listen Line: 206-684-8566

The City of Seattle encourages everyone to participate in its programs and activities. For disability accommodations, materials in alternate formats, accessibility information, or language interpretation or translation needs, please contact the Office of the City Clerk at 206-684-8888 (TTY Relay 7-1-1), CityClerk@Seattle.gov, or visit <https://seattle.gov/cityclerk/accommodations> at your earliest opportunity. Providing at least 72-hour notice will help ensure availability; sign language interpreting requests may take longer.



CITY OF SEATTLE

City Council Agenda

July 1, 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.

[IRC 486](#)

July 1, 2025

Attachments: [Introduction and Referral Calendar](#)

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 526](#) June 24, 2025

Attachments: [Minutes](#)

Bills:

2. [CB 121010](#) AN ORDINANCE appropriating money to pay certain claims for the week of June 16, 2025, through June 20, 2025, and ordering the payment thereof; and ratifying and confirming certain prior acts.

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

Appointments:

HOUSING AND HUMAN SERVICES COMMITTEE:

3. [Appt 03190](#) Appointment of Neely Evanoff as member, Seattle Women's Commission, for a term to July 1, 2026.
- The Committee recommends that City Council confirm the Appointment (Appt).**
 In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
 Opposed: None
- Attachments:** [Appointment Packet](#)
4. [Appt 03191](#) Reappointment of Emily Rose Barr as member, Seattle Women's Commission, for a term to July 1, 2027.
- The Committee recommends that City Council confirm the Appointment (Appt).**
 In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
 Opposed: None
- Attachments:** [Appointment Packet](#)
5. [Appt 03192](#) Appointment of Nadia Goforth as member, Seattle Women's Commission, for a term to July 1, 2027.
- The Committee recommends that City Council confirm the Appointment (Appt).**
 In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
 Opposed: None
- Attachments:** [Appointment Packet](#)
6. [Appt 03193](#) Appointment of Tosh Owens as member, Seattle Women's Commission, for a term to July 1, 2027.
- The Committee recommends that City Council confirm the Appointment (Appt).**
 In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
 Opposed: None
- Attachments:** [Appointment Packet](#)

7. [Appt 03194](#) Appointment of Calvin Lassiter as member, Seattle Human Rights Commission, for a term to January 22, 2026.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)
8. [Appt 03195](#) Appointment of Katie Sophie Gonser as member, Seattle Human Rights Commission, for a term to January 22, 2026.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)
9. [Appt 03196](#) Appointment of Beverly Smith as member, Seattle Human Rights Commission, for a term to July 22, 2026.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)
10. [Appt 03197](#) Reappointment of Bryennah Quander as member, Seattle Human Rights Commission, for a term to July 22, 2027.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)

11. [Appt 03198](#) Reappointment of Trevor Duston as member, Seattle Human Rights Commission, for a term to July 22, 2027.

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

In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon

Opposed: None

Attachments: [Appointment Packet](#)

12. [Appt 03199](#) Reappointment of Amy Kate Bailey as member, Seattle Human Rights Commission, for a term to July 22, 2027.

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

In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon

Opposed: None

Attachments: [Appointment Packet](#)

13. [Appt 03200](#) Reappointment of James Munger as member, Seattle Human Rights Commission, for a term to July 22, 2027.

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

In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon

Opposed: None

Attachments: [Appointment Packet](#)

14. [Appt 03201](#) Reappointment of Gwen McCullough as member, Seattle Human Rights Commission, for a term to July 22, 2027.

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

In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon

Opposed: None

Attachments: [Appointment Packet](#)

15. [Appt 03202](#) Appointment of Carl G. Harris as member, Seattle LGBTQ Commission, for a term to October 31, 2025.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)
16. [Appt 03203](#) Appointment of Scott Humphreys as member, Seattle LGBTQ Commission, for a term to October 31, 2025.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)
17. [Appt 03204](#) Reappointment of Jeremy Erdman as member, Seattle LGBTQ Commission, for a term to April 30, 2027.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)
18. [Appt 03205](#) Reappointment of Jessa Gavrielle Davis as member, Seattle LGBTQ Commission, for a term to April 30, 2027.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)

19. [Appt 03206](#) Appointment of Sinomi Adeleine Sison as member, Seattle LGBTQ Commission, for a term to April 30, 2027.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)
20. [Appt 03207](#) Appointment of Robert Parkstone as member, Seattle LGBTQ Commission, for a term to April 30, 2027.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)
21. [Appt 03208](#) Appointment of Samiya Nasim as member, Seattle Disability Commission, for a term to April 30, 2027.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)
22. [Appt 03209](#) Reappointment of Saunatina A. Sanchez as member, Community Roots Housing Public Development Authority Governing Council, for a term to March 31, 2028.
- The Committee recommends that City Council confirm the Appointment (Appt).**
In Favor: 5 - Moore, Nelson, Rinck, Saka, Solomon
Opposed: None
- Attachments:** [Appointment Packet](#)

LAND USE COMMITTEE:

23. [Appt 03186](#) Appointment of Rebecca Brunn as member, Seattle Planning Commission, for a term to April 15, 2028.

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

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

Opposed: None

Attachments: [Appointment Packet](#)

24. [Appt 03187](#) Reappointment of McCaela Daffern as member, Seattle Planning Commission, for a term to April 15, 2028.

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

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

Opposed: None

Attachments: [Appointment Packet](#)

25. [Appt 03188](#) Appointment of Julia Jannon-Shields as member, Seattle Planning Commission, for a term to April 15, 2028.

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

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

Opposed: None

Attachments: [Appointment Packet](#)

H. COMMITTEE REPORTS

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

PUBLIC SAFETY COMMITTEE:

1. [Appt 03175](#) Appointment of Shon Fitzgerald Barnes as Seattle Police Chief.

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

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

Opposed: None

Attachments: [Appointment Packet](#)

PARKS, PUBLIC UTILITIES, AND TECHNOLOGY COMMITTEE:

2. [CB 120999](#) AN ORDINANCE relating to Seattle Parks and Recreation; authorizing the Superintendent of Seattle Parks and Recreation to enter into a golf course management agreement with Premier Golf Centers, L.L.C. for the operation of the City of Seattle's municipal golf courses located at Jackson Park Golf Course, Bill Wright Golf Complex at Jefferson Park, Interbay Golf Center, and West Seattle Golf Course and their related facilities; authorizing the Superintendent of Seattle Parks and Recreation to set golf fees consistent with that golf course management agreement; and authorizing Premier Golf Centers, L.L.C. to charge and collect fees on behalf of Seattle Parks and Recreation.

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

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

Opposed: None

Attachments: [Att 1 - Golf Management Agreement](#)
 [Att 1 Ex A - Real Property Description](#)
 [Att 1 Ex B - SPR Golf Finance Cash Handling Manual](#)
 [Att 1 Ex C - City of Seattle Travel Policies and Procedures](#)
 [Att 1 Ex D - Public Benefits](#)

Supporting Documents: [Summary and Fiscal Note](#)
 [Summary Att A - Golf Course Maps](#)
 [Amendment A](#)

3. [CB 121002](#) AN ORDINANCE authorizing the General Manager/CEO of Seattle Public Utilities to enter into two interlocal agreements to provide for the implementation of Chinook salmon conservation plans for the Lake Washington, Cedar River, Sammamish Watershed and the Green River, Duwamish River, and Central Puget Sound Watershed; and ratifying and confirming certain prior acts.

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

In Favor: 3 - Hollingsworth, Kettle, Rivera

Opposed: None

Absent(NV): 1 - Nelson

Attachments: [Att 1 - Interlocal Agreement for WRIA 8](#)

[Att 2 - Interlocal Agreement for WRIA 9](#)

Supporting

Documents: [Summary and Fiscal Note v2](#)

I. ITEMS REMOVED FROM CONSENT CALENDAR

J. ADOPTION OF OTHER RESOLUTIONS

K. OTHER BUSINESS

L. ADJOURNMENT



Legislation Text

File #: IRC 486, **Version:** 1

July 1, 2025



Introduction and Referral Calendar

List of proposed Council Bills (CB), Resolutions (Res), Appointments (Appt) and Clerk Files (CF) to be introduced and referred to a City Council committee

Record No.	Title	Committee Referral
<u>By: Strauss</u>		
1. CB 121010	AN ORDINANCE appropriating money to pay certain claims for the week of June 16, 2025, through June 20, 2025, and ordering the payment thereof; and ratifying and confirming certain prior acts.	City Council
<u>By: Solomon</u>		
2. CB 121013	AN ORDINANCE relating to floodplains; ninth extension of interim regulations established by Ordinance 126113, and as amended by Ordinance 126536, for an additional six months, to allow individuals to rely on updated National Flood Insurance Rate Maps to obtain flood insurance through the Federal Emergency Management Agency's Flood Insurance Program.	City Council
<u>By: Strauss</u>		
3. CB 121012	AN ORDINANCE relating to the financing of the Seattle Social Housing Developer; authorizing the Director of Finance to enter into a loan agreement with the Seattle Social Housing Developer; authorizing a loan of funds in an amount up to \$2,000,000 from the General Fund as bridge financing to be repaid from future tax proceeds; and ratifying and confirming certain prior acts.	Finance, Native Communities, and Tribal Governments Committee
<u>By: Nelson</u>		
4. Res 32173	A RESOLUTION adopting General Rules and Procedures of the Seattle City Council; superseding Resolution 32096.	Governance, Accountability, and Economic Development Committee
<u>By: Rinck, Solomon</u>		
5. CB 121011	AN ORDINANCE relating to land use and zoning; establishing the Roots to Roofs Bonus Pilot Program; and adding new Sections 23.40.090 through 23.40.097 to the Seattle Municipal Code.	Land Use Committee

By: Solomon

- | | | |
|-------------------------------|---|--------------------|
| 6. Appt 03216 | Reappointment of Dhyana Quintanar Solares as member, Seattle Planning Commission, for a term to April 15, 2028. | Land Use Committee |
|-------------------------------|---|--------------------|

By: Solomon

- | | | |
|-------------------------------|---|--------------------|
| 7. Appt 03217 | Reappointment of Kelabe Tewolde as member, Seattle Planning Commission, for a term to April 15, 2028. | Land Use Committee |
|-------------------------------|---|--------------------|

By: Hollingsworth

- | | | |
|------------------------------|---|---|
| 8. 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. | Parks, Public Utilities, and Technology Committee |
|------------------------------|---|---|

By: Hollingsworth

- | | | |
|------------------------------|---|---|
| 9. 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 Pl 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. | Parks, Public Utilities, and Technology Committee |
|------------------------------|---|---|

By: Hollingsworth

- | | | |
|--------------------------------|---|---|
| 10. Appt 03218 | Reappointment of Mark F. Dederer as member, Seattle Center Advisory Commission, for a term to September 28, 2028. | Parks, Public Utilities, and Technology Committee |
|--------------------------------|---|---|

By: Rinck

- | | | |
|--------------------------------|---|--|
| 11. Appt 03219 | Appointment of Brittani Cain as member, Green New Deal Oversight Board, for a term to April 30, 2028. | Sustainability, City Light, Arts and Culture Committee |
|--------------------------------|---|--|

By: Rinck

- | | | |
|--------------------------------|---|--|
| 12. Appt 03220 | Appointment of Akiksha Chatterji as member, Green New Deal Oversight Board, for a term to April 30, 2028. | Sustainability, City Light, Arts and Culture Committee |
|--------------------------------|---|--|

By: Rinck

- | | | |
|--------------------------------|--|--|
| 13. Appt 03221 | Appointment of Rosalund Jenkins as member, Green New Deal Oversight Board, for a term to April 30, 2028. | Sustainability, City Light, Arts and Culture Committee |
|--------------------------------|--|--|

By: Rinck

- | | | |
|--------------------------------|--|--|
| 14. Appt 03222 | Appointment of John Sanchez as member, Green New Deal Oversight Board, for a term to April 30, 2028. | Sustainability, City Light, Arts and Culture Committee |
|--------------------------------|--|--|

By: Rinck

- | | | |
|--------------------------------|---|--|
| 15. Appt 03223 | Appointment of Jamie Stroble as member, Green New Deal Oversight Board, for a term to April 30, 2028. | Sustainability, City Light, Arts and Culture Committee |
|--------------------------------|---|--|

By: Rinck

- | | | |
|--------------------------------|---|--|
| 16. Appt 03224 | Appointment of Leah Wood as member, Green New Deal Oversight Board, for a term to April 30, 2028. | Sustainability, City Light, Arts and Culture Committee |
|--------------------------------|---|--|

By: Rinck

- | | | |
|--------------------------------|--|--|
| 17. Appt 03225 | Reappointment of Peter Hasegawa as member, Green New Deal Oversight Board, for a term to April 30, 2028. | Sustainability, City Light, Arts and Culture Committee |
|--------------------------------|--|--|

By: Rinck

- | | | |
|--------------------------------|--|--|
| 18. Appt 03226 | Reappointment of Nina Olivier as member, Green New Deal Oversight Board, for a term to April 30, 2028. | Sustainability, City Light, Arts and Culture Committee |
|--------------------------------|--|--|

By: Rinck

- | | | |
|--------------------------------|--|--|
| 19. Appt 03227 | Reappointment of Emily Pinckney as member, Green New Deal Oversight Board, for a term to April 30, 2028. | Sustainability, City Light, Arts and Culture Committee |
|--------------------------------|--|--|

By: Saka

- | | | |
|-------------------------------|---|--------------------------|
| 20. CB 121016 | AN ORDINANCE relating to the NE 130th Street and NE 125th Street Mobility and Safety project; authorizing the Director of the Seattle Department of Transportation ("SDOT") to acquire, accept, and record, on behalf of The City of Seattle, a Deed for Street Purposes from Judith Strader Enriquez, situated in Tract 60, Country Home Plat, Division 1; placing the real property rights and interest conveyed by such deed under the jurisdiction of SDOT; laying off the deed as right-of-way; and ratifying and confirming certain prior acts. | Transportation Committee |
|-------------------------------|---|--------------------------|

By: Saka

21. [CB 121017](#)

AN ORDINANCE accepting various deeds for alley or street purposes; laying off, opening, widening, extending, and establishing portions of rights-of-way; placing the real property conveyed by said deeds under the jurisdiction of the Seattle Department of Transportation; and ratifying and confirming certain prior acts. (This ordinance concerns the following rights of way: the alley in Block 2, University Lake Shore Park; the alley in Block 47, Central Seattle; the alley in Blocks 33 and 34, Woodlawn Addition to Green Lake Circle; the alley in Blocks 5 and 8, University Heights; 32nd Avenue Northeast abutting Blocks 6 and 7, Seattle Suburban Home Tracts; the alley in Block 135, A. A. Denny's Broadway Addition to the City of Seattle; the alley in Block 2, West Seattle Land and Improvement Co's Fourth Plat; the alley in Block 29, Capitol Hill Addition to the City of Seattle, (Division No. 4); the alley in Block 18, Denny-Fuhrman Addition to the City of Seattle; the alley in Block 1, Pettit's University Addition to the City of Seattle; the alley in Block 1, Shelton's Addition to the City of Seattle; the alley in a portion of the Southeast quarter of Section 8, Township 25 North, Range 4 East, Willamette Meridian; Brooklyn Avenue Northeast abutting Assessor's Plat of University Heights; Brooklyn Avenue Northeast abutting Block 8, University Heights; South Director Street abutting Tract 13, Excelsior Acre Tracts; South Holgate Street abutting Block 45, Central Seattle; the alley in Block 87, D. T. Denny's Park Addition to North Seattle; the alley in Block 27, Addition to the City of Seattle, as laid off by D. T. Denny, Guardian of the Estate of J. H. Nagle (Commonly known as Nagle's Addition to the City of Seattle; the alley in Block 10, Cowen's University Park; the alley in Block 17, Licton Springs Park; 38th Avenue South and South Holly Street abutting Block 6, Hillman City Addition to the City of Seattle, Division Number 6; the alley in Block 6, Highland View; the alley in Block 32, South Park; and 23rd Avenue Southwest abutting Block 42, Homecroft.)

Transportation
Committee

By: Saka

22. [CB 121018](#)

AN ORDINANCE accepting twenty-five limited purpose easements for public sidewalk, alley turn-around, and signal pole purposes; placing the real property conveyed by such easements under the jurisdiction of the Seattle Department of Transportation; and ratifying and confirming prior acts. (This ordinance concerns the following: rights of way: the sidewalk adjoining Lots 20 through 22, Central Addition to Columbia; the sidewalk adjoining Block 40, Second Addition to the Town of Seattle as laid off by the Heirs of Sarah A. Bell, (deceased) (Commonly known as Heirs of Sarah A. Bell's 2nd Addition to the City of Seattle); the sidewalk adjoining Block 9, Assessor's Plat of University Heights; the sidewalk adjoining Tract L, Ravenna Springs Park; the sidewalk adjoining a portion of the Northeast quarter of the Northwest quarter of Section 33, Township 25 North, Range 4 East, Willamette Meridian (being known as Tract 11, Stewart Estate Tracts, an unrecorded plat); the

Transportation
Committee

sidewalk adjoining Block 3, Lindsley's Mineral Springs Plat; the sidewalk adjoining a portion of the Northwest quarter of the Southeast quarter of Section 29, Township 26 North, Range 4 East, Willamette Meridian; the sidewalk adjoining Block 25, Sander's Supplemental Plat; the sidewalk adjoining Block 4, Yesler Terrace Community; the sidewalk adjoining Block 6, Highland View; the sidewalk adjoining Parcels A and B, City of Seattle Lot Boundary Adjustment No. 3033003-LU, recorded under Recording No. 20211103900007 (previously known as a portion of the Northeast quarter of the Northwest quarter of Section 33, Township 25 North, Range 4 East, Willamette Meridian and Tract 10, Stewart Estate Tracts, an unrecorded plat); the sidewalk adjoining Edward Hanford's Donation Claim No. 44, an unrecorded plat, and Block 2, Peters Gardens; the sidewalk adjoining Block 4, Bowen's Replat of Rainier Gardens; the sidewalk adjoining Tract 2, Salmon Bay Acre Tracts; the sidewalk adjoining Blocks 2 and 3, Canal Waterway, together with a portion of vacated alley; the sidewalk adjoining Parcels A and B, City of Seattle Lot Boundary Adjustment No. 3033559-LU, recorded under Recording No. 20220119900017 (previously known as Block 1, Prospect Terrace Addition to the City of Seattle, as amended; the sidewalk adjoining Tracts 7 and 13, Excelsior Acre Tracts; the sidewalk adjoining Parcel B, City of Seattle Lot Boundary Adjustment No. 3037257-LU, recorded under Recording No. 20220601900003 (previously known as Block 4, Rainier Boulevard Addition to the City of Seattle); the sidewalk adjoining Block 1, Rogers' First Addition; the sidewalk adjoining Block 11, Porterfield's Addition to the City of Seattle; the sidewalk adjoining Block 3, C. P. Stone's Home Addition to the City of Seattle; the sidewalk adjoining Block 8, Dunlap's Supplemental to the City of Seattle; the alley in 2100 Queen Anne Avenue North, a condominium, Vol. 330 of Condominiums, pages 4 through 17, under Recording No. 20220316000915 (previously known as Block 8, Cove Addition to Seattle); and the sidewalk adjoining the Southwest quarter of the Southeast quarter of Section 9, Township 25 North, Range 4 East, Willamette Meridian.)

By: Saka

23. [CB 121019](#)

AN ORDINANCE accepting various deeds for street or alley purposes; laying off, opening, widening, extending, and establishing portions of rights-of-way; placing the real property conveyed by said deeds under the jurisdiction of the Seattle Department of Transportation; and ratifying and confirming certain prior acts. (This ordinance concerns the following rights of way: the alley in Block 16, Addition to the Town of Seattle as laid off by the Heirs of Sarah A. Bell, deceased (commonly known as Heirs of Sara A. Bell's Addition to the City of Seattle); South Willow Street abutting Tract 2, Coffman Garden Tracts; the alley in Block 2, West Seattle Land and Improvement Co's Fourth Plat; the alley in Block 6, Denny-Fuhrman Addition to the City of Seattle; South State Street abutting Block 24, Sander's Supplemental Plat; the alley in Block 60, D. T. Denny's

Transportation
Committee

Park Addition to North Seattle; South Angeline Street abutting Tract B, Short Plat No. 80-153, recorded under King County Recording No. 8102260516 (also known as a portion of the Northeast quarter of Section 21, Township 24 North, Range 4 East, Willamette Meridian); the alley in Block 5, Denny-Fuhrman Addition to the City of Seattle; the alley in Block 3, Winona Park; Southwest Orchard Street abutting Block 55, Homecroft; the alley abutting Block 12, Assessor's Plat of University Heights; East Mercer Street abutting Block 7, Madison Street Addition to the City of Seattle, the alley in Block 24, Woodland Addition to Salmon Bay City; the alley in Block 5, Denny-Fuhrman Addition to the City of Seattle; the alley in Block 11, Fairview Homestead Association, for the Benefit of Mechanics and Laborers; the alley in Block 22, South Park; the alley in Block 35, Denny-Fuhrman Addition to the City of Seattle; the alley in Block 7, Brygger's First Home Addition to the City of Ballard; the alley in Block 16, Licton Springs Park; the alley in Block 6, Highland View; the alley in Block 36, Second Addition to that part of the City of Seattle, as laid off by A. A. Denny and W. N. Bell (commonly known as Bell & Denny's 2nd Addition to the City of Seattle); the alley in Parcels A and B, City of Seattle Lot Boundary Adjustment Number 3039052-LU, recorded under King County Recording Number 20221108900003 (also known as Block 8, Licton Springs Park); Northeast 103rd Street abutting Parcel A, City of Seattle Lot Boundary Adjustment Number 8801045, recorded under King County Recording Number 198908150721 (also known as a portion of the Northwest quarter of Section 32, Township 26 North, Range 4 East, Willamette Meridian); the alley in Block 6, Hillman City Addition to the City of Seattle; and the alley in Parcel A, City of Seattle Lot Boundary Adjustment Number 3039574-LU, recorded under King County Recording Number 20221018900007 (also known as Block 2, Marion Highlands).

By: Saka

24. [CB 121020](#)

AN ORDINANCE accepting twenty-five limited purpose easements for public sidewalk, alley turn-around, street turn-around, and signal pole purposes; placing the real property conveyed by such easements under the jurisdiction of the Seattle Department of Transportation; and ratifying and confirming certain prior acts. (This ordinance concerns the following: rights of way: the sidewalk adjoining Block 12, Assessor's Plat of University Heights; the alley abutting Block 2, Denny & Hoyt's Addition to the City of Seattle; the sidewalk adjoining Block 54, Second Addition to the Town of Seattle as laid off by the Heirs of Sara A. Bell, (deceased) (commonly known as Heirs of Sara A. Bell's 2nd Addition to the City of Seattle); the sidewalk adjoining First Light, a Master Condominium, according to the Declaration, recorded in Vol. 331 of Condominiums, pages 1 through 8 under Recording No. 20220330000230, and First Light Parkade Condominium, a condominium according to the Declaration, recorded in Vol. 331 of Condominiums, pages 9 through 22 under Recording No.

Transportation
Committee

20220330000232 (previously known as Lots 8, 9, and 12, Block 49, Addition to the Town of Seattle, as laid out by A. A. Denny) (commonly known as A. A. Denny's 6th Addition to the City of Seattle); the sidewalk adjoining Block 44, Woodlawn Addition to Green Lake; the sidewalk adjoining Block 15, Hillman City Addition to the City of Seattle, Division Number 6; the sidewalk adjoining Parcel X, Lot Boundary Adjustment Number 3038348-LU under King County Recording Number 20220622900002 (also known as Block 379, Seattle Tidelands together with vacated South Dakota Street); the sidewalk adjoining Blocks 1 and 5, Creedmoor Addition to the City of Seattle, together with adjoining vacated alley; the sidewalk adjoining Block 26, Sander's Supplemental Plat; the sidewalk adjoining the Northeast quarter of the Northwest quarter of Section 9 Township 24 North Range 4 East, Willamette Meridian; the sidewalk abutting Tract 29, Frye's Addition to Columbia; the sidewalk adjoining Block 14, Jos C. Kinnear's Addition to the City of Seattle; the sidewalk adjoining Parcel C, Lot Boundary Adjustment Number 3038062-LU under King County Recording Number 20220307900002 (also known as Block 5, Greene's Addition to the City of Seattle); the sidewalk adjoining Block 4, South Park; the sidewalk adjoining Block 52, Second Addition to the Town of Seattle as laid off by the Heirs of Sarah A. Bell, (deceased) (Commonly known as Heirs of Sara A. Bell's 2nd Addition to the City of Seattle); the sidewalk adjoining Lot 10, Lake Dell; the sidewalk adjoining Block 6, Highland View; the sidewalk adjoining Parcels X and Y, Lot Boundary Adjustment Number 3040593-LU, recorded under King County Recording Number 20230908900001 (also known as a portion of the Northeast quarter of the Northwest quarter of Section 32, Township 26 North, Range 4 East, Willamette Meridian); the sidewalk adjoining Block 6, Osner's Suburban Homes; the sidewalk adjoining Block 87, D. T. Denny's Park Addition to North Seattle; the sidewalk adjoining Block 3, Kittingers Addition to the City of Seattle; the sidewalk adjoining Parcels A and B, Lot Boundary Adjustment Number 3036633-LU, recorded under King County Recording Number 20230405900005 (also known as Block 1, S. F. Barker's Suburban Home Addition Number 1); the sidewalk adjoining Parcels A and B, Lot Boundary Adjustment Number 3040378-LU, recorded under King County Recording Number 20240103900008 (also known as Lot 12, Coffman Garden Tracts); the sidewalk and street adjoining portions of the L. M. Collins Donation Land Claim No. 46 (also known as portions of Sections 20, 21, 28, and 29, Township 24 North, Range 4 East, Willamette Meridian); and the sidewalk adjoining Block 78, Supplemental Plat of Woodland Park Addition to the City of Seattle.)

By: Saka

25. [CB 121021](#)

AN ORDINANCE accepting various deeds for street or alley purposes; laying off, opening, widening, extending, and establishing portions of rights-of-way; placing the real property conveyed by said deeds under the jurisdiction of

Transportation
Committee

the Seattle Department of Transportation; and ratifying and confirming certain prior acts. (This ordinance concerns the following rights of way: the alley in Block 35, Second Addition to the Town of Seattle as laid off by the Heirs of Sarah A. Bell, (deceased) (commonly known as Heirs of Sara A. Bell's 2nd Addition to the City of Seattle); the alley in Block 2, West Seattle Land and Improvement Co's Fourth Plat; Dayton Avenue North abutting Block 6, Osner's Suburban Homes; the alley in Block "A", Third Addition to that part of the City of Seattle heretofore laid off by A. A. Denny & William N. Bell (commonly known as William N. Bell's 3rd Addition to the City of Seattle); the alley in Block 15, Hillman City Addition to the City of Seattle; the alley in Block W, Bell's 6th Addition to the City of Seattle; the alley in Block 8, Kaufman's Addition to Green Lake Circle; the alley in Blocks 4, 23, 32, and 33, South Park; the alley in Blocks 27, 105, and 118, Gilman Park; the alley in Block 50, Sea View Park; the alley in Block 55, Boston Co's Plat of West Seattle; the alley in Parcels B and C, Lot Boundary Adjustment Number 3039574-LU, recorded under King County Recording Number 20221018900007 (previously known as Block 2, Marion Highlands); South Holgate Street abutting Block 34, Central Seattle; the alley in Block 34, Central Seattle; 6th Avenue Northwest abutting Block 4, Ross Addition to the City of Seattle; the alley in Block 30, Gilman's Addition to the City of Seattle; the alley in Block 25, Hill Tract Addition to the City of Seattle; South State Street abutting Block 23, Sander's Supplemental Plat; the alley in Block 21, Denny-Fuhrman Addition to the City of Seattle.)

By: Saka

26. [CB 121022](#)

AN ORDINANCE granting HST Lessee West Seattle LLC permission to continue maintaining and operating a pedestrian skybridge over and across Virginia Street, between 5th Avenue and 6th Avenue, for a 15-year term, renewable for one successive 15-year term; specifying the conditions under which this permit is granted; and providing for the acceptance of the permit and conditions.

Transportation
Committee

By: Saka

27. [CB 121023](#)

AN ORDINANCE relating to railroad franchises; amending Sections 1 and 3 of Ordinances 126969 and 126970 to correct an error in the name of a franchisee.

Transportation
Committee



Legislation Text

File #: Min 526, **Version:** 1

June 24, 2025

SEATTLE CITY COUNCIL

600 Fourth Ave. 2nd Floor
Seattle, WA 98104



Journal of the Proceedings of the Seattle City Council

Tuesday, June 24, 2025

2:00 PM

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

City Council

Sara Nelson, Council President

Joy Hollingsworth, Member

Robert Kettle, Member

Cathy Moore, 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 the Council Chamber in City Hall in Seattle, Washington, on June 24, 2025, pursuant to the provisions of the City Charter. The meeting was called to order at 2:01 p.m., with Council President Nelson presiding.

B. ROLL CALL

Present: 5 - Kettle, Moore, Nelson, Saka, Solomon

Excused: 1 - Strauss

Late Arrival: 3 - Hollingsworth, Rinck, Rivera

By unanimous consent, Councilmember Rivera was excused from the June 24, 2025, City Council meeting.

Councilmember Rivera joined the meeting at 2:03 p.m.

By unanimous consent, Councilmember Rivera's excused absence from the June 24, 2025, City Council meeting was rescinded.

C. PRESENTATIONS

There were none.

D. PUBLIC COMMENT

The following individuals addressed the Council:

Paul Glumaz
Paula Rees
Ben Warden
Emily Higgins
Joan Fochs
Bon Wood
Alex Tsimerman
Michael Woody
Victoria Palmer
Geoff Kroll
Ellen Sollod
Jubilee Knight
Bennett Haselton
Gabriel Jones
Jon Scholes
Alberto Alvarez
Lydia Felty
Kate Rubin
Allan Francis
Mike Semko
David Haines
Elizabeth Archambault
Leonard Jerome

Councilmember Rinck joined the meeting at 2:15 p.m.

Councilmember Hollingsworth joined the meeting at 2:20 p.m.

E. ADOPTION OF INTRODUCTION AND REFERRAL CALENDAR:

[IRC 485](#)

June 24, 2025

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

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

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 524](#) June 10, 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, Moore, Nelson, Rinck, Rivera, Saka, Solomon

Opposed: None

2. [Min 525](#) June 17, 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, Moore, Nelson, Rinck, Rivera, Saka, Solomon

Opposed: None

Bills:

3. [CB 121007](#) **AN ORDINANCE appropriating money to pay certain claims for the week of June 9, 2025, through June 13, 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, Moore, Nelson, Rinck, Rivera, Saka, Solomon

Opposed: None

Appointments:

**FINANCE, NATIVE COMMUNITIES, AND TRIBAL GOVERNMENTS
COMMITTEE:**

4. [Appt 03178](#) **Appointment of Laura E. Nicholson as member, Sweetened Beverage Tax Community Advisory Board, for a term to August 31, 2027.**

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

**In Favor: 5 - Strauss, Rivera, Kettle, Nelson, Saka
Opposed: None**

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

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

Opposed: None

5. [Appt 03179](#) **Appointment of Angie S. Wood as member, Sweetened Beverage Tax Community Advisory Board, for a term to August 31, 2027.**

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

**In Favor: 5 - Strauss, Rivera, Kettle, Nelson, Saka
Opposed: None**

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

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

Opposed: None

6. [Appt 03180](#) **Reappointment of Bilan Aden as member, Sweetened Beverage Tax Community Advisory Board, for a term to August 31, 2027.**

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

**In Favor: 5 - Strauss, Rivera, Kettle, Nelson, Saka
Opposed: None**

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

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

Opposed: None

7. [Appt 03181](#) **Reappointment of Barbara Baquero as member, Sweetened Beverage Tax Community Advisory Board, for a term to August 31, 2027.**

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

In Favor: 5 - Strauss, Rivera, Kettle, Nelson, Saka

Opposed: None

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

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

Opposed: None

8. [Appt 03182](#) **Appointment of Nurhaliza Mohamath as member, Sweetened Beverage Tax Community Advisory Board, for a term to August 31, 2027.**

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

In Favor: 5 - Strauss, Rivera, Kettle, Nelson, Saka

Opposed: None

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

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

Opposed: None

9. [Appt 03183](#) **Reappointment of Tanika Thompson Bird as member, Sweetened Beverage Tax Community Advisory Board, for a term to August 31, 2027.**
- The Committee recommends that City Council confirm the Appointment (Appt).**
- In Favor: 5 - Strauss, Rivera, Kettle, Nelson, Saka**
- Opposed: None**
- The Appointment (Appt) was confirmed on the Consent Calendar by the following vote:**
- In Favor: 8 - Hollingsworth, Kettle, Moore, Nelson, Rinck, Rivera, Saka, Solomon**
- Opposed: None**
10. [Appt 03184](#) **Appointment of Joey Lu as member, Sweetened Beverage Tax Community Advisory Board, for a term to August 31, 2029.**
- The Committee recommends that City Council confirm the Appointment (Appt).**
- In Favor: 5 - Strauss, Rivera, Kettle, Nelson, Saka**
- Opposed: None**
- The Appointment (Appt) was confirmed on the Consent Calendar by the following vote:**
- In Favor: 8 - Hollingsworth, Kettle, Moore, Nelson, Rinck, Rivera, Saka, Solomon**
- Opposed: None**
11. [Appt 03185](#) **Appointment of Yamila Sterling-Baker as member, Sweetened Beverage Tax Community Advisory Board, for a term to August 31, 2029.**
- The Committee recommends that City Council confirm the Appointment (Appt).**
- In Favor: 5 - Strauss, Rivera, Kettle, Nelson, Saka**
- Opposed: None**
- The Appointment (Appt) was confirmed on the Consent Calendar by the following vote:**
- In Favor: 8 - Hollingsworth, Kettle, Moore, Nelson, Rinck, Rivera, Saka, Solomon**

Opposed: None

H. COMMITTEE REPORTS

GOVERNANCE, ACCOUNTABILITY, AND ECONOMIC DEVELOPMENT COMMITTEE:

1. [CB 120992](#) **AN ORDINANCE granting Downtown Seattle Association permission to install, maintain, and operate interactive media kiosks in public places located in the Metropolitan Improvement District and in other participating Business Improvement Areas, for a 16.5-year term, renewable for one successive 13.5-year term; specifying the conditions under which this permit is granted; suspending and superseding Sections 15.12.010, 23.55.001-23.55.003, 23.55.005, 23.55.008, 23.55.014, 23.55.015, 23.55.022, 23.55.024, 23.55.028, 23.55.030, 23.55.034, and 23.55.036 of the Seattle Municipal Code to the extent inconsistent; providing for the acceptance of the permit and conditions; and authorizing the Mayor to execute a Memorandum of Understanding with Downtown Seattle Association.**

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

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

Opposed: None

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

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

Opposed: 2 - Moore, Rinck

HOUSING AND HUMAN SERVICES COMMITTEE:

2. [CB 121000](#) **AN ORDINANCE relating to prohibiting algorithmic rent fixing; and adding a new Chapter 7.34 to the Seattle Municipal Code.**

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

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

Opposed: None

ACTION 1:

By unanimous consent, the Council Rules were suspended to allow Tamaso Johnson, Council Central Staff, to address the Council.

ACTION 2:

Councilmember Rivera announced she was disqualifying herself from voting on Council Bill 121000 due to a conflict of interest.

ACTION 3:

Motion was made by Councilmember Saka and duly seconded to amend Council Bill 121000, by adding a new Section 3 and renumbering the remaining sections accordingly, as shown in the underlined and strike through language below:

Section 3. The Council requests that the Seattle Department of Construction and Inspections (SDCI): (1) conduct outreach efforts to educate landlords about the requirements of this ordinance; and (2) transmit to Council, by January 31, 2026, a report describing the results of these outreach efforts and proposing potential ways that SDCI could assist with the implementation of this ordinance.

The motion carried by the following vote:

In favor: 7 - Hollingsworth, Kettle, Moore, Nelson, Rinck, Saka, Solomon

Opposed: None

Disqualified: 1 - Rivera

ACTION 4:

Motion was made by Councilmember Moore and duly seconded to amend Section 1 of Council Bill 121000 as shown in Attachment 1 to the Minutes.

The motion carried by the following vote:

In favor: 7 - Hollingsworth, Kettle, Moore, Nelson, Rinck, Saka, Solomon

Opposed: None

Disqualified: 1 - Rivera

ACTION 5:

Motion was made by Councilmember Rinck and duly seconded to

amend Section 1 of Council Bill 121000 as shown in the underlined language below:

7.34.040 Enforcement and penalties

The City Attorney may file a civil action in a court of competent jurisdiction for violations of this Chapter 7.34 for civil penalties of up to \$7,500 per violation. Each instance of coordinating services for each dwelling unit may be considered a separate violation. The court may award reasonable attorneys' fees and costs to the City Attorney if the City Attorney is the prevailing party.

7.34.050 Private right of action

Any person injured by a violation of this Chapter 7.34 may bring a civil action in a court of competent jurisdiction against a landlord or other person violating this Chapter 7.34 to recover damages up to \$7,500 per violation in addition to any actual damages incurred. The court may award reasonable attorneys' fees and costs to any person injured by a violation of this Chapter 7.34 if that person is the prevailing party.

The motion carried by the following vote:

In favor: 6 - Hollingsworth, Kettle, Moore, Nelson, Rinck, Solomon

Opposed: 1 - Saka

Disqualified: 1 - 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, Moore, Nelson, Rinck, Saka, Solomon

Opposed: None

Disqualified: 1 - Rivera

Councilmember Rivera left the meeting at 2:13 p.m.

I. ITEMS REMOVED FROM CONSENT CALENDAR

There were none.

J. ADOPTION OF OTHER RESOLUTIONS

There were none.

K. OTHER BUSINESS

Councilmember Kettle presented a proclamation for signature honoring Father Michael G. Ryan's retirement on June 29, 2025. The following Councilmembers affixed their signature to the Proclamation:

7 - Hollingsworth, Kettle, Moore, Nelson, Rinck, Saka, Solomon

L. ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 3:21 p.m.

Phillip Wood-Smith, Deputy City Clerk

Signed by me in Open Session, upon approval of the Council, on July 1, 2025.

Sara Nelson, Council President of the City Council

Attachment: Att 1 - Action 4 of CB 121000

Att 1 – Action 4 of CB 121000

Amendment C to CB 121000 – LEG Algorithmic Rent-Fixing ORD

Sponsor: Councilmember Moore

Defining “service provider”; clarifying violations and excluded dwellings

Effect: This amendment accomplishes several functions:

- (1) The amendment adds a new definition for “service provider” to the bill and uses the term “service provider” when identifying who performs coordinating activities or otherwise commits a violation. Amending the bill to reframe the activity as that done by a “service provider” instead of a person aligns this bill with the language of the model Washington State bill, Substitute Senate Bill 5469 (2025 Regular Session).
- (2) The amendment adds a new section to address the application of the bill to short-term rentals and hotels, as these terms are defined in the code. The section explicitly excluding businesses like short-term rentals or hotels from the scope of dwelling units whose landlords might engage in prohibited coordinating activities.
- (3) The amendment clarifies the scope of violations by expressly excluding from enforcement a landlord that uses basic recordkeeping software or systems absent any coordination activity.

1. Amend Section 1 of CB 121000 as follows:

Section 1. A new Chapter 7.34 is added to the Seattle Municipal Code as follows:

Chapter 7.34 ALGORITHMIC RENT FIXING

...

7.34.020 Definitions

For the purposes of this Chapter 7.34:

“Coordinate” and “coordinating” mean a ~~((person’s))~~ service provider’s: (1) collecting historical, anticipated, or contemporary prices, price changes, supply levels, occupancy rates, or lease or rental contract termination and renewal dates of residential dwelling units from two or more landlords, from private databases, or from public databases; and (2) analyzing or processing the information described in (1) through the use of a system ~~((r))~~ or software ~~((r))~~

~~algorithm,))~~ that utilizes an algorithmic or other automated process to provide recommendations regarding rental prices, lease renewal terms, or occupancy levels to more than one landlord. “Coordinate” and “coordinating” do not include publishing rental price estimates that:

1. Are solely based on publicly available information;
2. Are equally available to all members of the public; and
3. Do not require a contract~~((,))~~ or agreement~~((, or license))~~ to obtain.

“Dwelling unit” has the meaning defined in Section 22.204.050.

“Landlord” means the owner, lessor, or sublessor of the dwelling unit or the property of which it is a part, and in addition means any person designated as representative of the owner, lessor, or sublessor including, but not limited to, an agent, a resident manager, or a designated property manager.

“Person” means any individual, firm, corporation, association, governmental entity, or partnership and its agents or assigns.

“Service provider” means any person that performs a coordinating function.

7.34.025 Exclusions

This Chapter 7.34 does not apply to coordinating functions provided in connection with either short-term rentals as defined in Section 6.600.030 or hotels as defined in Section 22.204.090.

7.34.030 Violations

A. It is a violation of this Chapter 7.34 for any landlord, in or affecting commerce, to ~~((subscribe to,))~~ contract with ~~((,))~~ or otherwise exchange anything of value in return for the coordinating services of a service provider.

B. It is a violation of this Chapter 7.34 for any ~~((person))~~ service provider, in or affecting commerce, to provide coordinating services to two or more landlords.

C. It is not a violation of this Chapter 7.34 for a landlord to use a system or software recordkeeping tool absent otherwise prohibited conduct under this Chapter 7.34.

7.34.040 Enforcement and penalties

The City Attorney may file a civil action in a court of competent jurisdiction for violations of this Chapter 7.34 for civil penalties of up to \$7,500 per violation. The court may award reasonable attorneys' fees and costs to the City Attorney if the City Attorney is the prevailing party.

7.34.050 Private right of action

Any person injured by a violation of this Chapter 7.34 may bring a civil action in a court of competent jurisdiction against a landlord or other ~~((person))~~ service provider violating this Chapter 7.34 to recover damages up to \$7,500 per violation. The court may award reasonable attorneys' fees and costs to any person injured by a violation of this Chapter 7.34 if that person is the prevailing party.



Legislation Text

File #: CB 121010, **Version:** 1

CITY OF SEATTLE

ORDINANCE _____

COUNCIL BILL _____

AN ORDINANCE appropriating money to pay certain claims for the week of June 16, 2025, through June 20, 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 \$20,874,390.69 on PeopleSoft 9.2 mechanical warrants numbered 4100933095 - 4100936869 plus manual or cancellation issues for claims, e-payables of \$72,634.26 on PeopleSoft 9.2 9100015456 - 9100015473, and electronic financial transactions (EFT) in the amount of \$42,458,693.83 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 \$68,188,043.94 on City General Salary Fund mechanical warrants numbered 10414522 - 10414999 plus manual warrants, agencies warrants, and direct deposits numbered 0000001 - 1009389 representing Gross Payrolls for payroll ending date June 17, 2025, as detailed in the Payroll Summary Report for claims against the City that were reported to the City Council June 26, 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 1st of July, 2025, and signed by me in open session in authentication of its passage this 1st 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 June 16, 2025, through June 20, 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 03190, **Version:** 1

Appointment of Neely Evanoff as member, Seattle Women's Commission, for a term to July 1, 2026.
The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Neely Evanoff		
Board/Commission Name: Seattle Women's 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: Fill in appointing authority		Term of Position: * 7/2/2024 to 7/1/2026 <input checked="" type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: Central District	Zip Code: 98122	Contact Phone No.: Business phone # - NOT personal phone #
Background: Neely is drawn to the Commission's work around gender-based violence and women's health access. She brings experience in brand marketing and storytelling and could help project manage campaigns and outreach initiatives for domestic violence/trafficking prevention efforts or scale-up digital access to finding reproductive health information. Neely would be proud to contribute her time, research skills, and lived experience to help make Seattle a safer, more supportive city for all women.		
Authorizing Signature (original signature):  Date Signed (appointed): 05/06/25		Appointing Signatory: Councilmember Cathy Moore Seattle City Council

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

Neely Evanoff

SUMMARY

Marketing Program Manager with +8 years experience in website management, content strategy, and community outreach. Specialized in content design and storytelling.

SKILLS

Project Management

- Marketing Strategy
- Website Strategy
- Stakeholder management
- Project Lifecycles

Process Management

- Data Analysis & KPI tracking
- Process development
- Workflow optimization
- Budgeting & resource management

Software

- Atlassian
- Adobe Analytics
- Google Analytics
- Microsoft & Google Suites

RELEVANT EXPERIENCE

Web Producer | *DocuSign Inc.* (Seattle, WA)

Dec 2024 - Present

- Lead website operations for global websites owning content calendar, overseeing brand consistency and managing content builds and updates via website software.
- Spearheaded improved translation process of website content for 8 languages using Figma and Smartling plug-ins which improved workstream efficiencies.

Brand Content Specialist | *Brooks Running* (Seattle, WA)

Oct 2021 - Sept 2024

- Manage content creation for seasonal global campaigns and product launches by organizing stakeholders, kickoffs, asset reviews, and publication using Airtable, JIRA, and Microsoft Suite.
- Execute \$800K annual editorial content budget ensuring cost-effective allocation of resources to create website pages, blogs, and social media assets.

Communications Manager | *Marine Applied Research and Exploration*

Oct 2020 - Oct 2021

- Plan and execute marketing strategies and day to day communications programs by constructing detailed work plans and collaborating with stakeholders to achieve milestones and disseminate project results.
- Oversee planning and logistics for the development team to support timely, successful recruitment of \$1.2M in annual grant funding.

Marketing Program Manager | *Women's Business Center of Utah*

Sep 2019- Sep 2020

- Directed development, implementation and management of new \$300K grant-based program and executed successful recruitment of 10 new program partnerships through presentations, webinars and customized program kits.
- Developed project scopes, briefs, plans, and workback schedules using Smartsheet
- Honored as "2020 Heros" award winner from Utah Nonprofits Association for COVID Community Response

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

- Communications Specialist | Surfrider Foundation (Indonesia)** Jan 2018 - Sept 2019
- Owned calendar and maintained SEO-optimized online field journal of scientific storytelling and produced user-facing deliverables for websites and social media.
 - Coordinated marketing collateral for product marketing teams creating communications powerpoints, one-pagers, and infographics using Canva.
- Research Program Aide | Marin Municipal Water District (California)** Jun 2017- Dec 2017
- Planned, managed marketing of events and workshops creating photography, flyers and digital marketing copy to successfully recruit over 100 volunteers.
 - Analyzed, edited K-12 educational programs for better content and design of educational assets.
- Salmon Research Fellow | Turtle Island Restoration Network (California)** June 2016- June 2017
- Coordinated daily operations of field research projects including building timelines and planning resource allocation which ensured excellent completion rates and budget allocation.
 - Wrote weekly blog posts; maintained research-based social media updates for 60K+ followers on various platforms, including Wordpress.

EDUCATION

BS Environmental Sciences *Oregon State University* June 2016
Specialization in Natural Resources & Sustainability

Certificates

Accounting *Johnson Graduate School, Cornell University* April 2020

INTERESTS

Sailing, historical fiction author, native plant gardening

Seattle Women's Commission

May 2025

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

- 8 City Council-appointed
- 9 Mayor-appointed -plus one Get Engaged.
- 4 Other Appointing Authority-appointed: Commission-appointed

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Member	Tosh Owens	7/02/25	7/01/27	1	Mayor
			2.	Member	VACANT	7/02/24	7/01/26		Mayor
	F		3.	Member	Hannah Glover	7/02/24	7/01/26	1	Mayor
	F		4.	Member	Naseem Ghazanfari	7/02/24	7/01/26	1	Mayor
			5.	Member	VACANT	7/02/25	7/01/27		Mayor
			6.	Member	VACANT	7/02/25	7/01/27		Mayor
	F		7.	Member	Eunji Han	7/02/24	7/01/26	1	Mayor
	F		8.	Member	Krystal Guerrero	7/02/24	7/01/26	2	Commission
			9.	Member	VACANT	7/02/25	7/01/27		Mayor
	F		10.	Member	Neely Evanoff	7/02/24	7/01/26	1	City Council
	F		11.	Member	Emily Rose Barr	7/02/25	7/01/27	2	City Council
	F		12.	Member	Mariah Rivera	7/02/23	7/01/25	1	City Council
	F		13.	Member	Vinati Mamidala	7/02/24	7/01/26	3	City Council
	F		14.	Member	Talley Mills	7/02/24	7/01/26	1	City Council
	F		15.	Member	Jennifer Tran	7/02/23	7/01/25	1	City Council
	F		16.	Member	Kate Faoro Wright	7/02/23	7/01/25	1	City Council
	F		17.	Member	Nardos Tola	7/02/24	7/01/26	1	Commission
	F		18.	Member	Amanda DeFisher	7/02/24	7/01/26	1	City Council
	F		19.	Member	Whitney Nakamura	7/02/24	7/01/26	3	Commission
	F		20.	Member	Nadia Goforth	7/02/25	7/01/27	1	Commission
	F		21.	Get Engaged	Sonia Hitchcock	9/01/24	8/31/25	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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	0	5	0	0	0	1	0	0	0	0	0	0	0
Council	0	8	0	0	0	0	0	0	0	2	0	0	0
Comm	0	4	0	0	0	0	0	0	0	0	0	0	0
Total	0	17	0	0	0	1	0	0	0	0	0	0	0

Key: Diversity information is self-identified and is voluntary.

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

**G List gender, M = Male, F= Female, T= Transgender, U= Unknown

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



Legislation Text

File #: Appt 03191, **Version:** 1

Reappointment of Emily Rose Barr as member, Seattle Women's Commission, for a term to July 1, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Emily Rose Barr</i>		
Board/Commission Name: <i>Seattle Women's Commission</i>		Position Title: <i>Member</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * <i>7/2/2025</i> to <i>7/1/2027</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Columbia City</i>	Zip Code: <i>98118</i>	Contact Phone No.:
Background: Having completed my first term on the Seattle Women's Commission, I am very excited to begin serving my second term. Being able to give back to the community through advocacy efforts and connect with like minded individuals who support women's equality has been very fulfilling. As a current Co-chair, I look forward to continued collaboration with my fellow commissioners, City Council, and SOCR.		
Authorizing Signature (original signature): <i>Cathy Moore</i> Date Signed (appointed): 06/04/2025		Appointing Signatory: <i>Cathy Moore,</i> <i>Seattle City Councilmember</i>

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

Emily Rose Barr

SUMMARY

Licensed Mental Health Counselor (LMHC) with 5+ years of experience within a private practice setting, working with women struggling with depression, anxiety, life transitions, work and familial responsibilities, relationships, and chronic stressors.

CORE COMPETENCIES

Building Relationships | Problem-solving |
Empathy | Creativity | Communication

PROFESSIONAL EXPERIENCE

A Soul Awake Psychotherapy, LLC | April 2022 – Present

Founder, Therapist

- Provide individual therapy services to adult females struggling with depression, stress, anxiety, life transitions, relationship difficulties, and healthy identity formation within a private practice setting
- Attend a diverse array of in-person and online trainings to maintain professional practice standards and develop new skills to better serve clients
- Employ digital and interpersonal marketing strategies to advertise practice and generate referrals
- Maintain timely and accurate records, memoranda, progress notes, and other documentation

Space Between Counseling Services | January 2019 – April 2022

Therapist

- Provided individual therapy services to young adults struggling with depression, stress, anxiety, life transitions, relationship difficulties, and healthy identity formation within a private practice setting
- Participated in regular supervision to review assigned cases, address clinical concerns, and ensure continuation of personal growth and professional development
- Attended a diverse array of in-person and online trainings to maintain professional practice standards and develop new skills to better serve clients

EDUCATION

**Master of Science, Counseling
Psychology**

Loyola University Maryland
September 2014

Bachelor of Arts, Psychology

University of Illinois at Urbana-
Champaign
May 2010

SKILLS

Teamwork

Active Listening

Attention to Detail

Writing

Editing

Research

Organization

Flexibility

Critical Thinking

The Mosaic Group | June 2018 – July 2021

Technical Writer

- Developed strategic content for key stakeholders in the health and human services fields including local and regional foundations, educational institutions, health systems, municipal health departments, and non-profit organizations
- Created and edited original content for brochures, one-pagers, and promotional materials highlighting organizational accomplishments, industry expertise, and scope of services
- Collaborated with internal subject matter experts to gather data and insights for content

Loyola University Maryland | May 2015 – November 2017

Research Assistant & Co-Author

- Served on academic research team studying the impact of a group-based mindfulness workshop for undergraduate students
- Developed hypotheses and specific outcome measures in collaboration with team members
- Synthesized and summarized existing research for journal article
- Edited for grammar, punctuation, spelling, clarity, sentence structure, organization, and consistency

VOLUNTEER EXPERIENCE

Backpack Brigade | December 2023 – Present

Driver

- Provide weekend-hunger relief by delivering meals to schools in Seattle, Renton, Highline, and Bellevue where they're distributed by school staff to students in need

PEPS | December 2023 – Present

Group Leader

- Lead a weekly group of first-time mothers of infants ages 5 – 12 months old to discuss topics such as child development, early learning, feeding, sleeping, temperament, routine, and self-care

Seattle Symphony | December 2023 – Present

Usher and Family Program Assistant

- Welcome and assist patrons with performance inquiries, seating, and other needs as an usher during concerts
- Facilitate learning, curiosity, and hands-on exploration during family events for children of all ages

Seattle Women's Commission

May 2025

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

- 8 City Council-appointed
- 9 Mayor-appointed -plus one Get Engaged.
- 4 Other Appointing Authority-appointed: Commission-appointed

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Member	Tosh Owens	7/02/25	7/01/27	1	Mayor
			2.	Member	VACANT	7/02/24	7/01/26		Mayor
	F		3.	Member	Hannah Glover	7/02/24	7/01/26	1	Mayor
	F		4.	Member	Naseem Ghazanfari	7/02/24	7/01/26	1	Mayor
			5.	Member	VACANT	7/02/25	7/01/27		Mayor
			6.	Member	VACANT	7/02/25	7/01/27		Mayor
	F		7.	Member	Eunji Han	7/02/24	7/01/26	1	Mayor
	F		8.	Member	Krystal Guerrero	7/02/24	7/01/26	2	Commission
			9.	Member	VACANT	7/02/25	7/01/27		Mayor
	F		10.	Member	Neely Evanoff	7/02/24	7/01/26	1	City Council
	F		11.	Member	Emily Rose Barr	7/02/25	7/01/27	2	City Council
	F		12.	Member	Mariah Rivera	7/02/23	7/01/25	1	City Council
	F		13.	Member	Vinati Mamidala	7/02/24	7/01/26	3	City Council
	F		14.	Member	Talley Mills	7/02/24	7/01/26	1	City Council
	F		15.	Member	Jennifer Tran	7/02/23	7/01/25	1	City Council
	F		16.	Member	Kate Faoro Wright	7/02/23	7/01/25	1	City Council
	F		17.	Member	Nardos Tola	7/02/24	7/01/26	1	Commission
	F		18.	Member	Amanda DeFisher	7/02/24	7/01/26	1	City Council
	F		19.	Member	Whitney Nakamura	7/02/24	7/01/26	3	Commission
	F		20.	Member	Nadia Goforth	7/02/25	7/01/27	1	Commission
	F		21.	Get Engaged	Sonia Hitchcock	9/01/24	8/31/25	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	0	5	0	0	0	1	0	0	0	0	0	0	0
Council	0	8	0	0	0	0	0	0	0	2	0	0	0
Comm	0	4	0	0	0	0	0	0	0	0	0	0	0
Total	0	17	0	0	0	1	0	0	0	0	0	0	0

Key: Diversity information is self-identified and is voluntary.

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

**G List gender, M = Male, F= Female, T= Transgender, U= Unknown

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



Legislation Text

File #: Appt 03192, **Version:** 1

Appointment of Nadia Goforth as member, Seattle Women's Commission, for a term to July 1, 2027.
The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Nadia Goforth</i>		
Board/Commission Name: <i>Seattle Women's Commission</i>		Position Title: <i>Member</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: <i>Commission</i>		Term of Position: * <i>7/2/2025</i> to <i>7/1/2027</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Queen Anne</i>	Zip Code: <i>98119</i>	Contact Phone No.: <i>Business phone # - NOT personal phone #</i>
Background: <i>Nadia has a history of working with youth in the foster care system and has recently begun working in advocacy and communications. She has a Masters Degree in Policy Studies and is embarking on your Ph.D. in Community Psychology. Nadia looks forward to applying the skills she's learned through her career, education, and lived experience to further Women's Rights in Seattle.</i>		
Authorizing Signature (original signature): <i>Emily Rose Barr</i> <small>Digitally signed by Emily Rose Barr Date: 2025.06.06 14:12:33 -07'00'</small> Date Signed (appointed): <i>6/6/25</i>		Appointing Signatory: <i>Emily Rose Barr</i> <i>Seattle Women's Commission Co-Chair</i>

NADIA GOFORTH

EDUCATION

Ph.D. Community Psychology (Graduating 2027)

National Louis University

M.A. in Policy Studies

University of Washington

B.A. in Law, Economics and Public Policy

University of Washington

SKILLS AND PASSIONS

program management •

program evaluation • policy research •

stakeholder engagement •

community organizing • outreach •

policy recommendations

ACHIEVEMENTS AND PROFESSIONAL DEVELOPMENT

Published Op-Ed writer with
The Imprint

Founder of the "Care Closet" at
Davis Elementary

Published research on
Geographical Inequities in
Foster Care outcomes

Delivered Congressional
briefing on underutilization
and inequities in Chafee
service receipt

Created and Delivered
Program standardization
training on high school to
college transitions for foster
youth

Conducted a program
evaluation of Heritage High
School partnership program
with Schack Arts Center

EXPERIENCE

Advocacy and Communications Director 07/2024 - Present

Legal Foundation of Washington

- published annual report for organization's impact
- managed annual budget
- Director of the Equal Justice Coalition

Foster Youth Internship Program 02/2024 - 07/2024

Congressional Coalition on Adoption Institute

- Intern in DC office of Representative Adam Smith
- Published a policy report on recommendations for improving foster care
- Delivered Congressional briefing on policy recommendations

Intern 01/2024 - 05/2024

Congresswoman Suzan DelBene

- constituent correspondence (phones, form letters, casework)
- Created event briefings and attended congressional briefings
- CPF/earmark support and tracking
- Legislative research and cosponsor recommendations

Education Specialist 03/2022 - 05/2024

Treehouse

- supported caseloads of 18-22 teen foster youth in education and high school completion
- coordinated services among youth teams
- Delivered program standardization training to over 100 program staff
- Engaged in Onboarding Workgroup to develop processes for training new hires
- Community engagement and outreach
- Data tracking and analysis - interventions and outcomes through PowerBI

Regional Coordinator, Development Intern, Advocacy Delegate 03/2019 - 06/2022

National Foster Youth Institute

- managed a group of 10 advocacy delegates for Congressional Shadow Day Program
- Delivered workshop to 50 program participants
- grants tracking and donor identification
- annual fundraising event support
- strategic storytelling, legislative processes, interacting with stakeholders

Program Director 09/2019 - 03/2021

Boys and Girls Clubs of America

- daily operations supervisor for before-and-after school program
- direct supervisor of approximately 5-8 staff
- coordination of programs with community members, schools and families
- support of behavioral needs of participants

Academic Engagement Specialist 08/2018 - 05/2019

AmeriCorps

- classroom intervention for K-5 students with behavioral challenges
- studied impacts of social-emotional learning groups
- Created "Care Closet" providing students with clothing, shoes and personal items

Camp Director 05/2019 - 09/2019

Camp Fire Walla Walla

- direct supervision of 10-12 staff
- daily operations manager for summer programming
- inventory coordination
- creation of weekly newsletter
- coordination of behavioral needs

Seattle Women's Commission

May 2025

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

- 8 City Council-appointed
- 9 Mayor-appointed -plus one Get Engaged.
- 4 Other Appointing Authority-appointed: Commission-appointed

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Member	Tosh Owens	7/02/25	7/01/27	1	Mayor
			2.	Member	VACANT	7/02/24	7/01/26		Mayor
	F		3.	Member	Hannah Glover	7/02/24	7/01/26	1	Mayor
	F		4.	Member	Naseem Ghazanfari	7/02/24	7/01/26	1	Mayor
			5.	Member	VACANT	7/02/25	7/01/27		Mayor
			6.	Member	VACANT	7/02/25	7/01/27		Mayor
	F		7.	Member	Eunji Han	7/02/24	7/01/26	1	Mayor
	F		8.	Member	Krystal Guerrero	7/02/24	7/01/26	2	Commission
			9.	Member	VACANT	7/02/25	7/01/27		Mayor
	F		10.	Member	Neely Evanoff	7/02/24	7/01/26	1	City Council
	F		11.	Member	Emily Rose Barr	7/02/25	7/01/27	2	City Council
	F		12.	Member	Mariah Rivera	7/02/23	7/01/25	1	City Council
	F		13.	Member	Vinati Mamidala	7/02/24	7/01/26	3	City Council
	F		14.	Member	Talley Mills	7/02/24	7/01/26	1	City Council
	F		15.	Member	Jennifer Tran	7/02/23	7/01/25	1	City Council
	F		16.	Member	Kate Faoro Wright	7/02/23	7/01/25	1	City Council
	F		17.	Member	Nardos Tola	7/02/24	7/01/26	1	Commission
	F		18.	Member	Amanda DeFisher	7/02/24	7/01/26	1	City Council
	F		19.	Member	Whitney Nakamura	7/02/24	7/01/26	3	Commission
	F		20.	Member	Nadia Goforth	7/02/25	7/01/27	1	Commission
	F		21.	Get Engaged	Sonia Hitchcock	9/01/24	8/31/25	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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	0	5	0	0	0	1	0	0	0	0	0	0	0
Council	0	8	0	0	0	0	0	0	0	2	0	0	0
Comm	0	4	0	0	0	0	0	0	0	0	0	0	0
Total	0	17	0	0	0	1	0	0	0	0	0	0	0

Key: Diversity information is self-identified and is voluntary.

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

**G List gender, M = Male, F= Female, T= Transgender, U= Unknown

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



Legislation Text


File #: Appt 03193, **Version:** 1

Appointment of Tosh Owens as member, Seattle Women's Commission, for a term to July 1, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Tosh Owens		
Board/Commission Name: Seattle Women's 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: Fill in appointing authority		Term of Position: * 7/2/2025 to 7/1/2027 <input type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: Rainier Beach	Zip Code: 98178	Contact Phone No.: Business phone # - NOT personal phone #
Background: As a certified Life Confidence Coach and Mental Health First Aid responder, Tosh has dedicated her career to empowering women and advocating for their mental and emotional wellness. She believes strongly in the Commission's mission to advise city leadership on the unique issues impacting women in Seattle—and is confident that her lived experience, professional expertise, and unwavering commitment to community advocacy makes her a strong asset to this important work. Tosh supports the Black Home Initiative through HomeSight, focusing on increasing homeownership among Black and minority households in Washington. Through this work, she's had the opportunity to collaborate with a powerful network of over 120 partners, making vital housing resources more accessible and equitable—particularly for women and families facing systemic barriers. She would be an honored to bring her voice, experience, and passion to the work of the Women's Commission.		
Authorizing Signature (original signature):  Date Signed (appointed): June 6th, 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.

T O S H O W E N S



EDUCATION

Bachelor of Arts in Communication

WORK EXPERIENCE

Marketing and Communication Coordinator

Dec 2024 - Present

Homesight

Seattle, WA

- Managed and updated website content, including event and blog pages, to ensure timely and engaging communication.
- Maintained a comprehensive database of member information, marketing materials, and social media assets to streamline outreach efforts.
- Oversaw and updated Hootsuite social media calendar, creating and curating content aligned with brand guidelines and marketing objectives.
- Collaborated with the Marketing & Communications Director on weekly strategy meetings to align marketing efforts with organizational goals.
- Developed and designed digital and print marketing materials tailored to both organizational objectives and community needs.
- Assisted in creating digital programs and content to enhance engagement and expand outreach.
- Contributed to process development and independent project management to improve workflow efficiency.

CEO

Sept 2023 - Dec 2024

Confidence on Crazy LLC

Seattle, WA

- Designed and produced promotional materials such as flyers, social media graphics, and event registration forms to boost attendance and engagement.
- Facilitated meaningful discussions to promote mental wellness and provided a supportive environment for attendees to share experiences and build connections.
- Developed detailed event itineraries outlining schedules, activities, and session details to ensure a well-organized event experience.
- Monitored event budgets, tracked expenses, and ensured events were executed within financial constraints.
- Provided on-site support during events, assisting with setup, guest management, and troubleshooting any issues that arised.
- Implemented QR codes and other digital tools to gather feedback from participants via surveys. Analyzed responses to assess the effectiveness of events and identified areas for improvement.

Director of Communications

Sept 2022 - Sept 2023

ATA Creative Learning Academy

Tulsa, OK

- Organized and managed facility events such as; cultural awareness fairs, parent-teacher conferences, holiday celebrations, fundraisers, and open house. Ensure events are well-planned, executed smoothly, and align with the facility's goals.
- Facilitated workshops and individual sessions to guide students in exploring their interests, values, skills, and goals, aligning them with academic programs and career opportunities.
- Developed and implemented marketing strategies to promote events through newsletters, social media, and community outreach. Design and distribute promotional materials as needed.
- Served as the primary point of contact for parents and guardians. Address inquiries, provide information about events and services, and resolve issues in a timely and professional manner.
- Collected feedback from parents and participants to evaluate event success and identify areas for improvement. Implement suggestions to enhance future events and customer satisfaction.
- Collaborated with vendors for catering, entertainment, and other event services. Manage contracts, negotiate terms, and ensure timely delivery of services.

TOSH OWENS



EDUCATION

Bachelor of Arts in Communication

WORK EXPERIENCE

Events Coordinator

June 2022 - Sept 2022

Tulsa Juneteenth Inc. (Non-Profit)
Tulsa, OK

- Organized meetings with stakeholders, including community leaders, sponsors, and partners, to ensure alignment on festival objectives and logistics.
- Negotiated and managed contracts with vendors, performers, and other service providers. Ensuring all agreements are met and deliverables are executed according to contract terms.
- Served as the primary liaison for talent, including performers, speakers, and panelists. Managed booking, scheduling, and any special requirements or accommodations needed for their participation.
- Implemented marketing strategies to reach target audiences, including leveraging social media, community partnerships, and local media outlets.

Social Media Manager

Jan 2022 - June 2022

Black Wall Street Times
Tulsa, OK

- Created content strategies for digital channels, including Facebook stories, Instagram, and TikTok to increase brand awareness and drive user engagement.
- Developed monthly content calendars through for all social media platforms through Hootsuite.
- Developed social media campaigns increasing event participation.
- Created social media reports using Hootsuite to analyze metrics.
- Produced compelling and relevant arts, culture, and entertainment content.
- Produced blog post that amplified BIPOC voices and increase awareness of their stories.
- Researched relevant topics to develop engaging stories to drive website traffic
- Incorporated SEO in blog post and social media descriptions to reach target audience.

Communications Associate

May 2019 – Oct 2020

National School Choice Week (Non-Profit)
Remote

- Hosted and scripted the inaugural Backstage Pass Tour for NSCW 2020 and the official National School Choice Week 2020 Dance.
- Developed and managed content calendar's for social media platforms, including Facebook, Instagram, Twitter, Pinterest, and YouTube, to inform and engage families about educational options.
- Designed graphic materials for internal and external communication using Adobe Creative Suite.
- Monitored and addressed feedback, comments, and inquiries from the online community.
- Pitched story packages to media outlets to cover National School Choice Week events.
- Created social media contests to increase customer engagement online.

Seattle Women's Commission

May 2025

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

- 8 City Council-appointed
- 9 Mayor-appointed -plus one Get Engaged.
- 4 Other Appointing Authority-appointed: Commission-appointed

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Member	Tosh Owens	7/02/25	7/01/27	1	Mayor
			2.	Member	VACANT	7/02/24	7/01/26		Mayor
	F		3.	Member	Hannah Glover	7/02/24	7/01/26	1	Mayor
	F		4.	Member	Naseem Ghazanfari	7/02/24	7/01/26	1	Mayor
			5.	Member	VACANT	7/02/25	7/01/27		Mayor
			6.	Member	VACANT	7/02/25	7/01/27		Mayor
	F		7.	Member	Eunji Han	7/02/24	7/01/26	1	Mayor
	F		8.	Member	Krystal Guerrero	7/02/24	7/01/26	2	Commission
			9.	Member	VACANT	7/02/25	7/01/27		Mayor
	F		10.	Member	Neely Evanoff	7/02/24	7/01/26	1	City Council
	F		11.	Member	Emily Rose Barr	7/02/25	7/01/27	2	City Council
	F		12.	Member	Mariah Rivera	7/02/23	7/01/25	1	City Council
	F		13.	Member	Vinati Mamidala	7/02/24	7/01/26	3	City Council
	F		14.	Member	Talley Mills	7/02/24	7/01/26	1	City Council
	F		15.	Member	Jennifer Tran	7/02/23	7/01/25	1	City Council
	F		16.	Member	Kate Faoro Wright	7/02/23	7/01/25	1	City Council
	F		17.	Member	Nardos Tola	7/02/24	7/01/26	1	Commission
	F		18.	Member	Amanda DeFisher	7/02/24	7/01/26	1	City Council
	F		19.	Member	Whitney Nakamura	7/02/24	7/01/26	3	Commission
	F		20.	Member	Nadia Goforth	7/02/25	7/01/27	1	Commission
	F		21.	Get Engaged	Sonia Hitchcock	9/01/24	8/31/25	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

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	0	5	0	0	0	1	0	0	0	0	0	0	0
Council	0	8	0	0	0	0	0	0	0	2	0	0	0
Comm	0	4	0	0	0	0	0	0	0	0	0	0	0
Total	0	17	0	0	0	1	0	0	0	0	0	0	0

Key: Diversity information is self-identified and is voluntary.

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

**G List gender, M = Male, F= Female, T= Transgender, U= Unknown

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



Legislation Text

File #: Appt 03194, **Version:** 1

Appointment of Calvin Lassiter as member, Seattle Human Rights Commission, for a term to January 22, 2026.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Calvin Lassiter</i>		
Board/Commission Name: <i>Seattle Human Rights Commission</i>		Position Title: <i>Member</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: <i>Commission</i>		Term of Position: * 1/23/2024 to 1/22/2026 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Pioneer Square</i>	Zip Code: <i>98104</i>	Contact Phone No.: <i>Business phone # - NOT personal phone #</i>
Background: Calvin Lassiter is a human rights advocate, future entrepreneur, and spiritual enthusiast based in Seattle. Born in Murfreesboro, North Carolina, he brings a Southern perspective on justice and the warmth and hospitality that shaped him. He served two years on his hometown's Economic Development Board, gaining hands-on experience in civic planning and community expansion. With firsthand experience of homelessness and the criminal justice system, Calvin brings a grounded, authentic voice to issues like African American rights, women's rights, criminal justice reform, housing equity, and LGBT advocacy. While he brings a wide range of experience, he doesn't claim expertise in any field. He believes learning never stops and is committed to building a more just, compassionate, and unified Seattle.		
Authorizing Signature (original signature):  <i>Bryannah Quander (May 7, 2025 18:26 PDT)</i> Date Signed (appointed): <i>05/07/2025</i>		Appointing Signatory: <i>Bryannah Quander</i> <i>Seattle Human Rights Commission Co-Chair</i>

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

Calvin Lassiter

Objective

Dedicated professional seeking opportunities to contribute skills and experience in a dynamic, collaborative work environment.

Education

Wake Technical Community College, Raleigh, NC

Baking & Pastry Arts (DNF)

- Associate of Arts (DNF)
 - GPA: 3.03
 - Relevant Coursework: Food Safety and Sanitation
-

Certifications

- **Class 12 Mixologist Permit**, Washington State Liquor and Cannabis Board
Valid: November 1, 2024 – November 1, 2029
Authorized to serve, mix, and supervise the sale of alcohol in Washington State.
[WSLCB](#)
 - **CPR/AED Certification for Adult/Child/Infant**, American Heart Association
Valid: February 9, 2025 – February 9, 2027
Trained in life-saving techniques for all age groups.
[Homepage](#)
 - **OSHA Excavator Certification**
Valid: 2023 – Present
Certified in the safe and efficient operation of excavators.
 - **ServSafe Food Protection Manager**, National Restaurant Association
Valid: 2023 – Present
Certified in food safety and sanitation practices.
-

Skills

- Time Management
 - Teamwork
 - Basic Knowledge of Food and Beverage
 - Customer Service Oriented
 - Critical Thinking
-

Experience

Steward, Climate Pledge Arena, Seattle, WA

October 3, 2024 – Present

- Ensured cleanliness and sanitation of kitchen and dining areas.
- Managed dishwashing and kitchen support tasks during high-capacity events.
- Collaborated with team members to maintain a safe and efficient work environment.

General Laborer, StaffZone (Temp Agency)

June 2023 – March 2024

- Supported construction sites, warehouses, and factories with various tasks.

Marination, Perdue Farms

June 2022 – December 2022

- Ensured food safety protocols were followed, trained staff, and maintained quality control.
-

Professional Affiliations and Honors

Board Member, Economic Development for Hertford County

August 2021 – February 2023

- Contributed to economic planning, development projects, and community outreach.
-

Community Involvement

Volunteer, South Wilmington Men's Shelter

- Assisted in daily operations and provided support to residents.

Seattle Human Rights Commission

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: Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Member	Bryennah Quander	7/23/23	7/22/25	1	City Council
	M		2.	Member	Trevor Duston	7/23/23	7/22/25	1	Mayor
	F		3.	Member	Amy Bailey	7/23/23	7/22/25	1	City Council
	F		4.	Member	Gwen McCullough	7/23/23	7/22/25	1	Mayor
	M		5.	Member	James Munger	7/23/23	7/22/25	1	City Council
	M		6.	Member	Kyle Tibbs	1/23/24	1/22/26	1	Mayor
	F		7.	Member	Mariam Sulayman Koss	1/23/24	1/22/26	1	City Council
	M		8.	Member	Calvin Lassiter	1/23/24	1/22/26	1	Commission
	F		9.	Member	Beverly Smith	7/23/24	7/22/26	1	Mayor
	F		10.	Member	Koumudi Phadake	7/23/24	7/22/26	1	City Council
			11.	Member	VACANT				Mayor
	F		12.	Member	Anika Khan	7/23/24	7/22/26	1	City Council
	F		13.	Member	Kristina Sawyckj	1/23/24	1/22/26	1	Mayor
	M		14.	Member	Ali Khan	1/23/24	1/22/26	1	City Council
	F		15.	Member	Diana Ortega-Chance	1/23/24	1/22/26	1	Mayor
	M		16.	Get Engaged	Avery Hultgren	9/1/24	8/31/25	1	Mayor
	M		17.	Member	Phillip Lewis	7/23/24	7/22/26	1	City Council
	F		18.	Member	Katie Sophie Gonser	1/23/24	1/22/26	1	Mayor
	M		19.	Member	Goutham Putta	7/23/24	7/22/26	1	Commission
	M		20.	Member	Nicholas Leydon	1/23/24	1/22/26	1	Commission
	F		21.	Member	Miranda Catsambas	7/23/24	7/22/26	1	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 American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	3	4											
Council	3	5											
Comm	3	2											
Total	20												

List the corresponding *Diversity Chart* number (1 through 9) **G L ist gender, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown **RD Residential Council District number

Key: *D 1 through 7 or N/A -Diversity info is self-identified and voluntary.



Legislation Text


File #: Appt 03195, **Version:** 1

Appointment of Katie Sophie Gonser as member, Seattle Human Rights Commission, for a term to January 22, 2026.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Katie Sophie Gonser		
Board/Commission Name: Seattle Human Rights 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: Fill in appointing authority		Term of Position: * 1/23/24 to 1/22/26 <input checked="" type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: Brighton	Zip Code: 98118	Contact Phone No.: Business phone # - NOT personal phone #
Background: Katie has spent more than eight years working towards social justice at smaller NGOs, at larger INGOs like the Red Cross and Amnesty International, at the United Nations, and her local South King County mutual aid. Most recently, she completed her PhD with the goal of deepening her knowledge of innovative policy approaches to systemic inequities and is now eager to return to more actionable human rights work.		
Authorizing Signature (original signature):  Date Signed (appointed): May 12th, 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.

Katie Sophie Gonser

SUMMARY

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

EXPERIENCE

Project Manager, Research Lead

June 2020 - June 2024

University of Washington | Seattle, WA

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

Instructor

January 2020 - March 2024

University of Washington | Seattle, WA

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

Research Lead

June 2020 - September 2020

Global Research Group, University of Washington | Seattle, WA

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

Program Coordinator

January 2019 - August 2019

The Freedom Fund | London, UK

- Ensured compliance with international transactions and sanctions by conducting checks on staff in partner organizations across multiple regions, including Northern and Southern India, Rajasthan, Ethiopia, Thailand, and Nepal.
- Conducted research with the program team on slavery prevention and outreach initiatives, contributing to the development of effective strategies.
- Acted as a point of contact for team members, partner organizations, and external stakeholders.

Intern

October 2017 - April 2018

United Nations Office of the High Commissioner of Human Rights | Geneva, Switzerland

- Drafted the Special Rapporteur on the Situation of Human Rights in North Korea's statement for the Human Rights Council and his report to the General Assembly.
- Conducted research and compiled reports on the Right to Health, conflict in Fiji and for the Working Group on Business and Human Rights.
- Assisted the Human Rights Council by preparing briefs and drafting summaries.

Intern

June 2016 - August 2016

Database Center for North Korean Human Rights (NKDB) | Seoul, South Korea

- Coordinated NKDB's Monthly Briefing & Discussion on North Korean Human Rights, a monthly invitation-only event for foreign diplomats and staff of international organizations.
- Expanded NKDB's network of foreign contacts with relevant international organizations.
- Identified funding opportunities for NKDB's future activities.
- Conducted media monitoring of news articles related to North Korean human rights and compiled weekly reports.

EDUCATION**University of Washington** | PhD in International Studies

2019 - 2024

- Proposed and executed extensive research on humanitarian and human rights NGO activity in North Korea.
- Wrote and won grant proposals supporting research, totaling over \$30,000.
- Cultivated relationships with activists, policymakers, reporters, scholars, humanitarian workers, and United Nations staff.
- Presented research at professional conferences and to public audiences.

University of Gothenburg | International Masters in Social Work & Human Rights

2014 - 2016

- Trained in case management, conflict management, and person-centered care.
- Researched sex workers' human rights in Sweden.

University of Edinburgh | Bachelor (hons) in Sociology

2010 - 2014

VOLUNTEERING**South King County Mutual Aid**

2020 - ongoing

Amnesty International Sweden

2017

Red Cross Sweden

2015

Community support for people with disabilities

2014 - 2017

Seattle Human Rights Commission

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: Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Member	Bryennah Quander	7/23/23	7/22/25	1	City Council
	M		2.	Member	Trevor Duston	7/23/23	7/22/25	1	Mayor
	F		3.	Member	Amy Bailey	7/23/23	7/22/25	1	City Council
	F		4.	Member	Gwen McCullough	7/23/23	7/22/25	1	Mayor
	M		5.	Member	James Munger	7/23/23	7/22/25	1	City Council
	M		6.	Member	Kyle Tibbs	1/23/24	1/22/26	1	Mayor
	F		7.	Member	Mariam Sulayman Koss	1/23/24	1/22/26	1	City Council
	M		8.	Member	Calvin Lassiter	1/23/24	1/22/26	1	Commission
	F		9.	Member	Beverly Smith	7/23/24	7/22/26	1	Mayor
	F		10.	Member	Koumudi Phadake	7/23/24	7/22/26	1	City Council
			11.	Member	VACANT				Mayor
	F		12.	Member	Anika Khan	7/23/24	7/22/26	1	City Council
	F		13.	Member	Kristina Sawyckj	1/23/24	1/22/26	1	Mayor
	M		14.	Member	Ali Khan	1/23/24	1/22/26	1	City Council
	F		15.	Member	Diana Ortega-Chance	1/23/24	1/22/26	1	Mayor
	M		16.	Get Engaged	Avery Hultgren	9/1/24	8/31/25	1	Mayor
	M		17.	Member	Phillip Lewis	7/23/24	7/22/26	1	City Council
	F		18.	Member	Katie Sophie Gonser	1/23/24	1/22/26	1	Mayor
	M		19.	Member	Goutham Putta	7/23/24	7/22/26	1	Commission
	M		20.	Member	Nicholas Leydon	1/23/24	1/22/26	1	Commission
	F		21.	Member	Miranda Catsambas	7/23/24	7/22/26	1	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 American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	3	4											
Council	3	5											
Comm	3	2											
Total	20												

List the corresponding *Diversity Chart* number (1 through 9) **G L ist gender, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown **RD Residential Council District number

Key: *D 1 through 7 or N/A -Diversity info is self-identified and voluntary.



Legislation Text


File #: Appt 03196, **Version:** 1

Appointment of Beverly Smith as member, Seattle Human Rights Commission, for a term to July 22, 2026.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Beverly Smith		
Board/Commission Name: Seattle Human Rights 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: Fill in appointing authority		Term of Position: * 7/23/2024 to 7/22/2026 <input checked="" type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: South Lake Union	Zip Code: 98109	Contact Phone No.: n/a
Background: Beverly has a passion for advocacy, policy change, and community involvement. As a clinician and Howard Law trained social engineer, she has a deep commitment to addressing the systemic challenges that disproportionately impact Black communities, including healthcare disparities, affordable housing, economic security, and social inclusion. Beverly believes that through collaborative efforts, we can drive meaningful policy changes to ensure that underserved communities receive the dignity, support, and resources they deserve.		
Authorizing Signature (original signature):  Date Signed (appointed): May 12th, 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

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

BEVERLY SMITH

COMPLIANCE & PRIVACY OFFICER

DETAILS



SKILLS

Regulatory Compliance
Laws & Regulation



Regulatory Matters



Compliance



Managed Care



Ethics



Risk Management



Lean Six Sigma Master
Black Belt



Business Acumen



Communication Skills



Strategic Decision-Making



Stakeholder Management



Policy Governance



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



Innovation



PROFILE

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

EMPLOYMENT HISTORY

Compliance & Privacy Officer, Wellstar Health System

2021 — Present

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

ACHIEVEMENTS + HIGHLIGHTS

- **Effective lines of communication.** Regular interaction with medical staff, community leaders, government agencies and legal advisors to carry out the goals and objectives of system-wide compliance program.
- **Monitoring and auditing.** Provided an objective and independent compliance evaluation of various functional processes which may include issues such as Medicare and Medicaid billing, anti-kickback, fraud and abuse, managed care compliance, anti-trust, labor and employee relations, environmental health and safety matters, various trade practices, and specific issues which may arise.
- **Written materials and training.** Directed efforts to effectively incorporate the compliance program into the organization, including written materials and training programs designed specifically to promote understanding of compliance issues, laws and regulations, and consequences of noncompliance.

Chief Legal & Compliance Officer, Coerten McGinnis

2019 — 2021

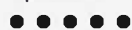
- Developed, implemented, maintained and updated written policies and procedures and standards of conduct to create a culture of compliance
- Ensured adherence to applicable federal and state laws and regulations, including but not limited to: The False Claims Act, The Anti-Kickback Statute, The Civil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

LANGUAGES

English



Spanish



Afrikaans



- Identified and managed legal risks across the organization.
- Developed and managed a risk-based compliance and privacy auditing and monitoring program to detect, respond to, and remediate compliance violations.
- Reviewed and monitored compliance with legal statutes, regulations, and internal policies.
- Evaluated the effectiveness of the compliance program regularly and made associated updates or revisions to ensure a best-in-class program.

Chief Compliance & Privacy Officer, Towsen Health System

2018 — 2019

- Provided leadership guidance and support on compliance and privacy matters related to the health system and its subsidiaries and affiliates.
- Responsible for all aspects of development, implementation, and maintenance of the effective, risk-based compliance program for the enterprise, including directly liaising with the Board of Directors and leading the Compliance Committee.
- Investigated and reported on potential compliance issues to ensure timely resolution and adherence to applicable laws and regulations.
- Conducted routine monitoring and annual compliance risk assessments working with enterprise risk management, internal audit and other stakeholders.
- Enforced standards through well-publicized disciplinary guidelines in partnership with Human Resources and other stakeholders.
- Developed and implemented policies and procedures to ensure data security and privacy compliance.
- Developed a comprehensive data privacy program to ensure compliance with GDPR and other data protection regulations.
- Collaborated with departments to ensure compliance with relevant laws and regulations
- Monitored and evaluated regulatory changes to ensure company policies and procedures remain compliant
- Developed and maintained a comprehensive training program for employees to ensure compliance with applicable laws and regulations

Associate (In-Residence), Cliffe Dekker Hofmyer

South Africa

2015 — 2016

- Reviewed agency decisions, analyzed global competition laws, and drafted legal memoranda for firms engaged in cross-border mergers and acquisitions.
- Identified probable outcomes of merger control reviews to advise clients of compliance requirements and risks associated with intended business transactions.
- Advised clients on potential competition law considerations connected to business activities including market power, dominance, pricing issues, exclusivity risks, and domestic policy matters.
- Conducted detailed research and analysis of complex legal issues to develop strategic arguments in support of client's position.

Legal Teaching & Research Assistant, Howard University School of Law

2016 — 2018

- Conducted legal research on a wide variety of topics and provided comprehensive summaries
- Developed a comprehensive understanding of the legal research process and principles of legal citation
- Developed a comprehensive understanding of the legal research process and principles of legal analysis

Senior Director, UnitedHealth Group (Optum)

2011 — 2015

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

ACHIEVEMENTS + HIGHLIGHTS

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

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

2009 — 2011

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

ACHIEVEMENTS + HIGHLIGHTS

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

Senior Program Executive, UnitedHealth Group (UnitedHealthcare)

2007 — 2009

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

Manager, Clinical Operations, Cincinnati Sportsmedicine & Orthopaedics

2006 — 2007

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

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

Manager, Clinical Operations, University Of Cincinnati Department Of Neurosurgery

2004 — 2006

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

EDUCATION

Doctor of Jurisprudence (JD), Howard University

Washington

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

Bachelor of Science in Healthcare Administration, Miami University/UOP

Oxford

Certified in Healthcare Compliance (CHC)

Lean Six Sigma Master Black Belt

Certified Information Privacy Professional (CIPP)

ACADEMIC RESEARCH

Legal Articles

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

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

Clinical Studies

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

REFERENCES

David A. Jones, EVP & Chief Human Resources Officer from Wellstar Health System

david.a.jones@wellstar.org | (470) 644-0370

Ralph D. Turner, SVP & Hospital President from Wellstar Health System

ralph.turner@wellstar.org | (470) 644-8089

Britt'ny Morris, AVP WMG Ops Ambulatory Div from Wellstar Medical Group

brittny.jones@wellstar.org | (404) 709-9774

Seattle Human Rights Commission

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: Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Member	Bryennah Quander	7/23/23	7/22/25	1	City Council
	M		2.	Member	Trevor Duston	7/23/23	7/22/25	1	Mayor
	F		3.	Member	Amy Bailey	7/23/23	7/22/25	1	City Council
	F		4.	Member	Gwen McCullough	7/23/23	7/22/25	1	Mayor
	M		5.	Member	James Munger	7/23/23	7/22/25	1	City Council
	M		6.	Member	Kyle Tibbs	1/23/24	1/22/26	1	Mayor
	F		7.	Member	Mariam Sulayman Koss	1/23/24	1/22/26	1	City Council
	M		8.	Member	Calvin Lassiter	1/23/24	1/22/26	1	Commission
	F		9.	Member	Beverly Smith	7/23/24	7/22/26	1	Mayor
	F		10.	Member	Koumudi Phadake	7/23/24	7/22/26	1	City Council
			11.	Member	VACANT				Mayor
	F		12.	Member	Anika Khan	7/23/24	7/22/26	1	City Council
	F		13.	Member	Kristina Sawyckyj	1/23/24	1/22/26	1	Mayor
	M		14.	Member	Ali Khan	1/23/24	1/22/26	1	City Council
	F		15.	Member	Diana Ortega-Chance	1/23/24	1/22/26	1	Mayor
	M		16.	Get Engaged	Avery Hultgren	9/1/24	8/31/25	1	Mayor
	M		17.	Member	Phillip Lewis	7/23/24	7/22/26	1	City Council
	F		18.	Member	Katie Sophie Gonser	1/23/24	1/22/26	1	Mayor
	M		19.	Member	Goutham Putta	7/23/24	7/22/26	1	Commission
	M		20.	Member	Nicholas Leydon	1/23/24	1/22/26	1	Commission
	F		21.	Member	Miranda Catsambas	7/23/24	7/22/26	1	Commission

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	3	4											
Council	3	5											
Comm	3	2											
Total	20												

List the corresponding *Diversity Chart* number (1 through 9) **G L ist gender, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown **RD Residential Council District number

Key: *D 1 through 7 or N/A -Diversity info is self-identified and voluntary.



Legislation Text

File #: Appt 03197, **Version:** 1

Reappointment of Bryennah Quander as member, Seattle Human Rights Commission, for a term to July 22, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions

Notice of Appointment

Appointee Name: Bryennah Quander		
Board/Commission Name: Seattle Human Rights Commission		Position Title: Member
<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 checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * 7/23/2025 to 7/22/2027 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: West Seattle	Zip Code: 98125	Contact Phone No.:
Background: Bryennah is currently serving as the Commission Co-Chair and takes seriously her responsibility in that role. Her work on the commission is an extension of her commitment to volunteerism. She has had the opportunity to volunteer with organizations such as the Vera Project, and as a community accountability board member with the King County Partnership for Youth Justice. She strongly believes that engaged communities are a key part in reducing disparities. She hopes to apply her educational background in public service and policy and continue to help the Human Rights Commission fulfill its mission. She is excited to continue to work with fellow commissioners and continue contributing to the community that she calls home.		
Authorizing Signature (original signature):  Date Signed: 06/04/25		Appointing Signatory: <i>Councilmember Cathy Moore</i> <i>Seattle City Council</i>

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

Bryennah Quander

EDUCATION

Bachelor of Science, Public Service and Policy 2021 – 2022

Arizona State University | Tempe, AZ

Associate of Arts, General Studies 2014 – 2016

Seattle Central College | Seattle, WA

WORK EXPERIENCE

Records Coordinator June 2021 – Present

City of Burien Clerks Department | Burien, WA

- Managed records management departmental projects and ensure compliance with state laws
- Updated the special events permitting process and coordinated completion of permits
- Assisted in the preparation and running of city council, boards, and commissions meetings
- Completed gathering and evaluating data to assist in the creation of a 5-year strategic plan
- Advancing Racial Equity workgroup member

Administrative Assistant Jan. 2021 – May 2021

City of Burien Parks, Recreation, and Cultural Services | Burien, WA

- Processed invoices, contracts, and generated budget reports
- Created employee schedules and completed timesheets
- Assisted in developing an asset management system
- Implemented citywide staff technology updates

Customer Service Representative III March 2018 – Dec. 2020

City of Burien Parks, Recreation, and Cultural Services | Burien, WA

- Served as staff lead of Customer Service Representative I and II
- Registered customers for classes, received and processed facility and park rental requests
- Created training and resource manuals

Customer Service Representative I June 2014 – Feb. 2018

City of Burien Parks, Recreation, and Cultural Services | Burien, WA

- Supervised and ensured upkeep of community center during facility rentals

VOLUNTEER EXPERIENCE

Partnership For Youth Justice Accountability Board Member May 2022 – Present

King County Juvenile Court Services | Seattle, WA

- Attend PYJ meetings to meet with youth and their families eligible for diversion
- Collaborated with other board members to determine diversion assignments and resources

Volunteer Member/House Manager April 2019 – Present

The Vera Project | Seattle, WA

- Supervised volunteers, completing ticket deposits, processing staff and artist payments, liaison for performing artists
- Scanned tickets, concession sales, security, janitorial duties, opening/closing building, etc.

Community Accountability Board Member July 2017 – March 2018

Pierce County Juvenile Court | Tacoma, WA

- Conducted interviews with juvenile and parents/guardians
- Determined the terms and conditions of Diversion Agreement

SKILLS

- MS Office with Excel Certification
- Google Suite
- Research methodology
- Laserfiche
- Records Management
- Adobe Acrobat Pro
- Project Management

Seattle Human Rights 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: Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Member	Bryennah Quander	7/23/25	7/22/27	2	City Council
	M		2.	Member	Trevor Duston	7/23/25	7/22/27	2	Mayor
	F		3.	Member	Amy Kate Bailey	7/23/25	7/22/27	2	City Council
	F		4.	Member	Gwen McCullough	7/23/25	7/22/27	2	Mayor
	M		5.	Member	James Munger	7/23/25	7/22/27	2	City Council
	M		6.	Member	Kyle Tibbs	1/23/24	1/22/26	1	Mayor
	F		7.	Member	Mariam Sulayman Koss	1/23/24	1/22/26	1	City Council
	M		8.	Member	Calvin Lassiter	1/23/24	1/22/26	1	Commission
	F		9.	Member	Beverly Smith	7/23/24	7/22/26	1	Mayor
	F		10.	Member	Koumudi Phadake	7/23/24	7/22/26	1	City Council
			11.	Member	VACANT	7/23/24	7/22/26	1	Mayor
	F		12.	Member	Anika Khan	7/23/24	7/22/26	1	City Council
	F		13.	Member	Kristina Sawyckyj	1/23/24	1/22/26	1	Mayor
	M		14.	Member	Ali Khan	1/23/24	1/22/26	1	City Council
	F		15.	Member	Diana Ortega-Chance	1/23/24	1/22/26	1	Mayor
	M		16.	Get Engaged	Avery Hultgren	9/1/24	8/31/25	1	Mayor
	M		17.	Member	Phillip Lewis	7/23/24	7/22/26	1	City Council
	F		18.	Member	Katie Gonser	1/23/24	1/22/26	3	Mayor
	M		19.	Member	Goutham Putta	7/23/24	7/22/26	1	Commission
	M		20.	Member	Nicholas Leydon	1/23/24	1/22/26	1	Commission
	F		21.	Member	Miranda Catsambas	7/23/24	7/22/26	1	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 American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	3	5											
Council	3	5											
Comm	3	1											
Total	9	11											

List the corresponding *Diversity Chart* number (1 through 9) **G L ist *gender*, **M**= Male, **F**= Female, **T**= Transgender, **NB**= Non-Binary **O**= Other **U**= Unknown **RD Residential Council District number

Key: *D 1 through 7 or N/A -Diversity info is self-identified and voluntary.



Legislation Text

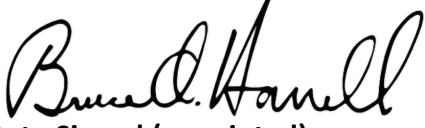
File #: Appt 03198, **Version:** 1

Reappointment of Trevor Duston as member, Seattle Human Rights Commission, for a term to July 22, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Trevor Duston</i>		
Board/Commission Name: <i>Seattle Human Rights Commission</i>		Position Title: <i>Member</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * 7/23/2025 to 7/22/2027
Residential Neighborhood: <i>West Seattle</i>	Zip Code: <i>98136</i>	Contact Phone No.: <i>Business phone # - NOT personal phone #</i>
Background: <i>Trevor looks forward to continuing his work on the commission because he strongly believes that serving and volunteering is an important aspect of civic engagement. He is a critical thinker with a range of research interests and an educational background in sociology, equity, including coursework in social justice. He says, "If I am to call on my students to serve their communities, I must first serve myself."</i>		
Authorizing Signature (original signature):  Date Signed (appointed): June 9th, 2025		Appointing Signature <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.

Trevor Duston

CERTIFICATIONS

AWS Certified Cloud Practitioner

Amazon 2022-2026

Quantum Computing

IBM QXQ • 2021

Certified in emerging AI and data analytics technologies.

Google Data Analytics Specialization

Coursera • 2021

Google Project Management Specialization

Coursera • 2021

PMI Membership

Project Management Institute 2021- Present

PMP Certification Preparation

Coursera 2021

Change Management Foundations

LinkedIn 2019

Gameification of Learning

LinkedIn 2019

EDUCATION

Bachelors of Arts in English Literature

Eastern Washington University • Cheney, WA • 2011 • 3.7

Master of Arts in Teaching ESL and Literature

Minor in Sociolinguistics • Eastern Washington University • Cheney, WA • 2013 • 3.9

PhD in English focusing in Writing, Rhetorics and Literacies

Minor in Literacy and Learning • Arizona State University • Tempe, AZ • 2023 • 3.9

EXPERIENCE

Professor

Grand Canyon University, Arizona State University, Glendale Community College, Eastern Washington University August 2013 - Present, Phoenix AZ

- Develop and deliver course material and evaluate between 300-500 students per term.
- Drive improvements in curriculum design and implementation for 2 on-ground courses
- 2-5% above average on instructional metrics including instructor engagement and expertise.
- Work cross functionally with Learning Management Tech team and the English Department to improve UI/UX course designs.
- Utilize appropriate technologies to design learning experiences including Camtasia, Captivate, and Adobe Creative Suite

Board Member

Phoenix RPGs

February 2022 - Present, Phoenix AZ

- Establish and own processes for diverse events with multiple purposes for events that thousands of people attend.
- Develop engaging learning experiences for volunteers and participants of all ages.
- Create scalable solutions for revenue development and community engagement.
- Manage communication between stakeholders and event management.

Educational Volunteer

Heifer International

May 2019 - August 2019, Perryville, AR

- Successfully offset program costs with the development of new courses and educational materials; monetized assets on the farm with new service-learning opportunities.
 - Collaborated with stakeholder groups to streamline communication and organization for programming.
 - Recognized as subject matter expert by non-profit leadership team in learning and curricular development
 - Increased participant engagement by approximately 10%.
-

PROJECTS

'22 Convention Season Phoenix RPGs

Phoenix, AZ • August 2018-2023

- Collaborate with a dispersed team to manage event schedules for thousands of visitors to annual conventions.
- Collect and utilize data to refine programming for future events.
- Develop Training materials and programs for new members of the community.
- Develop and Diversify revenue streams and chair of the Fund Development Committee.

Analysis of Training Mechanisms at ASU for Graduate Student Instructors

Phoenix, AZ • August 2023

- Conduct focus groups with participants to understand their training experience.
- Qualitative and Quantitative analysis of participant utterances to develop themes of process impediments and efficiencies.
- 150 page analysis of the history of training instructors and current trends in training.
- Proposed solutions at various stakeholder levels to improve the efficiency and quality of training

Analysis of Sexism at MAYO clinic Grand Rounds training sessions

Phoenix, AZ • August 2019

- Developed coding schema for data analysis, including safety mechanisms for verifying data and trained coding teams.
- Devised communication mechanisms for more than 10 stakeholders at locations in 3 states.
- Oversaw 3 separate coding teams of 2 individuals coding more than 100 hours of videos.
- Study published in the Journal of Women's Health.

Grant Research for Refugee Health Initiatives

Phoenix, AZ • August 2014

- Conduct independent research and provide notes to supervisory researchers
- Developed database for researchers to access for grant writing
- Led meeting to convey information to a cross-functional team of researchers to identify themes in the literature for grant writing.

Analysis of International Student Engagement and Societal Conditions

Cheney, WA • August 2013

- Designed and collected survey responses for students from all continents on the globe.
- Qualitative analysis of written submissions to develop relationships between social conditions of learners and their attitudes towards learning.
- Propose solutions to overcome the social impediments and foster more inclusive learning environments to further learning outcomes.

SKILLS

Curriculum Design / Development • Instructional Design • Curriculum Development • E-Learning Methodologies • Learning and Teaching in Multiple Modalities • Adult Learning Theory • Basic understanding of HTML, CSS and Javascript

Seattle Human Rights 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: Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Member	Bryennah Quander	7/23/25	7/22/27	2	City Council
	M		2.	Member	Trevor Duston	7/23/25	7/22/27	1	Mayor
	F		3.	Member	Amy Kate Bailey	7/23/25	7/22/27	1	City Council
	F		4.	Member	Gwen McCullough	7/23/25	7/22/27	1	Mayor
	M		5.	Member	James Munger	7/23/25	7/22/27	1	City Council
	M		6.	Member	Kyle Tibbs	1/23/24	1/22/26	1	Mayor
	F		7.	Member	Mariam Sulayman Koss	1/23/24	1/22/26	1	City Council
	M		8.	Member	Calvin Lassiter	1/23/24	1/22/26	1	Commission
	F		9.	Member	Beverly Smith	7/23/24	7/22/26	1	Mayor
	F		10.	Member	Koumudi Phadake	7/23/24	7/22/26	1	City Council
			11.	Member	VACANT	7/23/24	7/22/26	1	Mayor
	F		12.	Member	Anika Khan	7/23/24	7/22/26	1	City Council
	F		13.	Member	Kristina Sawyckyj	1/23/24	1/22/26	1	Mayor
	M		14.	Member	Ali Khan	1/23/24	1/22/26	1	City Council
	F		15.	Member	Diana Ortega-Chance	1/23/24	1/22/26	1	Mayor
	M		16.	Get Engaged	Avery Hultgren	9/1/24	8/31/25	1	Mayor
	M		17.	Member	Phillip Lewis	7/23/24	7/22/26	1	City Council
	F		18.	Member	Katie Gonser	1/23/24	1/22/26	3	Mayor
	M		19.	Member	Goutham Putta	7/23/24	7/22/26	1	Commission
	M		20.	Member	Nicholas Leydon	1/23/24	1/22/26	1	Commission
	F		21.	Member	Miranda Catsambas	7/23/24	7/22/26	1	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 American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	3	5											
Council	3	5											
Comm	3	1											
Total	9	11											

List the corresponding *Diversity Chart* number (1 through 9) **G L ist *gender*, **M**= Male, **F**= Female, **T**= Transgender, **NB**= Non-Binary **O**= Other **U**= Unknown **RD Residential Council District number

Key: *D 1 through 7 or N/A -Diversity info is self-identified and voluntary.



Legislation Text


File #: Appt 03199, **Version:** 1

Reappointment of Amy Kate Bailey as member, Seattle Human Rights Commission, for a term to July 22, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Amy Kate Bailey</i>		
Board/Commission Name: <i>Seattle Human Rights Commission</i>		Position Title: <i>Member</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * <i>7/23/2025</i> to <i>7/22/2027</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Bryant</i>	Zip Code: <i>98115</i>	Contact Phone No.: <i>Business phone # - NOT personal phone #</i>
Background: Amy is passionate about the commission's work, and particularly excited about continuing to bring her research experience and background in working with undergraduates to the commission. She looks forward to bringing a renewed focus on community engagement and social justice.		
Authorizing Signature (original signature):  Date Signed (appointed): 06/04/25		Appointing Signatory: <i>Councilmember Cathy Moore</i> <i>Seattle City Council</i>

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

Amy Kate Bailey, PhD MPH

Program Manager / Research Associate — Public & Community Health

Accomplished researcher, analyst, and program manager recognized throughout career for a comprehensive understanding of social determinants of health—and the ability to apply a unique mix of analytical, technical, and communications skills to develop effective solutions at the federal, state, county, and local levels.

AREAS OF EXPERTISE

- ▶ **Program Measurement & Evaluation (M&E):** Doctorate-level expertise in program design, development, monitoring, and evaluation—including extensive success analyzing community-based programs to ensure the use of statistically-sound research methods, protection of personally identifiable data, optimal funding allocation, and alignment with over-arching strategic goals and objectives.
- ▶ **Quantitative Research & Statistics:** Superior analytical skills and a history of data linkage and analyzing diverse data sets related to health, demographics, and other population factors in order to uncover trends/patterns aimed at supporting key investment, resource allocation, and public policy decisions.
- ▶ **Community & Population Health Expertise:** Recognized thought leader in community violence, social determinants of health, racial health equity, maternal/child health, veterans' issues, —passionate about raising awareness and helping drive innovative, cost-effective solutions aimed at addressing disparate healthcare access/equity among BIPOC populations, veterans, and other marginalized groups.
- ▶ **Health Education & Communications:** Exceptional presenter, writer, and storyteller with the ability to translate complex scientific/academic concepts into clear, easy-to-digest formats for a diverse range of audience types; experience includes publication of numerous press releases, white papers, briefings, and peer-reviewed articles—as well as appearances on top media outlets such as NPR and ABC News.
- ▶ **Additional Strengths:** Roles to date have required extensive additional competency in the areas of Grant writing, Mixed-Methods Research, Technical Assistance, and Collaboration—as well as the usage of various statistical software packages (e.g. STATA, SAS, Tableau, MS Excel). Published research in higher education, incarceration, homelessness, veterans' issues, and neighborhoods.

EDUCATIONAL CREDENTIALS

MPH in Epidemiology | University of Illinois Chicago (2024)

Capstone Paper: Structural Racism and Variation in Perinatal Depression

Coursework Includes: GIS; Biostatistics; Health Policy; Public Health Systems, Policy & Management

PhD in Sociology | University of Washington (2008)

Dissertation: Veteran Status and Social Mobility across Four Cohorts of American Men

Major Area: Demography; Minor Area: Race & Inequality

MA in Sociology | University of Washington (2004)

Thesis: How Personal Is the Political? Democratic Revolution and Fertility Decline

Coursework focus on social policy, statistical methods, cities/neighborhoods

BA in Women's Studies (Health Concentration) | Cowell College — Univ. of California, Santa Cruz (1997)

Key topics of study include health policy, drugs in society, AIDS, accounting, constitutional law

CAREER HISTORY & HIGHLIGHTS

Faculty Affiliate | UNIVERSITY OF WASHINGTON, CENTER FOR STUDIES IN DEMOGRAPHY & ECOLOGY 6/18 - Present

Affiliate/Fellow | UNIVERSITY OF ILLINOIS CHICAGO, INSTITUTE FOR HEALTH RESEARCH & POLICY 6/18 - Present

- PI for successful NIH funding application—designing complex statistical approaches to analyze the link between historical racial violence and contemporary pregnancy outcomes
- Recruit, hire, and direct the work of a team of 3 research assistants and 2 co-investigators
- Efforts include extensive work with CDC Vital Statistics (Natality) and PRAMS data

Associate Professor of Sociology | UNIVERSITY OF ILLINOIS CHICAGO 8/2017 - Present

- Teach graduate and undergraduate courses focused on subjects including statistics, research methods
- Conduct research into social determinants of health, veterans issues, incarceration, and ethnic violence, using statistical methods/tools (e.g. Stata)—and presenting findings in both written form (book chapters, refereed/peer-reviewed articles) and in-person formats (workshops, colloquia)
- Mentor teams of up to 15 junior researchers—directing their work, evaluating their methods, suggesting alternative lines of inquiry, and coaching them on effective data synthesis and presentation techniques
- Channel research into tangible data sets for a variety of audiences including government agencies, public health institutions, and university researchers
- Create multiple data products, such as national ZIP Code crosswalk (1990 – 2020), using administrative data

Director of Undergraduate Studies, Sociology | UNIVERSITY OF ILLINOIS CHICAGO 8/2022 - 2/2024

- Developed a comprehensive new undergraduate research training program
- Developed and successfully petitioned to revise the Sociology undergraduate major; key activities included the introduction of 6 new courses, creation of four new thematic concentrations

Assistant Professor of Sociology | UNIVERSITY OF ILLINOIS AT CHICAGO 8/2013 - 7/2017

- Authored/submitted a successful funding application to the NSF related to ethnic violence. Research led to the publication of award-winning book and multiple journal articles—as well as the creation of two important new historic violence data sets based on archival data

Assistant Professor of Sociology | UTAH STATE UNIVERSITY 8/2010 - 7/2013

- Served as lead author on multiple journal articles related to ethnic violence and taught a series of undergraduate and graduate-level classes in statistics and social inequality

NIH Postdoctoral Fellow | PRINCETON UNIVERSITY, OFFICE OF POPULATION RESEARCH 9/2008 - 7/2010

- Collaborated on research aimed at studying military and incarcerated populations and their neighborhood origins

Research Assistant | UNIVERSITY OF WASHINGTON 6/2002 - 8/2008

- Assisted in conducting research into poverty, education, and social mobility—applying expertise in comparative policy analysis and historical demography in order to support senior researchers' publications
- Developed and implemented research protocol and a new training program for undergraduate research assistants focused on archival research; more than a dozen students trained and mentored

Assistant Director of Public Relations | SEATTLE UNIVERSITY 12/1999 - 8/2001

- Recruited to serve as a key university media contact, conducting media outreach activities that included writing press releases and ghostwriting op ed pieces by university faculty and administrators
- Additionally performed internal communications responsibilities, counseling university leaders on how best to address challenging issues and events—and writing/distributing a weekly newsletter for faculty and staff

Staff Writer | NORTHWEST AIDS FOUNDATION 1/1998 - 11/1999

- Collaborated on development and distribution of white papers and policy backgrounders for executive staff, board members, and stakeholders of region's leading non-profit focused on AIDS-related education, case management, and advocacy
- Drafted a wide mix of health education and policy advocacy documents, developed media outreach materials (e.g. press releases, backgrounders), and prepared staff and board members to give legislative testimony

Program Coordinator | TOBACCO EDUCATION CLEARINGHOUSE OF CALIFORNIA 11/1994 - 7/1997

- Developed and facilitated training to incorporate staff from Prop. 99-funded local health department and funded agency partners in use of private internet-based information exchange network
- Provided technical assistance on tobacco-related research, communications, regulations, and policy to state partners, local health departments, and community based organizations
- Researched state/local policies, authored an enforcement manual for public health departments, published a weekly newsletter, and researched/wrote Fact Sheets for the CA Department of Health Services

Assistant Editor | ETR ASSOCIATES

6/1992 - 10/1994

- Gained a strong foundation of research, writing, and analytical skills working with authors and editorial staff to create health education materials for clinical and school-based markets; activities included researching and summarizing current peer reviewed research for *Family Life Educator* journal

VOLUNTEER EXPERIENCE

Committee Member | WSU INSTITUTE FOR RESEARCH & EDUCATION TO ADVANCE COMMUNITY HEALTH

5/23 - Present

- Collaborating in development/administration of health needs assessment for American Indian and Alaska Native (AIAN) people—to inform institution's research priorities

Survey Coordinator & Analyst | DIGNITY DINER

01/16 - 04/16; 01/24 - 06/24

- Developed and implemented a survey of guests at community meal program, to gather demographic and social information, and solicit guest feedback on the program and assess unmet needs
- Analyzed the resulting data and submitted a report and series of recommendations to organizational leadership, as well as raw data for use in grant proposals and reports to funders and donors

Program Evaluation Consultant | TUKWILA PANTRY

05/18 - 09/18

- Conducted comprehensive mixed method program evaluation (e.g. interviews, participant observation, surveys) on both process and outcomes of community food security program
- Analyzed results and submitted final report to the Board and Executive Director

PUBLICATION HISTORY

REFEREED PUBLICATIONS

Ryan Gabriel, Adrian Haws*, **Amy Kate Bailey** and Joseph Price. 2023. "The Migration of Lynch Victims' Families, 1880 – 1930." *Demography* 60 (4): 1235- 1256.

Rebecca Abbott* and **Amy Kate Bailey**. 2021. "Historical Mob Violence and the 2016 Presidential Election." *ANNALS of the American Academy of Political and Social Science* 694: 172 – 188.

Bryan L. Sykes and **Amy Kate Bailey**. 2020. "Institutional Castling: Military Enlistment and Mass Incarceration in the United States." *RSF: The Russell Sage Foundation Journal of the Social Sciences* 6 (1): 30 – 54.

Amy Kate Bailey, Madisen Drury*, and Hannah Grandy†. 2019. "College for All? A Quasi-Experimental Study of Student Academic Performance Before and After Universal Funding." *Armed Forces & Society* 45 (1): 101 – 121.

Amy Kate Bailey and Bryan L. Sykes. 2018. "Comparing Veteran Status and Social Mobility Across Four Cohorts of American Men." *Population Research and Policy Review* 37 (4): 539 – 568.

E.M. Beck, Stewart E. Tolnay, and **Amy Kate Bailey**. 2016. "Contested Terrain: The State Versus Threatened Lynch Mob Violence." *American Journal of Sociology* 121 (6): 1856 - 1884.

Amy Kate Bailey, Jason Leiker, Andrew S. Gutierrez†, Serena Mitchell†, and Eric Larson*. 2015. "Memorializing Lynch Victims: Countering Colorblind Ideologies with Experiential Learning." *Sociology of Race and Ethnicity* 1 (3): 454 - 459.

- Amy Kate Bailey** and Karen A. Snedker. 2011. "Practicing What They Preach? Lynching and Religion in the American South, 1890 – 1929," *American Journal of Sociology* 117 (3): 844 – 887.
- Amy Kate Bailey**. 2011. "Race, Place, and Veteran Status: Migration Among Black and White Men, 1940 – 2000." *Population Research and Policy Review* 30 (5): 701 – 728.
- Amy Kate Bailey**, Stewart E. Tolnay, E.M. Beck and Jennifer D. Laird*. 2011. "Targeting Lynch Victims: Social Marginality or Status Transgressions?" *American Sociological Review* 76 (3): 412 – 436.
- Amy Kate Bailey**. 2009. "How Personal Is the Political? Democratic Revolution and Fertility Decline." *Journal of Family History* 34 (4): 407 – 425.
Winner of the American Sociological Association, Comparative-Historical Section's Reinhard Bendix Award and the University of Washington Department of Sociology's Distinguished Graduate Student Paper Award
- Amy Kate Bailey**, Stewart E. Tolnay, E.M. Beck, Alison Renee Roberts† and Nicholas H. Wong†. 2008. "Personalizing Lynch Victims: A New Database to Support the Study of Southern Mob Violence." *Historical Methods* 41 (1): 47 – 61.
- Stewart E. Tolnay and **Amy Kate Bailey**. 2006. "Schooling for Newcomers: Variation in Educational Persistence in the United States in 1920." *Sociology of Education* 79 (3): 253 – 279.

BOOKS

- Amy Kate Bailey** and Stewart E. Tolnay. 2015. *Lynched: The Victims of Southern Mob Violence*. Chapel Hill: University of North Carolina Press.

BOOK CHAPTERS, REVIEW ESSAYS & ENCYCLOPEDIA ENTRIES

- Amy Kate Bailey** and Piere Washington. 2021. "Lynching in the New South, A Festival of Violence, and the Synergy of Two Disciplines." *Journal of Gilded Age and Progressive Era*. Special Forum. William Carrigan and Clive Webb, editors (invited essay). 20 (1): 74 – 80.
- Allison Suppan Helmuth* and **Amy Kate Bailey**. 2017. "Gender, Residential Segregation, and Military Enlistment." invited book chapter. *Gender (In)equality: Stalled Revolutions and Shifting Terrains in the 21st Century*. Shannon N. Davis, Sarah Winslow, and David J. Maume, editors. Berkeley: University of California Press.
- Amy Kate Bailey**, Christopher D. Poulos* and Kylee M. Joosten* 2016. "Housing Veterans: Homelessness and Mortgages." invited book chapter, pp. 693 – 717 in *The Civilian Lives of U.S. Veterans: Issues and Identities*. Louis Hicks, Eugenia L. Weiss and Jose E. Coll, editors. Praeger/ABC-CLIO.
- Toney, Michael B. and **Amy Kate Bailey**. 2013. "Migration." Invited refereed submission for *The Encyclopedia of Quality of Life Research*. Springer Publications.
- Amy Kate Bailey**. 2013. "Violence and Local Memory: Effects on the Middle." online invited essay, *Mobilizing Ideas* (<http://mobilizingideas.wordpress.com/2013/11/04/violence-and-local-memory-effects-on-the-middle/>).
- Amy Kate Bailey**. 2013. "Veteran Status and Spatial Mobility Across the Life Course," pp. 185 – 199 in *Life Course Perspectives on Military Service*, Janet M. Wilmoth and Andrew S. London, eds. New York: Routledge. invited book chapter.

DATA PRODUCTS

- Bailey, Amy Kate**, and Allison Suppan Helmuth. 2023. *National ZIP Code Crosswalk, 1990 - 2020*. Deposited at ICPSR. Available through OpenICPSR. In process for curation and public distribution through ICPSR.
- Bailey, Amy Kate**, Piere Washington, and E.M. Beck. 2020. *Database of Victims of Threatened Lynchings in the American South*.
- Tolnay, Stewart E., **Amy Kate Bailey**, and E.M. Beck. 2012. *Database of Southern Lynch Victims*.

PAPERS IN PROGRESS

Nancy Toure*, **Amy Kate Bailey**, Rebecca Abbott*, Elizabeth Breen*, Michael R. Kramer and Margaret T. Hicken.. “Black Lynching and Racial Variation in the Risk of Adverse Pregnancy Outcomes.” Revision invited, *American Journal of Epidemiology*

Amy Kate Bailey and Allison Suppan Helmuth.* “Accounting for ZIP Code Boundary Changes, 1990 – 2020: A Research Note,” Revision invited, *Demography*

Amy Kate Bailey, Piere E. Washington*, Bianca N. Monzon†, and E.M. Beck. “Database of Threatened Lynch Targets: A New Resource for the Study of Southern Mob Violence”, revision invited, *Historical Methods*

Abbott, Rebecca*, **Amy Kate Bailey**, Elizabeth Breen*, Nancy Toure*, Michael R. Kramer and Margaret T. Hicken. “Historical Lynching and Contemporary Preterm Birth/Low Birthweight.” Elizabeth Breen*, **Amy Kate Bailey**, Nancy Toure*, Rebecca Abbott,* Michael R. Kramer, and Margaret T. Hicken. “Blood at the Root: Historical Violence and Contemporary Infant Mortality in Ten Southern States.”

Amy Kate Bailey and Seth Behrends*. “Community Origins of New Military Enlistees, 1990 – 2008.”

FUNDING

EXTRAMURAL

“*Historic Violence and Contemporary Racial Disparities in Birth Outcomes*”, National Institutes of Health **\$458,348**. January 2021 – December 2023, (R21MD015813).

Expanding Our Understanding of Victimization: A New Database of Individuals Threatened with Mob Violence. National Science Foundation. **\$200,000**. August 2013 – August 2017 (SES-1338616).

Military Enlistment, National Guard Service and the Post-9/11 GI Bill in the Mountain West. Utah Agricultural Experiment Station, **\$50,000**. July 2011 – June 2013, (UTA01060.).

INTRAMURAL

“*Choosing Race Over Class*” book project, Faculty Research Award, College of Liberal Arts and Sciences, University of Illinois at Chicago. **\$15,000** January – August, 2022.

“*Graduate/Undergraduate Research Mentorship (GURM) Program*”, Diversity Initiative Award Program, College of Liberal Arts and Sciences, University of Illinois at Chicago. Academic year **\$4,990** 2021 – 2022.

“*History, Memory, and Structural Violence in the American South*,” UIC Office of Social Science Research, Seed Grant. **\$2,500**, March – June 2021.

“*Economic Mobility among Emerging Adults: Intergenerational and Community Perspectives*,” UIC Office of Social Science Research, Faculty Research Grant. **\$8,000** May 2016 – December 2017.

“*Transition to Adulthood for Working Class Youth: Institutions and Informal Practices in Local Communities*” Great Cities Institute, College of Urban Planning and Public Affairs, University of Illinois at Chicago. **\$20,000**. August 2015 – July 2016.

Linking ZIP Codes across Time: Gaining Insight into Military Enlistment. Seed grant, Office of Social Science Research, University of Illinois at Chicago. **\$3,641** Jan. – May 2015.

Changing Demographic and Community Origins of U.S. Military Enlistees. Utah State University. Proposal Writing Institute. **\$5,000**. April – June 2011.

Changing Demographic and Community Origins of U.S. Military Enlistees. College of Humanities and Social Sciences Seed Grant Award. Utah State University. **\$3,464.83**. November 2010 – June 2011.

HONORS AND AWARDS

R. Stephen Warner Faculty Award for Teaching, Department of Sociology, University of Illinois at Chicago, 2022 & 2015.

Public Voices Fellow. 2021 – 2022. University of Illinois System.

Minnesota Population Center PUMS Research Award, 2016, for *Lynched: The Victims of Southern Mob Violence* (co-authored with Stewart E. Tolnay)

Great Cities Institute Faculty Scholar, Great Cities Institute, College of Urban Planning and Public Affairs, University of Illinois at Chicago, *“Transition to Adulthood for Working Class Youth: Institutions and Informal Practices in Local Communities,”* 2015-2016.

Service Award. Allies on Campus. Utah State University, 2013.

University of Michigan Society of Fellows, 2010 cohort (declined).

Martha Duggan Dissertation Fellowship, Harry Bridges Center for Labor Studies, University of Washington, 2007 – 2008.

University of Washington Graduate School Presidential Dissertation Fellowship, Fall 2007.

Population Association of America Poster Award. “The Demography of U.S. Veterans: Changing Military Staffing Policy, Risk of Service, and Human Capital for Black and White Men, 1950 – 2000.” 2007.

West Coast Poverty Center Dissertation Fellowship. Fall 2006.

Reinhard Bendix Student Paper Award. Comparative-Historical Section. American Sociological Association. 2006.

Herbert L. Costner Distinguished Graduate Student Paper Award. Department of Sociology. University of Washington. 2006.

NICHD Population Research Predoctoral Training Grant, 2004 – 2005 (Grant #5T32HD07543).

Shanahan Fellow, Center for Studies in Demography and Ecology. University of Washington. 2003 -2004.

College Service Award. Cowell College. University of California, Santa Cruz. 1993.

INVITED TALKS (LAST FIVE YEARS)

“Blood at the Root: Historical Violence and Contemporary Infant Mortality in Ten Southern States” – scheduled for October 9, 2024, Population Research Institute, Pennsylvania State University

“History of Race, Race-Making, and Racism from the Humanities, History, and Behavioral and Social Sciences” –18 July 2024, NIH UNITE Workshop on Interdisciplinary Approaches to Understanding and Addressing Structural Racism and Health

“Multigenerational Trauma: Racial Capitalism, Colonialism, and Contemporary Health Inequities,” 26 July 2023 at Institute for Research and Education to Advance Community Health, Washington State University

“Blood at the Root: Historical Violence and Contemporary Pregnancy Outcomes,” 6 April 2023 University of Chicago Demography Workshop, 5 May 2023 Chicagoland Demography Workshop, and 16 May 2023 University of Texas Rio Grande Valley School of Medicine Neuroscience Seminar

“Quantitative Historical Data”, 16 May 2022, National Academies of Science CPOP workshop on Structural Racism and Rigorous Models of Social Inequality

“Thinking About Literature Reviews”, 1 March 2022, University of Illinois at Chicago Library System Faculty

“Say Their Names: Who Were the Targets of Historical Mob Violence?”, Demographics of Racial Violence Panel, Population Association of America, 29 September 2020. Archived online: <https://www.youtube.com/watch?v=n4IKRyAcd4c>

“You Won’t Believe How Much You Need This: ZIP Code Boundary Changes, 1990 – 2015”, Center for Studies in Demography and Ecology, University of Washington, 24 April 2020

MEDIA WORK (SELECTED)

Interview, *ABC News*. 8 August 2023. “Crowdfund Gives Daniel Penny Millions for Legal Defense in Alleged Killing of Homeless Man Jordan Neely.” <https://abcnews.go.com/US/crowdfund-daniel-penny-millions-legal-defense-alleged-killing/story?id=102017362>. Reporter: Kiara X. Alfonseca

Interview, *ABC News*. 21 May 2023. “Vigilante Violence Disproportionately Harms Marginalized Communities: Researchers.” Reporter: Kiara X. Alfonseca.

- <https://abcnews.go.com/US/vigilante-violence-disproportionately-harms-marginalized-communities-researchers/story?id=99429998>
- Essay, *Visible Magazine*. 9 February 2022. "We Are COVID's Collateral Damage. And We Are Legion." <https://visiblemagazine.com/we-are-covids-collateral-damage/>
- Guest, *Reset (WBEZ)*. 26 February 2020. "Sen. Cory Booker on Push to Make Lynching a Federal Crime." Reporter: Bianca Martin. <https://www.wbez.org/shows/reset/sen-cory-booker-on-push-to-make-lynching-a-federal-crime/f8f7ee5a-6fc0-4028-9b8b-0693e5f807df>
- Guest, *All Things Considered (NPR)*. 25 February 2020. Reporter: Mary Louise Kelley. "U.S. House to Vote on Anti-Lynching Act – Finally." <https://www.npr.org/2020/02/25/809368340/u-s-house-to-vote-on-anti-lynching-act-finally>
- Interview, *Washington Post*. 21 February 2020. "A black lawmaker's bill failed 120 years ago. Now, the House may finally act" Reporter: Meagan Flynn. <https://www.washingtonpost.com/nation/2020/02/21/house-may-finally-act-after-anti-lynching-bill-failed-120-years-ago/>
- Interview, *Mother Jones*. 24 October 2019. "How Lynching Became the Favorite Metaphor for Embattled, Powerful Men" Reporter: Edwin Rios. <https://www.motherjones.com/politics/2019/10/how-lynching-became-the-favorite-metaphor-of-embattled-powerful-men/>
- Interview, *Deutschland Funk* (national public radio in Germany). 2018. English translation of title: "Terror in the South as the lynching of African Americans continues to ache today." http://ondemand-mp3.dradio.de/file/dradio/2018/04/10/terror_in_den_suedstaaten_wie_die_lynchjustiz_bis_heute_dlf_20180410_1915_bdcc0480.mp3
- Interview, *Atlanta Constitution*, "Rumor, accusations fly in park hanging death," 11 July 2016, Reporter: Mark Davis. <https://www.ajc.com/news/rumor-accusations-fly-park-hanging-death/Y3GTuGkjbN6lpqPcKBbBYM/> Interview, Center for Responsive Politics, "Military Donors Salute Sanders, Show Little Support for Trump," 3 June 2016, Reporter: Emma Baccielleri. http://www.huffingtonpost.com/opensecrets-blog/military-donors-salute-sa_b_10283150.html
- Guest, "On Second Thought," Georgia Public Radio, invited guest following Charleston church shooting, 19 June 2015

PROFESSIONAL SERVICE

Service to the Discipline (Selected)

- Member, Editorial Board, *Social Science History*, 2023 - 2027
- Member, Health and Power Organizing Project, 2023 - present
- Deputy Editor, *Demography*, 2022 - 2025
- Review Panel member, Doctoral Dissertation Research Improvement Grant, American Sociological Association, 2021 - 2022
- Poster Judge, Interdisciplinary Association for Population Health Science conference, 2021
- Deputy Editor, *Sociological Perspectives*, 2020 - 2022
- Peace, War, and Social Conflict Section, American Sociological Association: Chair-Elect (elected) 2017-2018; Chair (elected) 2018 – 2019; Past Chair (elected) 2019 – 2020; Membership Chair 2016 – 2017; Council Member (elected) 2013 – 2016; Paper Award Selection Committee 2015 & 2019; Student Paper Awards Selection Committee 2014 & 2016
- Guest editor, with Meredith Kleykamp, special issue *Population Research and Policy Review*: "Military Populations: Social and Racial Inequality," 37 (4): August 2018.
- Member, Publications Committee, Social Science History Association (elected), 2015 - 2018
- Poster Session Judge, Population Association of America Annual Meetings, 2009 & 2017.
- Session organizer, American Sociological Association, 2016 annual meetings
- Editorial Board Member, *Historical Methods*, 2010 – 2013.
- Comparative-Historical Section, American Sociological Association: Reinhard Bendix Graduate Student Paper Award selection committee, 2007 & 2012; Presider: Religion

Session, Mini-Conference: Comparing Past and Present, Berkeley 2009; Student Representative, 2008 – 2009.

College and Institutional Service (Selected)

Social Sciences Representative (elected), Faculty Senate, University of Illinois at Chicago, 2018 – 2022; Student Affairs Committee 2020 - 2022.
Research Seminar Chair, Center for Studies in Demography and Ecology, University of Washington, 2019 – 2020.
Fellow, Honors College, University of Illinois at Chicago, 2017 – present
Reviewer, Chancellor's Graduate Research Fellowship Program, University of Illinois at Chicago, 2014 and 2015
Member, College of Humanities and Social Sciences Faculty Grant Review Panel, Utah State University, 2012 – 2013.
Steering committee member, Allies on Campus, Utah State University, 2011 – 2013.
Coordinator, Demographic Research Seminar, Utah State University, 2010 – 2012.
Student Representative, Statistics Core Advisory Board, Center for Studies in Demography and Ecology, University of Washington, 2005 – 2007.

Departmental Service (Selected)

Director of Undergraduate Studies, 2022 – 2024
Founding Coordinator, Graduate-Undergraduate Research Mentorship Program, Sociology, UIC, 2021 - 2024
Advisor, UIC Sociology Club, 2020 - 2024
Sociology Department representative (elected), College of Liberal Arts & Sciences Faculty Meetings, University of Illinois at Chicago, 2020-2023
Supervisor, more than 70 independent study opportunities, Sociology Department, University of Illinois at Chicago, 2013 - 2024
Co-Coordinator, Sociology Department Colloquium, 2017 – 2019
Member, sociology capstone small group departmental engagement team, 2017 - 2019
Member, Departmental Advisory Committee, 2015 - 2017
Member, Undergraduate Program Committee, Sociology Department, University of Illinois at Chicago, 2015 – 2016; 2020-2021.
Member, Alumni and Outreach Committee, Sociology Department, University of Illinois at Chicago, 2014 – 2016.
Member, Graduate Program Committee, Department of Sociology, University of Illinois – Chicago, 2013 – 2014, 2016-17.
Member, Graduate Program Executive Committee, Sociology, Utah State University, 2012-2013.

Seattle Human Rights 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: Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Member	Bryennah Quander	7/23/25	7/22/27	2	City Council
	M		2.	Member	Trevor Duston	7/23/25	7/22/27	1	Mayor
	F		3.	Member	Amy Kate Bailey	7/23/25	7/22/27	1	City Council
	F		4.	Member	Gwen McCullough	7/23/25	7/22/27	1	Mayor
	M		5.	Member	James Munger	7/23/25	7/22/27	1	City Council
	M		6.	Member	Kyle Tibbs	1/23/24	1/22/26	1	Mayor
	F		7.	Member	Mariam Sulayman Koss	1/23/24	1/22/26	1	City Council
	M		8.	Member	Calvin Lassiter	1/23/24	1/22/26	1	Commission
	F		9.	Member	Beverly Smith	7/23/24	7/22/26	1	Mayor
	F		10.	Member	Koumudi Phadake	7/23/24	7/22/26	1	City Council
			11.	Member	VACANT	7/23/24	7/22/26	1	Mayor
	F		12.	Member	Anika Khan	7/23/24	7/22/26	1	City Council
	F		13.	Member	Kristina Sawyckyj	1/23/24	1/22/26	1	Mayor
	M		14.	Member	Ali Khan	1/23/24	1/22/26	1	City Council
	F		15.	Member	Diana Ortega-Chance	1/23/24	1/22/26	1	Mayor
	M		16.	Get Engaged	Avery Hultgren	9/1/24	8/31/25	1	Mayor
	M		17.	Member	Phillip Lewis	7/23/24	7/22/26	1	City Council
	F		18.	Member	Katie Gonser	1/23/24	1/22/26	3	Mayor
	M		19.	Member	Goutham Putta	7/23/24	7/22/26	1	Commission
	M		20.	Member	Nicholas Leydon	1/23/24	1/22/26	1	Commission
	F		21.	Member	Miranda Catsambas	7/23/24	7/22/26	1	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 American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	3	5											
Council	3	5											
Comm	3	1											
Total	9	11											

List the corresponding *Diversity Chart* number (1 through 9) **G L ist *gender*, **M**= Male, **F**= Female, **T**= Transgender, **NB**= Non-Binary **O**= Other **U**= Unknown **RD Residential Council District number

Key: *D 1 through 7 or N/A -Diversity info is self-identified and voluntary.



Legislation Text

File #: Appt 03200, **Version:** 1

Reappointment of James Munger as member, Seattle Human Rights Commission, for a term to July 22, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>James Munger</i>		
Board/Commission Name: <i>Seattle Human Rights Commission</i>		Position Title: <i>Member</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * <i>7/23/25</i> to <i>7/22/27</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Eastlake</i>	Zip Code: <i>98102</i>	Contact Phone No.: <i>Business phone # - NOT personal phone #</i>
Background: James looks forward to continuing to serve on the Human Rights Commission because he feels that public service is important for making a difference in your local community. In a democracy, all social and civic change starts with the involvement of single individuals. He's especially motivated to continue his work focusing on Criminal Justice Reform.		
Authorizing Signature (original signature): <i>Cathy Moore</i> Date Signed (appointed): 06/04/25		Appointing Signatory: <i>Councilmember Cathy Moore</i> <i>Seattle City Council</i>

JAMES MUNGER

I am a creative and dedicated office professional who is seeking a position that takes advantage of my interpersonal skills and top-notch organizational skills.

EXPERIENCE

NOVEMBER 2022 – CURRENT

SENIOR PROJECT MANAGER, JND LEGAL ADMINISTRATION

- Planned and executed multiple large scale class action settlements from beginning to end.
- Oversaw noticing of class members, review of claims, and administration of benefits of settlements totaling hundreds of millions of dollars.
- Coordinated efforts of teams across entire company to ensure class action settlements were administered within strict adherence to client's needs.
- Analyzed and forecast budgets and schedules on multiple projects to ensure competing demands for bandwidth were all met.
- Grew and trained project management team to meet demand of a growing caseload.

OCTOBER 2021 – NOVEMBER 2022

PROJECT MANAGER, JND LEGAL ADMINISTRATION

- Managed execution of class action settlements.
- Tracked funds of projects to guarantee execution of projects within budget constraints.
- Developed new procedures for reviewing claims efficiently and accurately, massively reducing error rate of team while increasing productivity.

OCTOBER 2019 – AUGUST 2021

SUPERVISOR, ABC LEGAL SERVICES

- Managed day-to-day operations of 15-person team, which oversaw dispatch of legal documents to over 3,000 contractor process servers across all 50 states.
- Created and implemented KPIs for our department to drive performance and meet customer expectations.
- Identified pain points for both contractors and customers and worked with product team to implement fixes and improvements.
- Implemented significant automation of our standard tasks to ensure greater scalability while ensuring the highest standard of customer satisfaction.

MARCH 2018 – OCTOBER 2019

LEAD, ABC LEGAL SERVICES

- Oversaw scheduling and training of team specialists.
- Introduced new performance metrics for team to ensure specialists were answering support inquiries at the highest possible quality while still meeting quantitative metrics.

- Operated as dedicated point of contact for any critical or escalated issues regarding service of process.

NOVEMBER 2018 – MARCH 2019

PROJECT COORDINATOR, ABC LEGAL SERVICES

- Worked with department leadership to propose technical improvements to product team to accommodate ABC Legal's growth.
- Audited suspicious behavior from contractors to identify possible issues with service of process in order to maintain highest possible standards of integrity for our customers.

APRIL 2017 – NOVEMBER 2019

OPERATIONS SPECIALIST, ABC LEGAL SERVICES

- Ensured timely return of filed legal documents from courts across the country.
- Transcribed details of thousands of filed legal documents.
- Consistently met quick deadlines and exceeded goals.

EDUCATION

GRADUATED 2009

BACHELOR OF ARTS IN HISTORY, SEATTLE UNIVERSITY

Seattle Human Rights 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: Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Member	Bryennah Quander	7/23/25	7/22/27	2	City Council
	M		2.	Member	Trevor Duston	7/23/25	7/22/27	1	Mayor
	F		3.	Member	Amy Kate Bailey	7/23/25	7/22/27	1	City Council
	F		4.	Member	Gwen McCullough	7/23/25	7/22/27	1	Mayor
	M		5.	Member	James Munger	7/23/25	7/22/27	1	City Council
	M		6.	Member	Kyle Tibbs	1/23/24	1/22/26	1	Mayor
	F		7.	Member	Mariam Sulayman Koss	1/23/24	1/22/26	1	City Council
	M		8.	Member	Calvin Lassiter	1/23/24	1/22/26	1	Commission
	F		9.	Member	Beverly Smith	7/23/24	7/22/26	1	Mayor
	F		10.	Member	Koumudi Phadake	7/23/24	7/22/26	1	City Council
			11.	Member	VACANT	7/23/24	7/22/26	1	Mayor
	F		12.	Member	Anika Khan	7/23/24	7/22/26	1	City Council
	F		13.	Member	Kristina Sawyckyj	1/23/24	1/22/26	1	Mayor
	M		14.	Member	Ali Khan	1/23/24	1/22/26	1	City Council
	F		15.	Member	Diana Ortega-Chance	1/23/24	1/22/26	1	Mayor
	M		16.	Get Engaged	Avery Hultgren	9/1/24	8/31/25	1	Mayor
	M		17.	Member	Phillip Lewis	7/23/24	7/22/26	1	City Council
	F		18.	Member	Katie Gonser	1/23/24	1/22/26	3	Mayor
	M		19.	Member	Goutham Putta	7/23/24	7/22/26	1	Commission
	M		20.	Member	Nicholas Leydon	1/23/24	1/22/26	1	Commission
	F		21.	Member	Miranda Catsambas	7/23/24	7/22/26	1	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 American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	3	5											
Council	3	5											
Comm	3	1											
Total	9	11											

List the corresponding *Diversity Chart* number (1 through 9) **G L ist *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown **RD Residential Council District number

Key: *D 1 through 7 or N/A -Diversity info is self-identified and voluntary.



Legislation Text

File #: Appt 03201, **Version:** 1

Reappointment of Gwen McCullough as member, Seattle Human Rights Commission, for a term to July 22, 2027.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Gwen McCullough</i>		
Board/Commission Name: <i>Seattle Human Rights Commission</i>		Position Title: <i>Member</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * <i>7/23/2025</i> to <i>7/22/2027</i>
Residential Neighborhood: <i>Ballard</i>	Zip Code: <i>98107</i>	Contact Phone No.: <i>Business phone # - NOT personal phone #</i>
Background: <i>Gwen looks forward to continuing to collaborate with community and empower diverse perspectives to share their unique needs and their wealth of ideas. She sees commission work as an integral piece to dismantling oppressive structures and rebalancing access to power and governance with those who have been historically excluded.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): June 9th, 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.

Career Overview

- Over 15 years of public service as critical thought partner and leader, creating strategic plans and implementation approaches and workplans that make processes and programs more inclusive and result in improved equity outcomes, through curiosity and tailoring programming to meet the needs of those we aim to serve.
- Strong relationship builder, driven equity change management champion, & skilled influencer; Collaborative skills for creating feelings of belonging with various communities through active listening. Implementing flexible methodologies to operationalize equity in procedures and best practices aligned organizational antiracism goals and objectives. Trusted mentor, coach, and advisor for peers, leaders and students.
- Listening to and empowering collectives and resource/affinity groups and scaling mechanisms to embed anti bias and antiracist values, aligning programmatic work with transformational goals, including qualitative and quantitative data analysis and reporting to adaptively achieve objectives in creation of improved outcomes.
- Capacity builder developing and communicating long term vision and planning, responsibly managing resources, formulating training programs, policies, procedures, and best practices via intentional human centered design to attract, retain and develop diverse talent and maintain inclusive organizational culture.
- Center lived experience of Black and Brown people to optimize program effectiveness, applying tools and frameworks to increase participation and engagement of diverse groups to build collaborative and adaptive systems that are continuously improved, and evidence based.

Professional Experience

Diversity Equity Inclusion & Culture (DEI&C) Change Agent

Sound Transit

- Define, launch and drive change initiatives using equity methodologies and frameworks fulfilling organizational, department, division and group goals, creating a culture of psychological safety and inclusion within project teams.
- University of Washington Evan's School, Leading Public Innovation Graduate Certificate program, equipping accomplished leaders with the experience, tools and resources to strategically navigate complex environments, & make strategic policy and tactical procedure changes that advance equity and inclusion.
- Lead DEI&C Equity Change Management working group, providing evaluation frameworks and approaches to facilitate change initiatives that incorporate equitable methods into project management, educating teams on critical differences between compliance and building equitable change, and incorporating equity reporting into existing Board of Directors staff report templates for decision making.
- Co-lead Equitable Improvements in Procurement & Contracting work group with aims to not only improve use of underutilized S/DBE firms, but also to promote best practices for increasing diversity of private industry proposal team members in key roles, the performance of minority firm mentoring and development roles.
- Talent Champion- Improvements in Equitable Recruiting, candidate experience, job description improvement.
- Racial Equity Toolkit Evaluation of Performance Management– Facilitate and engage in racial equity tool evaluation of performance management process for equity improvements, via learning circles and focus group feedback and collaboration with HR and learning and development staff for agency wide improvement, training and implementation.
- Trainer- Diversity Equity & Inclusion, Unpacking Psychological Safety and Power in the workplace, Equity Choice Point Methodology for process improvement, Equity Data in Decision-Making, Applying Equity Methodology in Project Development and Implementation.

Director of Capital Project Development (CPD) Programs – Capital Delivery Dept (CDD)

Sound Transit: September 2022 - Present.

- Assign work activities and coordinate schedules, projects, and programs. Provide regular constructive feedback suggestions and recommendations in review and evaluation of work. Lead CPD in the development of scalable, more equitable strategy and workplans.
- Lead the development of CPD equity updates to policy, equity goal setting, working group process, and equity improvement implementation planning. Maintain effective and collaborative relationships with other internal

department and program leaders, external agencies, regulators, and local jurisdictions and facilitate negotiation and problem-solving solutions to issues with internal and public stakeholders.

- Coach, and mentor and counsel staff in support of professional developmental work planning, providing training and other educational opportunities related to anti racism and dismantling institutional and systemic inequities. Manage employee relations, establishing psychologically safe environment, establishing trustful relations and facilitating difficult conversations. Clarify priority workflow and report progression against schedule and budget milestones for executive level awareness and understanding.
- Plan, direct, manage and supervise the evaluative activities of CPD including assigned project and program staff from various functional portfolio areas with matrixed consultant resources for current planning/land use, system implementation and agreements, and permitting.
- Providing review and assessment of drafted capital project delivery organizational structure and recommendations for efficiency improvements to staffing, governance and project management processing. Supporting parallel efforts in enhanced management guidelines and resourcing to unify approach and automate process for improved reporting and accountability.
- Participate in agency efforts to respond to Technical Advisory Group improvement recommendations. Lead capital project entitlements policy and procedural working group efforts to improve project certainty in cost and schedule and best manage third party relations throughout project lifecycle.
- Serve on Agency Goal Team 2.3 Diversifying the Workforce, Equity Methodology Working Group lead, BEST ERG co-chair, Women Empowering Sound Transit ERG, South Corridor Equity and Inclusion Initiative.

Governance Framework Development Lead – Portfolio Services Office

Sound Transit: October 2021 – March 2022.

- Lead and direct agency-wide process to evolve, shape and scale a more equitable, sustainable, unified internal governance framework structure for improved decision-making and prioritized cross-departmental investment.
- Develop phased approach and lead collaborative interdepartmental stakeholder workshops during visioning and workgroup formation.
- Research, fact find and solicit feedback to plan change management milestones, establish current state, identify areas of opportunity for improvement and to set strategic goals for efficient decision-making, equity improvements and timely reporting of material impacts.
- Process includes governing state-of-good repair projects on existing transit facilities based on customer service surveys from historically excluded people and communities, along with stakeholder interviews.
- Draft streamlined internal governance framework for presentation to the Board of Directors outlining internal decision-making, governing principles, and timelines for the work to come.
- Coordinate assigned activities with other programs, divisions, departments/offices.

City of Seattle Senior Program Administrator

City Purchasing and Contracting Services, Finance and Administrative Services: March 2014 – March 2015.

- Technical expert for legally complex and controversial programs including alternate construction approaches (Design Build, GC/CM, Job Order Contracting) requiring cultural mindset shift to succeed. Coordinate RFQs/RFP process using best practices to optimize contract best value.
- Program lead on major capital development projects, guiding performance-based specification development, management of due diligence investigations and reporting, development of programmatic policy/process updates. Present sensitive and technical information to variety of stakeholder audiences.
- Ensure City public works are consistent with current social Equity programs such as Equal benefits, Disadvantaged Business Enterprise, Apprenticeship, Prevailing Wage, Federal Woman and Minority Inclusion Programs.

Education

State University of New York at Buffalo, Bachelor of Science, Biology 1995

Certifications

University of Washington Evans School, Leading Public Innovation Graduate Certificate, 2024
Diversity and Inclusion for HR Certificate, 2021, eCornell
Certified Change Management Professional, 2020, Association of Change Management Professionals
Envision Sustainability Professional Certification, 2016, Institute for Sustainable Infrastructure
Designated Design-Build Professional Certification, 2015, Design-Build Institute of America
Project Management Certification, 2005, University of Washington Extension Program

Women in Transportation

WTS Puget Sound Chapter Programs Committee Chair 2024
Diversity, Equity and Inclusion Committee Chair 2022-2023
Mentoring Program 2014 to 2022
Present on The Value of Inclusion at 2022 ACEC/WSDOT International Conference, at the WSDOT NW Regional Diversity Advisory Group meeting, and at the Intelligent Transit Systems Washington 2022 Annual Conference and Expo.
Present Equitable Methodology in Project Development and Implementation at The Pacific Northwest Transportation Consortium (PacTrans) Region 10 University Transportation Conference, 2023.
Present Operationalizing Equity in Project Development at APTA Mobility Conference, 2024.

Training, Technical Skills & Abilities

Instructor- Diversity Equity & Inclusion Workshop, UW School of Medicine Business Unit Fall Retreat, 2023
Present - Unpacking Psychological Safety & Power, Sound Transit Black History Month Lunch and Learn, 2023
Race Forward – Building Racial Equity and Organizing Racial Equity
Undoing Racism
Diversity & Inclusion Training, Inclusion 101 and 102 Trainings
Performance and Development Planning, Coaching, Facilitation
Mentoring Program
LEAD Program
Talent Champion/Hiring for Success
Values Champion
Eno Transportation Mid Manager I and II

Seattle Human Rights 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: Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
	F		1.	Member	Bryennah Quander	7/23/25	7/22/27	2	City Council
	M		2.	Member	Trevor Duston	7/23/25	7/22/27	1	Mayor
	F		3.	Member	Amy Kate Bailey	7/23/25	7/22/27	1	City Council
	F		4.	Member	Gwen McCullough	7/23/25	7/22/27	1	Mayor
	M		5.	Member	James Munger	7/23/25	7/22/27	1	City Council
	M		6.	Member	Kyle Tibbs	1/23/24	1/22/26	1	Mayor
	F		7.	Member	Mariam Sulayman Koss	1/23/24	1/22/26	1	City Council
	M		8.	Member	Calvin Lassiter	1/23/24	1/22/26	1	Commission
	F		9.	Member	Beverly Smith	7/23/24	7/22/26	1	Mayor
	F		10.	Member	Koumudi Phadake	7/23/24	7/22/26	1	City Council
			11.	Member	VACANT	7/23/24	7/22/26	1	Mayor
	F		12.	Member	Anika Khan	7/23/24	7/22/26	1	City Council
	F		13.	Member	Kristina Sawyckyj	1/23/24	1/22/26	1	Mayor
	M		14.	Member	Ali Khan	1/23/24	1/22/26	1	City Council
	F		15.	Member	Diana Ortega-Chance	1/23/24	1/22/26	1	Mayor
	M		16.	Get Engaged	Avery Hultgren	9/1/24	8/31/25	1	Mayor
	M		17.	Member	Phillip Lewis	7/23/24	7/22/26	1	City Council
	F		18.	Member	Katie Gonser	1/23/24	1/22/26	3	Mayor
	M		19.	Member	Goutham Putta	7/23/24	7/22/26	1	Commission
	M		20.	Member	Nicholas Leydon	1/23/24	1/22/26	1	Commission
	F		21.	Member	Miranda Catsambas	7/23/24	7/22/26	1	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 American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	3	5											
Council	3	5											
Comm	3	1											
Total	9	11											

List the corresponding *Diversity Chart* number (1 through 9) **G L ist *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown **RD Residential Council District number

Key: *D 1 through 7 or N/A -Diversity info is self-identified and voluntary.



Legislation Text


File #: Appt 03202, **Version:** 1

Appointment of Carl G. Harris as member, Seattle LGBTQ Commission, for a term to October 31, 2025.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Carl G. Harris		
Board/Commission Name: Seattle LGBTQ 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: Fill in appointing authority		Term of Position: * 11/1/2023 to 10/31/2025 <input checked="" type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: Green Lake	Zip Code: 98103	Contact Phone No.: Business phone # - NOT personal phone #
Background: Carl Harris is a dedicated advocate and passionate community leader with over 15 years of experience working and volunteering within the LGBTQ+ community. Originally from Southwest Washington, Carl has called Seattle home for the past 25 years, currently residing in the vibrant Green Lake neighborhood. With a deep personal connection to the LGBTQ+ community, Carl has committed much of his life to promoting inclusion, equity, and social justice. Carl has also been deeply involved in supporting and amplifying local BIPOC history and arts. His work has highlighted the intersectionality of LGBTQ+ and BIPOC identities, advocating for greater representation, inclusion, and cultural awareness. As a member of the Seattle LGBTQ+ Commission, Carl continues to draw on both his lived experiences and professional expertise to champion the rights and well-being of marginalized communities, fostering positive change through collaboration and activism.		
Authorizing Signature (original signature):  Date Signed (appointed): June 12 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.

Carl G Harris

I am looking for a role in guest services where I can use my skills in helping people and solving problems. I enjoy creating positive experiences and making guests feel welcome. I am good at staying calm and clear when things get busy or when challenges come up. I work well with others and can adapt to different situations quickly. My goal is to be a dependable team member who contributes to a positive atmosphere for both guests and coworkers.

Skills and Abilities

Customer Service: Helping and engaging with customers to ensure a positive experience.

Communication: Clearly sharing information with guests, coworkers, and supervisors.

Problem-Solving: Quickly finding solutions to issues that come up.

Time Management: Managing tasks efficiently to meet deadlines or handle peak times.

Teamwork: Working well with others to achieve common goals.

Adaptability: Adjusting to new tasks, roles, or situations as needed.

Attention to Detail: Noticing and managing small details to ensure quality and safety.

Multitasking: Handling multiple tasks at the same time without losing focus.

Work Experience

Climate Pledge Arena

Guest Services

09/2024 - current

- Assisted guests with seating, directions, and general inquiries.
- Provided excellent customer service to enhance guest experience.
- Resolved guest concerns and coordinated with security when necessary.

Uplift Northwest

Cashier, and Concession Cook

01/2012- current

- Processed transactions and managed cash register operations.
- Prepared and served food items according to safety standards.
- Maintained cleanliness and organization of the concession area.

SMS International Shore Services

Pier Agent

05/2018-current

- Checked in passengers and assisted with boarding procedures.
- Provided information and directions to travelers.
- Coordinated with cruise line staff to ensure smooth operations.

University of Washington Athletics Dept

Usher

09/2018-current

- Guided guests to their seats and provided event information.
- Monitored assigned areas for safety and rule compliance.
- Supported event staff in crowd management.

City of Seattle at Key Arena
Usher

02/2012 - 06/2016

- Directed guests to seats and provided venue information
- Ensured compliance with venue rules and safety protocols
- Assisted with crowd control and emergency response procedures.

LGBTQ+ Community Experience/Involvement

3-Dollar Bill Cinema

2009 - 2019

- box office volunteer
- general volunteer
- office volunteer

LGBTQ+ Advisory Committee SPD

2017-2019

- Member of the committee
- Liason for LGBTQ+ community working with SPD

Gay City

2008-2015

- General volunteer
- Event organizing
- Mailing/organizational support in office

Seattle Pride

2004-2006 / 2014-2019

- Planning committee
- Event organization
- Road parade marshal

Cuff Complex

2014-2019

- Security during pride events

CC Attles

2004-2006

- Front line Cook

Education and Training

St. Martin's University, Lacey, WA
WA State Food Handlers Permit
MAST Mandatory Alcohol Servers Training
First Aid/ CPR
Dispute Resolution Training
Emotional Intelligence Training
Diversity Awareness Training

Seattle Lesbian, Gay, Bisexual, Transgender and Queer Commission

May 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:

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

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
		4	1.	Member	Jessa Gavrielle Davis	5/1/25	4/30/27	1	City Council
			2.	Member	VACANT	5/1/25	4/30/27	1	Mayor
			3.	Member	Sinomi Adeleine Sison	5/1/25	4/30/27	1	City Council
			4.	Member	Robert Parkstone	5/1/25	4/30/27	1	Mayor
		3	5.	Member	Jeremy Erdman	5/1/25	4/30/27	2	City Council
		5	6.	Member	Carl G Harris	11/1/23	10/31/25	1	Mayor
		3	7.	Member	Kody Allen	11/1/23	10/31/25	1	Commission
			8.	Member	VACANT	11/1/23	10/31/25	1	Mayor
		4	9.	Member	Maha Roy	5/1/24	4/30/26	1	City Council
		7	10.	Member	Jason Self	5/1/24	4/30/26	1	Mayor
		5	11.	Member	Theresa Smith	5/1/24	4/30/26	1	City Council
		2	12.	Member	Brett Pepowski	5/1/24	4/30/26	2	Mayor
		3	13.	Member	Landon Labosky	11/1/24	10/31/26	1	City Council
		3	14.	Member	Barry Fuentes	11/1/24	10/31/26	1	Mayor
		5	15.	Member	Christina Pizaña	11/1/23	10/31/25	1	City Council
			16.	Get Engaged	Scott Beck	9/1/24	8/31/25	1	Mayor
		5	17.	Member	Ashley E. Ford	5/1/24	4/30/26	1	City Council
			18.	Member	Scott Humphreys	11/1/23	10/31/25	1	Mayor
		1	19.	Member	Chris Curia	11/1/23	10/31/25	1	Commission
		3	20.	Member	Andrew Ashiofu	5/1/24	4/30/26	2	Commission
		7	21.	Member	Amari Leach	5/1/24	4/30/26	1	Commission

SELF-IDENTIFIED DIVERSITY CHART

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							1	1		1			
Council						1	3		2				
Comm							1				1		
Total													

Key:

- *D List the corresponding Diversity Chart number (1 through 9)
- **G List gender, M = Male, F= Female, T= Transgender, 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 03203, **Version:** 1

Appointment of Scott Humphreys as member, Seattle LGBTQ Commission, for a term to October 31, 2025.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Scott Humphreys		
Board/Commission Name: Seattle LGBTQ 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: Fill in appointing authority		Term of Position: * 11/1/2023 to 10/31/2025 <input checked="" type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: South Lake Union	Zip Code: 98109	Contact Phone No.: Business phone # - NOT personal phone #
Background: Scott is a musician, artist, explorer and advocate at heart, but serves as a software development manager in his professional career. He was born in rural Ohio and moved to South Carolina at a young age. Scott moved to Seattle in the late 90's to go to college and has loved living in the area ever since. He has been an advocate for the LGBTQ+ community for decades, marching in pride parades in South Carolina and staging protests against religious institutions that were pushing for discriminatory policies. In his free time, Scott plays in local metal and jazz bands, performs in a local orchestra, and races sailboats in the Salish Sea.		
Authorizing Signature (original signature):  Date Signed (appointed): June 12 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.

SCOTT HUMPHREYS

A leader with a proven track record of building and scaling organizations to delight customers. I bring a customer focus, that ensures we earn trust by delivering an extremely high quality while increasing velocity of features that customers need.

SUMMARY OF QUALIFICATIONS

- * Leader of leaders – Proven experience scaling organizations from a dozen people to over 100
- * Ability to deep dive when necessary but also step back to allow people to shine
- * Technical expertise includes AWS, Agile software development, cloud migrations, enterprise storage, software development lifecycle (SDLC), system hardware, programming languages (C, Java, Python), Unix/Linux systems, Dev/Ops, SRE

PROFESSIONAL EXPERIENCE

Amazon Web Services

Head of Development AWS Control Tower

Sr. Software Development Manager

2017-Present

- * Manager of Manager Lead a large team of SDM's, TPM's, and principle SDE's
- * Acceleration of delivery – Focus on delivery and agile development resulted in an increase of delivery of customer value from 10% of sprints to 66% of sprints in 6 months.
- * Reduction of unplanned work by 75% (in the form of tickets) by aligning team ownership and helping teams focus on quality
- * Successfully worked with product management and senior Amazon leadership to define the vision for the service
- * Escalating responsibilities and Top Tier performer, growing from a small single team to multiple team responsibilities in two years.
- * Filled headcount ahead of schedule by 6 months, taking a team that was struggling to hire 3 engineers a year to a team that regularly hired 20+ engineers per year
- * Reduced unwanted attrition, from 24% when I took over the team to 3% subsequent years
- * Budget manager for headcount, infrastructure, travel etc. for 1B+ budget
- * Lead inclusive and diversity initiatives that increased hiring, retention, and promotion of less represented employees
- * AWS Speaker with experience presenting internally and to customers from engineers to C level executives.

Isilon Division of Dell Technologies

Engineering Manager

2011 – 2017

- * Responsible for recruiting top talent to the software engineering organization
- * Manage and develop staff of engineers and leads
- * Define and manage budget for engineering team and infrastructure
- * Established cross functional training requirements and drove initiative to ensure training of global resources in engineering and support

Silicon Mechanics

Head of Engineering

2007 - 2011

- * Manage a team of Sales Engineers and System Engineers
- * Provide strategic reporting to executive management
- * Present proposals during corporate strategy meetings with executives in the company
- * Conduct consultative pre-sales discussions with customers
- * Participate and lead corporate strategy meetings with executives and management
- * Design and deploy enterprise storage implementations (Gluster, NAS/SAN etc.)

I/O Concepts

Head of Technical Support

2000-2007

- * Managed team of Technical Support Engineers
- * Sales Engineer on strategic enterprise accounts utilizing API products and enterprise management platforms
- * Delivered training presentations to customers across a wide range of products
- * Provide reporting to executive management
- * Lead Developer on two products (X-Windows, java Mainframe API)

Learning Disabilities Association of Washington

Teacher (Part Time)

2005 - 2006

- * Teach children with learning disabilities social skills
- * Facilitate communication between students and parents

INTERESTS AND ACTIVITIES

I have played classical piano for 40 years. I currently play in a local jazz band and play double bass in an orchestra. I also play electric bass and piano in an experimental rock band.

CERTIFICATIONS

- * Isilon Certified Professional
- * ITIL V3 Certified

EDUCATION

Bellevue College Bellevue, WA

2003 - 2005

Associate of Arts and Sciences

Psychology

Seattle Lesbian, Gay, Bisexual, Transgender and Queer Commission May 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
- 4 Other Appointing Authority-appointed: Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
		4	1.	Member	Jessa Gavrielle Davis	5/1/25	4/30/27	1	City Council
			2.	Member	VACANT	5/1/25	4/30/27	1	Mayor
			3.	Member	Sinomi Adeleine Sison	5/1/25	4/30/27	1	City Council
			4.	Member	Robert Parkstone	5/1/25	4/30/27	1	Mayor
		3	5.	Member	Jeremy Erdman	5/1/25	4/30/27	2	City Council
		5	6.	Member	Carl G Harris	11/1/23	10/31/25	1	Mayor
		3	7.	Member	Kody Allen	11/1/23	10/31/25	1	Commission
			8.	Member	VACANT	11/1/23	10/31/25	1	Mayor
		4	9.	Member	Maha Roy	5/1/24	4/30/26	1	City Council
		7	10.	Member	Jason Self	5/1/24	4/30/26	1	Mayor
		5	11.	Member	Theresa Smith	5/1/24	4/30/26	1	City Council
		2	12.	Member	Brett Pepowski	5/1/24	4/30/26	2	Mayor
		3	13.	Member	Landon Labosky	11/1/24	10/31/26	1	City Council
		3	14.	Member	Barry Fuentes	11/1/24	10/31/26	1	Mayor
		5	15.	Member	Christina Pizaña	11/1/23	10/31/25	1	City Council
			16.	Get Engaged	Scott Beck	9/1/24	8/31/25	1	Mayor
		5	17.	Member	Ashley E. Ford	5/1/24	4/30/26	1	City Council
			18.	Member	Scott Humphreys	11/1/23	10/31/25	1	Mayor
		1	19.	Member	Chris Curia	11/1/23	10/31/25	1	Commission
		3	20.	Member	Andrew Ashiofu	5/1/24	4/30/26	2	Commission
		7	21.	Member	Amari Leach	5/1/24	4/30/26	1	Commission

SELF-IDENTIFIED DIVERSITY CHART

SELF-IDENTIFIED DIVERSITY GROUP					(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							1	1		1			
Council						1	3		2				
Comm							1				1		
Total													

Key:

- *D List the corresponding Diversity Chart number (1 through 9)
- **G List gender, M = Male, F = Female, T = Transgender, 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 03204, **Version:** 1

Reappointment of Jeremy Erdman as member, Seattle LGBTQ 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>Jeremy Erdman</i>		
Board/Commission Name: <i>Seattle LGBTQ Commission</i>		Position Title: <i>Member</i>
<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 checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: 5/1/2025 to 4/30/2027 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Capitol Hill</i>	Zip Code: <i>98102</i>	Contact Phone No.:
Background: <i>Jeremy Erdman is the youngest son of a pastor and special education teacher. His upbringing instilled in him early the values of building community and supporting others. These values steered his career to focus on creating a sustainable future and inclusive economy— one where our diversity is our strength and identity isn't a barrier to success. Jeremy came to Seattle to study a Masters in Public Administration to create energy policies that create a livable environment for future generations and help current generations transition equitably. Today, he works in global diversity, equity, and inclusion at Amazon corporate.</i> <i>Jeremy looks forward to continuing to bring his skills and experience to focus on supporting LGBTQ businesses and entrepreneurs thrive in our city, identifying pathways to find housing for houseless LGBTQ individuals, and support LGBTQ cultural events, like Pride, and growing more events to further build the community.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 05/20/25		Appointing Signatory: <i>Councilmember Cathy Moore</i> <i>Seattle City Council</i>

JEREMY ERDMAN

PROFESSIONAL EXPERIENCE

Amazon.com

Seattle, WA

Sr. Program Manager, Seller External Relations.

July 2021 – Present

- Developed the Selling on Amazon Messaging Framework with senior leaders, consisting of 5 messaging pillars for all Amazon to use when speaking about the seller experience in external interviews, reports, communications, and presentations.
- Launched and managed seller feedback mechanisms, including the Seller Advisory Council and Amazon's "You said/we did" workstream.
- Created strategy for Seller External Relations engagement with think tanks, trade associations, chambers of commerce, and industry influencers, launching and owning 8 partnerships and programming plans.

Program Manager, Employee Programs, Account Manager from July 2018-May 2019

May 2019 – July 2021

- Owned the strategy, execution, and communication of diversity, equity, and inclusion programs including:
 - Developed, executed, and facilitated North American and LATAM Inclusion Training strategy to 1000+ employees globally. Participating leaders saw their Inclusion Connections Scores increase by .4 in aggregate during 2020.
 - Developed and executed strategy to promote gender equity in career development and promotions in Costa Rican locations. Participating organizations saw a 25% improvement in women's promotion rates.
 - Wrote and managed global communications to 12k+ employees, including all-hands presentations and global crisis communications following events such as mass shootings, Supreme Court decisions, and the death of George Floyd.
 - Led the development and measurement of Sponsorship Programs that has grown to cover organizations totaling 50k+ employees and presented to VP and SVP stakeholders bi-monthly on progress.
 - Created global committee to improve employees' sentiment of inclusion and led organizations to create Q4 Inclusion Plans. These plans resulted in employee sentiment improvement of 5% in Q4 2020.
 - Partnered with sales teams to develop the strategy for Minority Business Accelerator and prepared business leaders for review with C-Suite. This program now has over 140 dedicated headcount, C-Suite goals, and has already supported 1000+ Black-owned businesses.

TreeFree Biomass Solutions

Seattle, WA

Director of Sustainable Innovation, Public Policy and Sustainability Program Manager July 2016-March 2017

April 2017 – July 2018

- Tasked by CEO to pioneer the environmental and social benefits of the company's composite board, bio-coal, and pellet products.
- Designed messaging explaining how the company's operations support the United Nations 17 Sustainable Development Goals ranging from poverty and hunger reduction to sustainable cities to gender equity.
- Calculated and articulated the company's environmental benefits through its patented propagation of NileFiber in addressing carbon dioxide emissions and deforestation for investor pitches, helping the company raise \$1M.
- Headed the drafting of a sustainability business plan to infuse the company's operations and long-term vision with a focus on the environmental and social benefits of our forestry and fossil fuel replacement products.

VOLUNTEER EXPERIENCE

Lance Randall Campaign for Seattle Mayor

Seattle, WA

Senior Policy Advisor

June 2020-August 2021

- Managed 12 policy experts to create campaign platform across 8+ policy areas, including housing, policing, behavioral health, climate, small business development, and arts/culture.
- Conducted media prep for candidate, including an appearance on Fox and Friends.

Board Member, City Fruit

Seattle, WA

President since January 2018, Secretary from January 2017-January 2018

July 2016 – Present

- Wrote organization's financial control and exit interview, ombudsperson, and staff liaison
- Led board engagement with City Council, other government officials, for-profit companies, and policy groups

Coltura

Seattle, WA

Coalition Builder

November 2017-Present

- Drafted policy resolutions for state legislative districts and other interest groups to promote the phase out of gasoline- and diesel-powered vehicles in Washington State.
- Worked with businesses, nonprofits, and political groups to coordinate action on gasoline- and diesel-powered vehicle phase-out policy.

EDUCATION

University of Washington, Evans School of Public Policy and Governance

Seattle, WA

Masters of Public Administration. June 2016

Honors: Henry M. Jackson Fellow in Environmental Policy and Resource Management

Trinity University

San Antonio, TX

Bachelor of Science in Engineering Science and Bachelor of Arts in Environmental Studies. May 2014

Honors: Graduated Cum Laude

PUBLICATIONS

Yuan, M., Erdman J., Tang, C., and H. Ardebili. "High performance solid polymer electrolyte with graphene oxide nanosheets." RSC Adv., 2014, 4, 59637-59642.

Policy, Technology, and Sustainability Blog: <https://medium.com/@jeremyerdman>

Seattle Lesbian, Gay, Bisexual, Transgender and Queer Commission May 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:

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

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
		4	1.	Member	Jessa Gavrielle Davis	5/1/25	4/30/27	1	City Council
			2.	Member	VACANT	5/1/25	4/30/27	1	Mayor
			3.	Member	Sinomi Adeleine Sison	5/1/25	4/30/27	1	City Council
			4.	Member	Robert Parkstone	5/1/25	4/30/27	1	Mayor
		3	5.	Member	Jeremy Erdman	5/1/25	4/30/27	2	City Council
		5	6.	Member	Carl G Harris	11/1/23	10/31/25	1	Mayor
		3	7.	Member	Kody Allen	11/1/23	10/31/25	1	Commission
			8.	Member	VACANT	11/1/23	10/31/25	1	Mayor
		4	9.	Member	Maha Roy	5/1/24	4/30/26	1	City Council
		7	10.	Member	Jason Self	5/1/24	4/30/26	1	Mayor
		5	11.	Member	Theresa Smith	5/1/24	4/30/26	1	City Council
		2	12.	Member	Brett Pepowski	5/1/24	4/30/26	2	Mayor
		3	13.	Member	Landon Labosky	11/1/24	10/31/26	1	City Council
		3	14.	Member	Barry Fuentes	11/1/24	10/31/26	1	Mayor
		5	15.	Member	Christina Pizaña	11/1/23	10/31/25	1	City Council
			16.	Get Engaged	Scott Beck	9/1/24	8/31/25	1	Mayor
		5	17.	Member	Ashley E. Ford	5/1/24	4/30/26	1	City Council
			18.	Member	Scott Humphreys	11/1/23	10/31/25	1	Mayor
		1	19.	Member	Chris Curia	11/1/23	10/31/25	1	Commission
		3	20.	Member	Andrew Ashiofu	5/1/24	4/30/26	2	Commission
		7	21.	Member	Amari Leach	5/1/24	4/30/26	1	Commission

SELF-IDENTIFIED DIVERSITY CHART

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							1	1		1			
Council						1	3		2				
Comm							1				1		
Total													

Key:

- *D List the corresponding Diversity Chart number (1 through 9)
- **G List gender, M = Male, F= Female, T= Transgender, 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 03205, **Version:** 1

Reappointment of Jessa Gavrielle Davis as member, Seattle LGBTQ 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>Jessa Gavrielle Davis</i>		
Board/Commission Name: <i>Seattle LGBTQ Commission</i>		Position Title: <i>Member</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * 5/1/2025 to 4/30/2027 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Belldtown</i>	Zip Code: <i>98121</i>	Contact Phone No.:
Background: <i>Jessa Gavrielle Davis (she/her) was born and raised in Scranton/Wilkes-Barre, PA and has chosen to make her home in Seattle after establishing her career as an engineer and technology consultant. She currently works as a cybersecurity consultant for a large global consulting firm and is preparing to begin a doctoral program at the City University of Seattle. In addition to living and working across the US, she has spent several years in Eastern Europe, the Caribbean, and South Asia working to support humanitarian causes, including volunteering with non-profits, collaborating with teams at innovation labs, and most recently working as a project manager and software developer with the United Nations Office for Project Services. Jessa continues to volunteer in her local community to advocate for LGBTQ+ issues; and she also works with regional and national organizations to empower local communities in upholding and expanding civil rights and social justice for all. She currently serves as the Co-Chair of Social Media and Digital Engagement on the Seattle Human Rights Campaign Steering Committee and has been an active member on the Seattle LGBTQ Commission.</i>		
Authorizing Signature (original signature): <i>Cathy Moore</i> Date Signed (appointed): <i>05/20/25</i>		Appointing Signatory: <i>Councilmember Cathy Moore</i> <i>Seattle City Council</i>

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

Jessa Gavrielle Davis (she/her)

Security Consulting Manager | OT SecOps | Cyber-Physical Security

Objective

- To continue to build my career as a leader and a cybersecurity practitioner, applying my background in Cyber-Physical Systems and Operational Technology to solving DER cybersecurity risks and supporting smart grid cyber resilience strategies.

Qualifications

- 15+ years' experience working in the oil and gas and electric utilities industries.
- Accomplished technology manager, cybersecurity consultant, and project manager; team lead, mentor, and trainer in a variety of roles and contexts.
- Specialist in cyber-physical systems (CPS), operational technology (OT) and industrial control systems (ICS), including distributed control systems (DCS), supervisory control and data acquisition (SCADA), distributed energy resources (DERs), and industrial internet of things (IIoT).

Education

- **City University of Seattle**, *September 2025 (Start date)*
 - Doctor of Information Technology, Cybersecurity
 - Research project designed to investigate and provide solutions for integrating electric vehicles (EVs) and EV charging infrastructure into smart grid environments, with a focus on supporting grid stability, cybersecurity best practices, and cyber resilience strategies.
- **Maryville University**, *May 2023 – May 2025 (Planned)*
 - Master of Science, Cybersecurity
 - Graduate Certificate, Cybersecurity Penetration Testing
 - Graduate Certificate, Cybersecurity Incident Response
- **University of California San Diego Extension**, *January 2023 – March 2024*
 - Certificate, Communications Software Development for Distributed Energy Resources
- **University of Texas at Austin**, *November 2020 – June 2021*
 - Certificate, Cybersecurity
- **Southern New Hampshire University**, *August 2014 – December 2017*
 - Bachelor of Science, Information Technology (Robotics & Artificial Intelligence)
 - President's List
 - Graduated with honors, Summa Cum Laude
- **Western Wyoming Community College**, *August 2010 – July 2012*
 - Associate of Applied Science, Electrical and Instrumentation Technology
 - President's Honor Roll
 - Questar Automation Scholarship

Certifications

- **CompTIA:** Security+
- **International Society of Automation:** ISA/IEC 62443 Cybersecurity Fundamentals Specialist
- **Microsoft:** Azure (AZ-900); Security, Compliance, and Identity (SC-900)
- **Nozomi:** Nozomi Networks Certified Engineer (NNCE)
- **DevOps Institute:** DevOps Foundation (DOFD); DevSecOps Foundation (DSOF)
- **Blockchain Council:** Certified Blockchain Security Professional (CBSP)

Media, Articles, & Publications

- [Securing OT Networks: Safeguarding Identity & Remote Access | LinkedIn](#)
- [On the Regulation of Gender, Sexuality, and Individual Liberty in Red States | by Jessa Gavrielle Davis | Medium](#)
- [Sikka: Working at the intersection of blockchain and humanitarian innovation | by Jessa Gavrielle Davis | Medium](#)

Conferences & Speaking Engagements

- Cal Poly Pomona Cybersecurity & Awareness Fair,
 - “Exploring Blockchain and Cybersecurity Solutions for the Internet of Energy.”
- Executive Women’s Forum (EWF) WA Regional event,
 - “Does AI Dream of Electric Substations? Generative AI and the Frontiers of AI Safety Principles for Critical Infrastructure Systems.”
- International Society of Automation (ISA) Automation Summit and Expo,
 - “Does AI Dream of Electric Substations? Generative AI and the Frontiers of AI Safety Principles for Critical Infrastructure Systems” [Updated and expanded content].
- South Puget Sound Community College, “Bridges to Employment” Cybersecurity, Computer Science, and Software Development Career Pathways event,
 - Keynote Address
 - Discussion Panel, IT Workforce and Industry Trends

Volunteering & Activism

- Human Rights Campaign Seattle:
 - Steering Committee Member
 - Digital Engagement & Social Media Chair
- Accenture:
 - US Pride ERG National Events & Programming Co-Lead
 - US Pride ERG Trans+ & Gender Non-Conforming People Subgroup Steering Committee member
 - Pacific Northwest Inclusion Ambassador
- Out in West Texas:
 - Board Member
 - IT System Administrator

Work Experience

- **Security Consulting Manager, Accenture Security**
 - *Seattle, Washington, USA: October 2021 – Present*
 - OT Security Architect: Review and design security architecture, focused on containerized applications, microservices and DevSecOps best practices, perform threat modelling, and define and evaluate site acceptance testing procedures, as part of a grid modernization and DER integration initiative for a large electric utility in the US.
 - Project Manager and Assessor: Managed workflows for a NERC CIP cybersecurity vulnerability assessment at a large electric utility in the US.
 - Project Manager: Managed multiple workstreams to remediate findings of a penetration test for a large international oil and gas producer’s IT network.
 - OT Security Architect: Performed security architecture assessment on a privileged access management (PAM) solution for a major refined products pipeline in the US and aligned recommended processes and procedures to TSA Security Directive Pipeline-2021-02.

- **Senior Controls Specialist, Kinder Morgan**
 - *Odessa, Texas, USA: May 2019 – October 2021*
 - Provided field engineering support for OT/ICS/SCADA systems for pipeline compression facilities in Texas, New Mexico, and Oklahoma, including new construction projects and controls upgrades on legacy systems.
 - Create, modify, and maintain PLC, RTU and HMI programs, maintain SQL databases, and configure network devices for plant DCS and SCADA systems.
 - Configure, maintain, and troubleshoot LAN network devices within DCS, including switches, routers, and cellular modems for SCADA networks.
 - Participated in PSSR and commissioning of the Gulf Coast Express and Permian Highway Pipeline projects in west Texas 2019-2021; and continued to provide on-going field support on both projects to ensure operational safety and reliability.
- **Automation Technician Supervisor, Keane Group**
 - *Odessa, Texas, USA: January 2019 – May 2019*
 - Managed a geographically dispersed team of field technicians, trained new employees, and supported field operations as an SME in ICS maintenance and troubleshooting.
 - Responsible for continual operational readiness of OT/ICS/SCADA systems, including end devices, user interfaces, processors, servers, and networking and telecommunications devices, for heavy duty equipment used in upstream oilfield completions operations.
 - Configure, maintain, and troubleshoot LAN network devices within DCS, including switches, routers, and VSAT for SCADA networks.
- **Blockchain Support Analyst, United Nations Office for Project Services**
 - *Kathmandu, Nepal: December 2017 – December 2018.*
 - Devised technical specifications, developed software, and managed blockchain integration projects to support the mission of UNOPS in South Asia and with global partners.
 - Provided consultation and project management services for technological solutions in humanitarian and disaster response fields, managed a remote team of developers, and delivered training on the application of emerging technologies such as IoT, blockchain, and data analytics.
 - Blockchain advisor and Solidity developer on Sikka project (www.sikka.me) at World Vision International Nepal.
- **Volunteer, Nepal Innovation Lab (World Vision International Nepal)**
 - *Kathmandu, Nepal: January 2017 – December 2017.*
 - Collaborated with innovation lab staff and volunteers to devise technical solutions to programs and initiatives under World Vision International's earthquake and disaster response programs in Nepal and South Asia.
 - Provided expertise in developing code in Java, Node, and Python for APIs, microservices and containerized applications, and developed Solidity smart contracts on the Ethereum blockchain for development, testing, and analysis of blockchain-based solutions for humanitarian relief programs and development aid projects.
- **Automation Technician Supervisor, Liberty Oilfield Services**
 - *Denver, Colorado, USA: January 2014 – June 2015.*
 - Managed a geographically dispersed team of field technicians, trained new employees, and supported field operations as an SME in ICS maintenance and troubleshooting.
 - Responsible for continual operational readiness of OT/ICS/SCADA systems, including end devices, user interfaces, processors, servers, and networking and telecommunications devices, for heavy duty equipment used in upstream oilfield completions operations.

- Configure, maintain, and troubleshoot LAN network devices within DCS, including switches, routers, and VSAT for SCADA networks.
- Radiation Safety Officer: Devised and implemented policies and procedures for storage, transportation, and use of radioactive isotopes in compliance with state and federal regulations.
- **Automation Technician, Halliburton Energy Services**
 - *Hobbs, New Mexico, USA: January 2013 – January 2014.*
 - Responsible for continual operational readiness of OT/ICS/SCADA systems, including end devices, user interfaces, processors, servers, and networking and telecommunications equipment, for heavy duty equipment used in upstream oilfield completions operations.
 - Configure, maintain, and troubleshoot LAN network devices within DCS, including switches, routers, and VSAT for SCADA networks.
- **Automation Technician, Nabors Industries**
 - *Rock Springs, Wyoming, USA: August 2012 – January 2013.*
 - Responsible for continual operational readiness of OT/ICS/SCADA systems, including end devices, user interfaces, processors, servers, and networking and telecommunications devices, for heavy duty equipment used in upstream oilfield completions operations.
 - Configure, maintain, and troubleshoot LAN network devices within DCS, including switches, routers, and VSAT for SCADA networks.
- **SCADA Automation Technician, QEP Energy Company**
 - *Rock Springs, Wyoming, USA: October 2011 – August 2012.*
 - Responsible for installation, configuration, maintenance and troubleshooting of OT end devices, user interfaces, processors, and networking and telecommunications equipment on upstream oil and gas facilities, including wells, field compressors, and gas plants.
 - Played a key role in the upgrade of over 1,000 RTUs, including commissioning controls system and adding devices to SCADA network.

Seattle Lesbian, Gay, Bisexual, Transgender and Queer Commission

May 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:

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

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
		4	1.	Member	Jessa Gavrielle Davis	5/1/25	4/30/27	1	City Council
			2.	Member	VACANT	5/1/25	4/30/27	1	Mayor
			3.	Member	Sinomi Adeleine Sison	5/1/25	4/30/27	1	City Council
			4.	Member	Robert Parkstone	5/1/25	4/30/27	1	Mayor
		3	5.	Member	Jeremy Erdman	5/1/25	4/30/27	2	City Council
		5	6.	Member	Carl G Harris	11/1/23	10/31/25	1	Mayor
		3	7.	Member	Kody Allen	11/1/23	10/31/25	1	Commission
			8.	Member	VACANT	11/1/23	10/31/25	1	Mayor
		4	9.	Member	Maha Roy	5/1/24	4/30/26	1	City Council
		7	10.	Member	Jason Self	5/1/24	4/30/26	1	Mayor
		5	11.	Member	Theresa Smith	5/1/24	4/30/26	1	City Council
		2	12.	Member	Brett Pepowski	5/1/24	4/30/26	2	Mayor
		3	13.	Member	Landon Labosky	11/1/24	10/31/26	1	City Council
		3	14.	Member	Barry Fuentes	11/1/24	10/31/26	1	Mayor
		5	15.	Member	Christina Pizaña	11/1/23	10/31/25	1	City Council
			16.	Get Engaged	Scott Beck	9/1/24	8/31/25	1	Mayor
		5	17.	Member	Ashley E. Ford	5/1/24	4/30/26	1	City Council
			18.	Member	Scott Humphreys	11/1/23	10/31/25	1	Mayor
		1	19.	Member	Chris Curia	11/1/23	10/31/25	1	Commission
		3	20.	Member	Andrew Ashiofu	5/1/24	4/30/26	2	Commission
		7	21.	Member	Amari Leach	5/1/24	4/30/26	1	Commission

SELF-IDENTIFIED DIVERSITY CHART

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							1	1		1			
Council						1	3		2				
Comm							1				1		
Total													

Key:

- *D List the corresponding Diversity Chart number (1 through 9)
- **G List gender, M = Male, F= Female, T= Transgender, 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 03206, **Version:** 1

Appointment of Sinomi Adeleine Sison as member, Seattle LGBTQ 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>Sinomi Adeleine Sison</i>		
Board/Commission Name: <i>Seattle LGBTQ Commission</i>		Position Title: <i>Member</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * 5/1/2025 to 4/30/2027 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Ravenna</i>	Zip Code: <i>98115</i>	Contact Phone No.: <i>Business phone # - NOT personal phone #</i>
Background: <i>Adeleine "Addie" Sison is a queer educator and performer whose roots are in the Pacific Northwest. Born and raised in Seattle, she has participated with local support and advocacy groups for over twenty years, including paid and volunteer work with the American Friends Service Committee, Seattle Young People's Project, Lifelong AIDS Alliance, Geoduck Student Union, Diversity Alliance of Puget Sound, and Pride Across the Bridge. She currently works with public and independent school students in King County. Addie and her partner live with their children in Seattle.</i>		
Authorizing Signature (original signature): <i>Cathy Moore</i> Date Signed (appointed): 05/20/25		Appointing Signatory: <i>Councilmember Cathy Moore</i> <i>Seattle City Council</i>

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

Sinomi Adeleine Sison

Experience

Hamlin Robinson School, Seattle – Learning Specialist

October 2024 – Present

- Create personalized intervention curriculum for K–8 students
- Tutor and support individual students

The Evergreen School, Shoreline – Teaching Assistant

August 2023 – June 2024

- Supported grade 3 teaching team as classroom aide
- Organized off-site field trips, including overnight camp visit
- Served as substitute for classroom teachers and specialists as assigned, including world language, natural sciences and technology

Tutors Impacting Public Schools – Roosevelt High School

February 2023 – August 2023

- Classroom tutor specializing in teacher support in science and mathematics for grades 9–12
- After-school on-site direct student support focused on helping minority students with credit retrieval and coursework.

Urban Luxe Café, Seattle – Barista

October 2022 – April 2023

The Crab Pot, Bellevue – Hostess

January 2022 – October 2022

Career Break – Full-time parent of two children

November 2016 – January 2022

The Evergreen School, Shoreline – Teaching Assistant

August 2015 – November 2016

Thornton Creek Elementary, Seattle – Academic Assistant

May 2014 – June 2015

- Provided support for K–1 team by making copies, preparing activities and displaying projects for multiple student groups
- Additional duties as assigned, including (but not limited to,) substituting, monitoring recess and preparing food

BURN Design Lab, Vashon – Research Lab Technician

September 2012 – November 2013

- Conducted and documented cook stove durability, efficiency and safety tests
- Instructed and advised international engineering interns in laboratory procedures and design experiments

Education

The Evergreen State College

Olympia, Washington
Bachelor of Arts Degree
in Natural Sciences &
Gender Studies

Volunteer Work

Pride Across the Bridge

Group Facilitator

Diversity Alliance of Puget Sound, Tacoma, WA

Fundraiser, Outreach, Voting Member

The Pokémon Company International (TPCi), Bellevue, WA

Pokémon Professor

Event organizer, tournament judge and class instructor for regional Pokémon League Organized Play Program

Geoduck Student Union, Olympia, WA

Elected Representative

Served as a representative and acted as liaison to Board of Trustees and participated as a non-voting member

References

Available upon request

Seattle Lesbian, Gay, Bisexual, Transgender and Queer Commission May 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:

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

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
		4	1.	Member	Jessa Gavrielle Davis	5/1/25	4/30/27	1	City Council
			2.	Member	VACANT	5/1/25	4/30/27	1	Mayor
			3.	Member	Sinomi Adeleine Sison	5/1/25	4/30/27	1	City Council
			4.	Member	Robert Parkstone	5/1/25	4/30/27	1	Mayor
		3	5.	Member	Jeremy Erdman	5/1/25	4/30/27	2	City Council
		5	6.	Member	Carl G Harris	11/1/23	10/31/25	1	Mayor
		3	7.	Member	Kody Allen	11/1/23	10/31/25	1	Commission
			8.	Member	VACANT	11/1/23	10/31/25	1	Mayor
		4	9.	Member	Maha Roy	5/1/24	4/30/26	1	City Council
		7	10.	Member	Jason Self	5/1/24	4/30/26	1	Mayor
		5	11.	Member	Theresa Smith	5/1/24	4/30/26	1	City Council
		2	12.	Member	Brett Pepowski	5/1/24	4/30/26	2	Mayor
		3	13.	Member	Landon Labosky	11/1/24	10/31/26	1	City Council
		3	14.	Member	Barry Fuentes	11/1/24	10/31/26	1	Mayor
		5	15.	Member	Christina Pizaña	11/1/23	10/31/25	1	City Council
			16.	Get Engaged	Scott Beck	9/1/24	8/31/25	1	Mayor
		5	17.	Member	Ashley E. Ford	5/1/24	4/30/26	1	City Council
			18.	Member	Scott Humphreys	11/1/23	10/31/25	1	Mayor
		1	19.	Member	Chris Curia	11/1/23	10/31/25	1	Commission
		3	20.	Member	Andrew Ashiofu	5/1/24	4/30/26	2	Commission
		7	21.	Member	Amari Leach	5/1/24	4/30/26	1	Commission

SELF-IDENTIFIED DIVERSITY CHART

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							1	1		1			
Council						1	3		2				
Comm							1				1		
Total													

Key:

- *D List the corresponding Diversity Chart number (1 through 9)
- **G List gender, M = Male, F= Female, T= Transgender, 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 03207, **Version:** 1

Appointment of Robert Parkstone as member, Seattle LGBTQ 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>Robert Parkstone</i>		
Board/Commission Name: <i>Seattle LGBTQ Commission</i>		Position Title: <i>Member</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * 5/1/2025 to 4/30/2027 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Capitol Hill</i>	Zip Code: <i>98122</i>	Contact Phone No.: <i>Business phone # - NOT personal phone #</i>
Background: <i>Robert Parkstone has over a decade of experience supporting LGBTQIA+ causes and advocacy efforts through the communities in which he lives. Finding passion in uplifting the voices of the unheard and marginalized from a young age by establishing LGBTQIA+ focused organizations and promoting the No on Prop 8 campaign in California before moving to Seattle and continuing this work as a founding member of Pride Lives, a five-year organization focusing on LGBTQIA+ suicide prevention in the local community. Additionally, Robert volunteers time and talents to international organizations raising funds for LGBTQIA+ charities and scholarships for students, families, and their allies across the country.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): June 12 th , 2025		Appointing Signatory: <i>Mayor 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.

ROBERT PARKSTONE

PROFESSIONAL SUMMARY

Dedicated social services professional with expertise in case management, non-profit leadership, and advocacy for underserved populations. Proven track record in developing and implementing programs for at-risk youth, crisis management, and stakeholder engagement. Skilled in trauma-informed care, policy compliance, and public relations. Combines hands-on experience with ongoing education in Applied Behavioral Science to drive effective social service initiatives and policy recommendations.

RELEVANT WORK EXPERIENCE

Case Manager, Cocoon House

03/2023 to Present

Manage a caseload of 20+ clients, providing support to emerging adults aged 18-25 in permanent supportive housing with a focus on marginalized populations including BIPOC and LGBTQIA+ individuals. Responsible for assisting clients in maintaining housing stability, developing independent living skills, and achieving self-identified goals.

- Ended eviction proceedings against four clients through stability planning and advocacy efforts
- Successfully transitioned nine clients into permanent, stable housing following program completion
- Reduced instances of substance addiction, suicidal ideation, and mental health concerns in five clients following talk therapy and referral to professional support

Director at Large, Imperial Sovereign Court of Seattle

03/2023 to 03/2024

Board member of the Seattle chapter of the world's oldest LGBTQIA+ charitable organization, overseeing strategic initiatives committed to advancing LGBTQIA+ causes through fundraising, scholarship programs, and community volunteerism.

- Ended redundancies and inefficiencies by leading efforts to rewrite bylaws, policies, and operating guidelines for organization
- Produced and Planned seven fundraising events throughout the year, raising over \$10,000 in cash and in-kind donations supporting the LGBTQIA+ community

Training Specialist, Premera Blue Cross of Washington

10/2014 to 07/2022

Designed, implemented, and evaluated comprehensive training programs to onboard and provide career progression training to 700 personnel in complex concepts meeting strategic goals, legal responsibility, and policy initiatives related to healthcare and insurance coverage.

- Reduced member wait times by 15% through introduction and evaluation of five tools to support rep efficiency

- Coordinated inter-departmental communications and feedback, eliminating redundant details and reducing time to implementation of program changes by one week

Director of Public Relations, Pride Lives

03/2016 to 12/2019

Founding board member providing suicide prevention education, awareness and survivor support within the Seattle LGBTQIA+ community with focus on community engagement and information distribution to individuals experiencing suicidal ideation.

- Reviewed social science literature related to suicide and implemented strategic marketing using evidence-based techniques to increase volunteer numbers, resource usage, and event attendance by 5% month over month
- Trained thirty community members in suicide prevention techniques using trauma informed care theories and de-escalation tactics
- Implemented targeted communications, providing the most at-risk communities with direct support resources and preventing suicide attempts for at least seven people

Director of Public Relations, Seattle Pups & Handlers

10/2015 to 01/2018

Responsible for the development of a comprehensive marketing strategy reimagining the process of communication to a diverse population of social club members and the community at large.

- Centralized communication increasing community engagement on social media, website, and in-person events by 70% over previous marketing platform
- Developed feedback program that successfully collected insights from 80% of club membership
- Implemented data-based policies responding directly to feedback provided to board of directors, increasing membership satisfaction by 20%

Leasing Consultant, Oakwood Worldwide

11/2007 to 10/2014

Primary contact for new and renewing tenants at apartment communities containing up to 245 units. Responsible for reviewing and understanding applicable RCW and WAC codes related to tenant's rights and management's responsibilities to communicate complex legal terms in laws, community policies, and leasing documents to prospective tenants.

EDUCATION

Bachelor of Applied Science: Applied Behavioral Science (In Progress)
Seattle Central College - Seattle, WA

Associate of Applied Science: Social and Human Services
Seattle Central College - Seattle, WA

Seattle Lesbian, Gay, Bisexual, Transgender and Queer Commission

May 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:

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

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
		4	1.	Member	Jessa Gavrielle Davis	5/1/25	4/30/27	1	City Council
			2.	Member	VACANT	5/1/25	4/30/27	1	Mayor
			3.	Member	Sinomi Adeleine Sison	5/1/25	4/30/27	1	City Council
			4.	Member	Robert Parkstone	5/1/25	4/30/27	1	Mayor
		3	5.	Member	Jeremy Erdman	5/1/25	4/30/27	2	City Council
		5	6.	Member	Carl G Harris	11/1/23	10/31/25	1	Mayor
		3	7.	Member	Kody Allen	11/1/23	10/31/25	1	Commission
			8.	Member	VACANT	11/1/23	10/31/25	1	Mayor
		4	9.	Member	Maha Roy	5/1/24	4/30/26	1	City Council
		7	10.	Member	Jason Self	5/1/24	4/30/26	1	Mayor
		5	11.	Member	Theresa Smith	5/1/24	4/30/26	1	City Council
		2	12.	Member	Brett Pepowski	5/1/24	4/30/26	2	Mayor
		3	13.	Member	Landon Labosky	11/1/24	10/31/26	1	City Council
		3	14.	Member	Barry Fuentes	11/1/24	10/31/26	1	Mayor
		5	15.	Member	Christina Pizaña	11/1/23	10/31/25	1	City Council
			16.	Get Engaged	Scott Beck	9/1/24	8/31/25	1	Mayor
		5	17.	Member	Ashley E. Ford	5/1/24	4/30/26	1	City Council
			18.	Member	Scott Humphreys	11/1/23	10/31/25	1	Mayor
		1	19.	Member	Chris Curia	11/1/23	10/31/25	1	Commission
		3	20.	Member	Andrew Ashiofu	5/1/24	4/30/26	2	Commission
		7	21.	Member	Amari Leach	5/1/24	4/30/26	1	Commission

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							1	1		1			
Council						1	3		2				
Comm							1				1		
Total													

Key:

- *D List the corresponding Diversity Chart number (1 through 9)
- **G List gender, M = Male, F= Female, T= Transgender, 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 03208, **Version:** 1

Appointment of Samiya Nasim 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: Samiya Nasim		
Board/Commission Name: Seattle Disability Commission		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: Fill in appointing authority	Date Appointed: 05/12/2025	Term of Position: * 5/1/2025 to 4/30/2027 <input type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: South Lake Union	Zip Code: 98109	Contact Phone No.:
Background: <p>Samiya Nasim is a lifelong advocate for mental health and accessibility. Driven by her lived experiences, she began her journey in advocacy by founding LonePack, a youth mental health organization dedicated to breaking stigma and improving youth mental health accessibility in India. Through LonePack, Samiya has led large-scale awareness campaigns, launched India's first anonymous peer support platform, and reached over 130,000 people. Her work included outreach events at schools and colleges, support groups and large scale awareness campaigns.</p> <p>With an MBA from The Wharton School and a background in Computer Science Engineering, Samiya brings experience across consulting, analytics and technology/AI. Now living in Seattle, Samiya is excited to contribute to the Disabilities Commission by amplifying underrepresented voices and helping shape a more inclusive city for all. She is committed to championing equitable policies and fostering a supportive, accessible community.</p>		
Authorizing Signature (original signature): 		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.

SAMIYA NASIM

1

EDUCATION

THE WHARTON SCHOOL, UNIVERSITY OF PENNSYLVANIA

Philadelphia, PA

Master of Business Administration; Major in Operations, Information & Decision Making

2021-2023

- Joseph Wharton Fellow and Wharton Communication Fellow; GMAT 780 (99.9%)

SSN COLLEGE OF ENGINEERING, ANNA UNIVERSITY

Chennai, India

B.E. Computer Science & Engineering

2012-2016

- CGPA of 8.26/10; Awarded MITACS Research Internship to pursue 3-month sponsored study at the University of Montreal

EXPERIENCE

AMAZON

Seattle, WA

Senior Product Manager Technical, Alexa Customer Journeys

Oct'24

- Designing personalized customer experiences that expand the capabilities of Amazon's conversational assistants with the newest advances in Large Language Models (LLM)/Generative AI.

Senior Product Manager Technical, Amazon Fulfillment Technologies

Jan'24

- Redesigned workflow to bulk-receive perishable items in compliance with food safety protocols, increasing efficiency by 47%

ALPINE INVESTORS

New York, NY

AI Consultant

Jul'23-Dec'23

- Defined evaluation processes and created artefacts such as scorecards and playbooks, to assess AI readiness of portfolio companies across data quality, technical maturity, culture and risk, and establish integration and monitoring best practices
- Led development of AI-enabled Ed Tech platform prototype with engineers, data scientists and portfolio leadership to showcase innovative applications of Machine Learning, Gen AI and Natural Language Processing (NLP), with a potential impact of ~90M

MCKINSEY & COMPANY

Chennai, IN | New York, NY

Senior Analyst (2020-21); Analyst (2018-20)

2018-2021

Margin Transformation Projects (Facilitated operational & strategic transformation initiatives for key manufacturing clients)

- Redefined working capital management process of a PE-backed global manufacturer in collaboration with Operations, Sales, Finance and Procurement stakeholders, improving liquidity by 55%; Minimized operating expenses via a customized central spend control process developed on Sharepoint, creating savings of \$6.3M
- Developed reusable procurement workflow playbook to improve vendor selection for \$2B US food manufacturing client, enabling \$5M savings and increasing EBITA by 800 basis points; proposed follow up pricing strategy with potential impact of \$2M
- Spearheaded cross functional global footprint optimization efforts with client leadership including Global Supply Chain and Operations leaders, for \$4B global packaging industry client, operating across 200+ locations, saving ~\$20M

Digital Transformations (Standardized processes and built tools as part of the Global Analytics Team)

- Designed project management and milestone tracking model for F500 automobile client, improving turnaround time by 67%
- Developed automated sales data analysis and integrated internal quality assurance checks to improve the performance of a leading US insurance company's recovery business, helping save \$51M
- Revamped fundraising strategy of leading Indian non-profit in response to COVID, raising \$6.5M in five weeks

THE LONEPACK SOCIETY (Youth mental health non-profit; >130K people impacted)

Chennai, IN

Founder

2016-Present

- Built 40-member volunteer team and raised ~\$7K for registered non-profit aimed at increasing mental-health accessibility
- Established "LonePack Letters", an awareness initiative to facilitate engaged communities sensitized to mental health; scaled campaign 5x across 3 editions in 18 months, building partnerships with Uber, Zoho and Freshworks
- Launched "LonePack Buddy", India's first fully anonymous & free chat-based peer support system impacting >1500 people; chosen for United Nations Development Programme (UNDP) Youth Co:Lab incubation program from >500 applicants
- Featured in prominent media outlets including the GoDaddy #ChangeForGood campaign, The Hindu, and Times of India

THOROGOOD ASSOCIATES

Bengaluru, India

Business Intelligence and Analytics Consultant

2016-2017

- Designed databases and conducted data analysis on SQL for F500 CPG Company, enabling impact tracking of sustainability goals for 150+ country heads via live Tableau dashboards and helping reduce CO2 emissions by 50%

ADDITIONAL INFORMATION

- Awards: Annual Impact Champion & Internal Spot Award (McKinsey); Star Performer Award (Thorogood Associates)
- Interests: Public speaking (100+ events), Social Impact (Advisor - Texas Muslim Women's Foundation), Sports (Tennis, Boxing)

Seattle Disability Commission

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
- Mayor-appointed (includes 1 Get-engaged Mayor position)
- 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
			3.	Member	VACANT	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

(1) (2) (3) (4) (5) (6) (7) (8) (9)

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

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 03209, **Version:** 1

Reappointment of Saunatina A. Sanchez as member, Community Roots Housing Public Development Authority Governing Council, for a term to March 31, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Saunatina A. Sanchez</i>		
Board/Commission Name: <i>Community Roots Housing Public Development Authority</i>		Position Title: <i>Board Member</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: <i>PDA Governing Council</i>		Term of Position: * <i>4/1/2025</i> to <i>3/31/2028</i> <input type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: <i>Capitol Hill</i>	Zip Code: <i>98122</i>	Contact Phone No.: 
Background: <i>Saunatina is the founder of Crafting Sound Meaning and works as a Communications Specialist, using her professional training and lived experiences to bring intersectional perspectives to projects to reach those, like her, who hold multiple marginalized identities; as an autistic child of autistic parents, being able to interpret mainstream society and how to thrive in it has been a lifelong journey. Saunatina has been a resident of Community Roots Housing for over a decade and currently sits on the Board of League of Women Voters of Seattle-King County as the Membership Chair, is active in the Transit Riders Union, Puget Sound Tenants Union, and mutual aid groups serving those in her neighborhood who've been marginalized from society.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): <i>May 12, 2025</i>		Appointing Signatory: <i>Frank Alvarado</i> <i>Community Roots Housing Governing Council, Board Chair</i>

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

Career Experience

Speaking and Facilitation Skills Trainer, *Crafting Sound Meaning*, 11/2015-Present

Teaching communication skills to English Language Learners (ELLs), autistic adults, and allistic families/friends of autistic people. Specializing in translation between neurodivergent and neurotypical communication styles.

- Craft curriculum and individualized lesson plans to teach skills related to overcoming misunderstandings- listening and creating space for diverse perspectives.
- Develop a YouTube channel, producing a weekly live broadcast and other scripted content about communication skills.
- Collaborate with professionals in the ELL, linguistics, and general teaching communities to develop and share education strategies, to ensure lessons are developed with equity at the forefront.
- Donate time to Literacy Source, working with refugees, asylees, and other vulnerable people learning language and technology skills.

On-Call Residential Counselor, *Downtown Emergency Service Center*, 4/2020-8/2020

Manage day-to-day operations at DESC buildings and provide support to tenants, with an emphasis on challenges related to mental illness and substance use disorders.

- Assist clinical staff in the coordination of services to residents: interact with residents in the general milieu and common areas, engage them through creative, resourceful strategies to build trust and confidence, and intervene in crises or emergencies, including contact with emergency response systems as needed.
- Manage building operations in the absence of other project and clinical staff: maintain safety and security by monitoring all general access areas and enforcing project rules, and operate all functions in lobby office, including checking visitors in and out, answering telephones, and monitoring security systems.

Youth Programs Coordinator, *SIFF*, 6/2019-3/2020

Create, market, and facilitate filmmaking programs for regional students ages 8-19.

- Administer SIFF Camps, Crash Kids, and Crash Student programming, including communication with parents to gather student information, facilitate student arrival/departure, technical support for instructors, confirming mentors, and supporting workshops throughout the event.
- Collaborate with teaching artists in creating workshops, camps, and other film studies projects for Puget Sound youths.
- Cultivate meaningful relationships and collaborative programs with local organizations including Langston Hughes Performing Arts Center, Red Eagle Soaring, Green Plate Special, Northwest African American Museum, Seattle Aquarium, YouthCare, Rooted In Rights, Shoreline Community College, and Seattle Latino Film Festival.
- Grantwriting for both youth-specific programs and general education programs.
- Create education web pages and design marketing campaigns, including videos and graphics.
- Maintain the classroom computer lab, including cameras, computers, and accessories.

Guest Relations Coordinator, *Seattle International Film Festival*, 2016-2019 (Seasonal)

Manage a team of six interns and over 50 volunteers annually to coordinate ground transportation to and from airport, hotels, films, and events for 200+ attendees.

- Coordinate transport and interact with celebrity guests, each with a unique set of logistics to manage.
- Daily collaboration with all festival departments regarding event planning prior to and during the festival.
- Implemented a new, more efficient communication system for overnight on-call duties.
- Established a relationship with King County Metro and Sound Transit to reduce the amount of car trips needed during the festival.
- Create recruitment material and maintain regular communication with volunteers, primarily via Shiftboard.

Volunteer and Programming Staff, *PantheaCon*, 2005-2020 (Seasonal)

Facilitate programming for a four-day multi-faith conference with ~2000 attendees from around the world.

- Lead the on-site coordination of staff members and around 100 volunteers, including rapid training for instant assignments, and liaising with presenters.
- Adjudicate programming submissions, taking into consideration relevance to year's theme, presenter background, and logistical challenges in each application.
- Supported A/V team with basic technology troubleshooting for presenters.

Development Co-lead and Site Coordinator, *Unpaving Paradise P-Patch*, 2009-2015

- Coordinate fundraising and donor communications and serve as a primary point of contact for involved vendors and partner businesses.
- Develop effective social networking, radio, and print ad campaigns to promote events.
- Maintain financial budgets, records, and documentation for reporting.

Quality Assurance Tester, *Accretive Technology Group, ArenaNet, Concur, Z2Live, Nintendo*, 9/2006-9/2015

- Identify, report, and verify bugs through entire development cycle, create and execute automated software test plans, create and maintain device check-out and tracking systems.
- Train new testers and supervise teams, create documentation standards and coordinate updates to internal documentation, monitor and communicate progress of team activities to various stakeholders.

Office Manager, *Disability Outreach*, 3/2009-8/2011

- Respond to customer inquiries and direct them to appropriate staff member.
- Organize, design, and maintain administrative files.
- Design training manuals and train new employees.

Volunteer Experience

Community Roots Housing PDA Boardmember, 2022-Current

Seattle Transit Riders Union, 2019-Current

League of Women Voters of Seattle-King County, 2017-Current

Capitol Hill Design Review Guidelines Update, 2017

Treehouse, 2005-Current

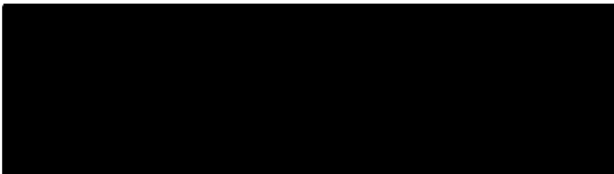
Seattle International Film Festival, 2007-2015

Education

International Teacher Training Organization 2015, *Teaching English as a Foreign Language*

Seattle University 2001-2006, *Communications and Religious Studies*

References



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 Board Appointed-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
			12.		VACANT				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 A. Sanchez	04/01/25	03/31/28	2	Governing Council

SELF-IDENTIFIED DIVERSITY CHART					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Male	Female	Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	1	1	-	-	-	1	-	-	-	1	-	-	-
Council	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	4	7	-	-	-	3	1	1	-	5	-	-	1
Total	5	8	-	-	-	4	1	1	-	6	-	-	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 03186, **Version:** 1

Appointment of Rebecca Brunn as member, Seattle Planning Commission, for a term to April 15, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Rebecca Brunn</i>		
Board/Commission Name: <i>Seattle Planning Commission</i>		Position Title: <i>Member Position 3</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * <i>4/16/2025</i> to <i>4/15/2028</i> <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Crown Hill</i>	Zip Code: <i>98117</i>	Contact Phone No.: 
Background: <i>Rebecca Brunn is a Senior Project Manager in the Transit Oriented Development Division of Sound Transit. She brings six years of experience in affordable housing and community development with particular strengths in project management, equitable development, and community engagement. Ms. Brunn is a renter and daily transit commuter on RapidRide D.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): <i>5/29/2025</i>		Appointing Signatory: <i>Councilmember Mark Solomon, District 2</i> <i>Land Use Committee Chair</i>

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

Rebecca Brunn

Six years of experience in affordable housing and community development. Strengths in project management, equitable development, and community engagement serve a dedication to public service.

EDUCATION

Master of Public Administration, 2019

University of Washington

Evans School of Public Policy & Governance

Bachelor of Arts, 2011

Sarah Lawrence College

Liberal Arts

VOLUNTEER ACTIVITIES

Policy Advisory Group

Black Home Initiative Network Policy Group

**Housing Development Consortium of
Seattle/King County**

Community Engagement Lead

Rainier Roller Derby

PROFESSIONAL EXPERIENCE

Sound Transit

June 2022 - Present

Project Manager, Transit-Oriented Development

- Independently advance the development of 4 to 6 complex affordable housing projects from early planning to construction, including management of scope, quality, schedule, costs, consultants, contract documents, community engagement and communications
- Manage major procurements (>\$1MM) of development firms and consultant personnel
- Evaluate TOD opportunities aligned with state statute and the agency's Equitable TOD policy
- Lead real estate negotiations with developer partners
- Coordinate with capital project teams, authority-having jurisdictions, public funders and community members on TOD planning and outcomes.
- Identify and facilitate opportunities for community-led development and cultivate relationships with community organizations

Sound Transit

Sept 2020 - June 2022

Associate Project Manager, Transit-Oriented Development

- Supported and facilitated the planning and implementation of real estate redevelopment projects
- Independently advanced 2 to 4 complex real estate projects through the redevelopment process including site analysis, procurement, and construction oversight
- Supported station area and land use planning efforts.

Sound Transit

July 2019 - Sept 2020

TOD Coordinator

- Supported real estate redevelopment projects on agency-owned surplus property by coordinating land use permit submittals, and property due diligence materials
- Assembled and reviewed design and construction deliverable documents
- Developed and prepared community engagement materials and program communications

Housing Development Consortium of Seattle/King County

June 2018 - June 2019

Graduate Consultant; Policy Intern

- Supported housing advocacy efforts at the City and County levels
- Conducted policy research on local affordable housing financing and implementation tools
- Tracked policy and legislative agendas of 15 municipalities in King County

United States Department of Labor

June 2018 - Oct 2018

Graduate Policy Intern, Women's Bureau

- Developed and implemented projects aligned with policy priorities in 16 states across three federal regions
- Coordinated events and workshops promoting Department initiatives
- Prepared weekly regional reports and briefed senior regional DOL staff

Seattle Planning Commission

16 Members: Pursuant to SMC 3.6, all members subject to City Council confirmation, 3-year terms (except for position 16 which serves a one-year term and is a Get Engaged member):

- 7 City Council-appointed
- 8 Mayor-appointed
- 1 Other Appointing Authority-appointed (specify): Planning Commission

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	3	1.	Member	McCaella Daffern	4/16/25	4/15/28	2	City Council
3	F	3	2.	Member	Dhyana Quintanar Solares	4/16/22	4/15/25	1	Mayor
6	F	6	3.	Member	Rebecca Brunn	4/16/25	4/15/28	1	City Council
2	M	2	4.	Member	Kelabe Tewolde	4/16/22	4/15/25	1	Mayor
2	F	6	5.	Member	Julia Jannon-Shields	4/16/25	4/15/28	1	City Council
6	M	4	6.	Member	Andrew Dannenberg	4/16/23	4/15/26	1	Mayor
9	F	1	7.	Member	P Xiomara (Xio) Alvarez	4/16/23	4/15/26	1	City Council
1	F	5	8.	Member	Radhika Nair	4/16/23	4/15/26	2	Mayor
6	M	1	9.	Member	Matt Hutchins	4/16/23	4/15/26	2	City Council
9	NB	3	10.	Member	Monika Sharma	4/16/23	4/15/26	1	Mayor
6	F	4	11.	Member	Cecelia Black	4/16/24	4/15/27	1	City Council
9	F	5	12.	Member	Rose Lew Tsai-Le Whitson	4/16/24	4/15/27	2	Mayor
6	M	3	13.	Member	Dylan Glosecki	4/16/24	4/15/27	1	City Council
6	M	1	14.	Member	Nick Whipple	4/16/24	4/15/27	1	Mayor
4	M	7	15.	Member	Dylan Stevenson	4/16/24	4/15/27	1	Commission
6	M	6	16.	Get Engaged	Matt Malloy	9/1/24	8/31/25	1	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	3		1	1	1	1			3			2
Council	3	5				1				5			1
Other								1					
Total	7	8		1	1	2	1	1		8			3

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 03187, **Version:** 1

Reappointment of McCaela Daffern as member, Seattle Planning Commission, for a term to April 15, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Reappointment

Appointee Name: <i>McCaella Daffern</i>		
Board/Commission Name: <i>Seattle Planning Commission</i>		Position Title: <i>Member position 1</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * <i>4/16/2025</i> to <i>4/15/2028</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Miller Park</i>	Zip Code: <i>98112</i>	Contact Phone No.: 
Background: Ms. Daffern's planning career has spanned the public, private, and nonprofit sectors with an ever-increasing focus on building thriving and equitable communities with 14 years of professional experience providing policy, planning, affordable housing, and community development services. She has expertise in affordable housing and a regional perspective having held positions with organizations that finance, build, or support affordable housing for nearly a decade. This includes work at a statewide nonprofit community development financial institution that provided lending capital and capacity building grants to advance affordable housing and community development in Washington State. Through her current position as the lead staff for the King County Affordable Housing Committee, she has developed an informed perspective on the unprecedented challenge facing Seattle and the region in increasing affordable housing production while ensuring our communities remain livable, healthy, and economically vibrant.		
Authorizing Signature (original signature):  Date Signed (appointed): <i>5/29/2025</i>		Appointing Signatory: <i>Councilmember Mark Solomon – District 2</i> <i>Land Use Committee Chair</i>

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

Professional Experience

King County Department of Community and Human Services, Seattle, WA

Regional Affordable Housing Implementation Manager

April 2019 – Present

- Serve as lead staff for the Affordable Housing Committee (AHC) of the Growth Management Planning Council (GMPC), including primary responsibility for the AHC and regional Housing Interjurisdictional Team (HIJT).
- Supervise staff focused on implementation of committee-recommended housing policies and programs throughout jurisdictions in King County.
- Work with Committee members, GMPC members, and relevant staff on drafting policy proposals, research briefings, reports, and legislation to support the work of the AHC.
- Provide technical assistance to local jurisdictions implementing affordable housing policies and/or programs.
- Support AHC and HIJT in the creation and maintenance of a data dashboard, monitoring local progress in implementing affordable housing policies, and the impact of local actions on affordable housing production.
- Research best practices and perform technical analyses on housing and land use policies that promote the AHC's and County's affordable housing objectives and address the root causes of homelessness.

Capitol Hill Housing, Seattle, WA

Sustainability and Planning Manager, Sustainability and Planning

August 2015 – April 2019

- Provided comprehensive technical and professional planning and community development services to achieve equitable and resilient growth and development in the Capitol Hill EcoDistrict.
- Led teams, scoped, managed, and implemented complex and multidimensional policy initiatives and planning, affordable housing, and community development projects that addressed Capitol Hill Housing (CHH) priorities.
- Managed and participated in and interdepartmental special project teams, Steering Committee work groups, community meetings, and neighborhood advisory groups, and represented the organization's perspective.
- Led or assisted in advocacy efforts related to issues significantly affecting the Capitol Hill EcoDistrict or CHH at events, community meetings, public hearings, and meetings with governmental agencies and officials.
- Developed and sustained strong collaborative relationships with elected officials, public-sector entities, nonprofits, major institutions, and other stakeholders, particularly members of underrepresented communities, to advance affordable housing and community programs and initiatives.

Impact Capital, Seattle, WA

Vice President, Community Building and Development

July 2013 – May 2015

- Managed the Capacity Building Program, providing organizations in Seattle, Tacoma, and Spokane undertaking affordable housing and economic development projects with technical assistance, resources, and training.
- Supervised, trained, directed work assignments, and evaluated performance of Capacity Building staff.
- Developed new program guidelines for capacity building grant program, reviewed grant proposals, recommend funding awards to board of directors, managed contracts, and evaluated results.
- Led fundraising and loan fund capitalization activities, including grant and investment prospecting, grant writing, contract management, and donor and investor relations.
- Marketed the services and communicated the impact of this community development financial institution through reports, presentations, events, website, social media, media relations, and marketing collateral.
- Served as a member of the senior leadership. Participated in planning, budgeting, and agency management.

New Jersey Community Capital, New Brunswick, NJ

Manager, Resource Development

June 2010 – June 2013

- Supervised team of five individuals.
- Managed resource development activities, including identifying and cultivating relationship with investors and donors, applying for grants, and managing grant contracts.
- Developed a communications strategy and marketing collateral to promote brand identity, improve visibility, and inform stakeholders, including development of new brand, website, annual report, and press releases.
- Assisted in the development and implementation of new, innovative foreclosure and hurricane recovery real estate development programs for this statewide community development financial institution.

- Oversaw advocacy efforts, which included engagement with federal, state, and local governments to promote policies that facilitated community development lending and development activities.
- Coordinated internal capacity building initiatives, including an impact assessment model to inform program strategy and progress towards mission and facilitation, development, and implementation of a strategic plan.
- Managed capacity building and collaborative initiatives with organizations serving low-income communities.
- Developed an impact assessment model to inform program strategy and progress towards mission.

Edward J. Bloustein School of Planning and Public Policy, Rutgers University, New Brunswick, NJ

Teaching Assistant

January 2010 – May 2010

- Managed student-led research project analyzing the impact of foreclosures in Newark, New Jersey.

Center for Urban Policy Research, Rutgers University, New Brunswick, NJ

Research Assistant

January 2009 – January 2010

- Analyzed housing affordability indices, evaluated the economic benefit and impact of federal and state historic rehabilitation tax credits, and contributed to published studies on these subjects.

City of Newark, Department of Economic and Housing Development, Newark, NJ

Intern

June 2009 – August 2009

- Surveyed abandoned properties and created database for use in redevelopment planning.
- Organized a public outreach campaign for a neighborhood plan update.

ESM Consulting Engineers, LLC, Federal Way, WA

Planner II

August 2007 – December 2008

- Managed complex real estate development proposals from feasibility to construction.
- Prepared environmental reports, permit applications, and development feasibility studies.
- Performed site planning for master planned communities, residential developments, and industrial sites.
- Analyzed demographics, level of service impacts, development regulations, and legal issues.
- Represented clients in public hearings and other interactions with regulatory agencies.

Whatcom County Planning and Development Services, Bellingham, WA

Planner II

August 2005 – August 2007

- Reviewed permits for compliance with land use and natural resource regulations.
- Provided guidance and technical assistance to the public and staff.
- Worked with staff, property owners, developers, and citizens to resolve development-related issues.
- Represented the County at public hearings and prepared staff reports for the Hearing Examiner and Council.

City of Bellingham Planning and Community Development, Bellingham, WA

Intern

March 2004 – July 2005

- Assisted staff in updating the City's Shoreline Master Program.

Education

Rutgers University, New Brunswick, NJ

May 2010

Edward J. Bloustein School of Planning and Public Policy

Master of City and Regional Planning

- President of the Rutgers Association of Policy and Planning Students.
- Awarded the Edward J. Bloustein Planning Fellowship and the Outstanding Student Service Award, a peer-nominated, faculty-selected award for service to the community and school at large.

Western Washington University, Bellingham, WA

June 2004

Huxley College of the Environment

Bachelor of the Arts in Planning and Environmental Policy, cum laude

- Received the Thomas Henry Huxley Award for scholastic achievement, service, community involvement, and all-around excellence in environmental studies.
- Selected by a faculty committee to deliver student commencement speech.

Seattle Planning Commission

16 Members: Pursuant to SMC 3.6, all members subject to City Council confirmation, 3-year terms (except for position 16 which serves a one-year term and is a Get Engaged member):

- 7 City Council-appointed
- 8 Mayor-appointed
- 1 Other Appointing Authority-appointed (specify): Planning Commission

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	3	1.	Member	McCaella Daffern	4/16/25	4/15/28	2	City Council
3	F	3	2.	Member	Dhyana Quintanar Solares	4/16/22	4/15/25	1	Mayor
6	F	6	3.	Member	Rebecca Brunn	4/16/25	4/15/28	1	City Council
2	M	2	4.	Member	Kelabe Tewolde	4/16/22	4/15/25	1	Mayor
2	F	6	5.	Member	Julia Jannon-Shields	4/16/25	4/15/28	1	City Council
6	M	4	6.	Member	Andrew Dannenberg	4/16/23	4/15/26	1	Mayor
9	F	1	7.	Member	P Xiomara (Xio) Alvarez	4/16/23	4/15/26	1	City Council
1	F	5	8.	Member	Radhika Nair	4/16/23	4/15/26	2	Mayor
6	M	1	9.	Member	Matt Hutchins	4/16/23	4/15/26	2	City Council
9	NB	3	10.	Member	Monika Sharma	4/16/23	4/15/26	1	Mayor
6	F	4	11.	Member	Cecelia Black	4/16/24	4/15/27	1	City Council
9	F	5	12.	Member	Rose Lew Tsai-Le Whitson	4/16/24	4/15/27	2	Mayor
6	M	3	13.	Member	Dylan Glosecki	4/16/24	4/15/27	1	City Council
6	M	1	14.	Member	Nick Whipple	4/16/24	4/15/27	1	Mayor
4	M	7	15.	Member	Dylan Stevenson	4/16/24	4/15/27	1	Commission
6	M	6	16.	Get Engaged	Matt Malloy	9/1/24	8/31/25	1	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	3		1	1	1	1			3			2
Council	3	5				1				5			1
Other								1					
Total	7	8		1	1	2	1	1		8			3

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 03188, **Version:** 1

Appointment of Julia Jannon-Shields as member, Seattle Planning Commission, for a term to April 15, 2028.

The Appointment Packet is provided as an attachment.



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Julia Jannon-Shields</i>		
Board/Commission Name: <i>Seattle Planning Commission</i>		Position Title: <i>Member Position 5</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * <i>4/16/2025</i> to <i>4/15/2028</i> <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Ballard</i>	Zip Code: <i>98107</i>	Contact Phone No.: <i>[REDACTED]</i>
Background: <i>Julia Jannon-Shields is the Regional Planning Equity and Engagement Program Manager at King County. She is an equity-focused urbanist passionate about advancing community development in pursuit of an equitable, sustainable future. Ms. Jannon-Shields brings over eight years of program development, facilitating, and public speaking seven of which have been specific to equitable outcomes and systemic change. Ms. Jannon-Shields successfully integrates pro-equity and anti-racist principles into public programs, organizational frameworks, and policies.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): <i>5/29/2025</i>		Appointing Signatory: <i>Councilmember Mark Solomon, District 2</i> <i>Land Use Committee Chair</i>

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

Julia Jannon-Shields

HIGHLIGHTS

- Equity-focused urbanist passionate about advancing community development in pursuit of an equitable, sustainable future
- 8 years of program development, facilitating, and public speaking; 7 years specific to equitable outcomes and systemic change
- Extensive experience in program leadership, equity and social justice initiatives, strategic planning, and cross-sector collaboration
- Proven ability to integrate pro-equity and anti-racist principles into public programs, organizational frameworks, and policies
- Adept at facilitating culturally responsive engagement, managing large-scale initiatives, and developing accountability measures

EDUCATION

University of Washington

Bachelor of Arts in Community, Environment & Urban Planning

Bachelor of Arts in Social & Cultural Communication; Minor in Race & Gender Diversity Studies

Seattle, WA

June 2021

Summa Cum Laude

Senior Capstone: BI*ck Empowerment Party

- Project management conducting qualitative, participatory action research dedicated to discovering innovative methods of public involvement rooted in the histories and values of the Black community for them to be empowered stakeholders and catalysts in governance and development processes, increasing overall engagement and promoting healing

CEP 460: Planning in Context Practicum - City of Seattle Racial Equity Lab, Office of Civil Rights

- Contributed to the development of a research project for regional planning studies related to transportation, land use, and economic development in the central Puget Sound region to identify key cultural spaces among BIPOC communities
- Collaboratively produced 10 survey and 12 interview questions that guided the design of a cultural displacement indicator
- Conducted surveys and interviews of 50 leaders from BIPOC-led community organizations to gather data to add to the City's inventory and digital map of cultural spaces
- Coded qualitative research using Microsoft Office Suite tools to find common themes in the use of public space

PROFESSIONAL EXPERIENCE

King County Executive Office of Equity, Racial, & Social Justice (OERSJ)

ERSJ Community Engagement & Policy Advisor

Feb 2024 – present

Community Engagement & Co-Creation Specialist

Mar 2022 – Feb 2024

- Develops resources mapping King County's 39 jurisdictions, demographic data, and community assets (ERSJ community-based organizations, local media, gathering spaces) to inform culturally responsive engagement strategies
- Advising County staff on embedding racial equity in policy and funding decisions, identifying opportunities for capacity building, equitable engagement, and accountability measures via Equity Impact Reviews (EIR)
- Manages engagement and coordinates accountability measures for 100+ County staff and community-members to integrate equity principles into policies on land use, transportation, development and climate resilience during the ERSJ Strategic Plan Refresh
- Guides and supports an interdepartmental community of practice with 20+ staff, establishing strategic direction for equitable engagement, relationship-building, and communicating with minoritized communities to rebuild generations of mistrust and harm
- Oversaw recruitment, onboarding, and facilitation of the Executive King County Equity Cabinet, a community advisory body influencing Executive ERSJ policies, ensuring community priorities shaped key government strategies
- Facilitated coordination across County staff, external partners, community advisory members, and WMBE grantees for community advisory spaces, RFPs, and celebrations of the Racism is a Public Health Crisis \$25million in Grants Initiative
- Supervised and co-designed equitable engagement strategies for Social Equity in Cannabis policy development, ensuring alignment with the IDT and community-identified priorities in economic development
- Co-created the development of King County Regional Planning's first-ever Equity Working Group, a community-advisory body informing the 2024 Comprehensive Plan, pioneering a community-driven approach to regional planning and development

Senior Project Partner | BlackSpace Urbanist Collective (Brooklyn, NY - Remote)

April 2022 – present

- Designs positive learning environments for capacity building, guiding groups through thoughtful discussions intended to challenge, catalyze, and manifest new ways of protecting Black culture, spaces, and people
- Revises internal standard operating procedures around Project Partners, reimagining the program for clients and new staff
- Customized Learning Portfolio includes the following: (1) American Planning Association - "Planning as a Path to Collective Healing & Liberation" (2) the National Building Museum (3) Habitat for Humanity (4) Howard University (5) New York Women's Foundation – Brooklyn Economic Justice Project (6) Preservation League of NY State (7) NY State Council on the Arts

Diversity, Equity & Inclusion Program Manager | Cascade Public Media (Cascade PBS) Aug 2021 – Mar 2022

- Managed multiple DEI initiatives by monitoring and developing new projects, workshops, deliverables, events, and resources to drive inclusion, belonging and retention programs
- Provided guidance, facilitation, consultancy, and management organization wide as the DEI subject matter expert
- Cultivated relationships with internal and external diverse communities and organizations through involvement, communicating the impact of diversity initiatives and facilitating resource groups
- Oversaw & supported the DEI Change Management Council, affinity spaces, & all staff equity trainings & lunch & learns
- Conducted research and stays current on DEI programs, diversity-related issues, involvement initiatives, and best practices to develop, recommend, and execute creative strategies to foster the organization's DEI goals

Office of Outreach & Involvement Director | University of Washington June 2020 – June 2021

- Designed strategic outreach plans of 24 entities that increased overall stakeholder involvement by 68%
- Supported and oversaw Outreach & Involvement Policy operations for all 300+ volunteers & 63 employees of the organization
- Developed a comprehensive database of volunteer demographics to inform future engagement plans
- Prepared reports and documents summarizing operations and engagement plans for Board of Directors, employees, and volunteers
- Collaborated with leadership to create and implement organizational outreach strategy to be more expansive and inclusive

Director of Gender Equity Commission | University of Washington Aug 2019 – June 2020

- Organized and advocated as the representative for gender minoritized students (54.5% of UW population) through educational workshops and programming on interdisciplinary topics
- Increased social media following by 168% through accessible and inclusive communication materials both in-person and virtually
- Oversaw an entity budget of \$10,000 and shared budget of \$15,000; supervising \$25,000 total for FY 2019-20 to conduct programs, adequate outreach efforts, and manage contracts
- Received recognition awards such as Employee of the Year, Entity of the Year, & Innovation of the Year

Multicultural Outreach & Recruitment Ambassador | University of Washington Feb 2018 – June 2021

- Facilitated collaborative training of 30 employees on effective, culturally informed outreach initiatives for engagement of underrepresented minoritized populations
- Recruited and retained 4000+ students from Seattle Public Schools and beyond through outreach initiatives within diverse communities, facilitating motivational workshops, providing multicultural services, and empowering underrepresented identities
- Mentored and provided ongoing quarterly professional development workshops on topics such as identity and authenticity, historic representation, and outreach
- Introduced historically excluded students to the field of built environments, encouraging diverse perspectives in the pursuit of sustainable, equitable environments

COMMUNITY INVOLVEMENT & LEADERSHIP

Invited Speaker | NYC DOT Inaugural Equity in Motion Summit April 2024

- “How to Meaningfully Engage the Public in Ways that Don’t Waste Their Time (Or Yours)”

Board Member | Homestead Community Land Trust 2024 – present

Board Member | UW Alumni Association Multicultural Alumni Partnership 2023 – present

Equity Advisory Committee Member | Puget Sound Regional Council 2023 – present

Transportation Justice Fellow | National Association of City Transportation Officials (NACTO) 2022 – 2023

Community Involvement Commissioner | City of Seattle 2021 – 2023

Community Leadership Institute Fellow | Puget Sound Sage 2021 – 2022

Transportation Equity Workgroup Member | City of Seattle 2021 – 2022

1 of 50 National Voices | Earth Day Northwest, Voices Carry Campaign 2020 April 2020

Seattle Planning Commission

16 Members: Pursuant to SMC 3.6, all members subject to City Council confirmation, 3-year terms (except for position 16 which serves a one-year term and is a Get Engaged member):

- 7 City Council-appointed
- 8 Mayor-appointed
- 1 Other Appointing Authority-appointed (specify): Planning Commission

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	3	1.	Member	McCaella Daffern	4/16/25	4/15/28	2	City Council
3	F	3	2.	Member	Dhyana Quintanar Solares	4/16/22	4/15/25	1	Mayor
6	F	6	3.	Member	Rebecca Brunn	4/16/25	4/15/28	1	City Council
2	M	2	4.	Member	Kelabe Tewolde	4/16/22	4/15/25	1	Mayor
2	F	6	5.	Member	Julia Jannon-Shields	4/16/25	4/15/28	1	City Council
6	M	4	6.	Member	Andrew Dannenberg	4/16/23	4/15/26	1	Mayor
9	F	1	7.	Member	P Xiomara (Xio) Alvarez	4/16/23	4/15/26	1	City Council
1	F	5	8.	Member	Radhika Nair	4/16/23	4/15/26	2	Mayor
6	M	1	9.	Member	Matt Hutchins	4/16/23	4/15/26	2	City Council
9	NB	3	10.	Member	Monika Sharma	4/16/23	4/15/26	1	Mayor
6	F	4	11.	Member	Cecelia Black	4/16/24	4/15/27	1	City Council
9	F	5	12.	Member	Rose Lew Tsai-Le Whitson	4/16/24	4/15/27	2	Mayor
6	M	3	13.	Member	Dylan Glosecki	4/16/24	4/15/27	1	City Council
6	M	1	14.	Member	Nick Whipple	4/16/24	4/15/27	1	Mayor
4	M	7	15.	Member	Dylan Stevenson	4/16/24	4/15/27	1	Commission
6	M	6	16.	Get Engaged	Matt Malloy	9/1/24	8/31/25	1	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	3		1	1	1	1			3			2
Council	3	5				1				5			1
Other								1					
Total	7	8		1	1	2	1	1		8			3

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 03175, **Version:** 1

Appointment of Shon Fitzgerald Barnes as Seattle Police Chief.

The Appointment Packet is provided as an attachment.

City of Seattle



Chief of Police

Seattle Police Department

**Confirmation Packet
May 20, 2025**

Shon Fitzgerald Barnes



May 20, 2025

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

Dear Council President Nelson:

After an extensive national search for a leader who possesses the strength, knowledge, and dedication to effective and equitable police work needed to ensure that the Seattle Police Department continues to excel, it is my pleasure to transmit to the City Council the following confirmation packet for my appointment of Shon F. Barnes as Chief of Police.

The materials in this packet are divided into three sections:

1. **Shon F. Barnes**

This section contains Chief Barnes' appointment, oath of office form, resume and the press release announcing his appointment.

2. **Background Check**

This section contains the report on Chief Barnes' background check.

3. **Competitive Exam**

This section contains the results of the competitive exam as required by Article Vi, Section 3 of the City Charter.

The search for Seattle's next police chief was led by two nationally respected law enforcement leaders, former Interim Chief Sue Rahr and former Chief Kathleen O'Toole. The search began in mid-2024 to recruit the highest-qualified candidates nationwide. Fifty-seven applications were received from throughout the United States and narrowed to a list of 44 qualified candidates. The top four candidates were invited to take a competitive exam in November, as required by the [City Charter](#), and three candidates passed the exam. Those names were forwarded to me for my consideration and final selection. During the search process, and as part of the Charter-required competitive exam, we sought insight and feedback from diverse community members. Last year, my office hosted six neighborhood "Safer Seattle" community forums focused on public safety, and public comment and feedback from these meetings helped shape the [job description](#) for the Chief of Police position.

The City of Seattle, its residents, and the sworn and civilian staff who make up the Seattle Police Department are ready for a police chief who is a forward thinking, effective, and thoughtful leader – one who is nationally recognized for community-oriented and collaborative policing. Seattle has set clear expectations that our next leader must guide the Seattle Police Department to invest in community engagement and partnerships, focus on innovation, and utilize research and data in crime prevention strategies to improve public safety. Our city deserves a police chief who will be the driving inspiration to transform and enhance the department's culture, continue to build community relationships, and address public safety challenges through evidence-based practices to make all those who live, work, and visit Seattle safe. Shon Barnes is such a leader, and the one Seattle needs.

Chief Shon Barnes has been dedicated to policing for 25 years. His entry into policing began while he was a high school teacher and realized he could have a greater impact as a police officer. His law enforcement career began with the Greensboro Police Department in North Carolina where he eventually was promoted to Captain. Chief Barnes left Greensboro to accept appointment as a Deputy Chief of Police in Salisbury, North Carolina, and then diversified his experience as the Director of Training and Professional Development with the Civilian Office of Police Accountability in Chicago.

Immediately preceding his appointment as Interim Chief in Seattle, Mr. Barnes served as the Chief of Police for Madison, Wisconsin where he was a nationally recognized leader for implementing crime reduction strategies that dramatically decrease violent and property crime. He is committed to the concepts of inclusivity and diversification of the police department's sworn and civilian staff. He is a mission-driven leader who leads through data-driven strategies and by employing technology to reduce crime. His message is clear – the police department cannot combat crime alone and must commit to partnerships and building relationships to keep communities safer.

Chief Barnes holds a Ph.D. in Leadership Studies, a Master of Science in Criminal Justice, and a BA in History and Pre-Law. He has participated in ongoing professional education with the Senior Management Institute for Police, the Southern Police Institute, and the Federal Bureau of Investigation. He is a subject matter expert for the U.S. Department of Justice on police leadership, critical incident review, use of force practices, and constitutional police standards. In addition, he was inducted into the George Mason University Center for Evidence-based Crime Policy Hall of Fame, which recognized his use of data analytics and evidence-based policing. He has been identified as a National Institute of Justice Law Enforcement Advancing Data and Science Scholar and a member of the National Policing Institute's Council on Policing Reforms and Race. Barnes is a cofounder of the 54th Mile Project and has helped develop a national training curriculum on police and race.

In the time since I appointed Shon Barnes to serve as Interim Chief, he has dedicated considerable effort toward fostering relationships with both internal and external stakeholders. He has worked build rapport with a variety of community groups in every Council District, including the African American Advisory Council, the Downtown Seattle Association, the American Jewish Committee of Seattle, View Ridge Community Council, Eritrean community leaders, Chinatown International District community leaders, Leschi Community Council, Business Improvement Associations, along with the Precinct Advisory Councils. He has joined in local community events, like Morning Service at First AME Church, and participated in community safety walks, including in Belltown and the University District.

Chief Barnes has also made it a point to engage with public safety partners, including the leadership at the Office of Police Accountability, the Community Police Commission, and the Inspector General for Public Safety, as well as his fellow City department directors. Further, Chief Barnes has developed connections with fellow regional criminal justice partners at the King County Prosecuting Attorney's Office, the Office of Adult and Juvenile Detention, the Seattle City Attorney's Office, the King County Sheriff's Office, the Washington State Patrol, the University of Washington Police Department, University of Washington Medicine, and the Washington State Criminal Justice Training Commission. It is clear that the Chief's over 300 engagements within the first 100 days have laid a strong foundation for transforming police-community relations and improving overall public safety strategies.

After reviewing Chief Barnes's application materials and reflecting on your interactions with him during the first 100 days of his appointment, I'm confident you will agree that he will provide the leadership we need as our permanent Chief of Police.

If you have any questions about the attached materials or need additional information, Chief Public Safety Officer Natalie Walton-Anderson would welcome hearing from you. I appreciate your consideration.

Sincerely,

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

Bruce A. Harrell
Mayor of Seattle

SECTION

A



City of Seattle

Mayor Bruce Harrell

May 13, 2025

Shon F. Barnes
Seattle, WA
Transmitted via e-mail

Dear Shon,

It gives me great pleasure to appoint you to the position of Chief of Police of the Seattle Police Department at an annual salary of \$361,862.

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

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

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

Sincerely,


A handwritten signature in black ink that reads "Bruce A. Harrell". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Bruce A. Harrell
Mayor of Seattle

cc: Seattle Department of Human Resources file



City of Seattle Department Head Notice of Appointment

Appointee Name: <i>Shon Fitzgerald Barnes</i>	
City Department Name: <i>Seattle Police Department</i>	Position Title: <i>Chief of Police</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment	City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Term of Position: * Council Confirmation to Mayor's Discretion <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
<p>Background: Chief Shon Barnes has been dedicated to policing for 25 years. His entry into policing began while he was a high school teacher and realized he could have a greater impact as a police officer. His law enforcement career began with the Greensboro Police Department in North Carolina where he eventually was promoted to Captain. Chief Barnes left Greensboro to accept appointment as a Deputy Chief of Police in Salisbury, North Carolina, and then diversified his experience as the Director of Training and Professional Development with the Civilian Office of Police Accountability in Chicago.</p> <p>Immediately preceding his appointment as Interim Chief in Seattle, Mr. Barnes served as the Chief of Police for Madison, Wisconsin where he was a nationally recognized leader for implementing crime reduction strategies that dramatically decrease violent and property crime. He is committed to the concepts of inclusivity and diversification of the police department's sworn and civilian staff. He is a mission-driven leader who leads through data-driven strategies and by employing technology to reduce crime.</p> <p>Chief Barnes holds a Ph.D. in Leadership Studies, a Master of Science in Criminal Justice, and a BA in History and Pre-Law. He has participated in ongoing professional education with the Senior Management Institute for Police, the Southern Police Institute, and the Federal Bureau of Investigation. He is a subject matter expert for the U.S. Department of Justice on police leadership, critical incident review, use of force practices, and constitutional police standards. In addition, he was inducted into the George Mason University Center for Evidence-based Crime Policy Hall of Fame, which recognized his use of data analytics and evidence-based policing. He has been identified as a National Institute of Justice Law Enforcement Advancing Data and Science Scholar and a member of the National Policing Institute's Council on Policing Reforms and Race. Barnes is a cofounder of the 54th Mile Project and has helped develop a national training curriculum on police and race.</p>	
Authorizing Signature:  Date Signed: May 20, 2025	Appointing Signatory: <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

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



CITY OF SEATTLE ▪ STATE OF WASHINGTON
OATH OF OFFICE

State of Washington

County of King

I, Shon Fitzgerald Barnes, swear or affirm that I possess all of the qualifications prescribed in the Seattle City Charter and the Seattle Municipal Code for the position of Chief of Police; that I will support the Constitution of the United States, the Constitution of the State of Washington, and the Charter and Ordinances of The City of Seattle; and that I will faithfully conduct myself as Chief of Police.

Shon Fitzgerald Barnes

Subscribed and sworn to before me

this ____ day of _____, 2025.

[Seal]

Scheereen Dedman, City Clerk

Shon F. Barnes Ph.D.

Chief of Police (Madison, WI)

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

October 6, 2024

City of Seattle
700 5th Avenue,
Suite 5500
Seattle, Washington, 98104

Dear Executive Search Committee,

I am honored to submit my cover letter and resume in consideration for the position of Police Chief for the City of Seattle. My cover letter and resume, reflect my readiness, fortified by a wealth of life experiences and a comprehensive background in police leadership, to steer a forward-thinking, community oriented, and pioneering police force through an exciting and rapidly changing landscape. My extensive background in community and problem-oriented policing aligns seamlessly with Seattle's commitment to fostering a secure and inviting environment for every resident. Over my 24-year tenure as a law enforcement officer and executive, I have cultivated a policing ethos underpinned by robust mentorship, continuous education, notable professional achievements, and rich experiential learning. This ethos is encapsulated in my belief that effective policing should be collaborative, neighborhood oriented; community focused (business, educational, and residential); problem-oriented; and based on the most current empirical research available to quickly reduce crime, and harm to the community, while elevating public confidence in police services.

Currently, I hold the position of Chief of Police at the Madison Police Department in Wisconsin. My tenure began in December 2020, during a pivotal time when the department sought to mend its relationship with the community after a tragic incident involving an officer and an unarmed African American teenager. This event, coupled with a rise in both property and violent crimes, underscored the urgent need for change. In my role, I have initiated a transformation within the department, prioritizing community trust and community engagement. My efforts in restructuring and implementing strategic initiatives have not only been recognized on a national level but have also significantly contributed to the enhancement of public safety in Madison. My policing philosophy is deeply anchored in the principles of the constitution, which I regard as the foundational minimum rather than the limit of our duty. This guiding principle ensures that our department's actions consistently respect and protect the rights and dignity of those we serve.

Over a three-year period, the implementation of the Stratified Model of Crime Reduction significantly decreased crime rates across several major categories within our community. Notably, there was a 40% decrease in auto thefts, a 19% decrease in reports of shot fired, a 36%

decrease in burglaries, and a remarkable 67% decrease in homicides. A key aspect of this success was the department's commitment to community partnership, focusing on diversion programs aimed at reducing arrests by addressing crime's underlying causes. Initiatives included programs for addiction diversion, strategies to prevent crimes related to homelessness, a juvenile restorative justice program, and a mental health co-responder model. Additionally, the department established an employee mental wellness program, which includes two mental health days annually and a mandatory session with a therapist. These measures have fortified the department, enabling it to effectively navigate the challenges of the 21st century and enhance the safety and well-being of our city.

One initiative exemplifying our commitment to safety is Vision Zero, a strategy rooted in data analysis with the ambitious goal of eradicating traffic-related fatalities and serious injuries across all modes of transportation, including roads, bike paths, and sidewalks. Vision Zero endeavors to enhance the safety of all city inhabitants, irrespective of their mode of transit—be it walking, cycling, driving, or using public transportation. It particularly targets areas with a high incidence of injuries, aiming to reduce life-threatening accidents and serious harm. Our department diligently disseminates crucial, up-to-date data pinpointing where investments in time and resources can significantly elevate the safety of the most dangerous intersections and roadways. Furthermore, we are acutely aware of the socioeconomic and racial disparities within different communities and are dedicated to prioritizing improvements in economically disadvantaged areas that are part of the high injury network. Ensuring equity remains a principal concern for my administration and consistently guides our conversations, decisions, and enhancements.

In my role as a leader and change agent, I have fostered a departmental philosophy that prioritizes unwavering commitment to engaging with the community, implementing sound policing practices, and devising strategies that effectively address the most pressing issues in policing to include gun violence, the opioid crisis, and retention, recruitment, and morale. I consider myself privileged to have been a part of two exemplary police departments, led by individuals who are deeply invested in the welfare of the community we are sworn to protect.

Throughout my professional journey, I have consistently embraced every chance to enhance my expertise in police management and leadership. As an alumnus of the Southern Police Institute's Administrative Officer's Program at the University of Louisville, where I graduated in 2012, I had the honor of being chosen as the president of the alumni association for the term 2017-2018. In this capacity, I represented a network of over 300 law enforcement executives. Together with my board, we successfully organized a national police leadership conference addressing critical issues such as Opioid Abuse and Drug Enforcement, fostering Community-Police Relations, and strategies for Crime Reduction.

My educational pursuits also include graduating from the esteemed Senior Management Institute for Police, an initiative of the Police Executive Research Forum. My commitment to advancing law enforcement through scholarly research was recognized in 2015 when I was appointed as a National Institute of Justice LEADS Scholar. This accolade was in recognition of my work in leading research focused on the application of technology to mitigate crime and the societal impact of substandard police practices. To deepen my understanding of the intricacies of police work and its effects on communities, I pursued further education at the historically black college

and university (HBCU) of North Carolina Agricultural and Technical State University. There, I achieved a doctoral degree and contributed to academic literature with a dissertation that explored the nuances of racial disparities and profiling in the context of police traffic stops.

Understanding the critical balance between meeting community needs both service-oriented and safety-focused and upholding our legal responsibilities in a fair and just manner is paramount. In my tenure as Police Chief, I have spearheaded several policy reforms that have markedly decreased risks to both our residents and the department. These reforms encompass the establishment of threat assessments for the execution of search and arrest warrants, the imposition of stringent restrictions on no-knock search warrants, the curtailment of searches during pretextual traffic stops, the introduction of a duty-to-intervene mandate, the formation of a peer-support and crisis negotiation team, and the enforcement of compulsory emotional intelligence training for all personnel. The well-being of our police force is of utmost concern to me, recognizing that the quality of our service is intrinsically linked to the safety and wellness of our officers. My commitment to this cause was exemplified in 2016 when I participated in the Officer Safety and Wellness Group, part of President Obama's 21st Century Policing Report, and subsequently presented my insights on enhancing officer safety and welfare at the Department of Justice in Washington, D.C.

Embracing Mayor Harrell's One Seattle vision, I am committed to steering the Seattle Police Department (SPD) with steadfast dedication to safety, accountability, and innovation. My approach to leadership is deeply rooted in collaboration, engaging with community leaders, advocacy groups, and government entities to forge and execute strategies that address intricate issues effectively. My professional history is a testament to my enduring dedication and achievements in modern police leadership, showcasing a track record of success at local, national, and international stages. My portfolio presents a suite of pioneering leadership methodologies and experiences, meticulously curated to prepare for the esteemed role of your Police Chief. I hold immense pride in my dual role as a scholar and practitioner within the law enforcement field, equipping me with a comprehensive perspective on the expectations of a Mayor, City Council, Police Department, and our community.

With an ardent desire to contribute my skills and fervor for civic duty to the position of Seattle Police Chief, I am motivated by the city's staunch commitment to safety, reform, and forward-thinking practices. I am ready to shoulder the responsibility of guiding the SPD towards a groundbreaking chapter in law enforcement. The prospect of discussing how my skill set dovetails with the Seattle Police Department's requisites and the community it pledges to serve is one I anticipate with great enthusiasm. I stand at the precipice of a new professional epoch, poised and thrilled to embark on this journey.

I appreciate your attention to my application and eagerly anticipate your response. I am excited about the opportunity to engage in the forthcoming selection process.

Sincerely,

Shon F. Barnes

Chief Shon F. Barnes Ph.D.

Shon Fitzgerald Barnes Ph.D.

Education

- 2014- 2018 **Ph.D. Leadership Studies:** (Concentrations: Community and Civic Engagement, Strategic Planning, Police Disparities, and Organizational Change) Awarded Magna Cum Laude, North Carolina Agricultural and Technical State University, Greensboro, North Carolina.
- 2004- 2007 **Masters of Science, Criminal Justice,** Awarded Magna Cum Laude University of Cincinnati, Cincinnati, Ohio.
- 1993-1997 **Bachelor of Arts History/Pre-Law,** Elizabeth City State University, Elizabeth City, North Carolina.

Professional Education

- Summer 2014 **Senior Management Institute for Police,** 54th Session
The Police Executive Research Forum (PERF).
- Fall 2012 **Southern Police Institute,** 128th Administrative Officers' Course.
University of Louisville, Louisville, Kentucky
- Spring 2023 **Federal Bureau of Investigations',** Session 81, Law
Enforcement Executive Session, Quantico, Virginia.

Managerial and Supervisory Police Command Experience

February 2021-Present

Chief of Police, Madison, Wisconsin

Chief of Police for the Madison Police Department, an organization that prides itself on its educated and varied team committed to community engagement. Our uniformed professionals, both men and women, are dedicated to providing exemplary police services, safeguarding the legal rights of all individuals. Embracing diversity as a fundamental principle, MPD is lauded nationwide for its inclusive workforce, with approximately 21% of commissioned staff being people of color and 28% identifying as female. This reflects our unwavering commitment to equality and representation in law enforcement. The annual budget is approximately \$84 million. Cross- Functional Command Experience, Initiatives, and Accomplishments include:

- Implemented the Stratified Policing Model, a method grounded in evidence that weaves problem-solving, crime analysis, and accountability into the fabric of its operations. This model is designed to enhance the effectiveness and efficiency of crime reduction efforts while promoting community engagement. It integrates seamlessly with the agency's structure, aiming to fortify the influence of law enforcement on public safety and community ties.

- Additionally, the department has undergone a reorganization to better support its non-commissioned personnel and has developed its inaugural comprehensive strategic plan. This plan is focused on diminishing crime rates and elevating public satisfaction with police services.
- The annexation of the Town of Madison's Police Department has expanded police coverage and resources.
- The department has been restructured to embody the principles of the 21st Century Police Report, with a commitment to data-driven policing to foster transparency and community trust.
- Collaborative partnerships with local businesses and nonprofits have been established to enhance community-police relations and boost officer morale.
- The M.O.R.E Program was initiated to promote diversity within the department, reflecting the community it serves. A strategic alignment between the department and the community on crime prevention has led to notable reductions across all major crime categories.

September 2020- January 2021

Director of Training and Professional Development, Chicago, Illinois

As the Director of Training and Professional Development under the Deputy Chief Administrator at the Civilian Office of Police Accountability (COPA), my role encompasses overseeing the training and professional development within the agency. My core responsibilities involve assessing the training needs of the agency's staff to devise programs aligned with our goals and initiatives. I am tasked with creating course outlines, developing training materials, and selecting the most effective instructional methods. I deliver comprehensive training programs across various platforms, covering key areas such as interviewing techniques, evidence assessment, legal case analysis, and report writing. To ensure the training's impact, I conduct thorough evaluations and collaborate with executive staff to refine developmental strategies, thereby enhancing training opportunities. I innovate educational methods to boost and assess staff performance empirically, curate supervisory principle curricula, and stay abreast of policing and accountability trends to update our training accordingly. Additionally, I manage the engagement of vendors, consultants, and speakers to enrich our training programs and presentations. Cross- Functional Command Experience, Initiatives, and Accomplishments include:

- The Training Plan section of the City of Chicago's Consent Decree has been successfully submitted, meeting the provisional compliance requirements.
- Additionally, the COPA Academy has undergone a reorganization to adopt a Problem Based Learning Model for instruction, enhancing the educational approach and methodology.

April 2017-September 2020

Deputy Chief of Police, Salisbury, NC

As the Deputy Chief of Police, I developed a strategic plan aimed at transforming and administering a community-focused police agency, achieving full CALEA accreditation in the process. My responsibilities included overseeing daily operations to enact the principles of the 21st Century Report on Policing, while also providing counsel to the Police Chief. I was instrumental in integrating and directing the department's crime control strategy, as well as spearheading our community engagement initiatives. My role extended to acting as the intermediary for the department's Public Safety Partnership with the U.S. Department of Justice and the Project Safe Neighborhoods Initiative in collaboration with the U.S. Attorney's Office for the Middle District of North Carolina. As a central figure in Salisbury, the administrative hub of Rowan County, I engaged with a

vibrant and varied community. Cross- Functional Command Experience, Initiatives, and Accomplishments include:

- Introduced Stratified Policing, encompassing Problem-Oriented Policing, Strategic Accountability, and Crime Analysis, alongside a structural reorganization to tackle issues such as gun violence, eroding community relations, and the advancement of officers.
- These measures resulted in a significant decrease in violent crime, with homicides dropping by 45% and shootings by 60% in CY2018, followed by a further 65% reduction in homicides in 2019.
- Additionally, the Cure Violence Model was adopted during the "2019 Summer Cease Fire" in partnership with the Salisbury NAACP Chapter, leading to a remarkable outcome of zero homicides during the 90-day trial.
- As President of the Southern Police Institute Alumni Association, I spearheaded a national police conference that addressed critical law enforcement challenges identified by a survey among 300 law enforcement executives, focusing on Police Reform, Community-Police Relations, Recruiting and Retention, and Evidence-Based Crime Reduction Strategies.
- The department also revitalized the "Neighborhood Oriented Policing" model, aligning it with the patrol beat reorganization plan, which empowered officers to manage smaller neighborhoods and be accountable for resolving local issues, reinforcing the principle that "Every officer has a neighborhood, and every neighborhood has an officer."
- My expertise in Community Policing was recognized with an invitation to participate in a focus group at the International Association of Chiefs of Police's Institute for Community Police Relations, established in response to the 21st Century Report on Police Reform, with the aim of fostering trust between police departments and communities through evidence-based practices.

November 2000- April 2017

Greensboro Police Department (NC)

Police Captain: From 2013 to 2017, I held the position of commanding officer for three divisions within Greensboro, North Carolina—the state's third-largest city and ranked 69th nationwide. My responsibilities included overseeing the department's performance evaluation system, orchestrating and supervising the training programs, and providing counsel to the Chief of Police regarding community relations and strategic objectives. Greensboro, with a population of 277,000 and a density of 2,098 individuals per square mile, is served by a police department comprising over 800 staff members, 700 of whom are sworn officers, operating on a budget of \$67 million. In my capacity as commanding officer, I was responsible for managing annual budgets between \$10 and \$13 million. The Greensboro Police Department prides itself on being the inaugural CALEA Accredited agency in North Carolina—a testament to our commitment to excellence, with commanding officers being instrumental in maintaining this status through successive reaccreditation efforts. Cross- Functional Command Experience, Initiatives, and Accomplishments include:

Captain of the Training Division: This position serves as the Commanding Officer of the division responsible for the selection and review of candidate backgrounds, training, education, and maintaining the certification of 700 sworn police officers.

- Spearheaded a comprehensive overhaul of the police recruit selection process and the Police Academy's training program, enhancing the curriculum with additional hours dedicated to conflict resolution and communication skills. This initiative represented a complete transformation of the traditional 24-week police academy structure.
- Furthermore, I introduced the principles of procedural justice throughout the police department, ensuring that our in-service training was in harmony with the foundational principles of the 21st Century Report on Policing.
- Committee Chair tasked with revising the performance evaluation system for all police department personnel, culminating in the creation of a new evaluation tool that is consistent with the City of Greensboro's Human Resources guidelines and the strategic reform objectives of the Greensboro Police Department.
- In my role as a Specialized Subject Control and Arrest Techniques Instructor, I am responsible for educating police recruits on constitutional Fourth Amendment rights, laws pertaining to arrest, search, and seizure, as well as defensive strategies and officer safety protocols.

Captain of the Southern Patrol Division: This position is a Division Commander and is responsible for directing and administering the management functions of a patrol division. Functions include providing leadership in directing subordinates, administering programs, and developing goals for assigned operations as well as supervision of all law enforcement activities.

- Spearheaded a targeted problem-oriented policing initiative aimed at curbing crime and social unrest at Heritage House Apartments, a complex notorious for the highest incidence of emergency calls and social disorder within Greensboro.
- This multifaceted community policing effort unfolded in three strategic phases: firstly, pinpointing and dismantling the local drug and prostitution rings; secondly, fostering a leadership framework within the community; and thirdly, forging collaborative partnerships with neighborhood churches under the banner of P.A.C.T (Police and Church Together).
- The successful execution of this project culminated in a marked decrease in criminal activity and emergency service calls to the area.
- In recognition of the positive impact generated by the Heritage House Problem-Oriented Policing Project, I was honored with the "Police Officer of the Year" award for 2014 by the Randleman Road Business Association.

United States Department of Justice: Civil Rights Division

Subject Matter Expert: Police Leadership, Critical Incident Review, Use of Force

- Perform in-depth analyses of significant events that include police use of force, authority misuse, and breaches of constitutional policing standards.
- Review and appraise the efficacy of police leadership, supervisory roles, internal procedures, and force deployment strategies.
- Act as a knowledgeable authority on empirical policing methods and superior law enforcement protocols.
- Offer guidance on adhering to stipulated consent decree mandates and regulatory compliance.
- Preserve the integrity of sensitive information and uphold the security clearance protocols for U.S. Department of Civil Rights inquiries.

International Police Organizational Reform Experience

Bamako, Mali (West Africa)

The Southern Police Institute, in collaboration with the U.S. Embassy in Bamako, Mali, crafted a specialized training program to bolster the Security Governance Initiative's National Police Reform. The focus of this program was on conducting thorough Background Investigations for both the National Police Force and the Gendarmerie, Mali's elite police unit.

Delivered in Bamako in October 2018, the training equipped Malian law enforcement personnel with essential skills to effectively assess potential recruits. Additionally, Gendarmerie members were included to foster better integration and cooperation with the National Police, especially in rural investigations where their jurisdiction lies.

This initiative is a key component of the sustained partnership between the U.S. and Malian governments, aiming to enhance the recruitment process's integrity and oversight as part of the broader human resources reforms initiated by the Security Governance Initiative since 2015.

Professional Contributions

- **Publications.**

- Miller, K, Danielson, S, and Barnes, S., (2013). Making Leadership Count: Implementing Effective Partnerships and Alternative Organizational Structures to Address Complex Problems. Case Analyses of Two Child Development-Community Policing Partnerships in North Carolina. Bureau of Justice Assistance, U.S. Department of Justice, Executive Session on Police Leadership.
- Barnes, S "Implementation of Procedural Justice in Police Agencies" cited in; Novak, K. J., Cordner, G. W., Smith, B. W., & Roberg, R. R. (2017). Police & society (7th ed.). New York: Oxford University Press.
- Barnes, S. F. (2018, March 2). Police Community Relations: A study of racial disparity and the effects of hot spot policing leadership strategies (Doctoral dissertation, North Carolina Agricultural and Technical State University, 2018)
- Barnes, S. F. (2018) "Profile of the 21st Century Leader." A paper of the BJA Executive Session on Police Leadership. Washington, DC: Bureau of Justice Assistance, U.S. Department of Justice; and St. Petersburg, FL: Center for Public Safety Innovation, St. Petersburg College.
- Barnes, Shon F. "Mastering New Essentials: Leader Skills 5." BJA Executive Session on Police Leadership, The BJA Executive Session on Police Leadership, 1 Mar. 2018, bjaexecutivesessiononpoliceleadership.org/BarnesBestGainerAudios.html

- **Presentations.**

- 1st Annual American Society of Evidence Based Policing Conference: Evaluating Predictive Policing Analytics Software Presentation and Panel Discussion (Phoenix, Arizona).
- 2018 International Association of Chiefs of Police Conference-Research Advisory Committee: Title: An Overview of Police Led Research (Orlando, Florida).
- George Mason University 10th Anniversary Criminal Justice and Public Policy Symposium. Presentation Title: Community Police Relations and the Effects of Hot Spot Policing on Racial Disparity in Traffic Stops (Arlington, Virginia).
- Global Perspectives on Police, Law, & Society: Common Ties against Communities of Color, presentation and panel discussion, at Howard University (Washington, DC).
- Barnes, S. F. (2018, May 09). LEADS Scholar Spotlight: Predictive Policing Algorithms. Retrieved from <https://www.youtube.com/watch?v=1J-JzQusjfU&t=4s>.

- **Professional Organizations & Activities.**

- CNN Special Guest Correspondent
- University of Chicago Police Leadership Academy Committee Member
- New York University Policing Project Health Check Advisory Board.
- 21st Century Report on Policing: Pillar 6 National Officer Safety and Wellness Working Group (Washington DC)
- President of the Southern Police Institute Alumni Association (2017-2018)
- Police Executive Research Forum Immigrant Advisory Committee Member
- International Association of Chiefs of Police: Research Advisory Committee
- Prince Hall Free and Accepted Masons
- 32nd Degree Scottish Right Consistory
- Kappa Alpha Psi Fraternity, Inc.
- Alpha Phi Sigma Criminal Justice Honor Society
- National Institute of Justice Federal Grant Reviewer

- **Honors and Awards**

- 2015 National Institute of Justice, Law Enforcement Advancing Data and Science (LEADS) Scholar. In 2014, NIJ collaborated with the International Association of Chiefs of Police (IACP) to select and honor law enforcement officers committed to using evidence and data to inform law enforcement policy and practice.
- United States Selective Marine Corps Reserve Medal First Award
- Outstanding Dissertation Award for the College of Arts and Sciences 2018, North Carolina Agricultural and Technical State University.
- 2023 HBCU Living Legend Award
- Finalist for the Superintendent of Police (Chicago, Illinois)
- 2024 George Mason University's Center for Evidence Based Crime Policy, Policing Hall of Fame Inductee
- 2024 Radford University's Center for Police Practice, Policy and Research, Excellence in Policing Award



Press Release

For Immediate Release

Contact Information

Jamie Housen

jamie.housen@seattle.gov

Mayor Harrell to Appoint Shon Barnes Seattle's Next Chief of Police

Currently the Madison, Wisconsin Chief of Police, Barnes brings to Seattle a record of accomplishment, including implementing solutions that have driven a 67% decrease in homicides, a 40% decrease in auto thefts, and a 19% decrease in reports of shots fired so far in 2024, as well as advancing strategies to build an inclusive police service where 28% of officers are women.

Seattle – Today, Mayor Bruce Harrell announced the appointment of Shon Barnes as the next Chief of the Seattle Police Department (SPD), following a national search. Barnes has served as the Chief of Police for Madison, Wisconsin since 2021, and is a nationally recognized leader in reducing crime, improving community-police relations, and driving culture change. Mayor Harrell will welcome Chief Barnes to Seattle with a public event in January, and Chief Barnes will begin a series of meetings with community members in city neighborhoods.

“Earlier this week, under tragic circumstances, the nation received its introduction to Chief Shon Barnes. We all saw firsthand what our team has known since we began this recruitment process – that Chief Barnes possesses the impressive leadership capabilities, compassionate approach, and dedication to effective police work needed to continue moving our Police Department forward,” **said Mayor Harrell.** “I’ve spoken with Madison Mayor Satya Rhodes-Conway to express my condolences and support as they process this week’s tragedy and to share my continued commitment to fighting for solutions to the gun violence epidemic that impacts every corner of our country through our shared work with the U.S. Conference of Mayors.”

Mayor Harrell continued, “Chief Barnes will bring proven experience and a forward-looking vision to help us realize our **One Seattle** commitment to safety for every person in every neighborhood. I would like to thank Chief Sue Rahr for her strong leadership this year, both in the department and throughout this search. We took a different approach to this search process than those of the past, as we sought to seek out and recruit the best possible chief for SPD’s future. I am confident Chief Barnes is that leader, and that he can further advance positive strides in public safety in Seattle, rooted in innovation, accountability, and community partnership.”

In Madison, Chief Barnes implemented evidence-based approaches to partner with the community, achieved significant decreases in crime, and led strategic initiatives to improve the effectiveness and diversity of the department. He has over 12 years of police command-level experience, including patrol, training, and recruitment, and served as a civilian police accountability executive in Chicago, where he helped meet the training plan requirements of a federal consent decree.

“I am truly honored to accept this position and thank Mayor Harrell for his trust and confidence. The mayor and I share a vision that crime prevention and community safety is a shared responsibility and that every community member plays a role in keeping Seattle safe,” **said incoming Chief Shon Barnes.** “My family and I are excited about the opportunity to integrate into Seattle’s vibrant community, known for its diversity, innovation, and resilience. I look forward to working alongside the dedicated men and women of the Seattle Police Department to uphold these core values.”

Under Chief Barnes, so far in 2024, Madison has seen a 67% decrease in homicides, a 40% decrease in auto thefts, a 36% decrease in burglaries, and a 19% decrease in reports of shots fired. As Seattle seeks to build an inclusive police service for people of all backgrounds, Chief Barnes brings proven experience advancing the Madison Police Department’s inclusive workforce initiative that has resulted in 28% of officers being women.

Barnes participated with the officer safety and wellness committee that was part of President Obama’s Task Force on 21st Century Policing. He has served as a subject matter expert for the U.S. Department of Justice Civil Rights Division and been recognized for his accomplishments and scholarship by the National Institute of Justice and Radford University’s Center for Police Practice, Policy and Research. Earlier this year, he was inducted into the Policing Hall of Fame at George Mason University’s Center for Evidence-Based Crime Policy.

“Chief Shon Barnes is a nationally recognized leader and innovator, but I mostly admire his authenticity and values. He is highly principled, fair, and sincere. He has consistently demonstrated great care for his personnel and the communities they serve,” **said former SPD Chief Kathleen O’Toole.** “I have no doubt that he will receive a warm welcome in Seattle and provide the stable, effective leadership that SPD deserves.”

The search for Seattle’s next chief began in mid-2024, led by current Interim Chief Sue Rahr and former Chief Kathleen O’Toole, two widely respected law enforcement leaders who recruited candidates from around the country to ensure Seattle received the highest quality applicants.

There were 57 total applications received from across the United States which were reviewed and narrowed to a list of 44 qualified candidates. The top four candidates were invited to take a competitive exam in November, as required by the [City Charter](#). Three candidates – Chief Barnes; Nicholas Augustine, Assistant Chief of the Montgomery County, Maryland, Department of Police; and Emada Tingirides, Deputy Chief, Los Angeles Police Department – passed the exam and were forwarded to Mayor Harrell for his consideration and final selection.

The search process was designed to recruit qualified individuals and encourage talented law enforcement leaders to apply. During the search process, and as part of the Charter-required competitive exam, the mayor sought insight and feedback from a diverse collection of community members. Earlier this year, the mayor’s office hosted six “Safer Seattle” [community forums](#) focused on

public safety. These meetings were held downtown and in the Bitter Lake, South Park, Rainer Beach, Central District, and Queen Anne neighborhoods. Public comment at these meetings and responses to an online survey helped shape the [job description](#) for the Chief of Police position.

“I am very excited to see Chief Shon Barnes join the Seattle Police Department! He has achieved a national reputation for his focus on research and innovation while remaining centered on the core values of community policing. His skills and knowledge are just what SPD needs to take it to the next level,” **said Interim Chief Sue Rahr**. “I look forward to collaborating with him over the next several weeks to ensure a smooth transition in late January. The people of Seattle and the men and women of SPD are very lucky to gain such a knowledgeable and talented new leader!”

Sue Rahr was appointed interim chief of the Seattle Police Department in May 2024 and was not a candidate for the permanent position. Under Rahr’s leadership, SPD has made significant progress in recruiting more officers, deploying crime prevention technology, supporting the expansion of diversified response options, and launching place-based crime reduction strategies.

Rahr will continue to advise and support the department during the transition to Chief Barnes.

About Chief Barnes



Chief Barnes has a 24-year history as a police officer. He began his career with the Greensboro, North Carolina Police Department, where he rose to the rank of Captain. Following that role, he served as Deputy Chief of Police in Salisbury, NC, and then as Director of Training and Professional Development with the Civilian Office of Police Accountability in Chicago, IL. He has served as Madison, Wisconsin’s Chief of Police since 2021.

Barnes holds a Ph.D. in Leadership Studies from North Carolina Agricultural and Technical State University, a Master of Science in Criminal Justice from the University of Cincinnati, and a BA in History/Pre-Law from Elizabeth City State University. He has also participated in ongoing professional education with the Senior Management Institute for Police, Southern Police Institute, and Federal Bureau of Investigation.

Chief Barnes has served as a subject matter expert for the U.S. Department of Justice on police leadership, critical incident reviews, use of force practices, constitutional policing standards, and compliance with federal consent decrees.

He has been recognized as a National Institute of Justice Law Enforcement Advancing Data and Science Scholar and is a member of the National Policing Institute’s Council on Policing Reforms and Race. Barnes was named an HBCU Living Legend in 2023. He was inducted into the George Mason University’s Center for Evidence-Based Crime Policy Hall of Fame in 2024, an honor recognizing his use of data analytics and the evidence of what works best in policing.

In 2020, Barnes walked the 54-mile route from Selma to Montgomery, Alabama with Chief Tarrick McGuire of the Arlington, Virginia police department and Dr. Obed Magny to commemorate the historic 1965 civil rights march led by the Rev. Dr. Martin Luther King, Jr. Barnes is co-founder of the 54th Mile Project and has helped develop a national training curriculum on police and race.

Chief Barnes is married to Dr. Stephanie Dance-Barnes, a leader in higher education and expert in cancer biology, and together, they have three children.

###

SECTION

B



Memo

Date: 4/29/2025
To: Jeremy Racca, Chief of Staff and General Counsel
From: Pam Inch, Senior Executive Recruiter
Subject: Qualification of **Shon Fitzgerald Barnes**

The Seattle Department of Human Resources has received a copy of Shon Fitzgerald Barnes' certification as a Peace Officer from the State of Washington. The certification includes:

- A check of criminal history, any national decertification index, commission records, and all disciplinary records by any previous law enforcement
- Inquiry to the local prosecuting authority in any jurisdiction in which the applicant has served as to whether the applicant is on any potential impeachment disclosure list
- Inquiry into whether the applicant has any past or present affiliations with extremist organizations, as defined by the commission
- A review of the applicant's social media accounts
- Verification of immigrant or citizenship status as either a citizen of the United States of America, lawful permanent resident, or deferred action for childhood arrivals recipient
- A psychological examination administered by a psychiatrist licensed in the state of Washington
- A polygraph or similar assessment administered by an experienced professional with appropriate training

Chief Barnes has met both the Washington State and the city's standards to serve as the Seattle Police Chief.

Cc: Personnel File



Legislation Text

File #: CB 120999, **Version:** 1

CITY OF SEATTLE

ORDINANCE _____

COUNCIL BILL _____

AN ORDINANCE relating to Seattle Parks and Recreation; authorizing the Superintendent of Seattle Parks and Recreation to enter into a golf course management agreement with Premier Golf Centers, L.L.C. for the operation of the City of Seattle’s municipal golf courses located at Jackson Park Golf Course, Bill Wright Golf Complex at Jefferson Park, Interbay Golf Center, and West Seattle Golf Course and their related facilities; authorizing the Superintendent of Seattle Parks and Recreation to set golf fees consistent with that golf course management agreement; and authorizing Premier Golf Centers, L.L.C. to charge and collect fees on behalf of Seattle Parks and Recreation.

WHEREAS, pursuant to Article XI of the City Charter, the Superintendent (“Superintendent”) of Seattle Parks and Recreation (“SPR”) has the responsibility for the operation and control of the parks and recreation system of the City of Seattle (“City”); and

WHEREAS, the City owns the Bill Wright Complex at Jefferson Park, Jackson Park Golf Course, Interbay Golf Center, and West Seattle Golf Course and their related facilities (“Golf Courses”); and

WHEREAS, the City entered into an agreement with the current operator, Premier Golf Centers, L.L.C. in 2011 to operate the Golf Courses; and

WHEREAS, the agreement with the current operator, Premier Golf Centers, L.L.C. expired at the end of 2024, and SPR issued Premier Golf Centers, L.L.C. a one-year extension while SPR explored potential operators for the Golf Courses that would complement and support the City’s investment to the Golf Courses; and

WHEREAS, in July 2024, SPR initiated a Request for Proposal (“RFP”) process that was designed to ensure stability and financial viability of the golf operations, possibly achieve a better financial arrangement, identify a partner that could deliver great experiences for golfers and non-golfers, and secure a long-

term operator for the Golf Courses; and

WHEREAS, SPR completed the RFP in late August 2024 and selected Premier Golf Centers, L.L.C. to be retained as the operator of the Golf Courses; and

WHEREAS, the City Council and Mayor are committed to high standards of financial management; and

WHEREAS, the City Council and Mayor adopted Resolution 30926 that implemented financial policies to assure that SPR's Golf Program is operated in an efficient and effective manner and provides the resources needed to maintain its self-sufficiency; and

WHEREAS, the City Council and Mayor desire an experienced public and/or municipal golf course operator to provide for the overall management and operation of golf services, charge and collect fees on behalf of the City, and to ensure the highest quality of golf programs and related benefits to the public while operating within the budget approved by the City Council; NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. The Superintendent of Parks and Recreation is authorized to execute, for and on behalf of the City, a golf course management agreement in substantially the form of Attachment 1 to this ordinance.

Section 2. The Superintendent is authorized to enter a 15-year golf course management agreement and extend the term of the agreement for one five-year renewal term.

Section 3. The Superintendent is authorized to establish greens fees, driving range fees, and miniature golf fees and to set other golf fees consistent with the golf course management agreement entered into pursuant to the authority granted in Section 1 of this ordinance. Premier Golf Centers, L.L.C. is authorized to charge and collect all golf-related fees on behalf of Seattle Parks and Recreation as provided for in the golf course management agreement.

Section 4. 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 - Golf Course Management Agreement with Premier Golf Centers, L.L.C.

Exhibit A - Real Property Description

Exhibit B - SPR Golf Finance Cash Handling Model

Exhibit C - City of Seattle Travel Policies and Procedures

Exhibit D - Public Benefits

**THE CITY OF SEATTLE DEPARTMENT OF PARKS AND RECREATION
GOLF COURSE MANAGEMENT AGREEMENT**

Contract ID: PR0PC25-1434

THIS GOLF COURSE MANAGEMENT AGREEMENT (“Agreement”) is entered into by and between the City of Seattle (“City”), a municipal corporation of the State of Washington, acting by and through its Department of Parks and Recreation (“Department”) and the Superintendent thereof, and Premier Golf Centers, L.L.C., a Washington limited liability company (“Contractor” or “Operator”).

RECITALS.

WHEREAS, pursuant to Article XI of the Seattle Charter, the Superintendent has the responsibility for the operation and control of the parks and recreation system of the City; and

WHEREAS, the City owns the Jackson Park Golf Course (“Jackson”), Bill Wright Golf Complex at Jefferson Park (“Bill Wright”), Interbay Golf Center (“Interbay”), and West Seattle Golf Course (“West Seattle”) and their related facilities (collectively, the “Golf Courses”); and

WHEREAS, the City desires to enter into an agreement with an experienced public and/or municipal golf course operator to provide for the overall management and operation of golf services, collect fees on behalf of the City, and to ensure the highest quality of golf programs and related benefits for the public while operating within the budget approved by the City; and

WHEREAS, the Department issued a request for proposals in order to select a golf course operator and Contractor submitted the successful proposal;

NOW, THEREFORE, in consideration of the mutual commitments and covenants contained herein, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. DEFINITIONS.

The following terms shall be defined as follows for the purposes of this Agreement:

- 1.1. “Adjusted Gross Revenue” means Gross Revenue earned from the operation of the City’s Golf Courses reduced only by a) Washington State sales taxes and other tax imposed by any government agency on sales, b) admissions taxes collected, c) lease payments from other parties to the City for cellular tower(s) placed on Department property, and d) revenue collected from the sale or surplus of equipment associated with golf course maintenance.

- 1.2. “Annual Budget” means the annual budget for all Golf Courses. The proposed Annual Budget for the upcoming Fiscal Year shall be delivered by the Operator to the City by May 1 of each year.
- 1.3. “Approved Annual Budget” means the Golf Courses budget that is approved by the City.
- 1.4. “Capital Expenditure” means any expenditure for new or replacement capital equipment or Capital Improvements to the Golf Courses that have an anticipated useful life equal to or greater than one year and a cost of no less than \$5,000 (Five Thousand Dollars).
- 1.5. “Capital Improvements” means any additions, alterations, or changes to the buildings, facilities, golf course, or other amenities at the Golf Courses.
- 1.6. “City” means the City of Seattle, a municipal corporation, and its elected officials and any department or subdivision thereof.
- 1.7. “Tournament Credit Book” means a system of accounts for money won and awarded from tournament events. The system tracks additions and spending from the accounts. The award money is received from entry fees and club contributions for each event.
- 1.8. “Dark” means ½ hour after sunset until ½ hour before sunrise.
- 1.9. “Department” means the City of Seattle’s Department of Parks and Recreation.
- 1.10. “Direct Cost” means any cost which is directly related to the normal and ordinary staffing, operations, or routine maintenance of the Golf Courses as approved by the City in the Annual Budget as further defined in Section 7.1.
- 1.11. “Director” means the Golf Manager in the Department of Parks and Recreation responsible for the management of the Golf Course Management Agreement and the overall operations of the City Golf Courses.
- 1.12. “Driving Range(s)” means the golf practice driving range facilities located at Jackson, Bill Wright, and Interbay, and any other practice driving range facility that may be operated at the Golf Courses during the Term of this Agreement.
- 1.13. “Effective Date” means the date the Agreement is executed by both parties following authorization by an effective ordinance of the City of Seattle.
- 1.14. “Executive” means any person who has a financial interest in Contractor or any officer of the Contractor (e.g., Vice President, Director of Operations or Director of Finance) who performs services for other facilities in addition to the Golf Courses. “Executive” does not include general manager or other managers or

directors performing work solely for the Golf Courses and does not include the Director of Marketing assigned to Contractor facilities in or around the Golf Courses.

- 1.15. "Fees and Charges" means the fees and charges for use of the Golf Courses (greens fees and cart rental fees) as approved by the Department for the applicable Operating Year.
- 1.16. "Fiscal Year" means January 1 through December 31.
- 1.17. "Golf Course Manual(s)" means the manual for the operation of the Golf Courses, and all reasonable revisions thereto promulgated by the Department from time to time made after written notice to and consultation with Operator.
- 1.18. "Golf Courses" means all of the buildings, grounds, fixtures, structures, restrooms, equipment, computers, tools, vehicles, fencing, and all appurtenances thereto at Interbay, Bill Wright, Jackson, and West Seattle, more particularly described on Exhibit A, which is attached and incorporated herein.
- 1.19. "Golf Lessons" means the professional golf instruction given at the Golf Courses by either the Class "A" PGA Golf Professional or qualified golf instructors as approved by the Department and employed or subcontracted by the Operator.
- 1.20. "Gross Revenue" means any and all income received from the operation of the City's Golf Courses and business conducted from or at the Golf Courses, including but not limited to the proceeds from all retail and wholesale sales; sale of food and beverages; sales from vending devices; mail or telephone orders received or filled on or from the Golf Courses; all deposits not refunded to purchasers; orders taken although filled elsewhere; and fees. The term "Gross Revenue" 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 merchandise sold by Operator; any exchange of merchandise between locations or the central warehouses where such exchange is made solely for the convenient operation of Operator's business; returns to shippers or manufacturers; any discount allowed by Operator to customers; business conducted by Operator on behalf of non-City entities; any gratuities or service charges distributed as compensation to the facility's employees; any property and/or liability insurance proceeds (other than business interruption insurance); amounts contributed by owner pursuant to the terms of this Agreement; and income or interest derived from the bank accounts.
- 1.21. "Operating Year" means:
 - 1.21.1. The first Operating Year shall commence on the Effective Date and end on December 31, 2025 at 11:59 p.m.

- 1.21.2. Each Operating Year thereafter shall comprise the period of 12 (twelve) full calendar months.
- 1.22. “Operator” means Premier Golf Centers, L.L.C. (the professional golf course operating company selected to operate the City’s Golf Courses.) Premier Golf Centers, L.L.C. is a wholly owned subsidiary of Troon Golf, L.L.C.
- 1.23. “Operator Offices” means space located at the Interbay Clubhouse in the office area limited to 400 square feet. City has the right to eliminate or reduce space available for the use of Operator’s corporate employees.
- 1.24. “Prepays” means money received on account as a credit available towards customers or groups. Gift cards are accessed by a physical card and good for any item. Credit books are designated by number and are generally for merchandise only unless they are temporary accounts set up for prepaid deposits on banquets or tournaments.
- 1.25. “Pro Shops” means the golf and merchandise facilities located at the Golf Courses.
- 1.26. “Restaurants” means the food and beverage dining facilities located at the Golf Courses. Vending machines, remote food carts, and other food-related activities on the Golf Courses are included in the definition of “Restaurants.”
- 1.27. “Property” means the real property upon which the Golf Courses are located. The Property is described in Exhibit A hereto.
- 1.28. “Superintendent” means the Superintendent of the Department of Parks and Recreation or his designee.
2. RETENTION OF OPERATOR; KEY MONEY CONTRIBUTION.
- 2.1. The City hereby retains the Operator for the management and operation of the Golf Courses and all related facilities and services, including, but not limited to, the Golf Courses, Pro Shops, Restaurants, Driving Ranges, golf cart rentals and barns, restrooms, and all other buildings located at the Golf Courses, excluding the golf course maintenance buildings. Notwithstanding the foregoing, the City reserves the right, in its sole discretion, to change, reduce, or relocate the Golf Courses for reasons that include, but are not limited to, the City’s reasonable determination of regional transit needs or the City’s need to relinquish property rights under threat of condemnation. If the City changes, reduces, or relocates any of the Golf Courses, the parties shall negotiate, in good faith, amendments to the terms of this Agreement consistent therewith.
- 2.2. Key Money Contribution.

- 2.2.1. Operator shall pay to the City a total of One Hundred Thousand Dollars (\$100,000) (the “Key Money Contribution”) each year over the 15-year term to be used by the City for Capital Improvements to the Golf Courses as mutually agreed upon by the City and Operator. The Key Money Contribution shall be paid no later than June 1st of the first year of the Agreement and each year thereafter for the 15-year term as Capital Improvements are agreed upon by the parties. The Key Money Contribution from Operator to the City shall not be treated as an equity or other investment and Operator shall not be entitled to any profit, interest or dividend or other distribution or payment from the operation of the Golf Courses, or otherwise, except as specifically described herein.
- 2.2.2. In the event this Agreement is renewed by Contractor for the Renewal Term, Operator shall pay to the City a total of One Hundred Thousand Dollars (\$100,000) each year over the 5-year renewal term (the “Additional Key Money Contribution”).

3. ACCEPTANCE.

Prior to the Effective Date of this Agreement, the Operator has made an inspection of the Golf Courses, the Operator Offices, and related fixtures and facilities and hereby accepts the condition of them for purposes of this Agreement on an “as is” basis.

4. TERM.

- 4.1. Term of Agreement. The initial term (“Initial Term”) of this Agreement shall be for a period of Fifteen (15) years, beginning on the Effective Date and terminating at 11:59 pm Pacific Standard Time (PST) on December 31, 2039. After the Initial Term, Contractor shall have the option, in its sole discretion, to renew this Agreement for one (1) five (5) year renewal term conditioned on Contractor providing the Additional Key Money Contribution (“Renewal Term”; collectively with the Initial Term, the “Term”). If Contractor does not intend to exercise Contractor’s option to renew the Agreement for the Renewal Term, Contractor must notify the City of this intention, in writing, at least 120 days before the termination of the Initial Term. The Term, if a Renewal Term is executed, shall be for a total of 20 years.
- 4.2. Transfer. Upon termination or expiration of the Agreement, all employees and agents of the Operator shall vacate the premises of the Golf Courses and the Operator’s Offices and shall have no further rights or duties thereon, except to ensure and organize a proper transfer of the premises, equipment and property, records, all inventories, Prepaids (credit books and gift cards), and change funds of the Golf Courses back to the City. The Operator will maintain a current list of contracts and leases for the benefit of the golf courses and surrender it to the City upon transfer.

- 4.3. Termination for Convenience. Either party to this Agreement shall have the right to terminate this Agreement by delivering to the other party written notice of its intention to terminate at least fifty (50) days prior to the effective date of the termination.

5. OPERATOR'S BASIC SERVICE OBLIGATIONS.

- 5.1. Golf Management Services. The Operator shall sell, rent, lease, store, and repair golf equipment, sell golf-related clothing and supplies, provide instructional services in the playing of golf, and operate the Golf Courses, Pro Shops, golf cart rentals, and Driving Ranges consistent with the standards and conditions in this Agreement. The Operator shall employ managers, golf professionals, and other personnel at the Golf Courses. The hiring of new general manager, or any person that reports directly to the general manager, at each Golf Course shall be subject to the approval of the City, which shall not be unreasonably withheld.
- 5.2. Merchandise. The Operator is authorized to make purchases in order to provide and maintain in the Pro Shops such inventory of golf merchandise as deemed necessary within the Department's Approved Annual Budget to adequately meet the expectations of the public.

The Operator is encouraged to prioritize sourcing merchandise from Women and Minority Owned Business Enterprises and locally owned suppliers. The Operator is also expected to have systems in place to report loss of merchandise to the Department and minimize loss wherever possible. The Operator and Department shall meet regularly to ensure that the merchandise being displayed and sold remains in alignment with the Department's Diversity, Equity, and Inclusion goals and objectives (diverse attire merchandise). This can happen as part of the Operator's typical reporting.

If the revenue from merchandise sales exceeds the amount in the Approved Annual Budget, the Operator may exceed the merchandise purchasing amount in the Approved Annual Budget by an amount approved by the Department. After written notice to and consultation with the Operator, the Department shall have the right to prohibit the sale and rental of any item of merchandise if the Department, in its sole discretion, determines that the item(s) is of such inferior quality as to not be in the public interest to be offered for sale or that such item(s) is not necessary or desirable for proper service to the public. Unless otherwise approved by the Director, the Operator will maintain minimum/maximum inventory levels for sale in the pro shops as follows:

- 5.2.1. At Interbay a minimum of \$80,000 (Eighty thousand dollars) to a maximum of \$275,000 (Two hundred seventy-five thousand dollars).
- 5.2.2. At Jackson, Bill Wright, and West Seattle courses a minimum of

\$25,000 (Twenty-five thousand dollars) at each Golf Course to a maximum of \$200,000 (Two hundred thousand dollars) each.

5.2.3. In the event that a new facility is built or retail shop expanded, Director and Operator shall set new minimum and maximum inventory levels for that facility.

5.3. Tournament Credit Books. The Operator shall keep a system of accounts for prepaid books (credit books) of tournament winnings awarded at each course for tournament play. The course manager shall control the credit book accounts such that he or she can only increase or decrease winners' book accounts. The system will only allow a total increase to winners' book accounts by no more than the total available in the tournaments' credit book account. The Operator shall be able to run reports for all tournaments at all courses and to check all credit book balance sheets. Credit book holders shall be able to spend funds at any of the City facilities. The Operator shall provide monthly credit book details to SPR Accounting.

5.4. Golf Lessons. The Operator shall provide for Golf Lessons by employing qualified instructors. Accreditation of such instructors by the PGA, LPGA, and the PGA, LPGA apprentice program is preferred, but not required. The Operator shall cause all golf instructors, including Class "A" PGA Golf Professionals, to comply with the rules and regulations of the Golf Course Manual.

The Operator and Department shall evaluate the cost effectiveness of hiring a full time Class "A" PGA Golf Professional, based on the demand for golf lessons and their alignment with the Department's goals and objectives.

The Operator shall perform background checks on all golf instructors annually and upon rehire after a separation of 6 months or more. The City has strict policies regarding the use of background checks, criminal checks and immigrant status for contract workers. The policies are incorporated into the contract and available for viewing use the following link: [Background Checks and Immigration Status - Purchasing and Contracting | seattle.gov](https://seattle.gov/purchasing/immigration-status).

5.5. Golf Programs. Operator shall at minimum implement and promote golf programs as provided in the Golf Course Manual by providing group lessons, range balls, and general golf instruction, and by conducting tournaments for men's and women's clubs, junior and senior groups, leagues, and outings. The Operator shall make good faith efforts to execute an access agreement with First Tee of Greater Seattle.

Unless otherwise directed by the Department, the Operator also agrees to continue the current practices of maintaining the following programs: First Tee Program, Fir State Golf Foundation, Youth on Course, U on Course, and Bogey Bear Golf Foundation. Such programs shall be supported in a manner consistent

with past practice, unless otherwise directed by the Department.

5.6. Minimum Hours of Operation. At a minimum, the facilities shall initially be open and available to the public in accordance with the schedule agreed upon. Thereafter the days of operation and daily hours of operation shall be as recommended by the Operator and as approved by the Department. The Department will monitor and approve hours of operation at all sites, which approval shall not be unreasonably held. SPR will establish -on course hours of operation allowing adequate time to perform maintenance responsibilities in a safe manner without the threat of injury to staff by golfers on course. These hours can vary seasonally based on daylight. The Department will request 30 minutes from the staff's start time before the tee sheet is active. This cannot be changed without prior authorization for tournaments or special events. Failure to operate this schedule will result in later morning start times.

5.7. Food and Beverage. The Operator is responsible for all costs related to the purchasing of all food and beverage inventory at the Golf Courses as Direct Costs to such Golf Courses. The decision to sell alcohol at a Golf Course or Facility must be approved by the Department, and is subject to the operator meeting all legal requirements and providing proper liability insurance, liquor liability coverage, banquet liquor permits, etc.

The Department may review and audit the menu offerings, pricing and hours of operation. The Restaurant services operation shall be used as an enhancement to the golf programs administered by the Operator and will be coordinated with golf events sponsored by (1) the daily clientele visiting the facilities, (2) recognized clubs as defined in the Golf Manual, and (3) corporate groups. Tournament packages shall include special menu selections for events of thirty-two (32) or more golfers. In situations where the food and beverage required to be purchased exceeds the budget due entirely because the revenue for food and beverage exceeds the revenue budget, Operator shall be entitled to exceed the food and beverage purchasing budget by a percentage agreed upon by the Department.

5.8. Quality Control. Operator shall, when reasonably requested by the City in writing, retain a qualified "shopping" service from an outside vendor to use trained shoppers to anonymously evaluate customer service, operations, employee integrity, merchandising, and product quality. All reports from the provider shall be forwarded to the City. These costs will be reimbursed by the City.

5.9. Loyalty Programs. Operator will offer a loyalty program that is fully integrated with Operator's software and provides discounts for green fees through earned spending levels. Program may also include discounts on cart rentals and range use. This program shall be free to all persons and structured so all participants, regardless of economic status can benefit.

5.10. Building and Equipment Maintenance Services. Throughout the term of this

Agreement, the Operator shall keep and maintain as a Direct Cost of the City, in good, operable, usable, and sanitary order and repair the interiors and hard surface exteriors contiguous to the club houses, driving ranges, and parking lots of the Golf Courses, including, but not limited to, the Pro Shops, restrooms, storage spaces, the driving ranges, mini golf course, golf cart rentals, and restaurants, and all buildings, structures, improvements, fixtures, equipment, and utility systems, which may now or hereafter exist on or in the Golf Courses. Excluded are course restrooms, golf course grounds and grounds maintenance buildings maintained by the City. The Operator shall provide all custodial and grounds maintenance (including, shrub bed maintenance) in and around the clubhouses, parking lots, driving ranges, and course restrooms (Operator's employees shall restock bathrooms as needed), provided, however, Operator may engage a third-party for such services if in the Approved Annual Budget. The Operator shall provide for such ordinary repairs, replacements, rebuilding, and restoration as may be required to maintain the Golf Courses in compliance with this Agreement as long as such actions do not result in a new or significantly improved facility and does not require design and/or permitting. All replacements, rebuilding, and restoration, other than ordinary repairs, shall be approved in writing by the City prior to implementation. Maintenance that would exceed the Annual Approved Budgeted amount shall be approved in writing by the City prior to implementation.

- 5.11. Operator-Managed Lease(s). In addition to the building maintenance terms in this Agreement, the Operator also agrees to manage all the lease agreements related to operations at the facility. These leases may include, but are not limited to golf carts, beverage carts, and irrigation leases. Lease agreements are subject to approval by the Department.
- 5.12. Capital Improvements. The Operator shall not undertake any major Capital Improvements projects to the Golf Courses or appurtenant facilities without the prior, written approval of the Department. All work is subject to the Operator securing applicable permits, and compliance with all terms and conditions imposed by the Department in its sole discretion. Improvements shall be reimbursable under this Agreement.
- 5.13. Capital Improvements Projects.
 - 5.13.1. Small Capital Improvements Projects. Under the direction of the Department, Operator is authorized to propose and manage the design and construction of Small Capital Improvements Projects. "Small Capital Improvements Projects" means Capital Improvement projects with an aggregated amount under \$10,000 or an amount otherwise adjusted under SMC 20.40.010. Construction and design costs will be approved by the Department and shall be paid by the City. The Operator will manage the contracts and construction in compliance with all applicable laws, including state laws and City ordinances governing

public works contracts and prevailing wage requirements. The Parks Superintendent will approve all conceptual designs and contract amounts using the standard City procedures for small public works projects. The Department reserves the right of inspection during construction. All work must be approved by Parks prior to start of use by Operator or general public.

- 5.13.2. Major Capital Improvement Projects. The Operator shall not undertake any major Capital Improvements projects with an aggregated amount equal to or in excess of \$10,000 or an amount otherwise adjusted under SMC 20.40.010 (collectively, "Major Capital Improvements Projects") to the Golf Courses or appurtenant facilities without the prior, written approval of the Department. All work is subject to the Operator securing applicable permits, and compliance with all terms and conditions imposed by the Department in its sole discretion, and all applicable laws, including state laws and City ordinances governing public works contracts and prevailing wage requirements. If a Major Capital Improvement Project is managed or implemented by Operator the parties shall execute a separate agreement between the City and the Operator outlining each parties duties and obligations.
- 5.13.3. All costs associated with Capital Improvements projects shall be paid by the City. The Department shall annually review the capital investment plan for the Golf Courses with the Operator and determine the most efficient implementation of Capital Improvement projects.
- 5.14. Department Ownership. Except for leased equipment and proprietary property of the Operator, the ownership of all Golf Courses structures, buildings, equipment, or improvements thereto or thereon, merchandise, golf hand carts, and Golf Course maintenance equipment constructed or acquired by the Department, or by Operator on behalf of the Department, and all alterations, additions, or betterments thereto, shall remain with and be owned by the City.
- 5.15. Inventories. The Operator and the Department shall jointly inventory City-owned maintenance equipment every 2 years.
- 5.16. Inspections. The City may conduct both scheduled and unscheduled inspections of the Golf Courses without interrupting the normal operations. The City shall retain a written report of such inspections for reference and a copy of the report shall be forwarded to the Operator. The Operator shall review the report and prepare a written response to the noted exceptions and findings within 15 (fifteen) days of the receipt of the report, including contemplated courses of action to correct the noted exceptions and findings. After consulting with the Superintendent, the Operator shall take corrective action suggested by the Superintendent.

- 5.17. Operator Offices. City has the right to eliminate or reduce space available for Operator Offices. In the event that the space allocated to Operator Offices is eliminated, Operator shall, with approval of the Department, be permitted to use shared/satellite workstation(s) at the Golf Courses on a periodic basis for the purpose of managing the City's Golf Courses. SPR will only pay for or provide office space for the City of Seattle golf facilities.

6. OPERATING RESPONSIBILITIES.

- 6.1. Annual Budget. The Operator shall submit to the City, for its review and approval, the Annual Budget for each Operating Year of this Agreement. The Annual Budget for the first Operating Year will be provided by the City. Beginning in 2025, the Operator will submit a proposed Annual Budget no later than May 1 of each year under the Agreement for the upcoming Fiscal Year (by way of example, the proposed Annual Budget for Fiscal Year 2026 shall be submitted by May 1, 2025). The City shall approve, disapprove, and adjust the proposed Annual Budget by December 1 of each year as part of its annual budget process. Each proposed Annual Budget shall be in a format acceptable to the City and shall include, but not be limited to, proposed Fees and Charges, the projected number of Operator employees, the projected number of rounds of golf played and Driving Range buckets of golf balls purchased, and all projected revenues by source and golf course and the proposed Direct Costs and expenses, identifying those that are paid by the Operator and reimbursed by the City. After consultation with Operator, the Superintendent shall have the authority to negotiate changes to the proposed Annual Budget including, but not limited to, the projected revenue, projected costs, and the method of cost allocation, marketing plans, and advertising.

The Department will review and approve invoices from the Operator and reimburse expenses up to the amount approved in the annual budget, without mark-up or profit, including but not limited to direct and indirect expenses necessary to manage and operate the courses.

Contractor shall comply, to the extent reasonably and commercially practicable, with the applicable Annual Budget. Notwithstanding anything contained in this Agreement to the contrary, the parties acknowledge that: (a) the approved Annual Budget is an estimate only, (b) unforeseen circumstances during the course of the applicable Fiscal Year may make adherence to the applicable Annual Budget impractical or impossible, and (c) Contractor shall be entitled to reallocate the amount budgeted with respect to any item in the Annual Budget to another budget item, so long as the total amount of expenditures authorized under the Annual Budget shall not be exceeded.

- 6.2. Annual Operations Plan. As part of the Annual Budget approval process each year, the parties will collaborate to establish a mutually agreed-upon operations plan ("Annual Operations Plan") for the upcoming Fiscal Year. This plan will

outline golf and non-golf community activities, Public Benefits, as that term is defined Section 6.9.2, customer satisfaction and engagement initiatives, as well as overall operational strategies and objectives, including Capital Expenditure and Capital Improvement projects.

6.3. Reports

- 6.3.1. Annual Reports. Should be received on or before February 15, each Operating Year during the Term of the Agreement. The Operator shall submit to the Superintendent, for his or her review and approval, an annual report (“Annual Report”). Each Annual Report shall include a description of the physical condition of the Golf Courses and list any repairs or improvements made during the most recently concluded Operating Year. Each Annual Report also shall include a detailed revenue, cost, and expense report in a form acceptable to the City. Annual Reports will be submitted by the Operator in electronic media using mutually agreeable software and in hard copy when requested. If the Superintendent doesn’t approve the Annual Report, the Operator shall take all corrective action and submit a revised report to the Superintendent for review and approval. A report of all inventories (including prepaids and change funds) as of December 31 of each year shall be submitted to the City by January 15 to the Parks Accounting Manager.
- 6.3.2. Financial Reporting. The Operator will provide the Department with an Annual Income and Expenses Report for all courses and any other financial reporting as requested by the Department. The Operator will make its financial records, printed invoices, and financial reports related to the Golf Courses available and accessible to the Department upon the Department’s request. The Operator will keep and maintain an inventory of these financial records for the duration required in the contract.
- 6.3.3. Monthly Reports. The Operator shall submit to the Department, for its review and approval, on or before the 20th (twentieth) day of the month following each month of operations under this Agreement, a detailed and complete report regarding the prior month’s operations in a form acceptable to the Department (“Monthly Report”). Each Monthly Report also shall include a summary of the financial condition of the Golf Courses including the revenue by category and course, the categorized costs, and other financial data as may be required by the Department. The Operator shall provide additional information and documentation relating to any expense or income entry as the Department may require. Monthly Reports will be submitted by the Operator in electronic media using mutually agreeable software and in hard copy when requested. SPR will require quarterly meetings with

appointed SPR staff and Contractor leadership to discuss and review accounting issues, DEI hiring/trainings, access programing, PCI compliance reporting, KPI monitoring. Information and data for these meetings will be the responsibility of Contractor.

6.3.4. Loss Reports. A Loss Report shall be submitted to the Parks Accounting Manager within forty-eight (48) hours for any loss of any asset, including cash of any amount, and inventory or other items valued at more than \$100, capital asset valued at more than \$5000; small and attractive asset \$300 or more per occurrence. The report shall be submitted on the City's Loss Report form and shall include:

- 6.3.4.1. The exact or estimated amount of the loss.
- 6.3.4.2. Composition of the loss (cash/checks).
- 6.3.4.3. Date of the loss.
- 6.3.4.4. When and how the loss was discovered.
- 6.3.4.5. Whether it is known, who is responsible for the loss, (and, if so, the name).
- 6.3.4.6. When possible and appropriate to get, a copy of the police report shall be included in the report to the City.
- 6.3.4.7. Whether the loss is covered by insurance.

6.3.5. Shopper Reports. Reports will be conducted at the request of the Director and will be promptly forwarded to the City.

- 6.4. Compliance with Laws and Policies. The Operator shall comply with all municipal ordinances, all state and federal laws, and all regulations applicable to the operation of the Golf Courses and the management services provided under this Agreement. The Operator will comply with all applicable laws and regulations applicable to management or service contracts that involve facilities financed with tax-exempt bonds under federal tax law. The Operator shall not knowingly permit any illegal activities to be conducted on or at the premises of the Golf Courses. The Operator shall obtain all such required permits or licenses from the appropriate regulatory agency before undertaking any regulated activity.
- 6.5. Compliance with Rules and Regulations. The Operator shall comply with all rules and regulations set forth in the Golf Course Manual and will enforce all such rules at the Golf Courses.
- 6.6. Operator's Obligations to Refrain from Discrimination (Equality of Treatment). Without limiting the generality of Section 6.4, the Operator will comply and shall require its subcontractors to 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 (SMC), as they may be amended from time to time; and rules, regulations, orders, and directives of the associated

administrative agencies and their officers. In the event that Operator is a party to an administrative charge, litigation or arbitration from an employee (current or former) alleging discrimination or sexual harassment, Operator shall promptly notify Department regarding the same; provided, however, in instances of an administrative charge that are intended to be confidential, Operator shall not be obligated to disclose charging party's name, but only to the extent that the City determines, in its sole reasonable discretion, that the charging party's name is not needed to enforce or comply with applicable laws or City policies.

- 6.7. Compliance with Americans with Disabilities Act (ADA) and other Disability Laws. If Operator is providing services, programs or activities to City employees or members of the public, Operator shall comply with the ADA and other applicable Disability Laws. Operator shall provide the services specified in this Agreement in a manner that complies with Title II of the ADA and any and all other applicable federal, state and local disability laws and regulations at all times and at no additional cost to City, including but not limited to the Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C § 701 et seq.; and the Washington Law Against Discrimination, Wash. Rev. Code Ann. § 49.60.

The final project design for Capital Improvements shall comply with all applicable laws, building codes and regulatory requirements, including but not limited to the requirements of Title II the Americans with Disabilities Act (ADA) as amended (42 U.S.C. 12101 et seq.), its regulations, standards and guidelines. In cases where Title II and III of the ADA differ, the design shall comply with the provision that provides the highest degree of access to individuals with disabilities. Additionally, in cases where the 2010 ADA Standards for Accessible Design and building codes and other regulations differ, the design shall comply with the standard that provides the highest degree of access to individuals with disabilities. It is the responsibility of the Operator to determine the applicable code provisions.

- 6.8. Signs. The Operator shall not post any permanent signs at the Golf Courses without the prior approval of the Department.

- 6.9. Public Use and Access.

6.9.1. The Operator will ensure all park areas adjacent to the Golf Courses remain free and clear of obstructions to park use caused by the Golf Courses.

6.9.2. Public Benefits. A central element of this Agreement is the Operator's ongoing provision of certain public benefits ("Public Benefits") to the community. Operator will partner with the City to ensure the continuing provision of Public Benefits similar to those identified in Exhibit D in types, scale, frequency and community impact, which is attached and

incorporated herein; provided, however, the parties may modify the types, scale, and frequency of Public Benefits based on the needs of the Golf Courses, the City and the community. The goal of Public Benefits shall be to provide access to Seattle's underserved populations in similar scale and impact as outlined in Exhibit D. Operator shall make commercially reasonable efforts to maintain the Target Metrics and Estimated Value of Services outlined in Exhibit D, provided, however, the parties may modify the Target Metric and Estimated Value of Services goals each year. The Estimated Value of Services shall not increase by more than CPI each Fiscal Year. The Public Benefits and associated Target Metrics and Estimated Value of Services for each Fiscal Year shall be outlined in the Annual Operations Plan, and such determinations shall be based on the most recent Public Benefit Report. The "Value of Services" shall be a mutually agreed upon dollar valuation of Public Benefits based on commercially reasonable and available data. The "Target Metrics" shall be the number of individuals receiving or availing themselves of the Public Benefit. "CPI" shall mean the Consumer Price Index for Urban Consumers for the Seattle-Tacoma-Bellevue area, or its functional widely recognized and utilized successor index as determined by the parties, measured as of June 30 of the prior Fiscal Year.

- 6.9.3. Public Benefit Report. Within sixty (60) days after the end of the Fiscal Year, Operator shall submit to the City a report on the Public Benefits for such Fiscal Year. The Operator will include in each annual Public Benefits report a description of the Public Benefits the Operator has provided, including, but not limited to, descriptions of the Public Benefits, actual Target Metrics, actual Value of Services and the scale and impact of those Public Benefits. A shortfall in Public Benefit Target Metrics or Value of Services during any Fiscal Year will not constitute an event of default as long as the Operator has made commercially reasonable efforts to provide the Public Benefits as set out in this Section.
- 6.9.4. Financial Disruptions. The parties understand that the ability of the Operator to continuously provide and increase the value of Public Benefits as required herein may be compromised by unanticipated reductions in attendance or revenue associated with economic recessions identified by the National Bureau of Economic Research (NBER) or its functional successor; emergency closures; the reduction of amenities; and other events beyond the Operator's reasonable control. While the Operator will make a good faith effort to maintain Public Benefits under such circumstances, the City understands that the scale and value of such benefits that the Golf Courses can reasonably sustain during periods affected by such events may be reduced. When the impact of such events dissipates, the Operator shall endeavor to restore

the scale and value of its Public Benefits to the level before the Operator revenue declined as soon as reasonably possible.

- 6.9.5. Annual Review. The Operator agrees that it will provide at an initial level and value public benefits as summarized in this Section and Exhibit D. The parties recognize that over the Term of the Agreement, the Operator, or the City may develop new programs and strategies that may more effectively achieve the desired outcomes and equity outcomes. The year following the Effective Date and every year thereafter during the Term, the City and the Operator shall review the public benefits outlined herein and, if reasonably approved by both parties, shall modify Exhibit D to reflect the goal of providing public access to the City's underserved populations and allow room for adjustments based on programming and facility changes. While the value of the Operator Public Benefits shall escalate at the level set out in Section 6.9.2 above, the program and strategies used by the Operator to deliver that value will be evaluated every year following the Effective Date in conjunction with the program evaluation.
- 6.10. Marketing and Advertising. The Operator shall use its best efforts to maximize the public use of the Golf Courses by effectively marketing and promoting the Golf Courses to ensure financial and operating success. For each operating year, the Operator shall submit to the Department as a part of the proposed Annual Budget a complete marketing and advertising plan and shall include a year-end marketing and advertising report along with the Annual Report concerning all activities undertaken by the Operator with respect to the approved marketing and promotion plan for the applicable Operating Year. The Operator may deviate from the amounts provided within the budget and marketing plan to respond to unexpected market conditions after first consulting with and obtaining the approval of the Director. The City reserves all advertising rights associated with the Golf Courses and Operator will purchase any advertising on behalf of the City.
- 6.11. Utilities. Upon commencement of the term of this Agreement, the Operator shall be responsible for arranging for the utility services required by the Golf Courses, including, but not limited to, internet, water, gas, electricity, sewer service, and trash removal. The Operator acknowledges that during the term of this Agreement there may be a defect, deficiency, or impairment of any utility system, water system, water supply system, drainage system, waste system, heating or gas system, or electrical apparatus or wires serving the Golf Courses. Any expenses incurred by the Operator to correct any such defect, deficiency, or impairment shall be a Direct Cost, aside from Capital Expenditures.
- 6.12. Safety. The Operator shall immediately correct any unsafe conditions to the Golf Courses, or notify the Department of any potentially unsafe conditions, as well as any potentially unsafe practices occurring thereon. The Operator shall contact an

emergency medical response provider as soon as reasonably possible after becoming aware of any person on or at any of the Golf Courses who is in need of medical attention because of illness or injury. The Operator shall cooperate fully with the Department in the investigation of any accidental injury or death occurring at the Golf Courses and shall submit promptly to the Superintendent an accident report describing any injuries or deaths at the Golf Courses. An incident log will be maintained at the Golf Courses by the Operator.

- 6.13. Use of Facilities Restrictions. The Operator shall obtain from the Director prior written approval of any events or activities not otherwise specifically provided for or authorized under the Agreement, or any extraordinary events or activities requiring the exclusive use of any of the Golf Courses or any portion thereof.
- 6.14. Meetings. Representatives of the Operator and the Department shall, at a minimum, meet monthly and at such other times as may be required by the Department to review the Operator's performance under this Agreement, to review the monthly financial reports submitted by Operator, and discuss any problems or emerging issues.
- 6.15. Fee Structure.
 - 6.15.1. Fees and Charges. Initially all Fees and Charges shall be the current Fees and Charges in effect at the Golf Courses as of the Effective Date. Beginning with the Operator's submission of the proposed Year Annual Budget on May 1, each year, the Operator shall propose Fees and Charges for the coming year. Additionally, Operator shall conduct a biannual market survey of comparable local municipal golf courses and driving ranges and provide the Director with the results. The Operator, in the exercise of its professional judgment, shall recommend Fees and Charges at such rates that will best meet the goals of maximizing Golf Courses net revenue and the positive golfing experience of golfers of all ages and skills. The Department will review, revise as needed, and establish Fees and Charges for the upcoming operating year.
 - 6.15.2. Changes to Fees and Charges. At any time during the Term, the Operator may propose off-season Fees and Charges for rounds of golf, cart fees, Driving Range fees, and temporarily lower fees, discounts, or promotional programs based on sound business practice. Any change to Fees and Charges are subject to prior approval by the Department.
 - 6.15.3. Other Charges. All charges directly charged to the public that are related to golf course operations, including course and range fees, fees for classes and lessons, equipment fees and other usual golf course fees and charges paid by golfers shall be proposed by the Operator in its proposed Annual Budget and are subject to approval by the Department. Restaurant and retail prices, including prices for Pro Shop equipment

and supplies, are not included in Fees and Charges and shall be proposed by the Operator in its proposed Annual Budget, and may be changed at other times by Operator as market conditions and costs change, subject to Department approval. The Department shall have the right to reject any price changes and request Operator to change to a specified price. If the Operator proposes an increase in the maximum fees authorized by the Department other than in the proposed Annual Budget submission, the Operator shall submit such proposed changes to the Department for approval at least sixty (60) days prior to the proposed implementation date. Any such change will be implemented only with the written approval of the Superintendent.

6.15.4. Discounts. Except as specifically authorized in writing and by mutual agreement as part of this Agreement, employees of the Operator shall not receive discounts to the above listed fees. Department shall provide its standard policy for food and beverage consumption to Operator each year.

6.15.5. Reciprocal Play. In addition, parties shall agree upon an established reciprocal play policy.

6.15.6. Operator Employee Merchandise Discounts. All Operator employees are eligible to purchase pro-shop merchandise at cost plus 10%. If the item is discounted to the public below this price, then the employee would pay that price with no additional discount. Employees must not use their discount to purchase items for resale.

6.16. Business License, Permits, and Leasehold Excise Tax.

6.16.1. Non-Reimbursed Costs and Expenses. The Operator shall obtain and pay for without reimbursement by the City a) the state licenses, registrations, and permits; unless authorized herein, b) any federal government fees, taxes, charges for the Operator's business, c) the Operator's City of Seattle Business Licenses, and d) leasehold excise taxes, if any. Any Operator legal and administrative costs associated with obtaining these licenses and permits will not be reimbursed by the City. Any late charges or penalties incurred by the Operator associated with obtaining these licenses and permits will not be reimbursed by the City without prior approval.

6.16.2. Reimbursed Direct Costs and Expenses. The City will reimburse Operator, as a Direct Cost, the actual fees paid by the Operator for Washington State Liquor Control Board licenses and permits, Seattle-King County Department of Public Health permits and inspections, and other permits and fees directly related to the operation of the Golf Courses and approved by the City in the Approved Annual Budget. Any

Operator legal and administrative costs associated with obtaining these licenses and permits must be approved in advance by the City. Any late charges or penalties incurred by the Operator that is associated with obtaining these licenses and permits will not be reimbursed by the City without prior approval of the Director.

6.17. Restaurant and other Goods and Services. The Operator shall at all times maintain a complete list or schedule of the prices charged for all goods and services supplied to the public by or at the Golf Courses. Such list or schedule of proposed prices shall be included in each proposed Annual Budget provided to the Department. Such prices shall be based on the following considerations: a) that the Golf Courses are intended to serve the needs of the public with the goods and services supplied at a cost comparable to other local sources of similar goods and services and b) that the potential profit margin should accommodate the cost of providing the goods or services in compliance with the obligations of this Agreement. If the Department notifies the Operator that a fee or a price being charged is not fair and reasonable, then Operator shall have the right to confer with the Department to justify such fee. Following reasonable conference and consultation thereon, the Operator shall immediately make such fee/price adjustments as may be ordered by the Department.

6.18. PCI-DSS Compliance.

6.18.1. Definitions.

6.18.1.1. "AOC" means Attestation of Compliance

6.18.1.2. "PCI-DSS" means Payment Card Industry - Data Security Standards

6.18.1.3. "PTS" means PIN Transaction Security Devices

6.18.1.4. "QSA" means Qualified Security Assessor

6.18.2. Transaction Data Security, Certification and Compliance. Throughout the Term of this Agreement, Operator shall demonstrate compliance and shall provide on an annual basis a current AOC from a PCI-DSS Qualified Security Assessor.

6.18.3. PTS-Devices. Operator will use devices which appear on the PCI Security Standards Council approved PTS device list, if PTS devices are employed.

https://listings.pcisecuritystandards.org/assessors_and_solutions/pin_transaction_devices

- 6.18.4. AOC Assessors. A QSA is required to perform annual AOC assessments; the costs of such assessments shall be the Operator's expense and not reimbursable by the City.
- 6.18.5. Operator is responsible for the security of cardholder data that its subcontractor possesses, including the functions relating to storing, processing, and transmitting of the cardholder data.
- 6.18.6. Operator affirms that, as of the Effective Date of this Agreement, it has complied with all applicable requirements to be PCI-DSS compliant.
- 6.18.7. Operator will immediately notify the City if Operator learns that Operator or subcontractor is no longer PCI-DSS compliant and will immediately provide the City with the steps being taken to remediate the noncompliance status. In no event should Contractor's notification to the City be later than five (5) calendar days after Operator learns it or a subcontractor is no longer PCI DSS complaint.

Operator is responsible to reimburse the City of all and any fines or fees associated with any non-compliance to the PCI-DSS. This may include direct fines from the credit card brands and expenses related to remediation efforts by the city to bring the operator into compliance.

- 6.18.8. Unauthorized Access to Cardholder Data.
 - 6.18.8.1. Upon discovery of a breach or intrusion or otherwise unauthorized access to cardholder data stored at or for Operator, shall notify the City's CISO within 24 hours to allow the proper PCI DSS compliant breach notification process to commence. The CISO is to be contacted via email at COS-OIS@seattle.gov. A phone message can be left at 206 615-1233. The DPR Director of Golf is to be cc'd on the email and contacted by phone also.
 - 6.18.8.2. Promptly following Operator's notification to the City, the parties shall coordinate with each other to investigate the security breach. Operator agrees to fully cooperate with the City in City's handling of the matter, including, without limitation: (i) assisting with any investigation; (ii) providing City with physical access to the facilities and operations affected; (iii) facilitating interviews with Operator's employees and others involved in the matter; and (iv) making available all relevant records, logs, files, data reporting and other materials required to comply with applicable law, regulation, industry standards or as otherwise required by the City.

- 6.18.8.3. Operator shall ensure appropriate payment card companies, acquiring financial institutions and their respective designee's access to the Contractor's and subcontractor's facilities and all pertinent records to conduct a review of the Contractor's and subcontractor's compliance with the PCI-DSS requirements.
- 6.18.8.4. Operator acknowledges cardholder data can only be used to assist card brands or acquiring banks in completing a cardholder transaction. Operator will also support and provide documentation upon request, in completing a transaction, supporting a loyalty program, and providing fraud control services, and/or uses specifically required by law.
- 6.18.9. Background/Criminal History Checks.
 - 6.18.9.1. City reserves the right to require background/criminal checks during the course of the Agreement for essential City purposes so long as such background/criminal checks do not violate applicable laws, rules, or regulations. The City has strict policies regarding the use of background checks, criminal checks and immigrant status for contract workers. The policies are incorporated into the contract and available for viewing use the following link: [Background Checks and Immigration Status - Purchasing and Contracting | seattle.gov](https://seattle.gov/purchasing/contracting/background-checks-immigration-status).
 - 6.18.9.2. The City does not intend to request background checks/verifications unless essential to the operation of the Golf Courses, in the reasonable opinion of the City.
 - 6.18.9.3. Contractor shall require employees that operate point of sales systems complete security awareness training as directed by the City.
 - 6.18.9.4. This Section 6.18.9 covers background/criminal checks for Operator workers before they work on certain City tasks, systems and/or locations, to include the discovery and verification of criminal convictions and civil findings.
 - 6.18.9.5. For returning employees who have been laid off for more than one year, the Operator must complete a new background /criminal check.

- 6.18.9.6. The Operator shall revoke access to any PCI applications or areas promptly and provide to the City, no less than forty-eight (48) hours from when the status change becomes effective, notice of any Operator worker who is: (i) reassigned or no longer requires access to the point of sale systems to perform their job, or (ii) terminated by the Operator for cause.
- 6.18.9.7. Upon learning of a change in criminal history or background status of an existing employee, and such change affects their ongoing job duties, the Operator shall promptly notify the SPR Director of Golf. The City may request a new background/criminal check for this or other cause during the term of the worker's access to the secure areas or credit card payment systems.
- 6.18.9.8. Routine background/criminal history check reports shall include identity verification (e.g. social security number or driver's license verification) and a search of records from any federal, state or county court in the United States, based on applicant location or residential information, and records of all convictions or releases from prison within the last seven (7) years.
- 6.18.9.9. Training. The City requires the Operator's employees who have access to credit card data or secure areas to complete PCI training on an annual basis.

7. COSTS AND EXPENDITURES; LATE FEES.

- 7.1. Direct Costs. All Direct Costs (the normal and ordinary costs of operating and maintaining the Golf Courses) shall be paid by the Operator from the Operator's bank accounts, and Operator shall be reimbursed by the City. The City will reimburse Direct Costs without mark-up or profit to the Operator, and such costs will include only the actual amount paid by Operator to persons and entities unrelated to the Operator.

The amounts paid by the Operator for salaries, wages, compensation, and benefits to its employees that are to be reimbursed by the City are required to be determined at fair market value and not be based upon any share of net profits from the operation of the Golf Courses. Executive personnel are not to be reimbursed as Direct Costs but instead are to be included as part of the Base Management Fee provided in Section 8 below.

Late fees paid to vendors will not be reimbursed without approval of the Department's Operations Director. Subject to the above limitations, a Direct

Cost shall be any cost which is directly related to the normal and ordinary staffing, operations or maintenance of the Golf Courses only when approved by the City in the Approved Annual Budget or when proposed by the Operator and approved in writing by the City, including but not limited to the following:

- 7.1.1. Operator employee salaries, wages, and compensation.
- 7.1.2. Operator's employee benefits including vacation, sick leave, health insurance, HSA Contributions, 401(k) contributions, disability insurance, and worker's compensation insurance.
- 7.1.3. Employee Incentives and Bonuses. Employee incentives that comply with City policies are authorized and will be considered a Direct Cost. Authorized incentives are to express employee appreciation and are generally of minimal value (\$10 or less). The reimbursement request for any incentives that comply with City policies must include a completed City Form. Any other employee incentive or bonus will be excluded as a Direct Cost and will be paid at Operator's sole expense.
- 7.1.4. Food for Operator Employees. Food provided to employees that complies with City policies is authorized and will be considered a Direct Cost. Operator shall comply with the City's standard policy for food and beverage consumption. All food purchased by employees under such food and beverage policy will be excluded as a Direct Cost and will be at the Operator's or employee's sole expense.
- 7.1.5. Personal Mileage Reimbursement. Reimbursement of Operator employee usage of personal cars for business purposes shall be considered a Direct Cost, up to the then current rate approved by the IRS. Operator employees requesting mileage reimbursement shall maintain and submit mileage/trip logs as required by the Department. Mileage will be reimbursed no greater than the current rate authorized by the IRS. The employee must submit with the reimbursement request a log of beginning and ending mileage and beginning and ending location, the business reason for the travel, along with the date of trip.
- 7.1.6. Lease and/or rental of equipment.
- 7.1.7. Repair and maintenance of golf and hand carts, irrigation systems, and capital equipment.
- 7.1.8. Uniforms, laundry, and linens.
- 7.1.9. Operating supplies, office supplies, cleaning supplies, and other miscellaneous supplies.

- 7.1.10. Audit. Performance or financial audits that may be required by the City.
- 7.1.11. Advertising and marketing expenses.
- 7.1.12. Travel. The City of Seattle's Travel Policy and Procedures is attached and incorporated herein as Exhibit C. All travel must be aligned with this policy unless otherwise agreed in writing by the Seattle Golf Director.
- 7.1.13. Telephone, postage, and freight directly related to the operation of the Golf Courses.
- 7.1.14. Utilities and utility deposits, including natural gas, water, electric power, internet, telephones, garbage, recycling, and trash collection.
- 7.1.15. Parking lot maintenance.
- 7.1.16. Washington State Business and Occupation taxes on the Direct Costs or reimbursement of same. The Operator shall be responsible for the collection and payment of all applicable taxes arising out of the operations, including Sales, Use, Admissions, and Business and Occupation taxes. While these taxes are subject to reimbursement by the City in accordance with Section 7 of this Agreement, any fines or costs that result from not complying with deadlines or administrative requirements imposed by taxing authorities shall be the sole responsibility of Operator.
- 7.1.17. Purchase Refunds. Purchase Refunds will be deducted from expenses.
- 7.1.18. Food, Beverages, and restaurant supplies.
- 7.1.19. Reservation Center. The Golf Courses shall share in the direct and actual costs of a Reservation Center based upon each Golf Course's actual volume of calls as percentage of total calls for the Reservation Center.
- 7.1.20. Shared Services. Costs for Administrative Support (e.g., Accounting, Marketing, HR and IT) shall be paid by each Golf Course on a pro-rata basis to be outlined in the Annual Budget each year by the Parties.
- 7.2. Direct Cost Budget. The Direct Cost Budget is a portion of the Annual Budget and includes inventory.
- 7.3. Excluded Operating Costs. Those operating costs that are paid by the City but are not included in the Direct Cost Budget include and are limited to the following:

- 7.3.1. Those maintenance and/or operating costs that are due to any reason beyond Operator's reasonable control, an "occurrence of force majeure" including, without limitation, acts of God, riots, strikes, and/or fires, provided, however, that such expense shall continue only during the pendency of the particular occurrence of force majeure and are subject to the prior approval of the Superintendent.
- 7.3.2. Base Management Fees and Incentive Management Fee paid as part of this Agreement to the Operator.
- 7.4. Capital Expenditures. A Capital Expenditure is not a Direct Cost and each must be separately approved by the Director before it may be undertaken. The City is responsible for the cost of any Capital Expenditure approved by the Director. Examples of such expenditures include, but are not limited to equipment for the driving ranges, golf course maintenance, kitchen, and restaurant fixtures, etc.

8. OPERATOR COMPENSATION.

- 8.1. Base Management Fee. (a) From and after the Commencement Date, the City shall pay to Operator a base management fee (the "Base Management Fee") equal to Three Hundred Seventy-Five Thousand Dollars (\$375,000.00) for each full Fiscal Year during the Term, equitably pro-rated for any partial Fiscal Year. Commencing on January 1, 2026, and continuing on each January 1 thereafter, the Base Management Fee amount for such Fiscal Year shall be the Base Management Fee amount applicable to the last day of the immediately preceding Fiscal Year as increased by two and one-half percent (2.5%)
- 8.2. The Base Management Fee shall be paid monthly based on one-twelfth (1/12th) of the annual Base Management Fee amount for the Fiscal Year in question (pro-rated for any partial calendar month). For the purposes of pro rata calculations only it is agreed months will contain thirty (30) days. The City will pay the Management Fee by EFT to the Operator within ten (10) working days (excluding City holidays) after receipt and City acceptance without contest or question of the Monthly Report and supported by an invoice from the Operator.
- 8.3. Incentive Management Fee. For each Fiscal Year during the Term, the City will pay the Operator an incentive management fee ("Incentive Management Fee") equal to ten percent (10%) of the amount Adjusted Gross Revenue exceeds the annual Adjusted Gross Revenue threshold ("Annual Threshold") for that Fiscal Year if Gross Revenue covers all golf expenses, including the Operator's golf expenses, the City's golf expenses, the required 3.5% contribution to the Park Fund to cover department overhead costs, and the Current Debt Service ("Incentive Management Fee Conditions"). The Annual Threshold for Fiscal Year 2025 is Sixteen Million Five Hundred Thousand Dollars (\$16,500,000). Beginning on January 1, 2026, and continuing each January 1st thereafter, the Annual Threshold amounts for the applicable Fiscal Year shall be the Annual

Threshold amounts applicable to the last day of the immediately preceding Fiscal Year as increased by two and one-half percent (2.5%). For example, the Annual Threshold for Fiscal Year 2026 shall be \$16,912,500. If a revenue-generating amenity is permanently or temporarily closed or modified such that Adjusted Gross Revenue is likely to be negatively impacted, the parties shall negotiate in good faith and agree upon a reasonable reduction of the Annual Threshold during the applicable impact period. If Gross Revenue do not meet the Incentive Management Fee Conditions such that the Golf Courses operate at a loss in any given Fiscal Year, and such losses are determined by the City and Operator, both acting in good faith, to be directly due to Operator failure to operate the Golf Courses as outlined in this Agreement, then any Incentive Management Fee owed to Operator shall be reduced by such loss, provided, however, under no circumstances shall Operator be required to cover such losses beyond the amount of its Incentive Management Fee.

- 8.4. The City will pay the Incentive Management Fee by EFT to the Operator within ten (10) working days (excluding City holidays) after the Annual Report is accepted by the City. The Annual Report will include an invoice from the Operator that details the calculation of the Incentive Management Fee. Operator will allocate a percentage of the Incentive Management Fee to key staff members at each Golf Course as an annual bonus distribution.

9. PAYMENT PROCEDURES.

- 9.1. After receipt from the Operator of applicable invoices that have been approved without contest and accepted by the City, the City shall reimburse the Operator for Direct costs by ACH or EFT to the Operator within 10 (ten) business days, excluding City holidays, after receipt of the Operator's invoices in a form approved by the City.
- 9.2. The Operator shall submit original copies of all bills and invoices. Each bill and invoice shall be approved and shall be signed by an Operator management employee. Operator shall submit weekly invoices to be approved and paid by the City.

10. REIMBURSEMENT SUBMITTALS.

- 10.1. The Operator will submit receipts, invoices for all Direct Costs, and expenses to the City according to a schedule that has been approved by the City. In no event shall the reimbursement submittals be processed more often than once a week with the exception of twice per month payroll reimbursements. The City reserves the right to review all reimbursement submittals, seek justification from the Operator and once accepted by the City, issue a reimbursement.
- 10.2. Salary reimbursement requests must be separated by golf course and include by employee: name, total hours, pay rate, total cost, and cost for each benefit (taxes,

health insurance, etc.). The request must include a report from the Operator's payroll system that includes the above information.

- 10.3. At year-end, if requested by the City, reimbursement requests must be separated by calendar year; any single request that includes expenses from two calendar years will not be reimbursed and returned to the Operator for resubmission as separate requests by year.
- 10.4. Reimbursement Summary. Each request shall include a summary that includes sub-totals by golf course and list each vendor, date paid, check number, and amount. Attached to the summary shall be the original invoice that was paid. Upon request by the City, a copy of the check must be attached to each invoice(s). Vendor invoices shall include detail itemization and be on the vendor's letterhead or invoice with the vendor's name, address, etc., or if on an invoice form provided by the Operator, shall include identifying information and the vendor's signature.

The City and Operator shall agree to work diligently toward an electronic submission system acceptable to state auditors that increases efficiency and combined cost of submission to City.

- 10.5. Payment Approval and Certification. At least once annually, the Operator shall provide a letter signed by an authorized Operator representative including all employees who are authorized to sign reimbursement requests. Prior to submission of any requests for reimbursement, the Operator shall provide a letter signed by the CEO that identifies all employees authorized to sign and approve reimbursement requests (on the summary page). Each summary invoice shall include a certification statement as follows:

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, services rendered, or labor performed as described herein and the claim is a just, due, and unpaid obligation against the City by the Operator, and I am authorized to authenticate and certify to said claim." The certification shall be signed and dated.

11. FINANCIAL AND ACCOUNTING PROCEDURES.

- 11.1. Bank Account. The City has established a bank account ("City's Bank Account") for the purposes of accepting deposits of revenues under this Agreement. The funds in this account are the property of the City. Payments by Operator from this account are prohibited.
- 11.2. Revenue Requirements for Program Expenses. Operator shall, to the extent reasonably and commercially practicable, ensure Gross Revenue are sufficient to cover all golf related expenses related to operation of the Golf Courses as outlined in the Annual Budget, including the required 3.5% contribution to the Park Fund to cover department overhead costs. Notwithstanding anything contained in this

Agreement to the contrary, the parties acknowledge that: (a) the Approved Annual Budget, and anticipated Gross Revenue associated therewith, are estimates only, and (b) unforeseen circumstances during the course of the applicable Fiscal Year may make adherence to the applicable Annual Budget, or achieving Gross Revenues targets, impractical or impossible. In addition to the above, Operator will make commercially reasonable efforts to ensure Gross Revenue are sufficient to cover remaining annual debt service on capital improvements completed at the Golf Courses as of the Effective Date (“Current Debt Service”). The City shall disclose its Current Debt Service obligations to Operator at least thirty (30) days prior to the Effective Date. If Gross Revenue are not sufficient to cover the City’s Current Debt Service on the Golf Courses or related equipment and assets, Operator shall not under any circumstances be responsible for paying the shortfall to the City or the Current Debt Service lender(s). The Current Debt Service, and any future debt service, are the sole obligations of the City. In addition to the above, remaining earned revenues net of the above expenses is typically invested by the City in Capital Improvements to City-owned golf facilities (i.e., buildings, grounds, equipment, etc.).

- 11.3. Revenue Deposit. All revenues from sales and rentals at Interbay, Jackson, Bill Wright, and West Seattle Golf Courses are the property of the City and not part of the fees or consideration paid to the Operator and shall be deposited into the City’s Bank Account daily. No deposits of the four golf courses’ revenue may be made into any other bank account for any purpose or under any circumstances.
- 11.4. Accounting Procedures. For expenditure process, please refer to Section 9.
 - 11.4.1. Each business day, the City will reconcile all daily sales and other revenue transactions by using data from the Operator’s point of sale system that can then be uploaded by the City into the City’s financial system (PeopleSoft 9.2).
 - 11.4.2. If the Operator makes an adjustment after submission, it should notify Department Accounting on the same business day.
 - 11.4.3. If the Operator proposes any new business revenue, it must be approved by the City and incorporated into the sales and revenue reconciliations and reporting.
 - 11.4.4. The Operator will provide the City with a monthly sales and revenue report that separates the revenue by category and source approved by the City.
 - 11.4.5. With Department approval, Operator has the right to choose preferred credit card payment, payment processing and golf operating systems as long as Operator’s chosen provider is acceptable by the City’s Level 1 PCI compliance assessor. Department’s approval shall not be

unreasonably withheld.

11.4.6. Fixed Assets and Inventory: All assets belong to the City.

11.4.7. The Operator shall employ a method of accounting for all the revenues and expenses in connection with the operation of the Golf Courses that is consistent with the City's modified cost basis reporting, and that correctly and accurately reflect the gross receipts and disbursements received or made by the Operator from the operation of the Golf Courses. The Operator shall establish and implement adequate internal controls for this operation and all cashiering and cash handling that comply with GAAP, and with the City's cash handling policies, more particularly described in Exhibit B, which is attached and incorporated herein. The method of accounting, including bank accounts, established for the operation shall be separate from the accounting system used for any other business operated by the Operator.

11.5. Monthly Reports and Transactions. The Operator shall provide to the City a Monthly Report of the previous month's transactions and financial status of the Golf Courses.

11.5.1. Monthly Report. Within Twenty (20) days of the end of each month, the Operator shall provide the City with a Monthly Report that includes the current month and year-to-date inventory levels, a monthly and year-to-date balance sheet, cash flow report, and income statement.

11.5.2. On a weekly basis and schedule provided by the City, the Operator will provide a copy of every bank deposit slip and a copy of every credit card batch settlement for the previous week.

11.5.3. After review of the above items, the City may request additional reports that detail previous transactions.

12. BUSINESS RECORDS.

12.1. Types of Records. The Operator shall keep the following records and documents:

12.1.1. Regular books of account such as general ledgers;

12.1.2. Journals including any supporting and underlying documents such as vouchers, checks, tickets, bank statements, etc.;

12.1.3. Sales tax returns and checks and other documents proving payment of sums shown;

12.1.4. Cash register tapes or computerized records for the identification of day-

to- day sales;

12.1.5. Logs showing the dates and times of Driving Range and greens usage and Golf Lessons at the Golf Courses; and

12.1.6. Any other accounting records that the City, in its sole discretion, deems necessary for proper reporting of receipts.

12.2. All books and records will be retained and turned over to the City in accordance with the City's retention schedule for the Department for retention in City archives, in City-authorized storage boxes with a completed City archival form attached to each box as required by the City Archivist. These records may be in electronic or digital format.

12.3. Audit of Records. All documents, books, and accounting records kept by the Operator pursuant to this Agreement shall be open for inspection by representatives of the City during usual business hours and at a location within the Seattle City limits during the term of this Agreement and for at least 6 (six) years thereafter. In addition, the City or its authorized representative may, from time to time, conduct an audit of the books of the operation of the Golf Courses and observe the operation of the business. The City will use its best efforts to minimize the interruption with the normal operation of the Golf Courses during any inspection or audit performed pursuant to the provisions of this section. The City and Operator will independently conduct and jointly conduct "surprise" cash and inventory audits as each deems appropriate. The results of the audits will be documented in a written report, a copy of which will be given to both parties.

12.4. Annual Financial Statements. The City may request and the Operator shall provide to the satisfaction of the City audits of financial statements and golf course operations. The audit shall be performed by independent certified public accountants or other persons designated by the City, and the cost of the audit shall be included as a Direct Cost of operation.

12.5. Public Records. All information obtained in connection with the City's inspections of the records or audits and all information submitted to the City may be or become subject to public inspection and/or reproduction as public records.

13. INSURANCE AND INDEMNITY.

13.1. The Operator's Insurance Requirements.

13.1.1. Worker's Compensation Insurance. The Operator shall keep in full force and effect at all times during the term of this Agreement worker's compensation insurance for all workers employed pursuant to this Agreement in compliance with RCW 51 and any applicable federal statute. If any work is sublet, the Operator shall require its sub-

operator(s) similarly to provide worker's compensation insurance for all of the latter's employees unless all the employees are covered by the Operator.

- 13.1.2. **Liability Insurance.** The Operator shall keep in full force and effect, at all times during the term of this Agreement, Commercial General Liability ("CGL") insurance (including Premises/Operations, Products/Completed Operations, Personal Injury/Advertising Injury, Contractual Liability, Independent Contractors, Stop Gap/Employers Liability, Commercial Liquor Liability, and Sexual Misconduct and Molestation Liability), Business Auto Liability, and, if necessary, Umbrella/Excess Liability insurance so as to provide total limits of liability of not less than \$6,000,000 per occurrence Combined Single Limit Bodily Injury and Property Damage, except \$1,000,000 each offense as respects Personal Injury/Advertising Injury and \$1,000,000 each Accident/Employee Stop Gap/Employers Liability. Operator shall be permitted to procure the insurance through Troon Golf, L.L.C.'s insurance program.
- 13.1.3. **Commercial Crime Insurance.** The Operator shall keep in full force and effect at all times during the term of this Agreement a Commercial Crime insurance policy with a minimum of \$250,000 per occurrence for employee dishonesty and coverage for theft, disappearance, and destruction of or to monies or funds of, in, or at the Golf Courses in an amount as dictated by the exposure at any given time, but in no event less than \$50,000. All amounts set forth in herein shall be per occurrence and in the aggregate. The City may require the Operator to purchase a fidelity bond on behalf of the City whereby in the event any officer, employee, agent, or subcontractor of Operator embezzles, steals, or otherwise fraudulently or improperly takes or obtains City funds, money, or property, the City shall be reimbursed for the total amount of funds taken. This cost shall be a direct insurance cost.
- 13.1.4. **Information Technology.** The Operator shall keep in full force and effect at all times during the term of this Agreement Network Security (Cyber) Liability insurance with a minimum of \$1,000,000 per occurrence and annual aggregate. This shall include, but not be limited to, coverage for any actual or alleged breach of duty, neglect, error, act, mistake, omission, or failure arising out of Service Provider's Internet and Network Activities including coverage for, but not limited to, the following:
 - 13.1.4.1. An attack that has the intent to affect, alter, copy, corrupt, destroy, disrupt, damage, or provide unauthorized access or unauthorized use of Service Provider's or Vendor's computer system;

- 13.1.4.2. Computer Crime or Information Theft;
- 13.1.4.3. Denial of Service;
- 13.1.4.4. Extortion;
- 13.1.4.5. Introduction, implantation, or spread of a Computer Virus;
- 13.1.4.6. Loss of Service;
- 13.1.4.7. Identity Theft;
- 13.1.4.8. Infringement;
- 13.1.4.9. Electronic data loss and restoration;
- 13.1.4.10. Unauthorized Access or Use, including the gaining of access to Service Provider's or participating cities computer systems by an unauthorized person or persons or an authorized person in an unauthorized manner; and
- 13.1.4.11. Credit monitoring

13.2. The City's Insurance Requirements.

- 13.2.1. Property Insurance. The City shall insure or self-insure real property and personal property, including new buildings and additions under construction on City premises (but excluding land such as greens, fairways, trees, and landscaping, and Operator's personal property), inventory, and mobile equipment (including leased mobile equipment) for the current replacement value thereof subject to various deductibles for the benefit of both the City and Operator. The City shall obtain from its property insurer a waiver of subrogation in favor of the Operator to the extent that property insurance applies to any loss. In addition, the City agrees to waive its rights of recovery for claims involving damage to City property in excess of \$1,000 for any loss within the applicable deductible amount up to the attachment point of property insurance coverage.

13.3. Additional Insurance Requirements.

- 13.3.1. Cost of Insurance. The Operator is responsible for the cost of any insurance on Operator's personal property kept on-site at the Golf Courses, and such amount will not be a Direct Cost. The Operator hereby releases the City from any claim arising in any way from loss or damage to Operator's personal property.
- 13.3.2. City as Additional Insured; Products-Completed Operations. The Operator shall include "The City of Seattle" as an additional insured to all of the applicable liability insurance coverage listed in Section 13.1; which must also be as primary and non-contributory with any insurance or self-insurance coverage or limits of liability maintained by the City, and in the form of a duly issued additional insured endorsement and attached to the policy or by the appropriate blanket additional insured policy wording, and in any other manner further required by the

Operator's insurance coverage to provide the City additional insured coverage as set forth herein.

- 13.3.3. No Limitation of Liability. Insurance coverage and limits of liability as specified herein are minimum coverage and limit of liability requirements only. Nothing in the Operator's requirements for minimum insurance coverage under Section 13.1 shall be interpreted to limit or release liability of the Operator or any the Operator's insurers. The City shall be an additional insured as required in Section 13.3.2. regarding the total limits of liability maintained, whether such limits are primary, excess, contingent or otherwise.
- 13.3.4. Required Separation of Insured Provision; Cross-Liability Exclusion and Other Endorsements Prohibited. The Operator's insurance policy shall include a "separation of insureds" or "severability" clause that applies coverage separately to each insured and additional insured, except with respect to the limits of the insurer's liability. The Operator's insurance policy shall not contain any provision, exclusion or endorsement that limits, bars, or effectively precludes the City from coverage or asserting a claim under the Operator's insurance policy on the basis that the coverage or claim is brought by an insured or additional insured against an insured or additional insured under the policy. The Operator's CGL policy shall NOT include any of the following Endorsements (or their equivalent endorsement or exclusions): (a) Contractual Liability Limitation, (CGL Form 21 39 or equivalent), b) Amendment Of Insured Contract Definition, (CGL Form 24 26 or equivalent), (c) Limitation of Coverage to Designated Premises or Project, (CGL Form 21 44 or equivalent), (d) any endorsement modifying or deleting the exception to the Employer's Liability exclusion, (e) any "Insured vs. Insured" or "cross-liability" exclusion, and (f) any type of punitive, exemplary or multiplied damages exclusion. The Operator's failure to comply with any of the requisite insurance provisions shall be a material breach of, and grounds for, the immediate termination of the Agreement; or if applicable, and at the discretion of the City, shall serve as grounds for the City to procure or renew insurance coverage with any related costs of premiums to be repaid by the Operator or reduced and/or offset against the Agreement.
- 13.3.5. Substitution of Sub-Operator's Insurance. If portions of the scope of work are subcontracted, the sub-operator or subcontractor may provide the evidence of insurance for the subcontracted body of work provided all the requirements specified in Section 13.1 are satisfied.
- 13.3.6. Notice of Cancellation. The insurance coverages in Section 13.1 shall not be canceled by the Operator or Insurer without at least forty-five (45) days written notice to the City, except ten (10) days' notice for non-

payment of premium.

- 13.3.7. Claims Made Form. If any insurance policy is issued on a “claims made” basis, the retroactive date shall be prior to or coincident with the effective date of the Agreement. The Operator shall either maintain “claims made” forms coverage for a minimum of three years following the expiration or earlier termination of the Agreement, providing the City with a Renewal Certificate of Insurance annually; purchase an extended reporting period ("tail") for the same period; or execute another form of guarantee acceptable to the City to assure the Operator’s financial responsibility for liability for services performed.
- 13.3.8. Insurer’s A.M. Best’s Rating. Each insurance policy shall be issued by an insurer rated A-: V or higher in the A.M. Best's Key Rating Guide, unless a surplus lines placement by an licensed Washington State surplus lines broker, or as may otherwise be approved by the City.
- 13.3.9. Self-Insurance. The City acknowledges that the Operator may employ self-insured and/or alternative risk financing and/or capital market risk financing programs for some or all of its coverages. The term “insurance” wherever used herein shall include any such self-insured and/or alternative risk financing and/or capital market risk financing programs. The Operator shall be liable for any self-insured retention or deductible portion of any claim for which insurance is required.
- 13.3.10. Evidence Of Insurance (Not Applicable To Washington State Workers Compensation). The Operator must provide the following list of evidence of insurance:
 - 13.3.10.1. A certificate of liability insurance evidencing coverages, limits of liability and other terms and conditions as specified herein;
 - 13.3.10.2. An attached City of Seattle designated additional insured endorsement or blanket additional insured wording to the CGL/MGL or other additional insurances required (and if required the Operator’s Pollution Liability insurance policy).
 - 13.3.10.3. A copy of all other amendatory policy endorsements or exclusions of the Operator’s insurance CGL/MGL policy that evidences the coverage required.

At any time upon the City’s request, the Operator shall also cause to be timely furnished a copy of declarations pages and schedules of forms and endorsements. In the event that the City tenders a claim or lawsuit

for defense and indemnity invoking additional insured status, and the insurer either denies the tender or issues a reservation of rights letter, the Operator shall also cause a complete and certified copy of the requested policy to be timely furnished to the City.

Each insurance policy required hereunder shall provide that cancellation shall not be made without 30 days (10 days with respect to cancellation for non-payment of premium) prior written notice to the City. Insurance Certification shall be issued to, and notice of cancellation/reinstatement may be mailed to:

The City of Seattle
Attn: Seattle Parks and Recreation
100 Dexter Ave N
Seattle, WA 98109-5119

Insurance certification shall not be mailed, but shall be delivered electronically (as may notice of cancellation/reinstatement) by facsimile transmission to (206) 615-1813 or as an email attachment in PDF or XLS format to pks_info@seattle.gov

- 13.3.11. **Changes In Insurance Requirements.** The City shall have the right to periodically review the adequacy of coverage and/or limits of liability in view of inflation and/or a change in loss of exposure and shall have the right to require an increase in such coverage and/or limits upon ninety (90) days prior written notice to the Operator. Should the Operator, despite its best efforts, be unable to maintain any required insurance coverage or limit of liability due to deteriorating insurance market conditions, availability and or cost associated with any request, the Operator may upon thirty (30) days prior written notice request a waiver of any insurance requirements, which request shall not be unreasonably denied.

13.4. **Indemnity.**

- 13.4.1. The Operator shall defend, protect, indemnify, and hold the City, its officers, elected officials, volunteers, agents, and employees from and against any and all suits, judgments, causes of action, claims, losses, demands, damages, liabilities, and expenses, including, but not limited to, attorney's fees and costs of litigation, resulting from death or injury to any person or damage or destruction of any property or property rights arising out of or relating to any act or omission of the Operator, its agents, subcontractors, or employees, or arising out of or relating to the work to be performed under this Agreement, including any breach of Operator's obligations herein. In the event a claim or legal action is covered by RCW 4.24.115, Operator's indemnification obligation shall

not extend to damages resulting from the City's sole negligence, and in the case of concurrent negligence, Operator's indemnification obligation shall apply to the extent of the negligence attributed to the Consultant, its employees, subcontractors, and agents.

- 13.4.2. The Operator shall defend, indemnify, and hold harmless the City for any fines imposed by administrative regulatory bodies and all credit card brands, except for fines resulting from and directly related to action for which the City is solely and completely responsible. In the event the City is only partially responsible for said action or inaction, the Operator shall defend, indemnify, and hold harmless the City for the full amount of such fines.
- 13.4.3. The City does not and shall not waive any rights against the Operator which it may have by reason of the indemnity clause of Section 13.4 because of the acceptance by the City of any of the insurance policies described in Section 13.1.
- 13.4.4. The indemnity clause of Section 13.4 shall apply to all damages and claims for damages of every kind suffered, or alleged to have been suffered, by reason of any of the operations of this Agreement, regardless of whether or not the insurance policies referred to herein shall have been determined to be applicable to any of such damages or claims for damages.
- 13.4.5. The foregoing indemnity is specifically and expressly intended to, constitute a waiver of Operator'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 Operator's employees.
- 13.4.6. THE OBLIGATIONS UNDER THIS SECTION 13.4 SHALL SURVIVE THE EXPIRATION OR TERMINATION OF THIS AGREEMENT. OPERATOR AND THE CITY EACH REPRESENT THAT THIS SECTION WAS MUTUALLY NEGOTIATED AND AGREED UPON.
- 13.4.7. In addition to all other indemnities, Operator shall defend, indemnify and hold the City harmless from any damages, claims, liabilities, costs and expenses resulting from Contractor's failure to be and to remain PCI-DSS compliant.

14. REPRESENTATIONS AND WARRANTIES.

- 14.1. Organization and Authority. As of the date of this Agreement and thereafter, the Operator hereby represents and warrants that (a) it is a Limited Liability

Company (type of organization) duly organized, validly existing, and in good standing under the laws of the State of Name the State (state) and is qualified to do business in all other states where necessary in light of its business or properties and has all requisite power and authority to conduct its business and own its property utilized under this Agreement, (b) it has all necessary power and authority to execute, deliver and perform its obligations under this Agreement, (c) the execution, delivery, and performance by the Operator under this Agreement has been duly authorized by all necessary action and this Agreement has been duly and validly executed and delivered by the Operator, and (d) this Agreement constitutes the legal, valid, and binding obligation of the Operator and is enforceable against the Operator in accordance with its terms, except as the enforceability thereof may be limited by applicable bankruptcy, insolvency, reorganization, or moratorium or other similar laws relating to the rights of creditors generally.

- 14.2. No Conflict. As of the Effective Date and thereafter for the term of this Agreement, the Operator hereby represents and warrants that the execution, delivery and performance by the Operator of this Agreement does not and will not a) conflict with or violate any provision of its articles of incorporation or bylaws, b) result in a material breach or violation of any term or provision of, or constitute a material default under, any material agreement or instrument to which the Operator is a party or by which the Operator or any of its assets are bound, or c) contravene or constitute a material default under any provision of applicable law or regulation.
- 14.3. Accuracy of Representations and Warranties. The representations and warranties contained in this Agreement do not contain any untrue statement of a material fact or omit any material fact necessary in order to make the statements contained herein not misleading or incomplete.
- 14.4. Survival of Representations and Warranties. The representations and warranties set forth by the Operator in this Section 14 shall survive the date of this Agreement and shall terminate only upon the sixth anniversary of the date of termination of this Agreement.

15. DEFAULT AND TERMINATION.

- 15.1. Default. If Operator violates, breaches, or fails to keep or perform any term, provision, covenant, or obligation under this Agreement, the City may provide the Operator with written notice specifying the failure or breach and providing a period of time determined by the City as reasonably necessary to cure the failure or breach. If Operator's breach relates to a monetary obligation, a reasonable time to cure will not exceed ten (10) days. If the Operator does not cure the breach or failure within the time required by the City's notice, Operator's breach will be a "Default". If the cure cannot reasonably be completed in the time provided by the City, Operator will not be in Default if a cure is commenced within the notice

period and thereafter diligently pursued to timely completion. No waiver by the City of any Operator breach or Default hereunder shall be construed to be or act as a waiver of any subsequent breach or Default by the Operator.

- 15.2. City Remedies. If the Operator fails to cure any Default, the City shall have the following nonexclusive rights and remedies at its option: (1) to cure such Default on Operator's behalf and at Operator's sole expense and to charge Operator for all actual and reasonable costs and expenses incurred by City in effecting such cure; (2) to terminate this Agreement upon written notice to Operator.
- 15.3. If there is an Operator Default, the City shall not be liable for damages by reason of termination or City entry onto the Golf Courses. The City may also avail itself of any other remedy provided by law.
- 15.4. Upon termination of this Contract, Operator will provide PCI compliant protection to cardholder data until data is destroyed or returned to the City. A statement of Work will be developed and mutually agreed upon by the City and the Operator for this protection. Hours will be billed at agreed upon hourly rates.
- 15.5. Operator shall return all City data to the City in a useable electronic form, and erase, destroy, and render unreadable all City data in its entirety in a manner that prevents its physical reconstruction through the use of commonly available file restoration utilities, and certify in writing that these actions have been completed within 30 days of the termination of this Agreement or within 5 business days of the request of the City's CISO, whichever shall come first.

16. MISCELLANEOUS.

- 16.1. Entire Agreement. This Agreement and the documents expressly referred to herein constitute the entire agreement among the parties with respect to the subject matter hereof and supersede any prior agreement or understanding among the parties with respect to such subject matter.
- 16.2. Severability. If any provision of this Agreement or the application of such provision to any party or circumstance shall be invalid, the remainder of this Agreement or the application of such provision to other parties or circumstances shall not be affected thereby.
- 16.3. Notices. All notices, requests, demands, consents, and other communications required or permitted to be given by this Agreement shall be in writing and personally delivered or placed in the United States mail, properly addressed and with full postage prepaid, certified, and return receipt requested. Such notices shall be deemed received at the earlier of (a) the date actually received, or (b) 5 (Five) business days after such mailing. Such notices shall be sent to the parties at the following addresses, unless other addresses are furnished by appropriate notice:

If to the City, to:
The City of Seattle Department of Parks and Recreation
Attention: Golf Manager
100 Dexter Avenue North Seattle, Washington 98109-5119

If to the Operator, to:
Premier Golf Centers, L.L.C.
c/o Troon Golf, L.L.C.
Attn: Legal Department
15044 N. Scottsdale Rd., Suite 300
Scottsdale, AZ 85254
Email: jhansen@troon.com and akaufman@troon.com

- 16.4. Assignment; Subcontract; Sale or Transfer of Assets. This Agreement shall be binding on, and shall inure to the benefit of, the parties to it and their respective heirs, legal representatives, successors, and assigns. The City's willingness to enter into this Agreement with Operator is conditioned, in part, on City's confidence in Operator's management structure. Operator shall not subcontract or assign any of its rights or delegate any of its duties under this Agreement to an unaffiliated third party unless a) the Superintendent gives his/her prior approval, in writing, of the third-party contract prior to execution, and b) the third party contract is consistent and complies with all the terms and conditions of this Agreement. If Operator's management structure is changed by a sale or transfer of company ownership or assets that results in a change in the voting or decision making control of the limited liability company or change in corporate structure ("Sale or Transfer of Assets"), but does not otherwise change the responsibilities of, or available remedies to, the Parties under this Agreement, Operator shall provide written notice to the City when reasonably practicable, but no less than 30 days after the Sale or Transfer of Assets. Any other Sale or Transfer of Assets shall constitute an assignment subject to the approval of the Superintendent and the agreement of any new ownership to comply with all terms and conditions of this Agreement. No assignment, subcontract, or Sale or Transfer of Assets shall release Operator from any of the obligations under this Agreement and Operator shall remain jointly liable for performance of this Agreement unless expressly released by the Superintendent in writing.
- 16.5. Counterparts. This Agreement may be executed in one or more counterparts, all of which shall constitute one in the same instrument.
- 16.6. Headings. The article and section headings in this Agreement are for convenience of reference only, and shall not be deemed to alter or affect the meaning or interpretation of any provisions hereof.
- 16.7. Governing Law and Venue. This Agreement shall be construed and enforced according to the laws of the State of Washington without regard to any otherwise

governing principals of conflicts of laws. Venue for any action relating to or arising from this Agreement will be in the Superior Court of King County. This Agreement shall be construed neutrally and not in favor of or against any party.

16.8. Amendment. This Agreement shall not be modified or amended except by a written agreement executed by both of the parties.

16.9. Further Actions. Each party shall execute and deliver such other certificates, agreements and documents, and take such other actions, as may reasonably be required to carry out the provisions or the intent of this Agreement.

IN WITNESS THEREOF, The City of Seattle Department of Parks and Recreation and _____(Operator Name) caused this Agreement to be executed by its proper officers on the dates shown below.

By the Operator

Signature

Date

By the Department of Parks and Recreation

Anthony-Paul Diaz, Superintendent

Date

Attachments:

ATT 1 EX A - Real Property Description

ATT 1 EX B - SPR Golf Finance Cash Handling Model

ATT 1 EX C - City of Seattle Travel Policies and Procedures

ATT 1 EX D - Public Benefits

REAL PROPERTY DESCRIPTIONS

INTERBAY GOLF COURSE PROPERTY DESCRIPTION.

That part of E1/2NE1/4 of Section 23, Township 25 North, Range 3 East W.M. described as follows:

The following blocks and portions of blocks of Gilman's Addition

- Block 21 less that portion condemned for street purposes by condemnation Ordinance 86751;
- Blocks 123,124,125;
- Blocks 126,136, less the west 25 feet deeded to the Municipality of Metropolitan Seattle, Ordinance 94155;
- Blocks 137,138,139;
- Lots 1 through 6, inclusive and Lot 23, Block 140;
- Block 147, less portion condemned for street purposes by Ordinance 86751 and less the south 15 feet condemned for street purposes by Ordinance 23041;
- Block 148, less the south 15 feet condemned for street purposes by Ordinance 23041;
- Block 149 less part of Lot 30 condemned for street purposes by Ordinance 23041;
- Block 150, less the west 25 feet and south 13.7 feet of Lot 24 deeded by Ordinance 94155 and that portion condemned for street purposes by condemnation Ordinance 23041;
- Together with those alleys and portions of 16th Avenue W, 17th Avenue W, 18th Avenue W, W. Armour Street, W. Raye Street, Gilman Avenue W. vacated by Ordinances 18078 and 92373, excepting the west 25 feet of W. Armour Street and W. Raye Street and the north half of W. Wheeler Street.
- Also excepting the Interbay P-Patch, located in part of Block 147 and vacated 16th Ave W adjoining.

JACKSON PARK GOLF.

Part of the East Half of Section 20, Township 26 North, Range 4 East W.M. described as follows:

- The W1/2 NE1/4 together with the W1/2 E1/2 NE1/4 and the N1/2NW1/4SE1/4;
- All of Block 9 and Tracts 1,2 of Block 10, Paramount Park Addition, together with the vacated portions of 12th Ave. N.E. and vacated N.E. 137th, vacated by Ordinance 85539;
- Excepting:
- The West 30 feet of the W1/2NE1/4, being a part of 5th Ave N.E. The North 30 feet of the W1/2NE1/4 and the north 30 feet of the W1/2E1/2NE1/4, being a part of NE. 145th Street;
- Also, excepting the North 110 feet of the West 90 feet of the W1/2NE1/4 (less the west 30 feet and north 30 feet thereof) being the Seattle City Light Substation.

WEST SEATTLE GOLF PROPERTY DESCRIPTION.

That portion of the SW1/4 of Section 13, Township 24 North, Range 3 East, W.M. and That portion of the NW1/4 of Section 24, Township 24 North, Range 3 East. W.M. lying within the following described boundaries:

Southerly of the south margin of S.W. Genesee Street; westerly of the west margin of the alley adjoining blocks 1,3,4,5,9,10 of Cottage Grove Addition; northerly of the north margin of S.W. Brandon Street ; easterly of the east margin of 35th Avenue S.W.

Except that portion of said SW1/4 of Section 13 commonly known as the West Seattle Stadium; And except that portion of said NW1/4 of Section 24 commonly known as Camp William G. Long.

**BILL WRIGHT GOLF
COMPLEX DESCRIPTION.
EIGHTEEN HOLE GOLF
COURSE**

S1/2NW1/4, E1/2SW1/4 of Section 16, Township 24 North, Range 4 East, W.M.
lying south of South Spokane Street, east of Beacon Avenue South and north of
South Alaska Street.

NINE HOLE GOLF COURSE AND CLUBHOUSE

Part of the N1/2SW1/4 of Section 16, Township 24 North, Range 4 East, W.M.
lying south of the north line of South Dakota Street produced easterly, west of
Beacon Avenue South, north of the northerly boundary of Government Lot 5 and
east of Jefferson Park Playfield.

DRIVING RANGE

Part of the SW1/4NW1/4 and NW1/4SW1/4 of Section 16, Township 24 North,
Range 4 East, W.M., lying north of the north line of South Dakota Street
produced easterly, west of Beacon Avenue South, east of Jefferson Reservoir,
and south of Jefferson Community Center.

SPR Golf Finance Cash Handling Manual



Seattle
Parks & Recreation
healthy people healthy environment strong communities

Table of Content

Section One	3
General Financial Operation	3
Public Perception	3
Security	3
Deposit	4
Safe for Golf Courses	4
Method of Payment	4
Point of Sale	6
Unclaimed Property	6
Procedure update	6
Staff Training	7
Section Two	8
Daily Financial Operation	8
Opening a Golf Course	8
Performing Transactions	9
Processing Refunds/Voids	9
Manager Procedure for Refunds	10
Merchandise Management	10
New Merchandise	11
Daily Sales	11
Defective Merchandise	11
Verification or reconciliation	11
Petty Cash and Change Fund	11
Charge back	12
NSF Checks	13
Network Outage Plan	13
Open Drawer Button	14
Section Three	14
Closing a Golf Course	14
Prepare Deposit	14
Run the Daily cash receipt report and reconcile	15
Enter Transaction into Stratago	16
Balance Variance – Over & Short	16
Daily Financial Paperwork	18
Section Four	19
Lost & Found and Currency	19

Items of Value.....	19
Non-Valuable Items.....	20
Claiming Lost & Found.....	20
Currency Identification.....	21
How to Detect Counterfeit Money.....	26
Personal Safety/Crime Prevention.....	29
Robbery Response.....	30

SECTION 1

General Financial Operation

The City of Seattle expects that all golf courses will comply with primary cash handling standards that include the use of Club Prophet Systems and the specific procedures defined in this document. The care and handling of public money is a top priority.

Public Perception

- You have custody of public money; take more precautions to protect it than if it were your own. Do not borrow money, do not loan money, and do not steal money.
- The work site should be neat, clean, and organized with a professional appearance.
- Display money outside of the till while completing each transaction and making change.

Security

- Money is to be counted carefully and placed into the safe. The following morning, managers are required to check the counting, put it in deposit bags and placed in Brink's safe for pick up. The current pick up schedule is Monday, Tuesday, Thursday and Saturday.
- Site Manager and Golf accounting to regularly review all Voids or Cancelled transactions.
- Secure all monies; never leave it unattended or unsecured. Secure credit card slips in locked location. Secure passes and certificates as if they were cash.
Lock the register by logging out of point of sale (POS) and ensure that the cash drawer is closed and locked when you leave... even for just a moment.

Deposit

- Prepare deposits every night for the transactions of the day. Identification of errors, adjustments, **over/short must be entered in POS on the same business day.** Notify Manager of discrepancies.
- Golf courses should deposit Cash and checks within 24 hours and must be made within 48 hours.
- A stamped endorsement is required for every check at the time received.
- Enter checks, cash, and charges correctly; verify actual with closing or shift change reports. Do not exchange check for cash.
- Financial/ Cash Balance reports can only be taken at shift changes and close of operation. Manager may authorize a mid-shift report, however no attempt to force a balance may be made.

Safe for Golf Courses

Every golf course must have at least one locking **Primary Safe** that meets these requirements and defined uses:

- Drop slot to allow materials to be added without opening the safe.
- Combination safe (digital or manual) that is securely bolted to the floor.
- Access only by those who have an essential business need; a smaller number of people will improve security.
- Combination changed quarterly or when there is a staffing change.
- Inside the door of the safe, a safe log of the names of those with the combination and the date the combination was changed.
- For new safe boxes, the combination to the safe will be hand delivered to the Manager.

**The safe is to remain locked when not attended.
Spin the dial after you close the door.**

Methods of Payment

Cash: United States currency or coin.

- Accepted for payment of services and change is given.
- Foreign money, including Canadian, cannot be accepted.
- Counterfeit detection pen must be used to check authenticity of all \$100 bills or larger and should be used whenever there is a question of authenticity.
- If counterfeit cash is received it is not accepted as payment and should be taken out of circulation if it does not pose a risk to the cashier.
- Notify your supervisor to assist with any customer service issues that arise.

Personal Checks: A “promise to pay” from one person to another person or entity.

- Accepted for exact amount due.
- \$20 NSF charge for all returned checks (*Posting of this City Ordinance (#114345) is required for each course*).
- In order to be valid, a check must have the following: Routing Number, Account Number, Amount, Date and Signature.
- Checks do not need to be pre-printed with name and address but this information needs to be connected to that specific payment and tied to a POS customer account; personal data retained in POS is an acceptable connection by writing the Customer ID on the back of the check.
- **Company Checks, Cashier Checks, Personal Money Orders** may be accepted for the amount of the purchase (or less).

Two Party Checks:

A check written to an individual, endorsed on the back “pay to the order of City of Seattle” and presented to you as payment for a service will not be accepted because of the difficulty with collection if the check is returned as NSF.

Traveler Checks:

A check which is signed at purchase and countersigned upon use; intended as a more secure method of handling money while traveling.

- Traveler's checks may be accepted, and change given.
- Must be payable to City of Seattle countersigned in your presence, and signatures must match.
- Ring in as cash so that change may be given. Note this on your financial paperwork.
- \$20 checks are recommended but higher bills may be accepted if the change given does not reduce your change fund below your opening fund amount within the cash drawer.
- Cannot be accepted if drawn on foreign currency.

Credit Cards/ Debit Cards: A payment method which is secured by a Credit Card service when a valid card is presented for use, the signatures match, and an electronic authorization is received.

- We accept Visa, Mastercard, American Express, and Discover. There is no distinction between Credit or Debit cards. *(Posting of all four of these credit card logos is required for each site).*
- Have customer use the Pin Pad to provide credit/debit card payment.
- Attach the note to the business copy of the receipt and indicate how verification was obtained.

Split Tendering: Payment comprised of multiple methods of payment for one sale may be taken.

- Each method of payment must be correctly attributed to payment type. Cash rung in as cash, checks rung in as checks, etc.
- Must conform to all the individual payment method requirements.

Keep the cash drawer tidy!

Currency of \$20 or less and coin in the drawer compartments.

Currency of \$50 or more, endorsed checks and credit card receipts are kept under the tray. The currency is bundled in groups of 20.

Point of Sale

A point-of-sale (POS) workstation is a computerized cash register system. The POS system can include the ability to record and track customer orders, process credit and debit cards.

Our Point of Sale workstation consist of:

- Desktop computer
- POS Receipt tape printer
- Cash drawer
- Desktop printer for Monitor
- Receipts.
- Membership Card scanner

Only one staff member should have access to the cash drawer. They are responsible for the contents.

When another staff member comes on shift, a complete accounting of the funds within the drawer must be

done.

Unclaimed Property

Unclaimed Property is money or intangible property owed to an individual or business.

For Governmental agencies, property is considered unclaimed after it is held for a two-year time with no owner contact, and a good faith effort has been made to locate the owner.

Abandoned property is turned over to the Department of Revenue (DOR) by SPR on a yearly basis. Premier will provide detail of unclaimed property on or before September 30th of every year.

Per unclaimed property report detail received from Premier, SPR will submit the fund to DOR on or before Oct 31st of every year.

Upon confirmation from SPR, PREMIER will update its customer record to reflect the transfer of fund to (DOR)

Procedure Update

This document will be reviewed and revised yearly if there are any applicable changes.

Staff Training

- Supervisors must ensure that staff receive required training.

Training Unit	Description	Operated By	Training Time	Expiration
Cash Handling Training	Cash Handling – Required for everyone who handles money in any job within the Park system.	Premier	Varies	Renew every three years.
POS	Units offered for Registration, Daily Operations, Point of Sale Training is strongly encouraged for anyone using POS.	Premier	Varies	None
Stratago	Data entry for reporting	Premier	As needed	None
Front Desk Operation	Orientation to “Front Desk Resources” manual including cash handling policies required for all staff who touch money.	Premier	Varies	None

The official customer service model “quick highlights”

- **Greet the Customer-** Say hello and ask what you can do for them. Everyone wants to be recognized as soon as they enter the facility. Eye contact and a smile create a smooth start to any transaction!
- **Listen to the Customer-** Wait until the customer has finished explaining what they want before you start to ring in their transaction. Make sure you really listen. Mistakes are often made during this stage. Avoid the temptation to jump ahead and start ringing in the transaction. Just because the last 100 customers in line wanted to play golf, does not mean that the next one wants to.
- **Repeat the Request-** Let the customer know that you heard them by repeating what they said to you, and then wait for verification.
- **Enter Transaction into POS -** Refer to the POS user procedures for specifics of how to enter Point of Sale.
- **Say the Sale Amount-** Tell the customer the total amount of the sale.
- **Say the Tendered Amount-** When you take payment, say the method of payment and amount tendered; display on the register until the transaction is completed. Please use the Method of Payment guidelines on the next page.
- **Give Change-** Give change if required. Count back change for the customer from the sale amount up to the tendered amount. Place the payment into the register.
- **Give Receipt to Customer-** All customers should be given a receipt.

SECTION 2

Daily Financial Operation

Opening a Golf Course

Before opening the golf course...

Ensure the necessary signage is properly displayed.

- \$20 fee charged for dishonored checks. Ordinance 114345.
- Receipts provided for every transaction.
- Taxes included in prices where applicable.
- Logos for Visa, Master Card American Express and Discover.
- We are not responsible for Lost or Stolen Items
- All Lost and Found items unclaimed after 30 days subject to disposal.
- You are welcome to enjoy this golf course.

Front Counter Tool Kit

- Front Desk Resources manual; Counterfeit detector pen
- Registration forms
- Sale receipt tape
- “For Deposit Only” with City account number, Stamp
- Rental Forms
- Cashier Locked Drawer

Each course should have **locked secure storage** for routine business records that may have confidential information.

Performing Transactions

Any time you are performing a transaction there is a possibility of mistakes. Common errors include mistakes that arise from miscommunication between staff and the customer and losing track of what step you are performing during a transaction. Problems often occur due to distractions in our busy work environment. When you start a transaction, follow it through to completion. Do not start another transaction until you have completed the first. Avoid passing the transaction to another staff member in mid transaction.

To avoid errors and loss of funds, all transactions should be completed in the same manner by all Golf course Staff. All transactions will follow the same basic steps. A few of the steps are a reiteration of what you have learned during customer service training and will help your interaction with the customer flow better. The steps are as follows:

Starting your financial day...

- The staff opening the financial day must have access to the safe-
- Log into POS.
- Count opening change fund to verify amount and place in cash register drawer.

Processing Refunds/Voids

When to Issue a Refund

- A customer is unsatisfied with their merchandise purchase and returns it for a refund.
- A customer is incorrectly charged for an item and it is not realized until after the purchase (re-ring with the correct purchase price)

How to issue a refund?

- Look up transaction
 - Receipt number
 - Last 4 digits of card used for purchase
 - Premier customer – name or customer number
- Pull up transaction detail
 - Refunds with no sales receipt – can be looked up using the instructions above – prefer to issue a gift card to use for a future in-store purchase – no receipt & no record of purchase should not be issued a refund

- If return is for the full amount of the purchase, select return – use this method for returns on same day as purchase.
 - Screen should show a negative transaction for the exact amount of the original purchase.
 - Finalize transaction – this will refund to the same method as the original purchase (if cash, return cash to the customer, if credit card amount will automatically be refunded to the card used on the original purchase)
 - Write the customer's name and phone number on the return receipt.
 - Customer must sign on the signature line.
 - Give customer their copy of the return receipt for their records.
- If customer is returning only a portion of the original purchase
 - Select items not being returned – click delete item (this will remove this item(s) from the return)
 - Once only the item(s) being returned is showing on the screen, select finalize sale.
 - cash purchase – return cash to customer
 - credit card purchase – scan credit card to return funds to customer's card

Who can issue a refund?

- Refunds should be approved by a manager/pic (person in charge)
- Site Staff can issue a refund with manager approval.

When to void:

- Void is used within a transaction when a customer determines they do not want an item previously scanned into the purchase.
 - On the screen with the sale showing select the item no longer wanted
 - Select delete item (this will remove this item(s) from the purchase)
 - Continue processing transaction as usual.

Manager Procedures for Refunds

Refunds

- When daily audit is performed by a person in charge (PIC), the manager should regularly review all refunds during his or her next shift.
- Manager should perform randomized audits calling customers to verify the return and ensure the return went smoothly and they are satisfied with their transaction.

Merchandise Management

Every course manager has the responsibility to monitor the retail sales operation at their golf course- The primary intent of this system is improved security and accountability.

The management should include four elements: 1) New merchandise, 2) Daily Sales, 3) Security, and 4) Verification or reconciliation. The following outlines the minimum requirements for management of retail merchandise:

New merchandise

- Maintain a record of orders placed including date, names, quantity, cost, etc.... in POS.
- Carefully inventory shipments as received. Record information on master record.

Daily sales

- Establish a price for each item that covers costs, generates a profit, and includes Washington State Sales Tax.
- Price for each unique item to be programmed into POS.
- As items are sold, enter Point of Sale.

Security

- Merchandise must be kept in locked secure storage.

Defective Merchandise

- Defective merchandise may be exchanged on site.
- Process a refund if the customer does not want to exchange.
- Retain and label all returned merchandise with date, customer, and justification.
- For any reason, if merchandise cannot be returned to vendor, it can be disposed. But keep record of all disposed merchandises with reason for disposal.

Verification or reconciliation

- On a regular basis prepare a total of each type of item sold from the information gathered on the POS Sales Report. It is recommended this be done monthly but must be done quarterly.
- On a regular basis count the quantity of each type of item on hand, less any new merchandise received during the month. It is recommended this be done monthly but must be done quarterly.
- Compare the sales and stock on hand to determine if there is a difference.
- This report to be signed by the Manager and one other staff person verifying the accuracy.
- Discrepancies are to be reported to the golf Manager.

Petty Cash and Change funds

- **At the start of 2025 Contract, Premier will return city Petty cash; and any Petty cash they use on site will be Premier funds. The Change funds will remain city funds and need to comply with the City financial policy.** Maintaining accountability for the full amount of the account and its safekeeping,

- The custodian must ensure funds on hand are kept in a secured place (e.g. locked drawer or box).
- To support segregation of duties, the custodian should be independent of invoicing, cash receipting, check signing, and accounting functions. Also, reconciliations of the Change fund cash accounts should not be performed by the custodian. In instances where segregation of duties cannot be maintained, Departments must develop compensating controls to mitigate against associated risks.
- Change fund cash accounts must be reconciled on a monthly basis.
- Citywide Accounting maintains a list of authorized Change fund cash accounts. A listing of custodians is available real time from the City's centralized financial management system.

Accounting will be contacting all sites for yearend cash count and reconciliation for change fund as of December 31st every year.

Please email PKS_GOLF_ACCOUNTING@seattle.gov for custodian change request.

Credit card signature & Chargebacks

Charge Back is a return of funds to a customer or reversal of a prior outbound transfer of fund due to any reason like duplicate payment, incorrect/unknown charge...etc. Charge backs are handled centrally by City Treasury. SPR accounting is responsible for reviewing charge back notices, determine courser of action & provide supporting documents that backs the recommended course of action.

To facilitate credit card payment chargebacks, all credit card transactions more than \$20 are required to have customers' signature.

NSF Checks

City Treasury will send NSF statement that include NSF Fee to SPR as they occur. SPR will immediately notify Premier and forward the Statement received from treasury.

As soon as Premier Accounting is made aware of an NSF check the following steps.

- Notification is posted in POS for staff stating not to accept checks from the individual.
- Notify staff to ensure they are aware of how to handle this.
- Any contact information available to Premier is provided to the City.
- Premier alerts all Premier managed courses of the potential for a bad check by the identified individual
- Premier will put a note on the account in CPS that will pop up whenever someone is booking a tee time or checking in. All courses should be able to view the message when the golfer's account is pulled up.
- Below is Contact information for any questions.
 - Ryan Sires – rsires@premiergc.com
 - Beth Hagen – bhagen@premiergc.com
 - Fancy Promet – Fpromet@premiergc.com
- Premier can verify with customers that the address and phone listed on the check are correct.
 - This does not mean customers will actually tell premier if they have a new address or phone.

- Premier can request an email address.
- Premier will follow up with customer and exert effort to collect amount of NSF check with a \$ 20.00 fee.

Network Outage Plan

In the event of any power failure or computer outage, this procedure must be used to continue to do business:

- For planned outage, close out 15 minutes before announced time. Close out as through you are closing for the day and prepare your bank deposit. Any transactions will be rung in on next business day and will be considered as next day transactions. Reset up your cash drawer with your change fund.
- The next morning you will need to enter in all transaction into the POS system. This will become part of your total for that new day.
- For planned outages such as computer system maintenance, please post information in advance whenever possible.

Open Drawer Button

Use of the 'Open Drawer' button in the Point of Sale module should be limited to the following circumstances:

- **Opening the day** - only necessary IF the drawer wasn't left open overnight. **Cashier/Staff shift change** - counting out the till (should coordinate around the same time as a shift change is scheduled)
- **Mid-Day Drop** - in case of large amounts of cash in your till (by policy a recommended maximum of \$400) , you and your coordinator will need to find a break in front desk traffic to remove funds above your opening amount and transfer this cash and all checks to the safe. A record of each drop is retained in the till.
- **Evening close out** - should occur AFTER the deposit is completed.
- **Exception** - could be anything out of the ordinary but should only happen rarely so that the cashier/staff would remember why they did it. Examples may include, but are not limited to:
 - Accidentally closed out the drawer after giving someone WRONG change. Need to pop drawer to correct mistake. Do this IN FRONT OF the customer.
- When receiving an official coupon, gift certificate, void it in the presence of the customer, place it in the till record the use on any applicable logs.
- Do NOT use for:
 - Returning someone's payment - *Instead, recall transaction and void payment. This will pop the drawer and allow you access.*
 - Straightening up cash - *This should be done during shift changes, not a slow cashiering period*

SECTION 3

Closing a Golf Course

You **MUST** have a staff member to close a facility's financial 'day'—With access to the safe or the safe must have a drop slot.

Preparation

When your financial day concludes, start the closing process.

Prepare Deposit

- Use the Open Drawer POS button to open the cash drawer.
- Separate your starting change fund.
- Count cash and checks/money orders.
- Have staff initial fund verification or deposit slip, and place slip and cash/checks in

Run the daily cash receipt report and reconcile

- Run Reports
 - Revenues: sales by sales category type (all terminals)
 - Receipts: total by pay method by day (all terminals) (check “include tips”)
 - Gift cards report: gift card activity report (store, all types, all terminals)
 - Credit card detail: credit card transactions report (**uncheck “show note”**)
 - Print cash counts for each shift.
 - A/R accounts: credit book detail by member (run twice)
 - Type: all but xx account holders, credit: all, course: xx
 - any listing requires investigation.
 - notify City Golf Manager for more information/assistance.
 - Type: xx account holders, credit, all, course West Seattle
- Open daily audit sheet (standard PGC version)
- Enter date to spreadsheet in row 2 (i e: 3-25-15)
- Count each shift drop, confirming total included matches cash count amount listed.
 - note any variances for investigation.
- Enter cash (for each shift), checks, credit cards, credit books used, gift cards used, old gift certificates used.
- Enter credit books sold (on sales by category), gift cards sold (on sales by category)
- Enter total pos - credit books sold= net amount (**do math on report!**)
- Check variance and investigate if over \$10.00 (put in reason for variance)
- Print out daily audit sheet.
- Place in safe for pickup
- Run 2 copies of summarized Daily Cash Receipt report (DCRR) plus any additional POS reports.
- Add the cash and checks on the DCRR and compare to the prepared deposit slip.

- If you see an obvious transaction mistake (check entered as cash, etc.); you can fix the error within POS and rerun the Daily Cash Receipt Report. Do not force balance. If you cannot account for discrepancies between the deposit amount and the Report and your till was either OVER or SHORT, you will need to write it in the overage/shortage on the Daily Cash Receipt Report and entered OVER/SHORT in POS. **It is important to enter OVER/SHORT the same day of closing!**
- If discrepancy identified on the following/different day, notify accounting at PKS_GOLF_ACCOUNTING@seattle.gov , Golf supervisor and manager with explanation.
- Depending on how much you are off, you will need to follow additional steps to report a “Loss or Overage of Funds”. See section below for Loss or overage of fund under Balance variance section of this procedure.

Enter Transactions into STRATAGO

Stratago is an online, software application specializing in real-time, financial reporting and data collection used to help Golf courses manage their businesses more effectively. Stratago is also the only software through which summary of transactions from POS are transferred to City’s financial system.

Daily transaction entry to Stratago is a very important part of closing the operating day. Golf course manager is responsible to make sure transactions are accurately entered to Stratago.

- Open Stratago
- Enter Revenue Items, Gift Cards, and Credit Book Sold/Pay on Account (Check Total to Report)
- Enter Gift Cards Used and Issued, Credit Books Used, and Old Gift Certificates Used
- Enter Credit Cards, Cash/Check, Sales Tax, and Admissions Tax
- Enter Variance (should see green check mark at this point)
- Managers should be extra cautious while entering data and ensure data are entered correctly.
- Submit Journal after review and confirm correctness by manager.
- Print Journal
- If error of any kind is subsequently discovered after submitting journal.
 - ✓ Correct it immediately in Stratago and other systems as needed.
 - ✓ Document the correction and identify the causes of the error and come up with a better process so that it will not happen again.
 - ✓ Communicate the correction to Parks accounting right away so that SPR records are adjusted accordingly.

Balance Variances - Over & Short

Cashiers should work to properly record every transaction and to carefully issue change to each customer, however, mistakes may happen.

- Take care to record each transaction.
- Display payment outside the cash register until change is given.

- It is expected that occasionally, the money in the till will vary slightly from the register recordings.

Less than \$10.00

TRACKING

- Record the over/short total, on the Daily Cash Receipt Report and entered in POS at each shift change.
- Notify course manager of discrepancies with explanation.

REPORTING

- Any regularly occurring errors or errors that cannot be explained, requires that a memo be prepared and attached to the Daily Financial Report and sent to Parks Accounting. The site Coordinator is required to investigate.
- If you believe it is a loss due to theft, follow the procedures for Loss of Funds over \$100

Between \$10.00 and \$99.00

TRACKING

- Record the over/short total on the Cashier Close-out log, on the Daily Cash Receipt Report and entered in POS at each shift change.
- Notify course manager of discrepancies with explanation.

REPORTING

- Any difference of \$10.00, excess or shortage requires that a memo be prepared and attached to the Daily Financial Report and sent to Parks Accounting.
- The course manager is required to investigate.
- If you believe it is a loss due to theft, follow the procedures for Loss of Funds over \$100

Loss of funds over \$100

A “loss of funds” is the theft or disappearance of money that was accepted into the custody of a cashier or manager. Any loss of funds in excess of \$100 requires immediate action.

- When any loss over \$100 is suspected, immediately notify Manager who is responsible for the overall management of the situation including any personnel actions that may be required.
 - ✓ Fill out the Loss of Assets Form
 - ✓ Email the completed form to City Accounting at PKS_GOLF_ACCOUNTING@seattle.gov.)
 - ✓ City Accounting will follow with Citywide Accounting Loss Assets Policy and notify Parks Human Resources and General Ledger.
- Prepare Reports
 - ✓ When a preliminary estimate of the loss is known, contact Seattle Police to file a report and obtain an incident number.

- ✓ Within 24 hours of when a loss is suspected, a preliminary written report and a “Loss of Assets” form (A-70) will be completed and submitted to the Parks Accounting Manager
- Golf Manager to collect the following information as an attachment to the Incident Report as noted above.
 - ✓ What information is known about the loss? When did it occur, who was present at that time, what was the sequence of events, etc.....?
 - ✓ Amount of cash missing. How was this determined?
 - ✓ Amount of checks missing. How was this determined? Are names of people who paid by check known?
 - ✓ Cash value of credit certificates along with serial numbers of each type of card.
 - ✓ Was credit card information included in the loss? Does this pose a risk to customers?
 - ✓ Was there anything else of value taken such as cash register keys, building keys, locker collection keys.
 - ✓ Obtain signed written statements from everyone who was working. Supervisor prepares a written summary indicating who was working; time each person was scheduled to work; time each person actually worked; length of service with the Department and with this job; date that each person took Cash Handling Training.
 - ✓ Steps taken when loss was suspected and being investigated.
- The following staff actions must be taken:
 - ✓ Those associated with the loss will not be scheduled to work in a job that involves any handling of funds until approved by **Vice President/CFO** or the Director of Operations.
- A preliminary security review will be completed to determine if the loss of keys or other information poses a potential risk to the facility, the City of Seattle or customers. Actions must be taken to reduce or eliminate any identified risks which may include the following:
 - ✓ Take immediate actions to rekey areas of concern.
 - ✓ Discuss with Parks Accounting, other areas of potential risk to determine a proper activity of action.
 - ✓ Contact customers about stopping payment on checks or about the potential for credit card fraud

Daily Financial Paperwork

The following materials are to be attached to the Daily Cash Receipt Report that is retained on site. They must be maintained in an organized chronological filing system. These records will be kept at site for six months from the transaction date (as space permits) and will be archived afterwards.

- Compile all appropriate paperwork for transfer to the city
 - ✓ All Credit Card Receipts
 - ✓ All Gift Certificates
 - ✓ Audit Sheet
 - ✓ Stratago Journal Print out
 - ✓ Cash Count
 - ✓ Total by Pay Method
 - ✓ Gift Card Activity Report
- Place it in a daily packet on the desk in office (in order below) and box them.
DEPOSIT SLIP ON TOP
 - ✓ STRATAGO 1ST

- ✓ AUDIT SHEET 2ND
- ✓ CASH COUNT SHEETS 3RD
- ✓ SALES BY SALES CATEGORY REPORT 4TH
- ✓ CREDIT CARD TRANS 5TH
- ✓ TOTAL PAY BY METHOD 6TH
- ✓ ANYTHING ELSE THAT NEEDS TO BE INCLUDED

Per City of Seattle office of Clerk - General records retention schedule, financial record should be retained for 6 years. It includes information from the following sources.

SECTION 4 - Lost & Found and Currency

It is the policy of Seattle Parks and Recreation to handle personal items found at a recreation facility in a way that protects and respects personal property yet recognizes that there is limited storage. Signs will be displayed at all sites indicating that there is a thirty-day limit; “All items unclaimed after **30 days** subject to disposal”.

**Lost and Found items will be retained for a period of 30 days
and then transferred to the police, donated, discarded or reused, depending on type of item.**

Items of Value:

- “Items of Value” are materials and possessions with a monetary value of more than \$50 or of significant personal value. Other items of value include wallets, drivers’ licenses, cellular telephone, some jewelry, bicycle, cameras, cash, leather jacket, etc..
- Items of value will be placed in locked storage until they can be turned over to Seattle Police. When found, immediately tag them with information about when and where they were found along with the name of the person who finds the item.
- When first opening a found wallet or purse to determine ownership or contents, whenever possible a second staff person should be present. The wallet or purse should be tagged with date, location and contents. Both people should sign the tag.
- In an attempt to assist with claiming property while the customer is still on site, use a public address system if available. If the probable owner of found property is known, call on the PA to request the person believed to be the owner to report to a designated location. Do not indicate the reason why.
- If the person finding the item expresses an interest in claiming the item if it is not claimed by the owner, complete a Lost and Found Report. The found item is turned over to Seattle Police within 7 days and the citizen will be directed to contact them to pursue a claim.
- All items of value will be turned over to Seattle Police within **90days**. The exceptions are: Cell phones that are unclaimed after 30 days are turned over to Parks Security. These will be recycled and reprogrammed for emergency use to help meet community safety needs.
- Keys of any type (car keys, key fobs, etc..) are considered to be garbage after 30 days. It has been determined that these no longer have a value. Disconnect from ring and place in trash.

- To turn over property to Seattle Police, call the non-emergency number of **625-5011**, indicate you have “found property” and request a pick-up by a Community Service Officer.
- Dangerous items should be turned over to Seattle Police **when found**. This includes guns, ammunition, other weapons, and drugs. Also, large amounts of cash should be turned over immediately. Call the non-emergency number of 625-5011.
- The right to claim property, which has been found, is covered by Washington State Law (RCW 63.21 Uniform Unclaimed Property Act). Property cannot be claimed by a government employee who found or acquired the property while acting within the activity of his/her employment.

Intangible Personal Property: Cash

- The Washington State Department of Revenue’s Unclaimed Property Division is the legal holder of unclaimed money.
- When cash is turned in, place cash in envelope and label as “Lost Cash” with date, location and amount of money indicated.
- If finder asks to keep cash, facility staff to turn over to Seattle Police within 7 days. Finder is directed to contact Seattle Police to pursue claim.
- If finder does not ask to keep cash, it will be deposited into the City of Seattle account. A note of explanation will accompany deposit record when submitted to Parks Accounting.

Non-Valuable Items:

- Most used clothing (shoes, swimsuits, sweatshirts, jackets, etc..), sports gear, towels, toys, etc. are considered to be “Non-valuable Items”.
- Clothing items will be placed in a storage area away from unsupervised public access. For health reasons, items of a personal nature should be disposed of promptly, rather than placed in the Lost and Found; this includes hairbrushes, combs, underwear, make-up, food, etc...
- If a site does not have a method to clean or dry clothing, wet and muddy items may be disposed of in the garbage without allowing for the 30 days claim period.

Claiming Lost and Found:

- Ask the customer to carefully describe the property lost. A staff member should accompany them to the Lost and Found area or present items which match the description and continue to oversee the selection.
- When Items of value are claimed, the customer must sign the property tag which is then retained by the facility.
- Lost and Found items may be identified or held over the phone. If a person calls with a request, obtain a complete description, and based on the information they provide, determine if the item has been turned in. When identified, immediately tag with name, date, and phone number; place in “Will Call”. Customer to be informed that it should be picked up immediately and will be disposed of in 30 days.
- Lost and found items are not to be loaned or given to anyone except the owner.

Check Fraud Prevention

By paying attention to a check's appearance, you can often detect a possible bad check before accepting it as payment. When you see one or more of the following telltale signs, you may be looking at a bad check. Protect yourself against possible losses by verifying the funds or asking for an alternative form of payment.

- No perforations on check edge.
- Apparently altered writing or erasures.
- Water spots or alterations of check's color or graphic background. Signature does not match imprinted name or ID.
- Magnetic ink of the routing and account numbers appear glossy rather than the dull finish of magnetic ink.

Currency Identification

Excerpts from: http://www.secretservice.gov/known_your_money.shtml

Characteristics of United States Paper Currency

Three types or classes of U.S. paper currency are in use today. The most numerous--accounting for 99 percent of the total value in circulation--are Federal Reserve notes. Most of the remainder are United States notes and silver certificates, which are occasionally seen but are no longer produced.

The designation of the class to which the note belongs appears on the upper center of its face. Each type is identified by the distinctive color of its Treasury seal and serial numbers. On Federal Reserve notes these are green, on United States notes they are red, and on silver certificates they are blue.



Each denomination, regardless of class, has a prescribed portrait and back design selected by the Secretary of the Treasury.

Notes of the \$500, \$1,000, \$5,000, and \$10,000 denominations have not been printed for many years and are being withdrawn from circulation. The portraits appearing on these notes are: McKinley on the \$500, Cleveland on the \$1,000, Madison on the \$5,000 and Chase on the \$10,000.

Position of Important Features

- | | |
|------------------------------------|---------------------------------------|
| 1 Type of Note | 8 Inscribed Security Thread |
| 2 Portrait | 9 Federal Reserve Letter/Number |
| 3 Microprinting | 10 Series |
| 4 Fine-Line Printing Pattern | 11 Treasury Seal |
| 5 Serial Number | 12 Check Letter and Face Plate Number |
| 6 Check Letter and Quadrant Number | 13 Back Plate Number |
| 7 Federal Reserve Seal | 14 Watermark |
| | 15 Color Shifting Ink |

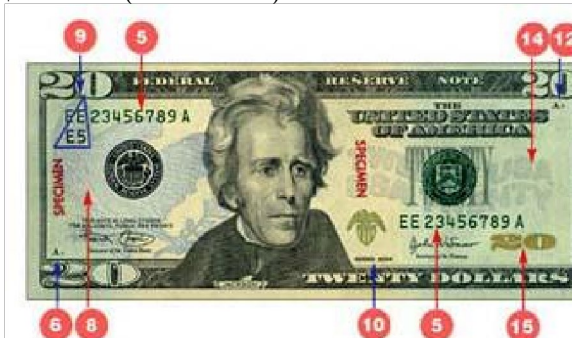
\$10 Front (2004 Series)



\$50 Front (2004 Series)



\$20 Front (2004 Series)



\$50 Front (1996 Series)



\$20 Front (1996 Series)



\$100 Front (1996 Series)



When Money Is Damaged or Wears Out

Even though United States currency is strong and durable, it does wear out with constant handling.



All currency in circulation is routinely deposited to Federal Reserve Banks by commercial banks. Worn notes are systematically destroyed by Federal Reserve Banks during ordinary currency processing. The destroyed notes are replaced by new currency provided by the Bureau of Engraving and Printing. The note most frequently replaced is the \$1 denomination. There are over four billion \$1 bills in circulation, and the life expectancy of each is approximately 18 months. Since larger denominations are handled less, they last longer.

When a note is partially destroyed, the Treasury Department will replace it if clearly more than half of the original remains. Fragments of mutilated currency which are not clearly more than one half of the original whole note may be exchanged only if the Director of the Bureau of Engraving and Printing is satisfied by the evidence presented that the missing portions have been totally destroyed.



Damaged or mutilated notes should be taken to a bank for redemption. When partially destroyed currency is of questionable value, the fragments should be sent by registered mail to the Department of the Treasury, Bureau of Engraving and Printing, OCS/BEPA, P.O. Box 37048, Washington, D.C. 20013. The Bureau of Engraving and Printing can be accessed through the Internet at <http://www.moneyfactory.com>

Advanced Technologies in Counterfeiting

Counterfeiting of money is one of the oldest crimes in history. It was a serious problem during the 19th century when banks issued their own U.S. currency. At the time of the Civil War, it was estimated that one-third of all currency in circulation was counterfeit.

At that time, there were approximately 1,600 state banks designing and printing their own notes. Each note carried a different design, making it difficult to distinguish the 4,000 varieties of counterfeits from the 7,000 varieties of genuine notes.

It was anticipated that the adoption of a national currency in 1863 would solve the counterfeiting problem. However, the national currency was soon counterfeited so extensively it became necessary for the government to take enforcement measures. On July 5, 1865, the United States Secret Service was

established to suppress counterfeiting.

Although counterfeiting has been substantially curtailed since the creation of the Secret Service, this crime continues to represent a potential danger to the nation's economy and its citizens. Production methods used in counterfeiting operations have evolved over the years from the traditional method of offset printing to color copiers and, more recently, to scanners, computers and inkjet printers.

The Secret Service has noted that many of today's counterfeiters have moved from the traditional method of offset printing, which has its own set of required skills, to computer-generated counterfeiting. Today's counterfeiter is able to produce counterfeit currency with basic computer training and skills afforded by trial and error, and public education. Counterfeit passing statistics are likely to increase because of several factors: these instruments of production are more readily available, the capabilities of these machines continue to improve and the techniques are more readily understood by an increasingly larger segment of the population, including those with criminal intent.

The United States Secret Service remains committed to zero tolerance and is determined to investigate each and every counterfeiting case. Each counterfeiting case, no matter how large or small, carries the serious consequences of incarceration and/or fines.

Office Machine Copiers / Printers

Advanced technology in the office machine copier/printer industry has made it possible for even unskilled operators to produce high-resolution color reproductions. The widespread availability of such copiers/printers has increased the incidence of the manufacturing and passing of office machine notes.

Toner Technology

Copiers/printers using toner technology generally employ the electrostatic transfer of toner (dry plastic powder) to the paper. This results in the image area resting on top of the surface of the paper. In addition, small particles of toner can often be seen, under magnification (approximately 20x power), outside the image area.

There are three basic types of toner notes: (1) black and white, (2) monochromatic, and (3) full color. Black and white copier notes bear images produced by black toner only.

Monochromatic utilizes single color toners. (i.e., red, green, blue and brown). Treasury seals and serial numbers will be a solid shade of green, rather than a combination of yellow and cyan. The back plate often is a mixture of green and black toner.

Full color notes bear images produced by utilizing a combination of yellow, magenta (bright pink), cyan (light blue) and black toners.

Ink Jet Technology

Ink Jet copiers/printers spray tiny droplets of ink from the printer head through a small gap of air onto the paper to form the image.



Genuine



Black & White



Monochromatic



Ink Jet



Full Color

How To Detect Counterfeit Money

The public has a role in maintaining the integrity of U.S. currency. You can help guard against the threat from counterfeiters by becoming more familiar with United States currency.

Look at the money you receive. Compare a suspect note with a genuine note of the same denomination and series, paying attention to the quality of printing and paper characteristics. Look for differences, not similarities.

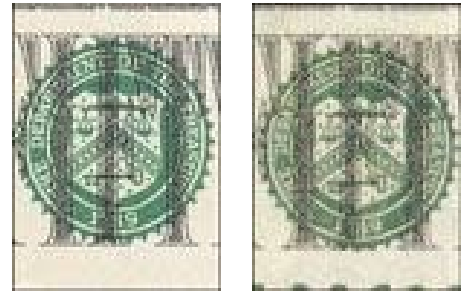
Portrait

The genuine portrait appears lifelike and stands out distinctly from the background. The counterfeit portrait is usually lifeless and flat. Details merge into the background which is often too dark or mottled.



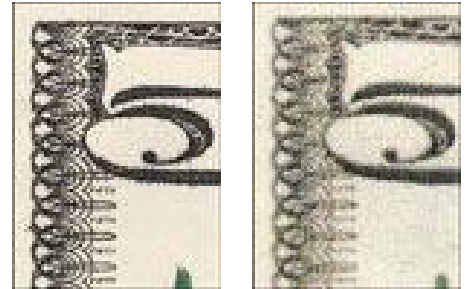
Federal Reserve and Treasury Seals

On a genuine bill, the saw-tooth points of the Federal Reserve and Treasury seals are clear, distinct, and sharp. The counterfeit seals may have uneven, blunt, or broken saw-tooth points.



Border

The fine lines in the border of a genuine bill are clear and unbroken. On the counterfeit, the lines in the outer margin and scrollwork may be blurred and indistinct.



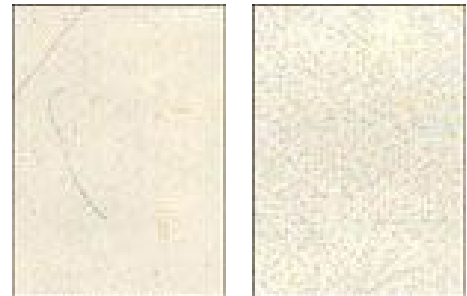
Serial Numbers

Genuine serial numbers have a distinctive style and are evenly spaced. The serial numbers are printed in the same ink color as the Treasury Seal. On a counterfeit, the serial numbers may differ in color or shade of ink from the Treasury seal. The numbers may not be uniformly spaced or aligned.



Paper

Genuine currency paper has tiny red and blue fibers embedded throughout. Often counterfeiters try to simulate these fibers by printing tiny red and blue lines on their paper. Close inspection reveals, however, that on the counterfeit note the lines are printed on the surface, not embedded in the paper. It is illegal to reproduce the distinctive paper used in the manufacturing of United States currency.



Raised Notes

Genuine paper currency is sometimes altered in an attempt to increase its face value. One common

method is to glue numerals from higher denomination notes to the corners of lower denomination notes.

These bills are also considered counterfeit, and those who produce them are subject to the same penalties as other counterfeiters. If you suspect you are in possession of a raised note: Compare the denomination numerals on each corner with the denomination written out at the bottom of the note (front and back) and through the Treasury seal.

Compare the suspect note to a genuine note of the same denomination and series year, paying particular attention to the portrait, vignette, and denomination numerals.



If You Receive a Counterfeit

- Do not return it to the passer.
- Delay the passer if possible.
- Observe the passer's description, as well as that of any companions, and the license plate numbers of any vehicles used.
- Contact your local police department or United States Secret Service field office.
- Surrender the note or coin only to a properly identified police officer or a U.S. Secret Service special agent.

Personal Safety/ Crime Prevention

The following is an excerpt from the Seattle Police department website.

<http://www.seattle.gov/police/prevention/Personal/streetsmarts.htm>

GENERAL SAFETY TIPS

- Follow your intuition — trust your feelings. If you feel that a situation is not right, move out of the situation.
- Be aware of your surroundings. In social situations, be alert to places and situations that make you vulnerable.
- Walk confidently and alertly.

BEING SAFE ON THE STREET

- Be aware that walking alone at night may be dangerous.
- If you are being followed or you see a person or group further down the street who makes you feel uncomfortable, cross the street, walk in another direction, or ask other people walking if you may walk a short distance with them.
- Walk near the curb, in the middle of the street, and away from buildings, trees, and shrubbery, which can hide potential assailants.
- When walking near the car to your home or apartment, carry your house keys in your hand. Don't stand in a doorway and fumble in your purse or pocket for your keys. Have them ready to use.
- Use a grocery cart when you have many packages. You make a good mark when your arms are full.
- Always dress so that movement is not restricted.
- Try to vary your routine routes of travel. Most rapists have been found to study their victim's habitual patterns.
- While waiting for public transportation, keep your back against a wall (or pole) so that you cannot be surprised from behind.
- Know your routes. Notice lighting, alleys, abandoned buildings, and street people. Pick out places that you consider safer, places where you can either make a stand or reassure yourself that you are not being followed or watched (i.e., lit porches, bus stops, stores, etc.).
- If you are going somewhere in a city with which you aren't familiar, check a map, know where you are going. Looking lost increases vulnerability.

IF YOU ARE CONFRONTED

- If it may seem like a good idea to tell a robber that you have no money, but this technique may backfire. It is safer to give up a few dollars. Carry a little money separate from your other funds in an accessible place.
- If someone demands your property and displays or implies in any way that they have a weapon, don't resist.
- If someone tries to grab you, make a scene. Scream, kick, fight . . . do what you can to get away and attract attention.

Robbery Response

The following is an excerpt from the Seattle Police department website.

<http://www.seattle.gov/police/prevention/business/robbery.htm#business>

IF YOU ARE ROBBED

Cooperate with the Robber

- Do exactly as you are told. If you don't understand what you are being told to do, ask.
- Give the robber(s) what they want. Don't argue.
- Don't move too quickly or reach for anything. Tell the robber(s) what you are doing.
- Keep it Short and Smooth
- The longer the robbery takes the more nervous the robber is. The average robbery takes less than 2 minutes.
- Don't Resist
- Don't fight.

- Don't use weapons.
- Don't chase the robber(s).

Be Observant

- Observe the person(s) involved for the purpose of describing clothing and physical features.
- Observe the person or persons' means of escape, direction of travel and description of vehicle.
- Call Police (9-1-1) After the Robbery is Over
- Stay on the phone until police tell you to hang up.
- Record the suspect(s) description on an "I.D." form or piece of paper.

Protect the Crime Scene

- Don't touch anything. There may be suspect(s) fingerprints or other physical evidence crucial to the investigation.

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES



Revised: 03/2023

City of Seattle Travel Policies & Procedures

TABLE OF CONTENTS

1.0	STATEMENT OF PURPOSE	3
1.1	PURPOSE OF RULES, POLICY AND PROCEDURES	3
1.2	APPROVAL OF TRAVEL REQUESTS & CLAIMS FOR REIMBURSEMENT	3
1.3	RESPONSIBILITIES & ENFORCEMENT	4
1.4	REPORTS TO MAYOR & COUNCIL ON CITY TRAVEL EXPENSES.....	4
1.5	DEFINITIONS	4
2.0	ALLOWABLE EXPENSES	4
2.1	GENERAL ALLOWABLE TRAVEL EXPENSES	4
2.2	OTHER ALLOWABLE EXPENSES	5
2.2.1	<i>Interview Travel Expenses for Executive Recruitment.....</i>	<i>5</i>
2.2.2	<i>Applicability to City Contractors.....</i>	<i>5</i>
3.0	DISALLOWED EXPENSES	5
4.0	TRAVEL ARRANGEMENTS	6
4.1	TRAVEL AGENT	6
4.2	INTERNATIONAL TRAVEL.....	7
4.3	TRAVELER PROFILE FORM.....	8
5.0	MEAL & OTHER EXPENSES	8
5.1	MEAL EXPENSES – FEDERAL MEAL PER DIEM RATE	8
5.2	MEAL EXPENSES – RUNZHEIMER COST INDEX.....	9
5.3	REIMBURSEMENT OF MEAL EXPENSES EXCEEDING THE ALLOWABLE PER DIEM.....	9
5.4	REIMBURSEMENT OF MEAL EXPENSES WITH ONE GROUP RECEIPT	10
6.0	LODGING EXPENSES.....	10
7.0	TRANSPORTATION EXPENSES.....	11
7.1	AIRLINE TRANSPORTATION.....	11
7.2	CAR RENTALS.....	12
7.3	GROUND TRANSPORTATION AND USE OF PERSONAL VEHICLE.....	13
8.0	TRAVEL REQUEST AND APPROVAL PROCEDURES.....	13
9.0	PAYING FOR TRAVEL EXPENSES.....	14
9.1	MEAL EXPENSES	14
9.2	TRANSPORTATION EXPENSES	15

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

9.3	MISCELLANEOUS EXPENSES	15
9.4	CASH ADVANCE - REQUESTS	15
9.5	CASH ADVANCE - REPAYMENT	16
9.6	USE OF THE CITY COMMERCIAL CREDIT CARD (C-CARD)	16
10.0	EXPENSE PAYMENT PROCEDURES	16
10.1	PAYMENT PROCEDURES.....	16
10.1.1	<i>Pre-Travel Expenses</i>	17
10.1.2	<i>Post-travel Expenses</i>	17
10.2	EXPENSE CLAIM PROCEDURES	17
10.3	TIME AND LABOR SYSTEM DATA ENTRY	18
11.0	HEALTH AND SAFETY OF TRAVELING EMPLOYEES.....	18
11.1	EMERGENCY SITUATIONS	18
11.2	HEALTH-CARE COVERAGE WHEN AWAY FROM SEATTLE	19
	APPENDIX INWEB LINKS	19
A.	<u>SMC 4.14 EXECUTIVE RECRUITING</u>	19
B.	<u>SMC 4.72 TRAVEL EXPENSES</u>	19
C.	<u>CITY TRAVEL INFORMATION DIRECTORY</u>	19
D.	<u>COMMERCIAL CARD HANDBOOK</u>	19

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

1.0 Statement of Purpose

1.1 Purpose of Rules, Policy and Procedures

The purpose of this document is to provide City employees, managers and accounting administrators with detailed information on the processes, policies and procedures required for traveling on authorized City business.

- 1.1.1 SMC 4.72.80 authorizes the City Finance Director to establish the City’s “Travel Rules.” These rules, policies and procedures include instructions for payment and reimbursement of all allowable travel expenses.
- 1.1.2 Allowable travel expenses are defined in SMC 4.72 and Section 2.1 of this document.
- 1.1.3 The City agrees to pay for or reimburse employees for the cost of certain allowable meeting and travel expenses, which may be incurred as a part of the performance of that employee’s job.
- 1.1.4 The employee’s department head or his/her designee is required to authorize all travel and related expenses. All authorized travel or related expenses must be for the purpose of conducting official City business, the attendance at professional meetings, conferences or training that promotes overall job knowledge.
- 1.1.5 The City agrees to pay only for authorized travel and related expenses.
 - (a) An employee may consider a “Saturday” night stay if the airfare savings is greater than the additional costs of lodging and meals and is approved in advance by the department head or his/her designee.
 - (b) If an employee combines a personal trip with his/her City business travel, the City will only pay or allow reimbursement for that portion of the travel expenses which are directly related to the business travel.
- 1.1.6 The City’s travel policies do not apply to an employee’s normal commute.

1.2 Approval of Travel Requests & Claims for Reimbursement

- 1.2.1 The City will not reimburse any employee claim for travel or related expenses without the approval of the department head or his/her designee.
- 1.2.2 Claims made by employees of the City’s Boards and Commissions, shall be approved by the Chairperson, Board of Administrators or his/her designee.
- 1.2.3 Claims made by elected City officers shall be authorized and approved by each such officer.
- 1.2.4 Authorization of travel qualifying as Executive Recruitment under SMC 4.14 will be approved in advance by the hiring executive.

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

1.3 Responsibilities & Enforcement

Employees and their supervisors are responsible for ensuring compliance with the rules, policies and procedures detailed herein.

1.4 Reports to Mayor & Council on City Travel Expenses

- 1.4.1 Upon request of the Mayor and/or the City Council, the City's accounting system, Summit, can provide information on the dollar amount spent, by departmental organization number in the travel expense account. Detailed travel expense information by employee is not available from Summit.
- 1.4.2 The City's designated travel agent(s) will be required to provide management information and billing reports for all travel services arranged for or provided by their company to City of Seattle employees via the Travel Management Services contract.

1.5 Definitions

- 1.5.1 Commercial Credit Card: A City credit card that may be used to make job-related purchases in accordance with the policies outlined in the City Commercial Card Handbook. Throughout this document, the Commercial Credit Card will be referred to as the C-card.
- 1.5.2 Designated Travel Agent(s): The City has contracted with four travel agent(s) to provide travel services for all City employees. Departments may identify one or more of the City designated travel agent(s) for their employees to use. Employees should confirm their departmental preferences with their supervisor.
- 1.5.3 Travel Request, Approval & Expense Form: All City employees will be required to complete the City's Travel Request, Approval & Expense Form. This form will be required to request approval for travel, for submittal to the travel agent for booking reservations and for submitting expenses at the conclusion of travel. The City's Travel Request, Approval & Expense Form is available on the SharePoint Travel Page "Policies & Procedures" pane at:
[City Travel Information \(sharepoint.com\)](https://sharepoint.com)

2.0 Allowable Expenses

2.1 General Allowable Travel Expenses

When authorized in writing by the department head or his/her designee, employees will be reimbursed for all reasonable and necessary expenses incurred while conducting City business. In accordance with SMC 4.72, the following are allowable travel expenses:

- 2.1.1 Meal expenses when travel outside the City is not a routine or normal part of an employee's job.
- 2.1.2 Lodging expenses when travel requires an overnight stay.

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

- 2.1.3 Transportation to and from travel destination or mileage expenses in accordance with [SMC 4.70.025](#).
- 2.1.4 Local ground transportation or car rental.
- 2.1.5 Other reasonably necessary expense incurred related to the conduct of City business. These include, but are not limited to writing materials, reading materials and telecommunication.
- 2.1.6 The City will pay miscellaneous travel expenses essential to the transaction of City business, either directly, or through employee reimbursement. The employee must provide original receipts, or other proof, of miscellaneous travel expenses claimed. These reimbursable expenses include, but are not limited to:
- (a) Registration fees required in connection with attendance at an approved meeting, conference, convention, or training session.
 - (b) Charges for facsimile (FAX) or copy services related to City business.
 - (c) Gratuities and tips for services for which a tip is customary, including, but not limited to taxis, shuttles, and baggage handlers. Reimbursement is limited to 20 percent for services with actual charges or \$2.00 for complimentary services.

2.2 Other Allowable Expenses

2.2.1 Interview Travel Expenses for Executive Recruitment

When payment of reasonable and necessary expenses incurred by job applicants from outside of Seattle is approved, pursuant to SMC 4.14.100, the expenses must be incurred in accordance with the City's adopted travel policies and procedures.

2.2.2 Applicability to City Contractors

Consultants and others under contract with the City may only charge the City for travel in accordance with the City's adopted travel policies.

3.0 Disallowed Expenses

The following is a non-exclusive list of expenses that are not reimbursable:

<ul style="list-style-type: none">• Air phone charges• Airline club memberships• Airline upgrade certificates• Alcoholic beverages• Baby-sitting, child care• Barber, hair stylist, manicurist	<ul style="list-style-type: none">• Personal or chartered aircraft (unless it can be shown it was for legitimate City business and was the cheapest mode of transportation)• Personal entertainment, including theater/sports tickets, in-flight/in room movies, books.
---	--

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

<ul style="list-style-type: none">• Briefcases/luggage• Car washes• Clothing, including formal business attire rental• Dry cleaning, laundry• Fines• Flight insurance• Forfeitures• Free flight, hotel, or car rental coupons• Gambling losses and expenses• Gum, candy, or cigarettes• Lost luggage• Massage/spa charges	<ul style="list-style-type: none">• Personal telephone calls• Pet boarding or supplies• Shoe shines• Sports and social club dues/memberships• Supplemental car rental insurance• Theft or loss of personal property• Toiletries• Traffic, speeding, or parking tickets• Penalties (other than airline en route changes outlined in section 7.0)• Personal credit card fees or interest charges• Personal property insurance
--	---

Travel, lodging, and meal expenses for non-employees (i.e. vendors and consultants) are not allowed except for the following exceptions:

Under certain circumstances in which a non-employee's expenses are being paid through grant funds, the City Finance Director or his/her designee may make an exception to this policy and approve the payment of travel, meal and lodging expenses in accordance with the City's travel policies.

4.0 Travel Arrangements

The City has contracts with designated travel agents that will be used to make travel arrangements for employees traveling on City business. Airline tickets may be purchased through these City travel agents, off the State travel contract, or via the Internet. Departments may require their employees use one of more of these options. Instructions will be outlined in department-specific travel policy and procedures. Employees must make travel arrangements in accordance with their department-specific policy and procedures, which incorporate the procedures established in this section.

4.1 Travel Agent

- 4.1.1 Air and other transportation, including car rental, for individual or group travel, may be booked through the City's designated travel agent(s). Lodging may be either booked through the travel agent, using the traveler's credit card or a City C-Card, if available, or may be arranged independently by the traveler.

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

- 4.1.2 The City’s designated travel agent(s) will be required to arrange authorized travel services for City personnel to include the following:
- (a) Booking and securing transportation reservations and issuing and delivering tickets (including travelers’ itineraries for air, rail, bus, rental cars) to various City offices. Wherever possible, obtaining advance seat assignments will also be required.
 - (b) Booking and securing reservations for hotel/motel accommodations.
 - (c) Coordinating international travel arrangements, which will include, in addition to reservations and issuance/delivery of tickets, provision of State Department advisories for destination countries/cities; assistance in obtaining passports and/or visas; and advice and/or documents regarding health requirements, foreign currency exchange, etc., pertinent to the traveler’s destination(s).
- 4.1.3 The City’s designated travel agent(s) will use the following guidelines when booking airline transportation:
- (a) The flight’s departure or arrival time is within one hour before or after the requested departure or arrival time.
 - (b) One stop or connecting flights may be required if savings of \$200 or more can be achieved.

Employees may consider a “Saturday” night stay if the air fare savings is greater than the additional costs of lodging and meals.

- 4.1.4 Employees should check with their supervisor to determine if one of the City’s travel agents listed on the InWeb has been specifically designated for use by their department. More information regarding City designated travel agents can be found on the SharePoint Travel Page "Other Travel" section at:

[City Travel Information \(sharepoint.com\)](#)

- 4.1.5 Employees will use their department’s published internal procedures, if any, when booking reservations with the travel agent.
- 4.1.6 When a conference sponsor requires a registrant to reserve lodging directly by using a form provided by the conference sponsor, the employee may do so. The employee will be required to indicate on the travel request form that lodging arrangements have been made in conjunction with the conference application.

4.2 International Travel

Employees traveling on business outside the continental United States are required to notify the City’s Risk Manager of their travel plans within *no less than* five working days of their departure date to ensure the appropriate endorsements have been secured.

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

4.3 Traveler Profile Form

Employees who expect to travel frequently, may choose to complete a traveler profile form provided by the City or the City’s designated travel agent(s). This information will be used to ensure that the pertinent details about the traveler are always readily available to the agent(s).

5.0 Meal & Other Expenses

Meal expenses are covered by two different meal rates. The allowable meal allowance or meal per diem includes the cost of the meal(s) and tips based on either the current Runzheimer Cost Index or the Federal Meal Per Diem Rate by travel destination. The City will determine whether the Runzheimer Cost Index or the Federal Meal Per Diem Rate will be used for payment of meal expenses based on the following conditions:

- (a) Non-represented Employees: Meal expenses for employees who are not represented by a collective bargaining agreement will be paid for under the current Federal Meal Per Diem Rate. Prior to January 1, 2000, a department director or his/her designee may choose to have that department’s non-represented employees use the Runzheimer Cost Index instead of the Federal Per Diem Rate for meal allowances. Under no circumstances will a non-represented employee be allowed to choose which meal rate to use on a trip by trip basis.
- (b) Represented Employees: Meal expenses for employees who are represented by a collective bargaining agreement will be paid according to the Per Diem rate negotiated by the appropriate bargaining agent. Employees must contact their departmental Travel/Training Coordinator for the appropriate rate.

5.1 Meal Expenses – Federal Meal Per Diem Rate

- 5.1.1 The City will pay a per diem amount for meals based on the Federal Meal Per Diem Rate for meals by location. **These meal per diem amounts include tips.**
- 5.1.2 The amount of the authorized meal per diem is calculated by day. The Federal Meal Per Diem Rate requires reductions of per diem allowances for partial days. The employee is allowed one-fourth of the per diem for each quarter of the day spent traveling or away from home. The IRS defines quarters to be: midnight to 6:00am, 6:00am to noon, noon to 6:00pm, and 6:00pm to midnight. Based on the IRS definition of quarter days for the per diem, the following criteria should be used for identifying the number of meals:

FEDERAL QUARTER-DAY DISTRIBUTION	MEAL ALLOCATION
6 a.m. to noon	1 breakfast
Noon to 6 p.m.	1 lunch
6 p.m. to midnight	1 dinner

- 5.1.3 If meals are included in a lodging, conference or training registration fee, the employee’s daily per diem will be adjusted accordingly.

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

5.1.4 Allowable meal per diems based on the Federal Meal Per Diem Rate should be given to the employee prior to departure on City business. Trips should be planned far enough in advance so that employees can receive the per diem in his/her paycheck prior to departure. **If there is insufficient time to provide the per diem in the employee's paycheck prior to departure, the employee may receive the per diem either via a warrant or in the next available paycheck.**

5.1.5 Information and rates related to the current Federal Meal Per Diem Rate are available on the SharePoint Travel Page "External Links & Data Tables" pane
at: [City Travel Information \(sharepoint.com\)](https://sharepoint.com)

5.2 *Meal Expenses – Runzheimer Cost Index*

5.2.1 The City will pay the allowable amount for meals expenses, based upon the Runzheimer Cost Index listing of meal allowances by location. **These meal allowances include tips.**

5.2.2 The amount of the authorized meal allowance is determined on a per meal basis dependent upon the departure time from Seattle and the arrival time on return to Seattle. Snacks and/or meals served on airlines will not reduce the meal allowance.

5.2.3 If meals are included in a lodging, conference or training registration fee, the employee's daily per diem will be adjusted accordingly. A "continental" breakfast provided at a meeting, conference or training session will not reduce the employee's meal allowance.

5.2.4 If the employee requires a cash advance to cover meal expenses, trips should be planned far enough in advance so that a request for cash advance can be processed prior to the employee's departure.

5.2.5 Payment of meal expenses will be based on actual expenses per meal, based on the allowable maximum established by the Runzheimer Cost Index. For payment and reimbursement of meal expenses, employees are required to collect original meal receipts for all allowable expenses incurred and to submit those receipts with their expense report.

5.2.6 The employee is required to refund meal advances in excess of the actual expenses incurred in accordance with Section 4.4 of the Travel Policies and Procedures.

5.2.7 The City's C-card may be used to pay for meals that are covered by the Runzheimer Cost Index. **If an employee receives a meal allowance in advance, the C-card may not be used to pay for those meal expenses.**

5.2.8 Information and rates related to the Runzheimer Cost Index are available on the SharePoint Travel Page "External Links & Data Tables" pane
at: [City Travel Information \(sharepoint.com\)](https://sharepoint.com)

5.3 *Reimbursement of Meal Expenses Exceeding the Allowable Per Diem*

5.3.1 Elected officials and federal coordinators of the Office of Intergovernmental Relations may be reimbursed for actual meal expenses in lieu of a flat per diem **only** when the

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

City business to be conducted occurs during a meal where the actual expense of that meal exceeds the maximum allowable per diem rate.

- 5.3.2 The elected official, department head or federal coordinators of the Office of Intergovernmental Relations may only seek reimbursement from the City for his/her meal.
- 5.3.3 The elected official, department head or federal coordinators of the Office of Intergovernmental Relations must keep and submit original receipts for any meal for which he/she will be reimbursed for actual meal expenses incurred.
- 5.3.4 The elected official, department head or federal coordinators of the Office of Intergovernmental Relations may not receive per diem for any meal in which he/she is reimbursed under this section.
- 5.3.5 Elected officials, department heads and federal coordinators of the Office of Intergovernmental Relations are expected to use the Federal Meal Per Diem Rate for all other meals that do not meet the circumstances set forth in Section 5.3.1.
- 5.3.6 When the State Legislature is in session, in lieu of reimbursement for meals in accordance with these rules, policies and procedures, claims approved for employees in the Office of Intergovernmental Relations shall receive an amount equal to the per diem established for the Washington State Legislature pursuant to RCW 44.04.080. No portion of such funds may be used for promotional hosting. (SMC 4.72.080)

5.4 *Reimbursement of Meal Expenses With One Group Receipt*

Employees who are required to obtain original receipts for their meals (those not utilizing the Federal Per Diem meal allowance) must request separate receipts when dining with a group. If the restaurant will not provide separate receipts, a copy of the receipt is acceptable if the total number of diners and the amount being claimed for reimbursement are clearly indicated. Note: With non-itemized group receipts, the acceptable practice is to divide the receipt (including gratuity) by the number of diners to determine the individual meal allowance.

6.0 Lodging Expenses

- 6.0.1 The Runzheimer Cost Index will be used for determining the maximum allowable expense for all lodging at the travel destination. Expenses exceeding the maximum allowable lodging rate will be allowed under the following circumstances.
 - (a) Exceptions may be made to the Runzheimer Cost Index for lodging when:
 - 1) The lodging facility serves as the location for the event which is the purpose of the City business, or
 - 2) The event sponsor arranges lodging for the event participant, the cost of the lodging is allowable, even if it exceeds the Runzheimer Cost Index.
 - (b) If the hotel where the event is scheduled is unavailable to the employee and lodging in the nearest hotel exceed the maximum Runzheimer Cost Index lodging

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

rate for that City, the employee's supervisor may approve lodging expenses at the higher rate.

- (c) When the State Legislature is in session, in lieu of reimbursement for lodging in accordance with these rules, policies and procedures, approved claims by employees of the Office of Intergovernmental Relations, shall receive an amount equal to the per diem established for the Washington State Legislature pursuant to RCW 44.04.080. No portion of such funds may be used for promotional hosting. (SMC 4.72.080)

- 6.0.2 Lodging expenses incurred at a facility located at the employee's official duty station or official residence are prohibited.
- 6.0.3 Allowable lodging expenses include the cost of lodging and any applicable sales taxes and/or hotel/motel taxes. The original, detailed lodging receipt must be submitted with the expense claim.
- 6.0.4 Reimbursement for lodging expenses is not to be authorized when an employee does not incur lodging expenses at a commercial lodging facility.
- 6.0.5 The City's C-card may be used to guarantee a reservation.
- 6.0.6 If reserved rooms are not needed, it is the traveling employee's responsibility to make sure the room is canceled. The employee may cancel the reservation directly or through the City's travel agent(s).

7.0 Transportation Expenses

7.1 *Airline Transportation*

- 7.1.1 Payment by the City for first class air travel is not allowed.
- 7.1.2 All airline tickets are required to be booked in advance and expensed at the lowest available airfare, unless otherwise approved by the department head or his/her designee. If the lowest possible fare is a non-refundable, non-transferable ticket, the ticket should be booked at this rate, unless otherwise approved by the department head or his/her designee. To assist with travel planning, employees should consider booking airline reservations 7-21 days or more prior to travel in order to guarantee the lowest fares.
- 7.1.3 Employees may consider a "Saturday" night stay if the air fare savings is greater than the additional costs of lodging and meals.
- 7.1.4 Employees may only change booked airline tickets using the following conditions:
 - (a) Designated travel agent(s) must be used to make the necessary changes to agent-booked travel arrangements, unless otherwise approved by the department head or his/her designee. If the employee cannot make the changes through the travel agent, the employee must notify the travel agent as soon as practical.

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

- (b) The employee is responsible for changing reservations booked on the Internet.
 - (c) An employee may change an airline ticket if the change does not increase the original price of the ticket and if the change involves only the minimum ticket change penalty. If the conduct of City business requires a change in the ticket, the employee may change the ticket and if the same airfare is not available, may change the price of the ticket.
- 7.1.5 Employees may specify one or more preferred carriers in his/her Traveler Profile Form. If the same low airfare is offered by more than one major carrier, the City's travel agent(s) may book the flight on an employee's preferred major carrier.
 - 7.1.6 Traveling employees may retain frequent flier mileage program benefits for their personal use. It is the City's policy that participation in these programs may not result in any incremental cost to the City beyond the lowest available fare, as defined in Section 7.1.2.
 - 7.1.7 When airline tickets have been issued for travel on City business, they are the property of the City. When travel arrangements are canceled after airline tickets have been issued, the unused tickets are required to be returned immediately to the employee's department director or designee.
 - 7.1.8 Refundable airline tickets purchased through a designated City travel agent will be returned to that agent for processing of a credit. Credit for refundable tickets purchased through the Internet should be processed through the issuing airline or in accordance with instructions posted on the purchase web site.
 - 7.1.9 If the airline ticket is non-refundable and non-transferable, the department director or designee will be responsible for retaining the ticket for possible future use by the employee. Airline policies change frequently. Refer to issuing carrier for current policy.
 - 7.1.10 If the trip is canceled, it is the traveling employee's responsibility to notify the travel agent for agent-booked reservations or to notify the appropriate airline for Internet- booked reservations.

7.2 Car Rentals

- 7.2.1 Employees are required to make all car rental reservations through the City's vehicle rental blanket contract, whenever possible. If travel reservations that include car rental are made through one of the City's designated travel agent(s), they must also use the City's vehicle rental blanket contract, when feasible. The City's travel agent(s) will be given a list of vendors and instruction on using the City's blanket contract(s).
- 7.2.2 All car rentals should be for intermediate-size cars or smaller, unless four or more people are traveling together or are otherwise approved by the department head or his/her designee.

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

- 7.2.3 Employees are responsible for returning rental cars with a full gas tank to avoid the costly refueling charges imposed by the rental companies.
- 7.2.4 If a rental car has been reserved and is not needed, it is the employee's responsibility to immediately cancel the car rental reservation. The employee may cancel the reservation directly with the car rental agency or through the City's travel agent(s).
- 7.2.5 If a rental car is not available through the City's blanket vendor and another vendor is used, the employee is required to purchase all available insurance.
- 7.2.6 Personal use of vehicles rented under the City contract is expressly prohibited, including the transportation of non-City employees, family members, or friends in the rental vehicle.
- 7.2.7 Employees must submit the original, detailed rental receipt with the expense claim.

7.3 Ground Transportation and Use of Personal Vehicle

- 7.3.1 The City encourages employees to use local public or other commuter ground transportation (i.e. city buses or airport shuttle services) whenever possible for travel in and around their point of destination. Employees should use rental cars only when other means of transportation are unavailable, more costly, or impractical.
- 7.3.2 Whenever possible, the City encourages employees to use bus, taxi, subway, ferry, hotel shuttle service or other similar ground transportation between the airport and hotel.
- 7.3.3 Employees may be reimbursed for ground transportation expenses to and from SeaTac Airport. If a personal vehicle is used, the employee will be reimbursed at a rate established in accordance with SMC 4.70.025. The combined mileage expense and cost for parking a vehicle at SeaTac Airport while on a City business trip will be reimbursed based on the amount equivalent to the cost of the round trip taxi or shuttle fare from the airport to the employee's home or duty station.
- 7.3.4 If a group of employees are traveling to an event or meeting within reasonable driving distance from Seattle, a City Motor Pool vehicle or City vehicle assigned to the department may be used if it is more cost-effective than renting a vehicle from a car rental agency.
- 7.3.5 Business use of a personal vehicle will be reimbursed at a rate established in accordance with SMC 4.70.025.
- 7.3.6 Original receipts are required for all transportation expenses in excess of ten dollars (\$10.00) per instance. This does not include mileage reimbursement.

8.0 Travel Request and Approval Procedures

All departments will use the City's Travel Request, Approval & Expense Form available on the SharePoint Travel Page "Forms & Instructions" pane at:

[City Travel Information \(sharepoint.com\)](https://sharepoint.com)

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

- 8.0.1 The employee will request and receive the required departmental approvals prior to incurring any travel expenses. The official City Travel Request, Approval & Expense Form is available on the SharePoint Travel Page "Forms & Instructions" pane at: [City Travel Information \(sharepoint.com\)](https://sharepoint.com)
- 8.0.2 The employee will complete the Travel Request, Approval & Expense Form using the instructions available at: [City Travel Information \(sharepoint.com\)](https://sharepoint.com)
- 8.0.3 If the request requires air travel, the employee may be required by their department to contact the City's travel agent to obtain an estimate for the lowest airfare and lodging expenses.
- 8.0.4 Once the employee has completed the Travel Request, Approval & Expense Form, he/she will submit it for approval by their department head or his/her designee. Instructions for requesting department approval are provided on the Travel Request, Approval & Expense Form and from the employee's supervisor.
- 8.0.5 If the employee is required to complete a separate conference registration form, the employee should consult his/her department training coordinator and/or accounts payable supervisor to determine who is responsible for the conference/training registration.
- 8.0.6 If the employee is attending a meeting or conference that requires advance payment of registration fees, the employee should contact his/her department training coordinator and/or accounts payable supervisor to ensure that appropriate process is followed for making payment.
- 8.0.7 If the employee has not already done so, he/she should complete a Traveler Profile Form with the City's designated travel agent(s).

9.0 Paying for Travel Expenses

9.1 Meal Expenses

- 9.1.1 Employees eligible for the Federal Meal Per Diem Rate may receive their meal allowance in advance of the trip. Employees are not required to collect meal receipts for the actual meal expenses and are not required to refund any unspent portion of the meal allowance, unless the trip is canceled, or the employee returns from his/her trip earlier than originally scheduled. Employees eligible for the Federal Meal Per Diem Rate may not charge meals to the City's C-card.
- 9.1.2 Employees eligible for the Runzheimer Cost Index meal allowance may either use a C-card or request a cash advance for the maximum allowable meal allowance for their travel destination. The employee is required to collect original meal receipts for actual expenses and is responsible for refunding the unspent difference. All receipts

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

for actual expense must be attached to the employee's Travel Request, Approval & Expense Form.

- 9.1.3 Employees eligible for the Runzheimer Cost Index meal allowance may pay for their own meals within the allowable Runzheimer Cost Index rate for their destination and submit original receipts for reimbursement on their Travel Request, Approval & Expense Form.

9.2 *Transportation Expenses*

- 9.2.1 Employees may use the City C-card to reserve and pay for all allowable car rental and related expenses. The employee is required to submit the original receipts for incurred car rental expenses with their Travel Request, Approval & Expense Form.
- 9.2.2 Employees may reserve and pay for the allowable rental car expenses using personal funds. The employee is required to submit the original receipts for car rentals with their Travel Request, Approval & Expense Form in order to receive reimbursement.
- 9.2.3 Employee will reserve and pay for car rental expenses through the City designated travel agent(s) when this service is available. Until this service is available, original receipts are required for all car rental expenses to be reimbursed to the employee.
- 9.2.4 Original receipts are required for all allowable miscellaneous transportation expenses in excess of ten dollars (\$10.00). (i.e. ground transportation, airport shuttle service, gas etc.) . All miscellaneous ground transportation expenses must be reported on the City's Travel Request, Approval & Expense Form and be accompanied by receipts.

9.3 *Miscellaneous Expenses*

- 9.3.1 Employees incurring miscellaneous expenses are encouraged to use the C-card whenever possible to pay for those expenses.
- 9.3.2 Employee must submit original receipts for allowable expenses on their Travel Request, Approval & Expense Form for reimbursement. Reimbursement of employee's miscellaneous expenses may be received in their paycheck

9.4 *Cash Advance - Requests*

- 9.4.1 Whenever possible, the City encourages the use of the C-card for miscellaneous travel expenses.
- 9.4.2 The City will issue cash advances for travel expenses at the request of the employee and with the approval of the department head or his/her designee.
- 9.4.3 If the employee receives a cash advance, they may not use the C-card for those expenses.

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

9.5 *Cash Advance - Repayment*

- 9.5.1 Cash advances must be fully repaid or accounted for within 15 calendar days following the event end date. (See RCW §§ 42.24.120 – 42.24.160, which address cash advances for travel.)
- 9.5.2 If a scheduled trip is canceled and the employee has already received a cash advance, then the employee is required to repay the City the full amount within 15 calendar days of the cancellation of the trip.
- 9.5.3 An employee that fails to reimburse the City for the cash advance will be held liable for the outstanding balance.
- 9.5.4 If an employee fails to repay any portion of the cash advance, the City may withhold the necessary amount from the employee's wages.
- 9.5.5 If an employee is delinquent in repaying cash advances, future cash advances, advance meal per diems, or expense reimbursements will not be allowed until the debt is repaid.
- 9.5.6 Cash advances are under no circumstances considered a personal loan.
- 9.5.7 Any unauthorized expenditures of any such advance shall be deemed a misappropriation of public funds and shall result in appropriate disciplinary action.

9.6 *Use of the City Commercial Credit Card (C-card)*

- 9.6.1 A C-card may be available for use by traveling employees and is issued to qualifying employees at the discretion of each department.
- 9.6.2 Employees using the C-card will follow all rules established for the use of the City Commercial Credit Card.
- 9.6.3 The City's C-card may be used to pay air fares, lodging expenses, car rental, other ground transportation expenses, actual meal expenses, and other reimbursable expenses as approved by the employee's department.
- 9.6.4 Employee shall not charge any portion of travel expenses that are personal expenses on the City's C-card. Any unauthorized expenditures using the C-card shall be deemed a misappropriation of public funds and shall result in appropriate disciplinary action.

10.0 Expense Payment Procedures

All City departments will use the City Travel Request, Approval & Expense Form, which is available on the SharePoint Travel Page "Forms & Instructions" pane at:

[City Travel Information \(sharepoint.com\)](https://sharepoint.com)

10.1 *Payment Procedures*

It is the City's intent to pre-pay as many travel and related expenses through travel agent invoices, or through the use of the City's C-card when available. Whenever possible, it is the

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

City's intention to reimburse employees for travel and related expenses via the employee's paycheck

10.1.1 Pre-Travel Expenses

- (a) Registration or conference fees that are not direct billed to the City may be paid for using a C-card. If a C-card is not available to an employee, payment of registration or conference fees may be paid for through accounts payable or through the reimbursement process.
- (b) Employees eligible for meal allowances using the Federal Meal Per Diem Rate may be provided whenever possible with the maximum meal allowance for their destination prior to departure via their payroll check. The per diem will not be provided to the employee any earlier than the last paycheck prior to the beginning of the employee's travel. If it is not possible to provide the employee's meal per diem in the last paycheck prior to the beginning of travel, then the employee shall receive the meal allowance via warrant or in the next possible paycheck.
- (c) Employees eligible for meal allowances using the Runzheimer Cost Index may request a cash advance for meal allowances for their destination. Employees are required to submit original receipts for all actual expenses and refund any unspent cash advance.

10.1.2 Post-travel Expenses

- (a) Managers and supervisors approving a travel request are responsible for ensuring that claims for reimbursement from approved trips comply with City policies and procedures.
- (b) If major errors, such as a non-reimbursable expense or expenses in excess of set per diems, are detected, the expense report should be returned to the employee, noting the errors, and requesting the employee resubmit his/her expense report. If the employee resubmits the questioned expenses for reimbursement, the employee's supervisor must approve the resubmitted expense report. Only after receiving the approved expense report, will Accounts Payable process the expense report.
- (c) If Accounts Payable finds any minor errors, such as a mistake in addition or subtraction, it shall correct the error, notify the employee via email of the change, and then process the expense report.

10.2 *Expense Claim Procedures*

Expense reporting is included on the City's Travel Request, Approval & Expense Form. The Travel Request, Approval & Expense Form may be completed manually or electronically.

The Travel Request, Approval & Expense Form and instructions for completing the form are available on the SharePoint Travel Page "Forms & Instructions" pane at:

[City Travel Information \(sharepoint.com\)](https://sharepoint.com)

ATT 1 EXHIBIT C – City of Seattle Travel Policies and Procedures

CITY OF SEATTLE TRAVEL POLICIES & PROCEDURES

The following sections provide additional information related to completing the Travel Request, Approval & Expense Form.

- 10.2.1 Meal Expenses: Federal Meal Per Diem Rate: If the employee received an advance meal allowance using the Federal Meal Per Diem Rate, the employee will not be required to itemize meal expense or submit receipts for the actual cost.
- 10.2.2 Meal Expenses: Runzheimer Cost Index: If the employee received a cash advance or is requesting reimbursement for meals using the Runzheimer Cost Index for meals, the employee is required to submit original receipts for all meals.
- 10.2.3 Lodging Expenses: The employee is required to submit original, detailed receipts for all lodging expenses.
- 10.2.4 Transportation Expenses: The employee is required to submit original receipts for all car rental and ground transportation expenses that exceed \$10.00, excluding mileage.
- 10.2.5 Other Miscellaneous Expenses: The employee is required to submit original receipts for all other reasonable and allowable expenses.
- 10.2.6 C-card Expense Transactions: Any travel or training costs incurred using the City's C-card shall be reconciled pursuant to the procedures developed for the City's C-card program. Original receipts must be submitted for all C-card transactions. Information on the C-card can be located on the SharePoint Treasury Services FAQs section at: [Treasury Services \(sharepoint.com\)](https://sharepoint.com)
- 10.2.7 Submittal of Expense Claims: The employee is required to submit an original copy of the City's Travel Request, Approval & Expense Form, with attached original receipts, to his/her supervisor within 15 calendar days following the event end date. Once approved, the supervisor shall forward the expense form and attached receipts to accounts payable.

10.3 Time and Labor System Data Entry

The appropriate department staff shall enter the necessary pay adjustment into the City's Time and Labor system in the manner outlined in the Time and Labor procedures.

11.0 Health and Safety of Traveling Employees

Ensuring the health and safety of employees traveling on City business is a top priority for the City. Employees are encouraged to be aware of health or safety issues that may impact their trip on behalf of the City. The employee is responsible for notifying his/her supervisor of any health or safety issue that may cause travel to be altered or for additional expenses to be incurred.

11.1 Emergency Situations

- 11.1.1 Altering travel arrangements for health and/or safety reasons, which will result in added travel expenses, require pre-approval whenever possible from the employee's

supervisor. In emergency situations, the employee's supervisor should be contacted as soon as possible. All added travel expenses due to illness, safety issues or other similar emergency should be indicated on the employee's travel Expense Report claim. The Travel Request and Expense Report claim should include an explanation of the health and safety issue, the name of the supervisor who approved the added expense and the date the employee contacted the supervisor.

- 11.1.2 When travel plans are interrupted and/or altered because of severe inclement weather, which may cause additional costs to be incurred, the employee should notify his/her supervisor as soon as possible. The reason for added expenses should be identified with a brief description on the employee's Travel Request, Approval & Expense Form. The supervisor's name shall be printed or typed on the form, and he/she should place his/her initials and the date that they were notified of the added expenses on the Travel Request, Approval & Expense Form.

11.2 Health-Care Coverage When Away From Seattle

An employee who is traveling away from Seattle should familiarize himself/herself with his/her respective health care provider's out of town coverage. The City encourages employees to carry his/her health care card whenever traveling on City business.

Appendix InWeb Links

- A.** [SMC 4.14 Executive Recruiting](#)
- B.** [SMC 4.72 Travel Expenses](#)
- C.** [City Travel Information Directory](#)
 - *Travel Request, Approval & Expense Form*
 - *Travel Form Instructions*
 - *City-designated Travel Agents*
- D.** [Commercial Card Handbook](#)

Public Benefits

Under this new agreement, TROON | PREMIER agrees to continue providing substantial public benefits in the areas of public access, scholarships, programs, community outreach events, volunteer programs, capital improvements, and other miscellaneous items as further described in the table below and consistent with the provisions in Section 6.9. Although specific examples of the means and programs currently used to satisfy the public benefit requirements are reflected herein, the Parties recognize and agree that such specific means of delivering such public benefits likely will evolve and may change over time.

TROON | PREMIER 's Commitment to Public Benefits

Public Access: TROON | PREMIER agrees to operate the 4 Golf Course with the goal of providing the widest possible access by targeting efforts based on community needs. TROON | PREMIER commits to improve its accessibility for people with disabilities through both physical improvements and programming.

Programs: TROON | PREMIER agrees to continue programs for every age group from infants to seniors to instill environmentally sustainable actions, including students, teachers and chaperones through its onsite and offsite education programs, continuing school-age programs that provide opportunities for STEM education, and integrated mentorship and training programs for teens to develop the next generation of impactful global conservationists.

Race and Social Equity and Inclusion: TROON | PREMIER commits to racial and social equity in line with the City of Seattle priorities and invest in equity programming and robust engagement strategies to build better partnerships with under resourced communities. TROON | PREMIER recognizes how important staff development is in recognizing Diversity, Inclusion and Equity and commits to annual trainings to better receive and support the public.

Economic Benefits: TROON | PREMIER commits to seek philanthropic support and earned income that continues to diminish the proportion of public support needed to sustain our golf courses, which is a substantial supporter of our regional economy through direct and indirect revenues, jobs and economic opportunities.

ANNUAL PUBLIC BENEFIT TABLE

Example of Annual Public Benefits Based on Calendar Year 2024

Emphasis Area	Description of Increased Access	Target Metrics	Value of Services
Non-golf uses of the courses for the public	Provide access to golf courses each year in support of community programming and engaging in the uniqueness of these public assets. <i>Examples may include free musical concerts, Geocaching, and nature walks, cross country skiing and sledding, free use short game practice area, putting greens, chipping greens, free use of walking trails, community affiliated groups use of club house meeting rooms for free, free meeting space for schools.</i>	500 hours of access per year	\$175,000
Bring golf activities to the community	Provide staff and activities at SPR's Big Day of Play event and at least 4 other special events each year. <i>One per course as agreed to as part of the annual work plan with Golf Director (i.e. Celebrate Seattle Golf Day event with free golf clinics, free contests, free practice at driving ranges; partnering with community centers to offer youth golf clinics.)</i>	5 Special Events supported each year by Premier staff and activities	\$60,000
Discounted Golf Access	Youth (17 & under): Offer discounted golf to youth centered programs such as Youth on Course, First Tee of Greater Seattle, Premier Juniors.	8,600 Youth rounds of golf	\$146,280
	Provide junior golf lesson camps (Spring, Summer, Fall) with First tee support.	3,700 individuals	\$92,500
	Provide free access to range and eighteen-hole courses for SPS golf programs, Bogey Bear, Fir State.	600 rounds per year	\$15,000
	Offer up to 12 Free golf clinics for local community centers and/or middle schools, to include access to PGA professional instruction and TopTracer technology.	12 Free Clinics per year serving up to 20 youth per clinic	\$6,000
	Offer high school programs with free access to TopTracer and short game practice areas with free golf instruction from PGA professionals for these programs.	16 high school programs 5,946 rounds of golf	\$101,093
	Seniors: Discounted Senior/ Super Senior rounds of golf.	50,000 individuals	\$670,726

SUMMARY and FISCAL NOTE

Department:	Dept. Contact:	CBO Contact:
Parks and Recreation	Amy Williams and Corey Myers	Alex Rouse

1. BILL SUMMARY

Legislation Title: AN ORDINANCE relating to Seattle Parks and Recreation; authorizing the Superintendent of Seattle Parks and Recreation to enter into a golf course management agreement with Premier Golf Centers, L.L.C. for the operation of the City of Seattle’s municipal golf courses located at Jackson Park Golf Course, Bill Wright Golf Complex at Jefferson Park, Interbay Golf Center, and West Seattle Golf Course and their related facilities; authorizing the Superintendent of Seattle Parks and Recreation to set golf fees consistent with that golf course management agreement; and authorizing Premier Golf Centers, L.L.C. to charge and collect fees on behalf of Seattle Parks and Recreation.

Summary and Background of the Legislation: The City of Seattle’s Department of Parks and Recreation (SPR) has a current agreement with the existing golf course operator, Premier Golf Centers, L.L.C. (Premier) to operate its four public golf courses.¹ SPR provides course maintenance and the operator provides full management of all other operations including retail pro shop operations, merchandise purchasing and sales, food and beverage operations, banquets and events, alcoholic beverage licensing and operation, golf instruction programs including adult and junior golf programs and clinics, and management of other amenities such as miniature golf. This agreement has been in place since 2011. In anticipation of the current contract ending, a Request For Proposal (RFP) process was issued in 2024 to determine a successor operator for the golf courses and related amenities.

Operator Selection and Award

Four golf course management firms submitted responses to the RFP, and they were evaluated on experience and qualifications², management structure and training, financial management and marketing (including plans to market the courses to non-golfers), transition and quality assurance, their overall financial proposal, and the required SPR equity and inclusion plan.

Based on their scores from both the RFP reviewers and the interview team, Premier received the highest overall rating and was selected as the successful bidder for the new golf management

¹ Premier is a dedicated operating brand of their parent company, Troon Golf, L.L.C., the world’s largest professional golf club management company operating in over 925 locations in over 45 U.S. states and 35 countries, including local municipal golf courses in Everett and Lynnwood.

² The RFP stipulated that a new Operator must meet the City’s Tier 1 PCI compliance requirements by holding their own Tier 1 PCI Attestation of Compliance (AOC). Under the current contract, Premier is under the City’s Attestation of Compliance (AOC).

contract. In addition to exhibiting strong experience and commitment to expanding community access to the golf courses, Premier also demonstrated a strong financial commitment as part of the long-term partnership with SPR to continue the existing operating financial model while also committing to invest a total of **\$1.5 million in capital improvements**³ to the golf facilities to be paid at \$100,000 annually over the initial 15-year term. The agreement also includes an optional five-year extension conditioned on an additional capital contribution from Premier continuing at \$100,000 annually, or an additional \$500,000 over the five-year extension. Historically, the golf program has been responsible for covering all operating and capital costs and has not received additional capital funding outside of golf revenues. This capital contribution commitment from Premier represents a critical and much needed investment in the City's golf courses and facilities with the potential for additional future investments.

Key Financial Terms: Comparing Current and New Agreements with Tables 1 and 2

The new agreement is substantially similar to SPR's current agreement with Premier in terms of the financial structure of the golf program with a few noted modifications. It retains the Golf Financial Policies adopted by City Council in [Resolution 30926](#) to ensure that the Golf Program is operated in an efficient and effective manner and provides the resources needed to maintain its self-sufficiency. Table 1 summarizes and compares the key financial components or assumptions in both the current and new agreement, and Table 2 provides context on what these components mean in terms of the golf budget.

Current Agreement: SPR provides on-course maintenance for golf courses (including 23.0 FTE/24 positions in *019 - PSIE Local 1239 - Laborers BU* and 1.0 fulltime Golf Manager), while the day-to-day management and operations of the facilities, clubhouses, and restaurants falls to the golf operator. As such, the current financial model for SPR's golf program requires Premier to generate enough revenues annually to fully cover their expenses as well as cover the city's maintenance and direct administration costs.⁴ The agreement includes a management fee for Premier to cover their indirect costs to operate the courses. Similarly, it also requires Premier to contribute 3.5% of net revenues to support a portion of SPR's indirect administration expenses that support the overall program (e.g., accounts receivable, payroll, contracting, payment card industry compliance support (PCI), etc.). Finally, the agreement provides an annual incentive fee to Premier based on actual revenue performance after meeting the expenditure obligations. Any excess revenues net of these expenses contribute to golf capital improvements.

New Agreement: Apart from the aforementioned annual capital investment by Premier, the new contract will continue the current financial model, such as continuing the 3.5% SPR overhead contribution, with slight modifications that are not anticipated to significantly impact Golf's 2025 Adopted Budget. Specifically, the new agreement slightly adjusts the annual management fee and incentive fee structure to allow for more predictable financial planning by both SPR and Premier.

³ Capital improvement means any additions, alterations, or changes to the buildings, facilities, golf course, or other amenities at the Golf Courses.

⁴ Note that the 2025 budget shifts approximately \$1 million in debt service payments from previously issued bonds back to the Golf Program based on golf's ability to sustain sufficient revenues to cover the expense through the duration of the bonds (2035).

- **Management Fee - Premier retains a predictable fee for service.** The new agreement sets the Management Fee at \$375,000 in year 1 of the agreement and increases that amount by 2.5% each year. In the current agreement, the Management Fee was initially set at \$285,000 for the first two years of the agreement (2011-2012). Starting in 2013, it authorized the Superintendent to increase the annual fee by no more than 4% subject to annual review. The fee increased to \$318,375 in 2019 and has remained at this amount since then and through 2024.
- **Incentive Fee - Premier receives incentive pay based on revenue performance** for meeting an agreed upon ‘threshold’ annually. In the new agreement the Incentive Management Fee is 10% of the difference between a revenue threshold of \$16.5 million and actual annual revenues beginning in year 1 of the agreement. The revenue threshold increases by 2.5% annually thereafter. In the current agreement, the Incentive Fee from revenue performance is also 10%, however, the ‘threshold’ is set by and at the sole discretion of the Superintendent each year, taking into account the historic and anticipated revenue growth. Table 2 includes the annual amounts of the incentive fee from 2021-2024 and the estimated fee in 2025 under the new agreement.

Table 1: Summary of Key Financial Terms - Comparing Current and New Agreements

Financial Detail	Current Agreement	New Agreement
Golf Program Revenues*	Total annual revenues must cover all direct and indirect Operator and City expenses to run the four golf courses and related amenities.	No change.
Golf Program Expenses	Total annual expenses capture all direct and indirect operator costs including management fee and direct City costs including program management, golf course maintenance, and related non labor expenses (i.e., golf debt service, utilities, materials and supplies, etc.)	No change.
SPR Overhead Support	3.5% of net revenues support SPR’s indirect/overhead costs not included in golf expenses (i.e., accounting, contracting, IT, HR, etc.)	No change.
Operator Management Fee⁵	Subject to Superintendent discretion and up to 4 % annually to support Premier’s indirect costs to operate the courses.	Baseline set in Year 1 of Agreement and increases by 2.5% annually to support Premier’s indirect costs to operate the courses.
Operator Incentive Fee⁶	10% of the difference between revenue ‘threshold’ and actual revenues AFTER meeting above commitments. ‘Threshold’ subject to Superintendent discretion based on historical revenue performance annually.	10% of the difference between revenue ‘threshold’ and actual revenues AFTER meeting above commitments. (No change.) ‘Threshold’ set at \$16.5 million in Year 1 of Agreement; escalates by 2.5% annually.

⁵ Per Premier, the functions that are covered by the management fee include the professional management and operation of all facilities; coordination with all industry associations; setting industry best practices and programming; providing hiring and training of personnel and all HR functions; taking on liability associated with employee base; coordinating with all vendors and third-party partners; accounting for all revenues and expenses, including the payment of B&O and Use taxes, as well as coordinating tax filings for the city, providing compliance oversight, developing programs to market and promote the facilities; and providing savings to city through buying power with industry vendors.

⁶ Per Premier, the Operator Incentive Fee, the annual report will include an invoice from Premier that details the calculation of the Incentive Fee which will be allocated to key staff members at each Golf Course as an annual bonus distribution.

Public Benefits	No formal public benefits required.	Agreement includes new Public Use and Access section with clear goals and reporting requirements.
Capital Investment	No capital investment required.	Agreement requires an annual capital investment of \$100,000 for a total of \$1.5 million over the initial 15-year term.
<i>*Per the current and new agreements, any revenues net of the above obligations are intended to support capital improvements of the courses and facilities.</i>		

Table 2: Summary of Golf Actuals 2021-2024 and Estimated 2025 under New Agreement

Year	Revenues: Actuals and Estimated	Expenses*: Actuals and Estimated	SPR Overhead:	Incentive Fee:	Contribution to Capital Improvements
2021	\$16,928,155	\$12,857,454	\$592,485	\$320,915	\$3,157,301
2022	\$16,758,071	\$13,973,727	\$586,532	\$243,790	\$1,954,022
2023	\$18,789,319	\$14,782,697	\$657,626	\$398,936	\$2,950,060
2024	\$19,102,447	\$16,409,106	\$668,586	\$260,235	\$1,764,520
2025 (est.)	\$18,973,460	\$18,298,062	\$664,071	TBD**	TBD

* Expenses include Operator Management Fee which was \$318,375 from 2021-2024 and \$375,000 per the new agreement starting in 2025 and increasing by 2.5% annually thereafter.

** 2025 Incentive Fee estimated at ~\$247,000 contingent on actual revenues exceeding threshold of \$16.5 million in 2025.

Public Benefits

A central element of this new agreement with Premier is the formalization and transparency of public benefit requirements to ensure the Golf Program provides both access to Seattle’s underserved populations as well as non-golf benefits to the community. While Premier provides public benefits now, it does not have formal requirements (examples below). The agreement includes a new Section 6.9 on public benefit reporting, requiring the establishment of annual target metrics; a public benefit report within 60 days after the end of each fiscal year including a description of public benefits as measured against annual target metrics which include the value, scale, and impact of those services; and an annual review for potential adjustments to the annual public benefits and metrics for the subsequent fiscal year.

As examples, Premier prioritizes low-cost access to the courses through programs like the First Tee of Greater Seattle youth development program and the Hi-Tee Little League program. Premier also offers discounted fees for youth, seniors and veterans as well as hosts non-golf uses of the golf facilities for community gatherings and events. With 2025 fees ranging from \$21-\$50 for 18-hole play and \$8-\$18 for driving range buckets, the courses provide one of the few low-cost opportunities to access golf in the city, with other venues limited to private golf clubs that charge thousands of dollars in fees. Additionally, Premier will offer non-golf access such as free musical concerts, winter activities like cross-country skiing and sledding when the courses are closed, free use of the clubhouse meeting rooms for community groups and schools, and other opportunities to provide access to the golf courses throughout the year.

2. CAPITAL IMPROVEMENT PROGRAM

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

☐ Yes ☒ No

3. SUMMARY OF FINANCIAL IMPLICATIONS

Does this legislation have financial impacts to the City?

☐ Yes ☒ No

3.d. Other Impacts

Does the legislation have other financial impacts to The City of Seattle, including direct or indirect, one-time or ongoing costs, that are not included in Sections 3.a through 3.c? If so, please describe these financial impacts. SPR does not anticipate that the new agreement with Premier will have significant financial impacts on the 2025 Adopted Budget as the agreement is substantially similar to the current agreement. However, all fee-based programs using city employees are subject to labor changes, economic conditions and other factors like the weather. As an example, the cost increases associated with the Collective Bargaining Agreements, passed by City Council in 2024 included both cost of living adjustments and additional market adjustments on all the golf groundskeeper titles, which resulted in about \$700,000 of ongoing labor increases on city golf management and maintenance positions. While Premier has been able to absorb the increased labor expenses with golf revenues, capital contributions may be limited as a result. The same goes for other inflation-based escalations such as utilities, health care, etc. As such, SPR will continue to annually evaluate golf revenues and expenses as part of all future budget processes to identify any issues that may impact the longer-term financial sustainability of its Golf Program.

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.

A decision not to implement this legislation would require SPR to develop an alternative management model for the golf courses. Such a decision would require additional financial and staffing resources should the department continue offering these recreation services to the public or convert the courses to other uses. The four courses total approximately 440 acres, or 7% of the total acreage under SPR preview. SPR overhead costs and fixed costs like the drainage utility fee would be incurred regardless of how the land is used. As an example, converting a course into natural open space would require funding to pay for the maintenance and utility costs with no clear revenue source to cover these costs. Such a change could also require capital investments and continued payment of debt service. A change in use would also result in a reduction in tax collection. The City's 5% admission tax is collected on rounds of golf, driving range activities, food sales, and pro-shop sales, as is the 10.35% sales tax (6.5% to the State and 3.85% to the City). These taxes paid by the golf program totaled about \$2.5 million in 2024.

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?** Yes, this legislation affects properties owned by the City. It seeks authority to enter into a management agreement with Premier Golf Centers, L.L.C. for the operation of the City owned municipal golf courses located at Jackson Park Golf Course, Bill Wright Golf Complex at Jefferson Park, Interbay Golf Center, and West Seattle Golf Course, as depicted in Summary Attachment A.
- 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.** The current agreement stipulates that Premier will continue to partner with the City to ensure the continuing provision of public benefits to Seattle's underserved populations on a similar scale and impact as outlined in Exhibit D to the Agreement. To continue to remain accountable to the City and community, Premier will include in each annual public benefits report a description of the benefits provided, including, but not limited to, target metrics, actual value of services and the scale and impact of those public benefits.
- Examples of public benefits Premier currently provides includes offering non-golf uses to the public such as community gatherings and events, free access to public school golf teams, as well as discounted fees for youth, seniors, and disabled veterans. In addition, in 2024, Premier partnered with SPR and the community to rename Jefferson Park Golf Course after Bill Wright, the first African-American person to win a USGA (United States Golf Association) event in 1959. The renaming was a pivotal recognition of the significant contributions he made to making golf more inclusive for people of color. And the new agreement aims to ensure that Premier continues approaching access to golf through this inclusive lens.
- 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?** Premier is exploring options to translate currently printed materials at the courses in both English and Spanish.
- 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.** While this legislation does not directly affect carbon emissions, longer term capital investments to decarbonize the golf clubhouses, electrify golf carts and other golf vehicles and equipment are all efforts the department will be aspiring to over the course of the agreement.
 - 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.** Climate resiliency actions are mainly held by the land management practices of golf courses, which are the responsibility of SPR and thus not a part of this legislation. That said, golf courses cover significant areas of the park system and are an excellent place for soil amendments, tree planting, green stormwater infrastructure, and other resiliency measures.
- 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?** N/A
- 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

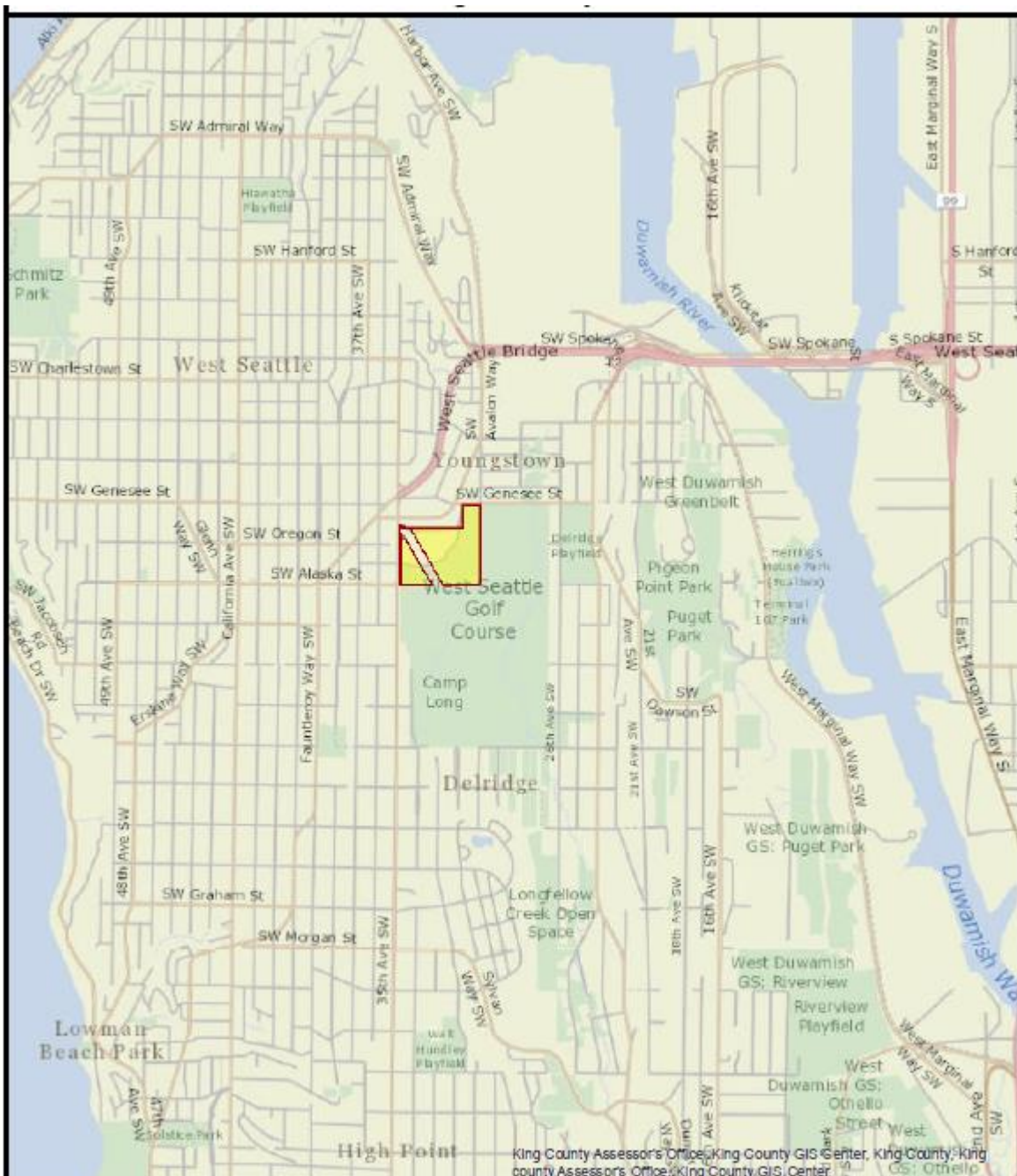
5. ATTACHMENTS

Summary Attachments:

Summary Attachment A – Golf Course Maps

Golf Course Maps

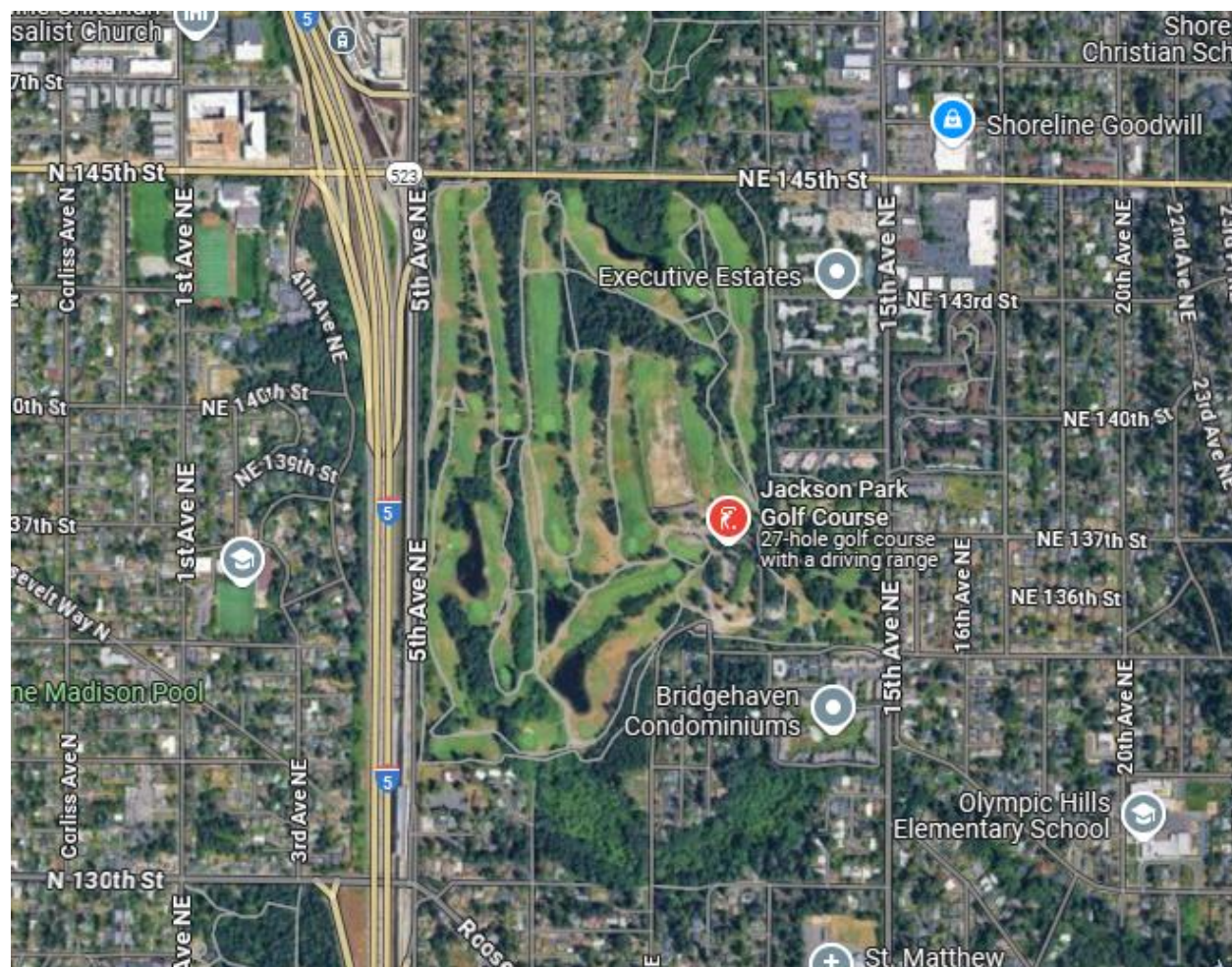
WEST SEATTLE GOLF COURSE



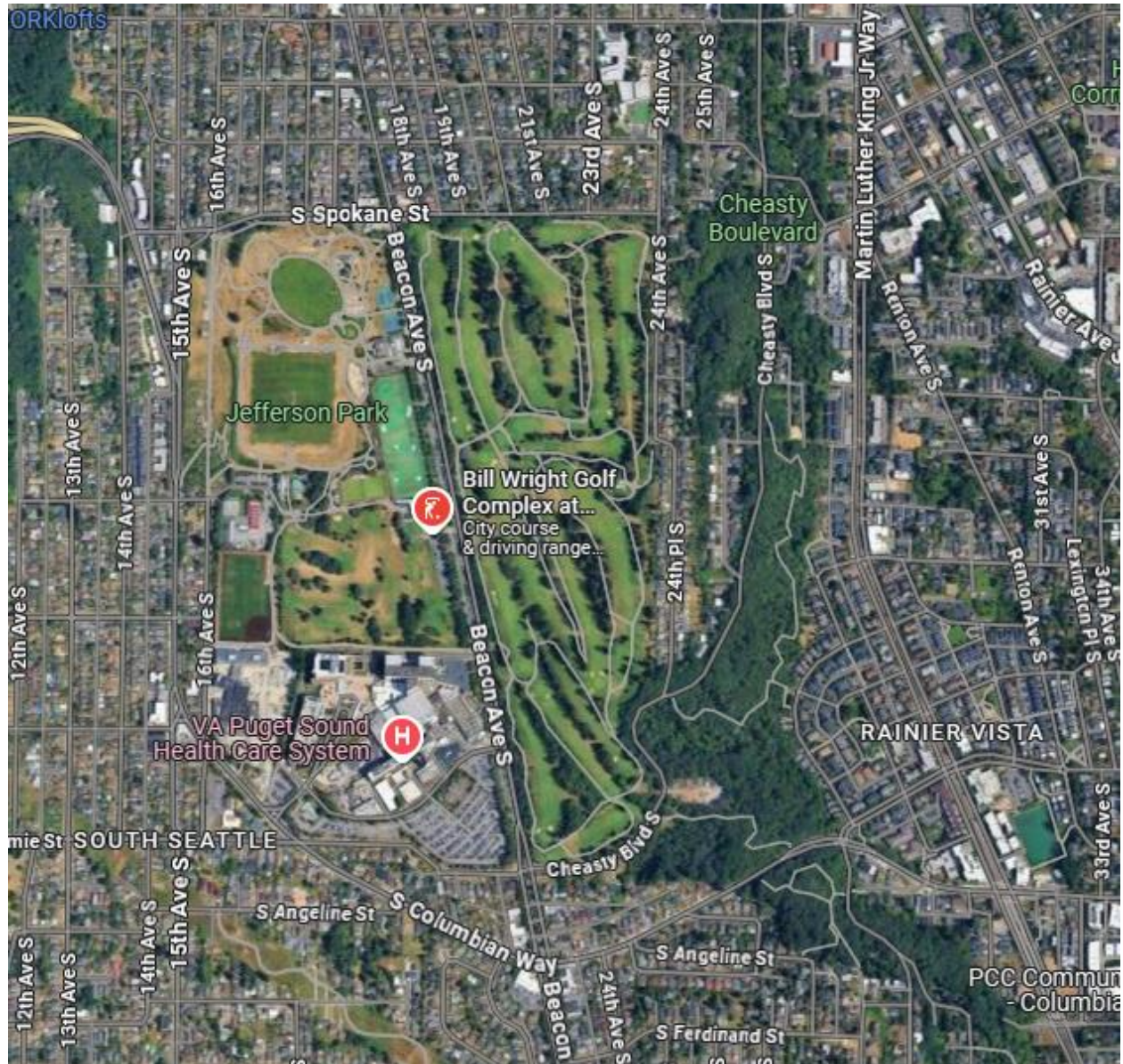
INTERBAY GOLF COURSE



JACKSON PARK GOLF COURSE



BILL WRIGHT GOLF COMPLEX AT JEFFERSON PARK



Amendment A Version 1 to Attachment 1 to CB 120999 - Golf Management Agreement with
Premier Golf Centers

Sponsor: Councilmember Strauss

Creation of Walking Paths on City Golf Courses

Effect: This amendment would authorize the City to change, reduce, or relocate the golf courses if the City creates walking paths for public access within the perimeter of the golf courses. It would be intended that such walking paths would be built so that there would be no impact to golf operations. If the City changes, reduces, or relocates any of the golf courses for this purpose, the City and Premier are required to negotiate amendments to the terms of the operating agreement.

Amend Section 2.1 of Attachment 1 to CB 120999 as follows:

2.1 The City hereby retains the Operator for the management and operation of the Golf Courses and all related facilities and services, including, but not limited to, the Golf Courses, Pro Shops, Restaurants, Driving Ranges, golf cart rentals and barns, restrooms, and all other buildings located at the Golf Courses, excluding the golf course maintenance buildings. Notwithstanding the foregoing, the City reserves the right, in its sole discretion, to change, reduce, or relocate the Golf Courses for reasons that include, but are not limited to, the City's reasonable determination of regional transit needs, ~~or the City's need to relinquish property rights under threat of condemnation,~~ or the creation of walking paths for public access within the perimeter of the golf courses that would be built as to not impact golf operations. If the City changes, reduces, or relocates any of the Golf Courses, the parties shall negotiate, in good faith, amendments to the terms of this Agreement consistent therewith.



Legislation Text

File #: CB 121002, **Version:** 1

CITY OF SEATTLE

ORDINANCE _____

COUNCIL BILL _____

AN ORDINANCE authorizing the General Manager/CEO of Seattle Public Utilities to enter into two interlocal agreements to provide for the implementation of Chinook salmon conservation plans for the Lake Washington, Cedar River, Sammamish Watershed and the Green River, Duwamish River, and Central Puget Sound Watershed; and ratifying and confirming certain prior acts.

WHEREAS, Puget Sound Chinook salmon were listed as a threatened species in 1999 under the federal Endangered Species Act; and

WHEREAS, The City of Seattle and other local governments in the Lake Washington, Cedar River,

Sammamish Watershed (Water Resource Inventory Area (WRIA) 8) and the Green River, Duwamish River, and Central Puget Sound Watershed (WRIA 9) are working proactively to improve and restore Puget Sound Chinook populations, and have shared interests and responsibilities for addressing long-term watershed planning and conservation of the aquatic ecosystems and floodplains and wish to collectively provide for planning, funding, and implementation of various activities and projects; and

WHEREAS, the WRIA 8 Salmon Conservation Plan and WRIA 9 Salmon Habitat Plan that contribute to the federally approved Puget Sound Salmon Recovery Plan were developed through interlocal agreements and were previously ratified by Council; and

WHEREAS, the City and other jurisdictions have participated in similar interlocal agreements for salmon recovery since 2001; and

WHEREAS, the City has a strong interest in participating in regional salmon recovery efforts which provide other benefits to the residents of Seattle such as but not limited to flood plain management, stormwater

management, improved open space, recreation, improved stream water quality, and habitat for other species; and

WHEREAS, implementation of the Chinook salmon conservation plans in WRIA 8 and WRIA 9 are a cornerstone of regional efforts to restore the health of the Puget Sound ecosystem; NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. The General Manager/CEO of Seattle Public Utilities is authorized to execute, for and on behalf of The City of Seattle, an agreement with King County substantially in the form attached to this ordinance as Attachment 1.

Section 2. The General Manager/CEO of Seattle Public Utilities is authorized to execute, for and on behalf of The City of Seattle, an agreement with King County substantially in the form attached to this ordinance as Attachment 2.

Section 3. Any act consistent with the authority of this ordinance taken after its passage and prior to its effective date is ratified and confirmed.

Section 4. 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 - Interlocal Agreement for Chinook Salmon Conservation Planning for the Watershed Basins within Water Resource Inventory Area 8

Attachment 2 - Interlocal Agreement for the Green River, Duwamish River, and Central Puget Sound Watersheds within the geographic planning area of Water Resource Inventory Area 9 (which includes portions of Water Resource Inventory Areas 8, 10, and 15)

INTERLOCAL AGREEMENT

For Chinook Salmon Conservation Planning for the Watershed Basins within
Water Resource Inventory Area 8

PREAMBLE

THIS AGREEMENT ("Agreement") is entered into pursuant to Chapter 39.34 Revised Code of Washington (RCW) by and among the eligible governments signing this agreement that are located in King and Snohomish Counties, lying wholly or partially within the management area of the Lake Washington/Cedar/Sammamish Watershed or Watershed Resource Inventory Area ("WRIA") 8, which includes all or portions of the Lake Washington, Cedar River, and Sammamish River basins, all political subdivisions of the State of Washington (individually for those signing this Agreement, "party", and collectively "parties").

WHEREAS, the parties share interests in and responsibility for addressing long-term watershed planning and conservation of the aquatic ecosystems and floodplains for purposes of implementing the WRIA 8 Chinook Salmon Conservation Plan ("WRIA 8 Plan") and improving watershed health for the watershed basins in WRIA 8 and wish to provide for funding and implementation of various activities and projects therein; and

WHEREAS, Puget Sound Chinook salmon, including the WRIA 8 Cedar and Sammamish populations, were listed as threatened under the Endangered Species Act (ESA) in 1999 and steelhead trout were listed as threatened under ESA in 2007; and

WHEREAS, the parties recognize their participation in this Agreement demonstrates their commitment to proactively working to address the ESA listing of Chinook salmon; and

WHEREAS, the parties recognize achieving WRIA 8 salmon recovery and watershed health goals requires a recommitment to, and acceleration of, the collaborative implementation and funding of salmon recovery and watershed conservation actions, and

WHEREAS, the parties have executed Interlocal Agreement for the years 2001-2005 to develop the WRIA 8 Plan, contributed to the federally-approved Puget Sound Salmon Recovery Plan, and desire to continue providing efficient participation in the implementation of such plans; and

WHEREAS, the parties took formal action in 2005 to ratify the WRIA 8 Plan, and

WHEREAS, the parties have executed the 2001-2005 Interlocal Agreement, and extensions for the years 2007-2015 and 2016-2025 to implement the WRIA 8 Plan and improve watershed health; and

WHEREAS, the parties seek information on watershed conditions and salmon conservation and recovery needs to inform local decision-making bodies regarding actions in response to listings under the ESA; and

WHEREAS, the parties have participated for 20 years in prioritizing and contributing resources and funds for implementing projects and programs to protect and restore salmon habitat and watershed health; and

WHEREAS, the parties wish to monitor and evaluate implementation of the WRIA 8 Plan through adaptive management; and

WHEREAS, the parties wish to continue to identify, coordinate, and implement habitat, water quality, flood hazard reduction, and water quantity projects in the watersheds; and

WHEREAS, the parties recognize climate change is likely to affect watershed ecosystem function and processes, and salmon habitat restoration actions are a proactive approach to making the watershed ecosystem more resilient to changing conditions, which supports watershed health for human communities and salmon populations; and

WHEREAS, the parties have an interest in participating on the Puget Sound Salmon Recovery Council and other groups associated with Puget Sound recovery because of the contributions of the Lake Washington/Cedar/Sammamish Watershed to the overall health of Puget Sound and to collectively seek funding to implement the WRIA 8 Plan; and

WHEREAS, the parties have an interest in participating on the Washington Salmon Coalition and other groups associated with the Salmon Recovery Funding Board to collectively seek funding to implement the WRIA 8 Plan; and

WHEREAS, the parties have an interest in supporting implementation of the Puget Sound Partnership Action Agenda to restore the health of Puget Sound as it relates to salmon recovery and WRIA 8 priorities; and

WHEREAS, the parties recognize the importance of efforts to protect and restore habitat for multiple species in WRIA 8, including Lake Sammamish kokanee, and will seek opportunities to partner and coordinate Chinook recovery efforts with these other efforts where there are overlapping priorities and benefits; and

WHEREAS, the parties have an interest in achieving multiple benefits by integrating salmon recovery planning and actions with other regional efforts, including floodplain management, stormwater management, water quality improvement, etc.; and

WHEREAS, the parties recognize that identification of watershed issues, and implementation of salmon conservation and recovery actions may be carried out more efficiently if done cooperatively than if carried out separately and independently;

NOW, THEREFORE, in consideration of the mutual promises, benefits and covenants contained herein, the parties hereto do mutually covenant and agree as follows:

MUTUAL COVENANTS AND AGREEMENTS

1. **DEFINITIONS.** For purposes of this Agreement, the following terms shall have the meaning provided for below:
 - 1.1. **ELIGIBLE GOVERNMENTS:** The governments eligible for participation in this Agreement as parties are state, local, and federally recognized Indian tribal governments, state and local agencies, and special purpose districts within WRIA 8 boundary.
 - 1.2. **WRIA 8 ILA Parties:** The Parties to the WRIA 8 Interlocal Agreement (“Party” or “Parties”) are the **Eligible Governments** who sign this Agreement and are responsible for implementing this Agreement. The Parties to this ILA shall each designate a representative and alternate representative to the **WRIA 8 Salmon Recovery Council**.
 - 1.3. **WRIA 8 SALMON RECOVERY COUNCIL:** The **WRIA 8 Salmon Recovery Council** created herein is the governing body responsible for implementing this Agreement and is comprised of **Party** representatives and **Stakeholders**. The **WRIA 8 Salmon Recovery Council** is a voluntary association of **Eligible Governments** located wholly or partially within the management area of WRIA 8. The **WRIA 8 Salmon Recovery Council** shall be responsible for making recommendations for implementing the **WRIA 8 Plan** to the **Parties**.
 - 1.4. **LAKE WASHINGTON/CEDAR/SAMMAMISH WATERSHED (WRIA 8) CHINOOK SALMON CONSERVATION PLAN:** The **WRIA 8 Chinook Salmon Conservation Plan (WRIA 8 Plan)** as referred to herein is the three volume document, the 2017 update to the WRIA 8 Plan, and any subsequent updates adopted in accordance with the procedures provided for in Section 6 below, developed in partnership with **Stakeholders** and ratified by the **Parties** for the purposes of preserving, protecting, and restoring habitat with the intent to recover listed species, including sustainable, genetically diverse, harvestable populations of naturally spawning Chinook salmon.
 - 1.4. **MANAGEMENT COMMITTEE:** **Management Committee** as referred to herein is chosen by **Party** representatives, according to the voting procedures in Section 5 herein, charged with certain oversight and administrative duties on behalf of the **Parties** as provided in Section 4.2.
 - 1.5. **SERVICE PROVIDER:** **Service Provider**, as used herein, means that agency, government, consultant or other entity which supplies staffing or other resources to and for the **WRIA 8 Salmon Recovery Council**, in exchange for payment. The **Service Provider** may be a party to this Agreement.
 - 1.6. **FISCAL AGENT:** The **Fiscal Agent** refers to that agency or government which performs all accounting services for the **WRIA 8 Salmon Recovery Council**, as it may require, in accordance with the requirements of Chapter 39.34 RCW.

- 1.7 **STAKEHOLDERS:** *Stakeholders* refers to those public and private entities within WRIA 8 who reflect the diverse interests integral for planning, implementation, and adaptive management of the **WRIA 8 Plan**.
2. **PURPOSES.** The purposes of this Agreement include the following:
 - 2.1 To provide a mechanism and governance structure for the implementation and adaptive management of the **WRIA 8 Plan**.
 - 2.2 To share the cost of the WRIA 8 Service Provider team to coordinate and provide the services necessary for the successful implementation and management of the **WRIA 8 Plan**. The maximum financial or resource obligation of any participating eligible jurisdiction under this Agreement shall be limited to its share of the cost of the Service Provider staff and associated operating costs.
 - 2.3 To provide a mechanism for securing technical assistance and funding from state agencies or other sources.
 - 2.4 To provide a mechanism for the implementation of other multiple benefit habitat, water quality and floodplain management projects with local, regional, state, federal and non-profit funds as may be contributed to or secured by the **WRIA 8 Salmon Recovery Council**.
 - 2.5 To annually recommend WRIA 8 salmon recovery programs and projects for funding by the King County Flood Control District through the District's Cooperative Watershed Management grant program.
 - 2.6 To serve as the salmon recovery "Lead Entity" as designated by state law (Chapter 77.85 RCW) for WRIA 8. The Lead Entity is responsible for developing a salmon recovery strategy, working with project sponsors to develop projects, convening local technical and citizen committees to annually recommend WRIA 8 salmon habitat restoration and protection projects for funding by the State of Washington Salmon Recovery Funding Board, and representing WRIA 8 in Puget Sound region and statewide salmon recovery forums.
 - 2.7 To provide a framework for cooperation and coordination among the parties on issues relating to the implementation of the **WRIA 8 Plan** and to meet the requirement or a commitment by any party to participate in WRIA-based or watershed basin planning in response to any state or federal law which may require such participation as a condition of any funding, permitting or other program of state or federal agencies, at the discretion of such party to this Agreement.
 - 2.8 To develop and articulate WRIA-based positions on salmon habitat, conservation, and funding to state and federal legislators.
 - 2.9 To provide for the ongoing participation of residents and other **Stakeholders** in salmon recovery and other watershed efforts and to ensure continued public outreach efforts to

educate and garner support for current and future watershed and ESA listed species response efforts in accordance with the **WRIA 8 Plan**.

- 2.10 To provide information for parties to use to inform land use planning, regulations, and outreach and education programs.
- 2.11 To provide a mechanism for on-going monitoring and adaptive management of the **WRIA 8 Plan** as defined in the Plan.

It is not the purpose or intent of this Agreement to create, supplant, preempt, or supersede the authority or role of any individual jurisdiction or water quality policy bodies such as the Regional Water Quality Committee.

- 3. **EFFECTIVE DATE AND TERM.** This Agreement shall become effective on execution by at least nine (9) of the **Eligible Governments** representing at least seventy percent (70%) of the affected population, as authorized by each **Parties'** legislative body, and further provided that after such signatures this Agreement has been filed by King County and Snohomish County in accordance with the terms of RCW 39.34.040 and 200. Once effective, this Agreement shall remain in effect through December 31, 2035; provided, however, that this Agreement may be extended for such additional terms as the parties may agree to in writing, with such extension being effective upon its execution by at least nine (9) of the **Eligible Governments** representing at least seventy percent (70%) of the affected population of WRIA 8.
- 4. **ORGANIZATION AND MEMBERSHIP.** The parties hereby establish **WRIA 8 Salmon Recovery Council** to serve as the formal governance structure for carrying out the purposes of this Agreement in collaboration with **Stakeholders**.
 - 4.1 Each **Party** shall appoint one (1) elected official and one (1) alternate to serve as its representative on the **WRIA 8 Salmon Recovery Council**. The alternate representative may be a different elected official or senior staff person. **Party** representatives shall be responsible for maintaining the **Party's** status as an active party by attending **WRIA 8 Salmon Recovery Council** meetings. A **Party** representative's position will be considered inactive on the third consecutive absence and shall not be included in calculating a quorum under Section 5.1. **Stakeholders** shall be appointed or removed by **Party** representatives using the voting provisions of Section 5.3 of this Agreement.
 - 4.2 Upon the effective execution of this agreement and the appointment of representatives to the **WRIA 8 Salmon Recovery Council**, the **WRIA 8 Salmon Recovery Council** shall meet and choose from among the **Party** representatives, according to the voting provisions of Section 5, at least five (5) elected officials or their designees, to serve as a **Management Committee** to oversee and direct the scope of work, funds, and personnel agreed to and contributed under this Agreement, in accordance with the adopted annual budget, work program, and such other directions as may be provided by the **WRIA 8 Salmon Recovery Council**. Representatives of the **Fiscal Agent** and **Service Provider**

may serve as non-voting ex officio members of the **Management Committee**. The **Management Committee** shall act as an executive subcommittee of the **WRIA 8 Salmon Recovery Council**, responsible for oversight and evaluation of any **Service Providers** or consultants, administration of the budget and work program, and for providing recommendations on administrative matters to the **WRIA 8 Salmon Recovery Council** for action, consistent with the other subsections of this section.

- 4.3 The **Service Provider** to the **WRIA 8 Salmon Recovery Council** for the term of this agreement shall be King County Department of Natural Resources and Parks, unless the **Parties**, pursuant to the voting provisions of Section 5, choose another primary **Service Provider**. The **Management Committee** shall prepare a Memorandum of Understanding to be signed by an authorized representative of the **Service Provider** and an authorized representative of **WRIA 8 Salmon Recovery Council**, which shall set out the expectations for services to be provided. Services should include, without limitation, identification of, and job descriptions for, dedicated staff, description of any supervisory role retained by the **Service Provider** over any staff performing services under this Agreement, and a method of regular consultation between the **Service Provider** and the **Management Committee** concerning the performance of services hereunder.

4.3.1 The **Management Committee** shall make recommendations to the **WRIA 8 Salmon Recovery Council** for action, including decisions related to work program, staffing and service agreements, and budget and financial operations, annually for each year of this Agreement. All duties of the **Management Committee** shall be established by the **WRIA 8 Salmon Recovery Council**.

- 4.4 By October 1 of each year, the **WRIA 8 Salmon Recovery Council** shall develop and approve an annual budget, establishing the level of funding and total resource obligations of the **Parties** which are to be allocated on a proportional basis according to the average of the population, assessed valuation and area attributable to each **Parties**, in accordance with the formula set forth in Exhibit A, which formula shall be updated every third year by the **WRIA 8 Salmon Recovery Council**. Individual cost shares may change more frequently than every three years for **Parties** involved in an annexation that changes the area, population, and assessed value calculation of such party to the extent that the cost shares established by the formula set forth in Exhibit A would be changed by such annexation. For parties that are not county or city governments, the level of funding and resource obligation will be determined in communications with the **Management Committee**, which will develop a recommendation for review and approval by the **WRIA 8 Salmon Recovery Council**.

- 4.5 **Party** representatives of the **WRIA 8 Salmon Recovery Council** shall oversee and administer the expenditure of budgeted funds and allocate resources contributed by each

Party or obtained from other sources in accordance with implementation and adaptive management of the **WRIA 8 Plan** during each year of this Agreement.

- 4.6 The **WRIA 8 Salmon Recovery Council** shall review and evaluate the duties to be assigned to the **Management Committee** hereunder and the performance of the **Fiscal Agent** and **Service Provider** to this Agreement and provide for whatever actions deemed appropriate and necessary to ensure that quality services are efficiently, effectively, and responsibly delivered in the performance of the purposes of this Agreement. The performance of the Service Provider and Fiscal Agent shall be assessed every two years starting in 2027. In evaluating the performance of any **Service Provider**, the **WRIA 8 Salmon Recovery Council** may retain an outside consultant to perform a professional assessment of the work and services so provided.
- 4.7 The **WRIA 8 Salmon Recovery Council** through the primary **Service Provider** may contract with similar watershed forum governing bodies or any other entities for any lawful purpose related hereto, including specific functions and tasks which are initiated and led by another party to this Agreement beyond the services provided by the primary **Service Provider**. The **Parties** may choose to create a separate legal or administrative entity under applicable state law, including without limitation a nonprofit corporation or general partnership, to accept private gifts, grants or financial contributions, or for any other lawful purposes. Nothing in this Agreement shall be construed as creating a separate legal or administrative entity. The **Parties** acknowledge neither the **WRIA 8 Salmon Recovery Council** nor the **Management Committee** is a separate legal entity.
- 4.8 The **WRIA 8 Salmon Recovery Council** shall adopt operating and voting procedures for its deliberations, but such procedures shall not affect the voting provisions contained in Section 5. The **WRIA 8 Salmon Recovery Council** shall also adopt other rules and procedures that are consistent with its purposes as stated herein and are necessary for its operation.
5. **VOTING.** The **Parties** on the **WRIA 8 Salmon Recovery Council** shall make decisions; approve scopes of work, budgets, priorities and any other actions necessary to carry out the purposes of this Agreement as follows:
- 5.1 Decisions shall be made using a consensus model as much as possible. Each **Party** agrees to use its best efforts and exercise good faith in consensus decision-making. Consensus may be reached by unanimous agreement of the **Parties** at the meeting, or by a majority recommendation agreed upon by the active **Parties**, as specified in Section 4.1, with a minority report. Any **Party** who does not accept a majority decision may request weighted voting as set forth below. No action or binding decision will be taken by the **WRIA 8 Salmon Recovery Council** without the presence of a quorum of active **Parties**. A quorum exists if a majority of the active **Parties'** representatives are present

at the **WRIA 8 Salmon Recovery Council** meeting, provided that positions left vacant on the **WRIA 8 Salmon Recovery Council** by **Parties** shall not be included in calculating the quorum.

- 5.2 In the event consensus cannot be achieved, as determined by rules and procedures adopted by the **WRIA 8 Salmon Recovery Council**, the **WRIA 8 Salmon Recovery Council** shall take action on a dual-majority basis, as follows:

5.2.1 Each **Party**, through its appointed representative, may cast its weighted vote in connection with a proposed **WRIA 8 Salmon Recovery Council** action.

5.2.2 The weighted vote of each **Party** in relation to the weighted votes of each of the other **WRIA 8 ILA Parties** shall be determined by the percentage of the annual contribution by each **Party** set in accordance with Subsection 4.4 in the year in which the vote is taken.

5.2.3 For any action subject to weighted voting to be deemed approved, an affirmative vote must be cast by both a majority of the active **Parties** and by a majority of the weighted votes of the active **Parties**. A vote of abstention shall be recorded as a “no” vote.

- 5.3 The **WRIA 8 Salmon Recovery Council** may deem it appropriate to appoint to the **WRIA 8 Salmon Recovery Council** non-party **Stakeholder**.

5.3.1 Nomination of **Stakeholder** may be made by any **Party** representative to the **WRIA 8 Salmon Recovery Council**. Appointment to the **WRIA 8 Salmon Recovery Council** of a **Stakeholder** requires either consensus or a dual majority vote of the **Parties** as provided in Section 5.2.

5.3.2 **Party** representatives on the **WRIA 8 Salmon Recovery Council** may deem it appropriate to allow **Stakeholders** to vote on particular **WRIA 8 Salmon Recovery Council** decisions. The **WRIA 8 Salmon Recovery Council** may determine which issues are appropriate for non-party voting by either consensus or majority as provided in Section 5.1, except in the case where legislation requires non-party member votes. **Stakeholders** shall not cast a vote for decisions subject to voting under Section 5.2.

5.3.3 Decisions of the entire **WRIA 8 Salmon Recovery Council** shall be made using a consensus model as much as possible. Voting of the entire **WRIA 8 Salmon Recovery Council** will be determined by consensus or majority as provided in Section 5.1.

5.3.4 By accepting appointment to the **WRIA 8 Salmon Recovery Council**, **Stakeholders** agree to follow the operating and voting procedures established by Section 4.8 and shall not distribute any version or amendment to the **WRIA 8 Plan** which has not been ratified consistent with Section 6.5.

6. **IMPLEMENTATION and ADAPTIVE MANAGEMENT OF THE WRIA 8 CHINOOK SALMON**

CONSERVATION PLAN. The **WRIA 8 Plan** shall be implemented consistent with the following:

- 6.1 The **WRIA 8 Salmon Recovery Council** shall provide information to the **Parties** regarding progress in achieving the goals and objectives of the **WRIA 8 Plan**. Recommendations of the **WRIA 8 Salmon Recovery Council** are to be consistent with the purposes of this Agreement. The **WRIA 8 Salmon Recovery Council** may authorize additional advisory bodies on priority topics such as subcommittees and work groups.
- 6.2 The **WRIA 8 Salmon Recovery Council** shall act to approve or remand any **WRIA 8 Plan** amendments prepared and recommended by the committees of the **WRIA 8 Salmon Recovery Council** within ninety (90) calendar days of receipt of the plan amendments, according to the voting procedures described in Section 5. In the event any amendments are not so approved, they shall be returned to the committees of the **WRIA 8 Salmon Recovery Council** for further consideration and amendment and thereafter returned to the **WRIA 8 Salmon Recovery Council** for decision.
- 6.3 After approval of the **WRIA 8 Plan** amendments by the **WRIA 8 Salmon Recovery Council**, the plan amendments shall be referred to the **Parties** for ratification prior to the submission to any federal or state agency for further action. Ratification means an affirmative action, evidenced by a resolution, motion, or ordinance of the jurisdiction's legislative body, by at least nine (9) jurisdictions within WRIA 8 representing at least seventy per cent (70%) of the total population of WRIA 8. Upon ratification, the **WRIA 8 Salmon Recovery Council** shall transmit the updated **WRIA 8 Plan** to any state or federal agency as may be required for further action.
- 6.4 In the event that any state or federal agency to which the **WRIA 8 Plan** or amendments thereto are submitted shall remand the **WRIA 8 Plan** or amendments thereto for further consideration, the **WRIA 8 Salmon Recovery Council** shall conduct such further consideration and may refer the plan or amendments to the committees of the **WRIA 8 Salmon Recovery Council** for recommendation on amendments thereto.
- 6.5 The **Parties** agree that any amendments to the **WRIA 8 Plan** shall not be forwarded separately by any **Party** or **Stakeholder** to any regional, state, or federal agency unless the changes have been approved and ratified as provided herein.

7. **OBLIGATIONS OF PARTIES; BUDGET; FISCAL AGENT; RULES.**

- 7.1 Each **Party** shall be responsible for meeting its individual financial obligations hereunder as described in Section 2.2 and established in the annual budget adopted by the **WRIA 8 Salmon Recovery Council** under this Agreement and described in Section 4.4.

- 7.2 The maximum funding responsibilities imposed upon the **Party** during each year of this Agreement shall not exceed the amounts that are established annually pursuant to Section 4.4 herein.
- 7.3 No later than October 1 of each year of this Agreement, the **WRIA 8 Salmon Recovery Council** shall adopt a budget, including its overhead and administrative costs, for the following calendar year. The budget shall propose the level of funding and other responsibilities (e.g., staffing) of the individual **Parties** for the following calendar year and shall propose the levels of funding and resources to be allocated to specific prioritized planning and implementation activities within WRIA 8. The **Parties** shall thereafter take whatever separate legislative or other actions that may be necessary to timely address such individual responsibilities under the proposed budget and shall have done so no later than December 1 of each such year.
- 7.4 Funds collected from the **Parties** or other sources on behalf of the **WRIA 8 Salmon Recovery Council** shall be maintained in a special fund by King County as **Fiscal Agent** and as *ex officio* treasurer on behalf of the **WRIA 8 Salmon Recovery Council** pursuant to rules and procedures established and agreed to by the **WRIA 8 Salmon Recovery Council**. Such rules and procedures shall set out billing practices and collection procedures and any other procedures as may be necessary to provide for its efficient administration and operation.
- 7.5 Any **Party** to this Agreement may inspect and review all records maintained in connection with such fund at any reasonable time.
8. **LATECOMERS.** Any **Eligible Government** may become a **Party** only with the written consent of all the **Parties**. The provisions of Section 5 otherwise governing decisions of the **WRIA 8 Salmon Recovery Council** shall not apply to this section. The **WRIA 8 Salmon Recovery Council** and the **Eligible Government** seeking to become a party shall jointly determine the terms and conditions under which the **Eligible Government** may become a **Party**. The terms and conditions shall include payment of an amount by the new **Party** to the **Fiscal Agent**. The amount of payment is determined jointly by the **WRIA 8 Salmon Recovery Council** and the new **Party**. The payment of the new **Party** is to be a fair and proportionate share of all costs associated with activities undertaken by the **WRIA 8 Salmon Recovery Council** and the **Parties** on its behalf as of the date the **Eligible Government** becomes a **Party**. Any **Eligible Government** that becomes a **Party** pursuant to this section shall thereby assume the general rights and responsibilities of all other **Parties** to this Agreement.
9. **TERMINATION.**
- 9.1 Termination can only occur on an annual basis, beginning on January 1 of each calendar year, and then only if the terminating **Party**, through action of its governing body, provides at least sixty (60) days' prior written notice of its intent to terminate. The

terminating **Party** shall remain fully responsible for meeting all of its funding and other obligations through the end of the calendar year in which such notice is given, together with any other costs that may have been incurred on behalf of such terminating **Party** up to the effective date of such termination. It is possible that the makeup of the **Parties** to this Agreement may change from time to time. Regardless of any such changes, the **Parties** choosing not to exercise the right of termination shall each remain obligated to meet their respective share of the obligations of the **WRIA 8 Salmon Recovery Council** as reflected in the annual budget. The shares of any terminating **Party** shall not be the obligation of any of the **Parties** not choosing to exercise the right of termination.

- 9.2 This Agreement may be terminated at any time by the written agreement of all **Parties**. In the event this Agreement is terminated all unexpended funds shall be refunded to the parties pro rata based on each **Party's** cost share percentage of the total budgeted funds and any real or personal property acquired to carry out the purposes of this Agreement shall be returned to the contributing party if such **Party** can be identified, and if the party cannot be identified, the property shall be disposed of and the proceeds distributed pro rata as described above for unexpended funds.
10. **PROPERTY:** The **Parties** do not contemplate a need to acquire or hold property to facilitate the purpose of this agreement. To the extent property is acquired on behalf of the **WRIA 8 Salmon Recovery Council**, the ownership of said property shall be retained by the purchasing **Party** and said property will be returned to the purchasing **Party** upon termination of the agreement and/or the purchasing **Party's** participation in the agreement.
11. **HOLD HARMLESS AND INDEMNIFICATION.** To the extent permitted by federal law as governing to tribes and state law as to all other **Parties**, and for the limited purposes set forth in this agreement, each **Party** shall protect, defend, hold harmless and indemnify the other **Parties**, their officers, elected officials, agents and employees, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever) arising out of or in any way resulting from such **Party's** own negligent acts or omissions related to such **Party's** participation and obligations under this Agreement. Each **Party's** agrees that its obligations under this subsection extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each **Party**, by mutual negotiation, hereby waives, with respect to the other **Parties** only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW. The provisions of this section shall survive and continue to be applicable to parties exercising the right of termination pursuant to Section 9.
12. **NO ASSUMPTION OF LIABILITY.** In no event do the **Parties** to this Agreement intend to assume any responsibility, risk or liability of any other **Party** to this Agreement or otherwise with

regard to any **Party's** duties, responsibilities or liabilities under the Endangered Species Act, or any other act, statute or regulation of any local municipality or government, the State of Washington or the United States.

13. **VOLUNTARY AGREEMENT**. This agreement is voluntary and it is acknowledged and agreed that, in entering into this Agreement, no **Party** is committing to adopt or implement any actions or recommendations that may be contained in the **WRIA 8 Plan** pursuant to this Agreement.
14. **NO PRECLUSION OF ACTIVITIES OR PROJECTS**. Nothing herein shall preclude any one or more of the **Parties** to this Agreement from choosing or agreeing to fund or implement any work, activities or projects associated with any of the purposes hereunder by separate agreement or action, provided that any such decision or agreement shall not impose any funding, participation or other obligation of any kind on any party to this Agreement which is not a **Party** to such decision or agreement.
15. **NO THIRD PARTY RIGHTS**. Nothing contained in this Agreement is intended to, nor shall it be construed to, create any rights in any third party, including without limitation the non-party members, National Marine Fisheries Service, United States Fish and Wildlife Service, any agency or department of the United States, or the State of Washington, or to form the basis for any liability on the part of the **WRIA 8 Salmon Recovery Council** or any of the **Parties**, or their officers, elected officials, agents and employees, to any third party.
16. **AMENDMENTS**. This Agreement may be amended, altered, or clarified only by the unanimous consent of the **Parties** to this Agreement, represented by affirmative action by each **Party's** legislative body.
17. **COUNTERPARTS**. This Agreement may be executed in counterparts.
18. **APPROVAL BY PARTIES' GOVERNING BODIES**. The governing body of each **Party** must approve this Agreement before any representative of such **Party** may sign this Agreement.
19. **FILING OF AGREEMENT**. This Agreement shall be filed by King County and Snohomish County in accordance with the provisions of RCW 39.34.040 and .200 and with the terms of Section 3 herein.
20. **PREVIOUS INTERLOCAL**. This Agreement shall repeal and replace the **Parties'** previous interlocal agreement, which was expected to terminate on December 31, 2025, and was adopted on or about July 16, 2015.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below:

Regional Watershed Salmon Recovery Funding WRIA Based Cost-share: WRIA 8 2025

Final ILA Partner Cost Share for 2025 Budget Approved by WRIA 8					WRIA 8 Salmon Recovery Council on September		2025 Cost Share (reflects 3.60% CPI-W estimate) (Average of Pop, AV, Area)		WRIA 8 Jurisdiction		Previous Cost Share % (2022-2024)	2024 Cost Share
Jurisdiction	Population (Pop)		Assessed Value (AV)		Area (Sq. Mi.)							
Beaux Arts	315	0.02%	\$285,891,000	0.04%	0.08	0.02%	0.03%	\$193	Beaux Arts	0.02%	\$177	
Bellevue	154,600	8.91%	\$96,339,979,101	13.67%	33.53	7.12%	9.90%	\$75,283	Bellevue	9.75%	\$71,532	
Bothell	49,550	2.85%	\$17,957,876,264	2.55%	13.67	2.90%	2.77%	\$21,054	Bothell	2.70%	\$19,849	
Clyde Hill	3,115	0.18%	\$4,389,953,700	0.62%	1.06	0.22%	0.34%	\$2,603	Clyde Hill	0.32%	\$2,363	
Edmonds	43,370	2.50%	\$16,549,900,400	2.35%	8.97	1.91%	2.25%	\$17,118	Edmonds	2.22%	\$16,318	
Everett	33,485	1.93%	\$6,381,442,800	0.91%	5.20	1.11%	1.31%	\$9,986	Everett	1.31%	\$9,604	
Hunts Point	460	0.03%	\$1,783,212,000	0.25%	0.29	0.06%	0.11%	\$866	Hunts Point	0.10%	\$749	
Issaquah	41,290	2.38%	\$17,493,815,787	2.48%	12.11	2.57%	2.48%	\$18,843	Issaquah	2.40%	\$17,596	
Kenmore	24,230	1.40%	\$7,459,653,182	1.06%	6.15	1.31%	1.25%	\$9,533	Kenmore	1.24%	\$9,099	
Kent	0	0.00%	\$12,761,000	0.00%	0.45	0.10%	0.03%	\$246	Kent	0.03%	\$234	
King County (Uninc.)	102,707	5.92%	\$35,458,579,530	5.03%	163.04	34.65%	15.20%	\$115,568	King County (Uninc.)	15.14%	\$111,131	
Kirkland	96,920	5.58%	\$45,311,849,550	6.43%	17.84	3.79%	5.27%	\$40,057	Kirkland	5.08%	\$37,263	
Lake Forest Park	13,660	0.79%	\$4,237,895,040	0.60%	3.51	0.75%	0.71%	\$5,409	Lake Forest Park	0.72%	\$5,305	
Maple Valley	5,022	0.29%	\$1,155,422,680	0.16%	0.94	0.20%	0.22%	\$1,654	Maple Valley	0.19%	\$1,379	
Medina	2,925	0.17%	\$6,866,863,700	0.97%	1.41	0.30%	0.48%	\$3,657	Medina	0.45%	\$3,308	
Mercer Island	25,800	1.49%	\$21,056,678,532	2.99%	6.30	1.34%	1.94%	\$14,732	Mercer Island	1.89%	\$13,849	
Mill Creek	21,630	1.25%	\$6,848,308,200	0.97%	4.68	0.99%	1.07%	\$8,143	Mill Creek	1.03%	\$7,590	
Mountlake Terrace	23,810	1.37%	\$5,911,042,400	0.84%	4.16	0.88%	1.03%	\$7,844	Mountlake Terrace	0.98%	\$7,158	
Mukilteo	21,221	1.22%	\$7,572,645,200	1.07%	5.99	1.27%	1.19%	\$9,046	Mukilteo	1.19%	\$8,707	
Newcastle	13,610	0.78%	\$5,376,208,083	0.76%	4.46	0.95%	0.83%	\$6,324	Newcastle	0.81%	\$5,922	
Redmond	77,490	4.46%	\$36,605,924,250	5.19%	16.56	3.52%	4.39%	\$33,399	Redmond	4.14%	\$30,393	
Renton	70,904	4.08%	\$18,024,891,468	2.56%	14.01	2.98%	3.21%	\$24,382	Renton	3.21%	\$23,547	
Sammamish	61,452	3.54%	\$26,240,200,285	3.72%	19.09	4.06%	3.77%	\$28,694	Sammamish	3.60%	\$26,414	
Seattle	556,865	32.08%	\$233,153,890,428	33.09%	53.00	11.26%	25.48%	\$193,716	Seattle	27.07%	\$198,707	
Shoreline	61,120	3.52%	\$16,722,153,900	2.37%	11.58	2.46%	2.79%	\$21,179	Shoreline	2.78%	\$20,370	
Sno. Co. (Uninc.)	213,926	12.32%	\$55,882,188,800	7.93%	55.38	11.77%	10.67%	\$81,163	Snoh. Co. (Uninc.)	10.42%	\$76,445	
Woodinville	13,830	0.80%	\$6,429,716,438	0.91%	5.66	1.20%	0.97%	\$7,379	Woodinville	0.93%	\$6,810	
Woodway	1,340	0.08%	\$1,112,962,100	0.16%	1.09	0.23%	0.16%	\$1,186	Woodway	0.16%	\$1,152	
Yarrow Point	1,135	0.07%	\$2,075,804,200	0.29%	0.36	0.08%	0.15%	\$1,108	Yarrow Point	0.13%	\$974	
Totals	1,735,781	100.0%	\$704,697,710,018	100.0%	470.56	100.0%	100.0 %	\$760,366		100.0 0%	\$733,944	
							2025 TOTAL	\$760,366				

Population:

- Population estimates are based on 2023 OFM April 1st Estimates and 2023 OFM Small Area Estimate Program (SAEP) data for census blocks.
- Jurisdictions entirely within a WRIA are assigned the 2023 OFM April 1st Estimate directly. Jurisdictions that straddle WRIA boundaries are assigned the percent share of the 2023 OFM April 1st Estimate based on a geographic allocation of census blocks across WRIA boundaries, accounting for water areas and public land where people are unlikely to live.

Note: This method was tested against the 2021 ILA Cost Share tables using 2020 OFM data and was determined to be highly comparable for estimating population breakdowns. As OFM releases data every year, and the data spans both King and Snohomish Counties, this is a consistent and repeatable analysis across the entire study area.

- The portion of Kent in WRIA 8 is solely the Kent Watershed and has no population allocated to it.

***Assessed Value & Area:**

Snohomish County: Assessed value is based on Snohomish County Assessor's data March 2021, for market land value + market improvements value. King County: Assessed value is based on King County Assessor's data February 2021, land + improvements value. Assessed value and area (sq. miles) excludes the Upper Cedar River subwatershed.

Approved as to form:

TOWN OF BEAUX ARTS VILLAGE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF BELLEVUE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF BOTHELL:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF CLYDE HILL:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF EDMONDS:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF EVERETT:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

TOWN OF HUNTS POINT:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF ISSAQUAH:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF KENMORE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF KENT:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

KING COUNTY:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF KIRKLAND:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF LAKE FOREST PARK:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF MAPLE VALLEY:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF MEDINA:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF MERCER ISLAND:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF MILL CREEK:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF MOUNTLAKE TERRACE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF MUKILTEO:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF NEWCASTLE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF REDMOND:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF RENTON:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF SAMMAMISH:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF SEATTLE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF SHORELINE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

SNOHOMISH COUNTY:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF WOODINVILLE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

TOWN OF WOODWAY:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

TOWN OF YARROW POINT:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

INTERLOCAL AGREEMENT

For the Green River, Duwamish River, and Central Puget Sound Watersheds
within the geographic planning area of Water Resource Inventory Area 9 (which
includes portions of Water Resource Inventory Areas 8, 10, and 15)

PREAMBLE

THIS AGREEMENT ("Agreement") is entered into pursuant to Chapter 39.34 RCW by and among the eligible county and city governments signing this Agreement that are located in King County or Pierce County, lying wholly or partially within or having a major interest in the Green River, Duwamish River, and Central Puget Sound Watersheds and within the planning and management area of Watershed Resource Inventory Area 9, which includes portions of WRIA 8, 10, and 15, ("WRIA 9") all political subdivisions of the State of Washington (individually, for those signing this agreement, "Party", and collectively "Parties");

WHEREAS, the planning and management area of WRIA 9 includes all of the area recognized by the State of Washington as WRIA 9 and portions of WRIA 8, 10, and 15;

WHEREAS, the Parties share interests in and responsibility for addressing long-term watershed planning and conservation of the aquatic ecosystems and floodplains of the Green River, Duwamish River, and Central Puget Sound Watersheds and wish to collectively provide for planning, funding and implementation of various activities and projects therein; and

WHEREAS, the parties recognize their participation in this Agreement demonstrates their commitment to proactively working to address the ESA listing of Puget Sound Chinook salmon; and

WHEREAS, the Parties have participated in an Interlocal Agreement for the years 2001-2005 to develop "Making Our Watershed Fit for a King" as approved in 2005 and updated in 2021 ("**Salmon Habitat Plan**"), contributed to the federally-approved Puget Sound Salmon Recovery Plan, and desire to continue providing efficient participation in the implementation of such plans; and

WHEREAS, the Parties took formal action in 2005/2006 and 2021/2022 to ratify the **Salmon Habitat Plan and Salmon Habitat Plan Update**, and

WHEREAS, the Parties have participated in an Interlocal Agreement for the years 2001-2005, 2007-2015, and 2016-2025 in implementing the **Salmon Habitat Plan**; and

WHEREAS, the Parties have demonstrated in the **Salmon Habitat Plan** that watershed ecosystem services are worth billions of dollars of value to local people in terms of stormwater management, pollution treatment, recreational value, and other expensive and difficult to replace services; and

WHEREAS, the Parties seek information on watershed conditions and salmon conservation and recovery needs to inform local decision-making bodies regarding actions in response to listings under the Endangered Species Act ("ESA"); and

WHEREAS, the Parties have prioritized and contributed resources and funds for implementing projects and programs to protect and restore habitat; and

WHEREAS, the Parties wish to monitor and evaluate implementation of the **Salmon Habitat Plan** through adaptive management; and

WHEREAS, the Parties wish to continue to use adaptive management for identifying, coordinating and implementing basin plans and water quality, flood hazard reduction, water quantity, and habitat projects in the watersheds; and

WHEREAS, the Parties have a strong interest in participating on the Puget Sound Salmon Recovery Council because of the contributions of the Green River, Duwamish River, and Central Puget Sound Watersheds to the overall health of Puget Sound; and

WHEREAS, the Parties have a strong interest in participating on the Washington Salmon Coalition and other groups associated with the Salmon Recovery Funding Board to collectively seek funding to implement the ***Salmon Habitat Plan***; and

WHEREAS, the Parties have a strong interest to implement the Puget Sound Partnership Action Agenda to restore the Puget Sound; and

WHEREAS, the Parties have a strong interest in participating on the Puget Sound Salmon Recovery Council and other entities associated with Puget Sound salmon recovery and Puget Sound South Central Action Area Caucus Group to collectively seek funding to implement the ***Salmon Habitat Plan***; and

WHEREAS, the Parties have a strong interest to achieve multiple benefits by integrating salmon recovery planning and actions; and

WHEREAS, the Parties recognize that identification of watershed issues, and implementation of salmon conservation and recovery actions may be carried out more efficiently if done cooperatively than if carried out separately and independently; and

WHEREAS, individual Parties are taking separate and independent actions to improve the health of the Green River, Duwamish River, and the Central Puget Sound Watersheds and the overall health of Puget Sound;

NOW, THEREFORE, the Parties hereto do mutually covenant and agree as follows:

MUTUAL CONVENANTS AND AGREEMENTS

1. **DEFINITIONS.** For purposes of this Agreement, the following terms shall have the meaning provided for below:

- 1.1 **ELIGIBLE GOVERNMENTS:** The entities eligible for participation in this Agreement as parties are state, local, and tribal governments, state and local agencies, and special purpose districts within WRIA 9 including: King County, and the Cities of Algona, Auburn, Black Diamond, Burien, Covington, Des Moines, Enumclaw, Federal Way, Kent, Maple Valley, Normandy Park, Renton, SeaTac, Seattle, Tacoma, Tukwila, and any other interested public agencies and tribes that lie fully or partially within the boundaries of WRIA 9.
- 1.2 **WRIA 9 ILA PARTIES:** The ***Parties to the WRIA 9 Interlocal Agreement*** (“***Party***” or “***Parties***”) are the Parties who sign this Agreement and are the Parties responsible for implementing this Agreement. The Parties to this ILA shall each designate a representative and alternate representative to the ***WRIA 9 Watershed Ecosystem Forum***.

- 1.3 **WRIA 9 WATERSHED ECOSYSTEM FORUM:** The *WRIA 9 Watershed Ecosystem Forum* referred to herein is the cooperative body comprised of the designated representatives of the *Parties* and a balance of *Stakeholders*. The *WRIA 9 Watershed Ecosystem Forum* shall be an advisory body responsible for making recommendations for implementing the *Salmon Habitat Plan* including substantive plan amendments recommended as a result of adaptive management or other changed conditions.
- 1.4 **GREEN/DUWAMISH AND CENTRAL PUGET SOUND WATERSHED WATER RESOURCE INVENTORY AREA 9 SALMON HABITAT PLAN:** The *Green/Duwamish and Central Puget Sound Watershed Water Resource Inventory Area 9 Salmon Habitat Plan (Salmon Habitat Plan)* is the plan developed by the *WRIA 9 Watershed Ecosystem Forum* and ratified by all *Parties* for its development and implementation. The *Salmon Habitat Plan* recommends actions that should be taken to protect and restore salmon habitat, using an ecosystem approach, in the Green/Duwamish and Central Puget Sound Watersheds. The *Salmon Habitat Plan* may be amended from time to time according to the procedure in Section 6 herein and approved amendments shall be considered integral parts of the *Salmon Habitat Plan*. Efforts under the *Salmon Habitat Plan* are intended to complement habitat improvements in other parts of Puget Sound and hatchery and harvest actions to recover Puget Sound Chinook salmon, steelhead, and bull trout, and when implemented achieve multiple ecosystem benefits. The *Salmon Habitat Plan* constitutes a chapter of the Puget Sound Salmon Recovery Plan.
- 1.5 **MANAGEMENT COMMITTEE:** The *Management Committee* as referred to herein consists of seven (7) elected officials or their designees. The seven officials of the *Management Committee* are chosen by the *Parties*, according to the voting procedures in Section 5 herein, charged with certain oversight and administrative duties on the *Parties'* behalf.
- 1.6 **SERVICE PROVIDER:** The *Service Provider*, as used herein, means that agency, government, consultant, or other entity which supplies staffing or other resources to and for the *Parties*, in exchange for payment. The *Service Provider* may be a Party to this Agreement.
- 1.7 **FISCAL AGENT:** The *Fiscal Agent* refers to that agency or government which performs all accounting services for the *WRIA 9 ILA Parties* as it may require, in accordance with the requirements of Chapter 39.34 RCW.
- 1.8 **STAKEHOLDERS:** *Stakeholders* refers to those public and private entities within WRIA 9 who reflect the diverse interests integral to implementing the *Salmon Habitat Plan*, and may include but is not limited to environmental and business interests.
2. **PURPOSES.** The purposes of this Agreement include the following:
 - 2.1 To provide a funding mechanism and governance structure for jointly implementing and adaptively managing the *Salmon Habitat Plan*.

- 2.2 To serve as the salmon recovery “Lead Entity” as designated by state law (Chapter 77.85 RCW) for WRIA 9, The Lead Entity is responsible for developing a salmon recovery strategy, working with project sponsors to develop projects, convening local stakeholders to annually recommend WRIA 9 salmon habitat restoration and protection projects for funding by the State of Washington Salmon Recovery Funding Board, and representing WRIA 9 in the Puget Sound region and state wide salmon recovery forums.
- 2.3 To annually recommend WRIA 9 administrative support, projects, and programs for funding by the King County Flood Control District through the District’s Cooperative Watershed Management grant program.
- 2.4 To provide information for **Parties** to inform land use planning, regulations, environmental programs, education, and enforcement of applicable codes.
- 2.5 To develop and articulate WRIA-based positions on policies, legislation, and project proposals that may impact implementation of the **Salmon Habitat Plan**.
- 2.6 To provide a mechanism for cooperative review and implementation of recommended policies and regulations needed for response to listings under the Endangered Species Act.
- 2.7 To provide a venue for the ongoing participation of community members and other stakeholders to ensure continued public outreach efforts to educate and garner support for current and future watershed and Endangered Species Act response efforts .
- 2.8 To provide a mechanism for securing technical assistance and any available funding from federal, state, and other sources to implement the **Salmon Habitat Plan**.
- 2.9 To provide a mechanism for implementing other multiple benefit habitat, stormwater, surface and groundwater quality, water quantity, floodplain management, and flood hazard reduction projects with other local, regional, tribal, state, federal and non-profit funds as may be contributed to or secured by the **Parties** and/or **Watershed Ecosystem Forum**.
- 2.10 To periodically recommend projects for implementation of planning, engineering, permitting and construction tasks for the Green/Duwamish Ecosystem Restoration Project in partnership with the U.S. Army Corps of Engineers.
- 2.11 To provide a framework for cooperating and coordinating among the **Parties** on issues relating to WRIA 9 to meet the requirement of a commitment by any **Party** to participate in WRIA 9 planning and implementation, to prepare or implement a basin plan, or to respond to any state or federal law which may require these actions as a condition of any funding, permitting or other program of state or federal agencies. Participation is at the discretion of such **Party** to this Agreement.

It is not the purpose or intent of this Agreement to create, supplant, preempt or supersede the authority or role of any jurisdiction, governmental entity or water quality policy bodies including the Regional Water Quality Committee.

3. **EFFECTIVE DATE AND TERM.** This Agreement shall become effective upon its execution by at least five (5) of the **Eligible Governments** representing at least seventy percent (70%) of the affected population within the geographic area of WRIA 9, as authorized by the legislative body of each **Party**, and further provided that after such signatures this Agreement has been filed by King County in accordance with the terms of RCW 39.34.040 and .200. Once effective, this Agreement shall remain in effect for an initial term of ten (10) years; provided, however, that this Agreement may be extended for such additional terms as the **Parties** may agree to in writing with such extension being effective upon its execution by at least five (5) of the **Eligible Governments** representing at least seventy percent (70%) of the affected population within the geographic area of WRIA 9, as authorized by the legislative body of each local government, and further provided that after such signatures this Agreement has been filed by King County in accordance with the terms of RCW 39.34.040 and .200. Such extension shall bind only those **Parties** executing the extension.
4. **ORGANIZATION AND MEMBERSHIP.** The **Parties** serve as the formal governance structure for carrying out the purposes of this Agreement.
 - 4.1 Each **Party** except Tacoma shall appoint one (1) elected official to serve as its primary representative, and one (1) alternate representative to serve on the **WRIA 9 Watershed Ecosystem Forum**. The alternate representative may be a different elected official or senior staff person. Tacoma's representative shall be the Tacoma Water Superintendent or designee, which designee shall be a senior staff position. **Party** representatives shall be responsible for maintaining the **Party's** status as an active party by attending **WRIA 9 Watershed Ecosystem Forum** meetings. A **Party** representative's position will be considered vacant on the third consecutive absence and shall not be included in calculating a quorum under Section 5.
 - 4.2 Upon the effective execution of this Agreement and the appointment of representatives to the **WRIA 9 Watershed Ecosystem Forum**, the appointed representatives of the **Parties** shall meet and choose from among its members, according to the provisions of Section 5 herein, seven (7) officials or their designees, to serve as a **Management Committee** to oversee and direct the scope of work, funds, and personnel agreed to and contributed under this Agreement, in accordance with the adopted annual budget and work program and such other directions as may be provided by the **Parties**. Representatives of the **Fiscal Agent** and **Service Provider** may serve as non-voting ex officio members of the **Management Committee**. The **Management Committee** shall act as the executive subcommittee of the **Parties**, responsible for oversight and evaluation of any **Service Providers** or consultants, administration of the budget and work plan, and for providing recommendations on administrative matters to the **Parties** for action, consistent with other subsections of this section.

- 4.3 The services cost-shared under this agreement shall be provided to the **Parties** and **the Watershed Ecosystem Forum** by the **Service Provider**, which shall be King County Department of Natural Resources and Parks, unless selected otherwise by the **Parties**, pursuant to the voting provisions of Section 5. The **Management Committee** shall prepare a Memorandum of Understanding to be signed by a representative of the **Service Provider**, and the Chair of the **Management Committee**, and this Memorandum of Understanding shall set out the expectations for services so provided. Services should include, without limitation, identification of and job descriptions for dedicated staff, description of any supervisory role retained by the **Service Provider** over any staff performing services under this Agreement, and a method of regular consultation between the **Service Provider** and the **Management Committee** concerning the performance of services hereunder.
- 4.3.1 A subset of the **Parties**, at such subset's sole cost, may purchase and cost share services from the **Service Provider** in addition to the annual cost-shared services agreed to by all **Parties** pursuant to Section 4.3 herein.
- 4.3.2 The **Management Committee** shall prepare a Memorandum of Understanding to be signed by a representative of the **Service Provider**, the subset of **Parties** requesting additional services pursuant to Section 4.3.1, and the Chair of the **Management Committee**, which shall set out the expectations for the additional services to be provided to the subset of the **Parties**.
- 4.4 The **Parties** by October 1 of each year shall establish and approve an annual budget and work plan that provides for the level of funding and total resource obligations of the **Parties** for the following calendar year. Such obligations are to be allocated on a proportional basis based on the average of the population, assessed valuation and area attributable to each **Party**, in accordance with the formula set forth in Exhibit A, which formula and accompanying data shall be updated every third year by the **Management Committee**. Individual cost shares may change more frequently than every three years for Parties involved in an annexation that changes the area, population, and assessed value calculation of such **Party** to the extent that the cost shares established by the formula set forth in Exhibit A would be changed by such annexation. Tacoma's cost share will be determined on an annual basis by the **Management Committee**, and will be included in the annual updates to Exhibit A. The weight accorded Tacoma's vote for weighted voting pursuant to Section 5 herein shall correspond to Tacoma's cost share for each year relative to the cost shares contributed by the other **Parties**.
- 4.4.1 The level of funding, total resource obligations, and allocation of obligations for those members of the **Parties** that agree to cost share additional services pursuant to Subsection 4.3.1 herein shall be negotiated and determined by those **Parties** purchasing the additional services.

- 4.5 The **Parties** shall incorporate the negotiated additional cost share and incorporate the services in the annual budget and work plan. The **Parties** shall oversee and administer the expenditure of budgeted funds and shall allocate the utilization of resources contributed by each **Party** or obtained from other sources in accordance with the approved annual work program.
- 4.6 The **Parties** shall review and evaluate the duties to be assigned to the **Management Committee** hereunder and the performance of the **Fiscal Agent** and **Service Provider** to this Agreement, and shall provide for whatever actions are necessary to ensure that quality services are efficiently, effectively and responsibly delivered in the performance of the purposes of this Agreement. The performance of the **Service Provider** shall be assessed every year.
- 4.7 The **Parties** may contract with similar watershed forum governing bodies such as the Puget Sound Partnership or any other entities for any lawful purpose related to the purposes provided for in this Agreement. The **Parties** may choose to create a separate legal or administrative entity under applicable state law, including without limitation a nonprofit corporation or general partnership, to accept private gifts, grants or financial contributions, or for any other lawful purpose consistent with the purposes provided for herein.
- 4.8 The **Parties** shall adopt other rules and procedures that are consistent with its purposes as stated herein and are necessary for its operation.
5. **VOTING.** The **Parties** shall make decisions, approve scopes of work, budgets, priorities, and any other actions necessary to carry out the purposes of this Agreement as follows:
 - 5.1 Decisions shall be made using a consensus model as much as possible. Each **Party** agrees to use its best efforts and exercise good faith in consensus decision-making. Consensus may be reached by unanimous agreement of the **Parties**. If unanimous agreement of **Parties** cannot be reached then the **Parties** to this agreement may reach consensus by a majority recommendation with a minority report. Any **Party** who does not accept a majority decision may request weighted voting as set forth below.
 - 5.1.1 No action or binding decision will be taken by the **Watershed Ecosystem Forum** without the presence of a quorum of active **Parties**, as specified in Section 4.1. A quorum exists if a majority of the active **Parties'** representatives are present at the **Watershed Ecosystem Forum** meeting, provided that positions left inactive on the **Watershed Ecosystem Forum** by **Parties** shall not be included in calculating the quorum.
 - 5.2 In the event consensus cannot be achieved, as determined by rules and procedures adopted by the **Parties**, the **Parties** shall take action on a dual-majority basis, as follows:
 - 5.2.1 Each **Party**, through its appointed representative, may cast its weighted vote in connection with a proposed **Watershed Ecosystem Forum** action.

5.2.2 The weighted vote of each **Party** in relation to the weighted votes of each of the other **Parties** shall be determined by the percentage of the annual contribution made by each **Party** as set in accordance with Section 4.4 herein in the year in which the vote is taken.

5.2.3 For any action subject to weighted voting to be deemed approved, valid and binding, an affirmative vote must be cast by both a majority of the active **Parties** and by a majority of the weighted votes of the active **Parties**.

6. **IMPLEMENTATION and ADAPTIVE MANAGEMENT OF THE SALMON HABITAT PLAN.** The **Salmon Habitat Plan** shall be implemented consistent with the following:

6.1 The **Watershed Ecosystem Forum** shall provide information to the **Parties** regarding progress in achieving the goals and objectives of the **Salmon Habitat Plan**. Recommendations of the **Watershed Ecosystem Forum** are to be consistent with the purposes of this Agreement. The **Parties** may authorize additional advisory bodies to the **Watershed Ecosystem Forum** such as a technical committee and adaptive management work group. The **Watershed Ecosystem Forum** shall develop and approve operating and voting procedures for its deliberations, but such procedures do not affect the voting provisions contained in this Agreement for the **Parties**.

6.2 The **Parties** shall act to approve or remand any substantive changes to the **Salmon Habitat Plan** based upon recommendations by the **Watershed Ecosystem Forum** within ninety (90) days of receipt of the proposed changes, according to the voting procedures of Section 5 herein. In the event that the **Salmon Habitat Plan** changes are not so approved, the recommended changes shall be returned to the **Watershed Ecosystem Forum** for further consideration and amendment and thereafter returned to the **Parties** for decision.

6.3 The **Parties** shall determine when ratification is needed of substantive changes to the **Salmon Habitat Plan**. The changes shall be referred to the **Parties** for ratification prior to the submission to any regional, state, or federal agency for further action. Ratification means an affirmative action, evidenced by a resolution, motion, or ordinance of the local government's legislative body, by at least five **Parties** representing at least seventy percent (70%) of the total population within the geographic planning and management area of WRIA 9.

6.4 Upon remand for consideration of any portion or all of the changes to the **Salmon Habitat Plan** by any regional, state or federal agency, the **Parties** shall undertake a review for consideration of the remanded changes to the plan. The **Parties** may include further referral to the **Watershed Ecosystem Forum** for recommendation or amendments thereto.

6.5 The **Parties** agree that any changes to the **Salmon Habitat Plan** shall not be forwarded separately by any **Party** or **Stakeholder** to any regional, state or federal agency unless the changes have been approved and ratified as provided herein.

7. **OBLIGATIONS OF PARTIES; BUDGET; FISCAL AGENT; RULES.**

- 7.1 Each **Party** shall be responsible for meeting only its individual obligations hereunder as established in the annual budget adopted by the **Parties**, including all such obligations related to the **Parties** and **Watershed Ecosystem Forum** funding, technical support and participation in related planning and implementation of projects, and activities as set forth herein. It is anticipated that separate actions by the legislative bodies of the **Parties** will be necessary from time to time in order to carry out these obligations.
- 7.2 The maximum funding responsibilities imposed upon the **Parties** during each year of this Agreement shall not exceed the amounts that are established annually pursuant to Section 4.4 herein.
- 7.3 No later than October 1 of each year of this Agreement, the **Parties** shall adopt a budget, including its overhead and administrative costs, for the following calendar year. The budget shall propose the level of funding and other (e.g., staffing) responsibilities of the individual **Parties** for the following calendar year and shall propose the levels of funding and resources to be allocated to specific prioritized planning and implementation activities within WRIA 9. The **Parties** shall thereafter take whatever separate legislative or other actions as may be necessary to address such individual responsibilities under the proposed budget, and shall have done so no later than December 1 of each year. **Parties** may elect to secure grant funding to meet their individual obligations.
- 7.4 Funds collected from the **Parties** or other sources on behalf of the **Parties** shall be maintained in a special fund by King County as **Fiscal Agent** and as *ex officio* treasurer on behalf of the **Parties** pursuant to rules and procedures established and agreed to by the **Parties**. Such rules and procedures shall set out billing practices and collection procedures and any other procedures as may be necessary to provide for its efficient administration and operation.
- 7.5 Any **Party** to this Agreement may inspect and review all records maintained in connection with such fund at any reasonable time.

8. **LATECOMERS.** An **Eligible Government** may become a **Party** by obtaining written consent of all the **Parties** to the Agreement. The provisions of Section 5 herein otherwise governing decisions of the **Parties** shall not apply to this section. The **Parties** and any governments seeking to become a **Party** shall jointly determine the terms and conditions under which a government may become a new **Party**. The terms and conditions shall include payment of an amount by the new **Party** to the **WRIA 9 Fiscal Agent**. The amount of payment is determined jointly by the existing **Parties** and the new **Party**. The payment of the new **Party** is to be a fair and proportionate share of all costs associated with activities undertaken by the **Parties** as of the date the government becomes a new **Party**. Any government that becomes a **Party** pursuant to this section shall thereby assume the general rights and responsibilities of all other **Parties**.

9. **TERMINATION.**

- 9.1 Termination can only occur on an annual basis, beginning on January 1 of each calendar year, and then only if the terminating **Party**, through action of its governing body, provides at least sixty (60) days' prior written notice of its intent to terminate. The terminating **Party** shall remain fully responsible for meeting all of its funding and other obligations through the end of the calendar year in which such notice is given, together with any other costs that may have been incurred on behalf of such terminating **Party** up to the effective date of such termination. It is possible that the makeup of the **Parties** to this Agreement may change from time to time. Regardless of any such changes, the **Parties** choosing not to exercise the right of termination shall each remain obligated to meet only their respective share of the obligations of the **Parties** as reflected in the annual budget. The shares of any terminating **Party** shall not be the obligation of any of the **Parties** not choosing to exercise the right of termination.
- 9.2 This Agreement may be terminated in its entirety at any time by the written agreement of all of the **Parties**. In the event this Agreement is terminated all unexpended funds shall be refunded to the **Parties** pro rata based on each **Party's** cost share percentage of the total budgeted funds and any real or personal property acquired to carry out the purposes of this Agreement shall be returned to the contributing **Party** if such **Party** can be identified, and if the **Party** cannot be identified, the property shall be disposed of and the proceeds distributed pro rata as described above for unexpended funds.
10. **HOLD HARMLESS AND INDEMNIFICATION.** To the extent permitted by federal law as governing to tribes and state law as to all other **Parties** , and for the limited purposes set forth in this Agreement, each **Party** shall protect, defend, hold harmless and indemnify the other **Parties**, their officers, elected officials, agents and employees, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever) arising out of or in any way resulting from such **Party's** own negligent acts or omissions related to such **Party's** participation and obligations under this Agreement. Each **Party** to this Agreement agrees that its obligations under this subsection extend to any claim, demand and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each **Party**, by mutual negotiation, hereby waives, with respect to the other **Parties** only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW. In the event that either **Party** incurs any judgment, award, and/or cost arising therefrom, including attorneys' fees, to enforce the provisions of this Section, all such fees, expenses, and costs shall be recoverable from the responsible **Party** to the extent of that **Party's** culpability. The provisions of this Section shall survive and continue to be applicable to **Parties** exercising the right of termination pursuant to Section 9 herein.
11. **NO ASSUMPTION OF LIABILITY.** In no event do the **Parties** to this Agreement intend to assume any responsibility, risk or liability of any other **Party** to this Agreement or otherwise with regard to

any **Party's** duties, responsibilities or liabilities under the Endangered Species Act, or any other act, statute, regulation or ordinance of any local municipality or government, the State of Washington, or the United States.

12. **VOLUNTARY AGREEMENT.** This Agreement is voluntary and is acknowledged and agreed that no **Party** is committing to adopt or implement any actions or recommendations that may be contained in the ***Salmon Habitat Plan***.
13. **NO PRECLUSION OF ACTIVITIES OR PROJECTS.** Nothing herein shall preclude any one or more of the **Parties** from choosing or agreeing to fund or implement any work, activities or projects associated with any of the purposes hereunder by separate agreement or action, provided that any such decision or agreement shall not impose any funding, participation or other obligation of any kind on any **Party** which is not a party to such decision or agreement.
14. **NO THIRD PARTY RIGHTS.** Nothing contained in this Agreement is intended to, nor shall it be construed to, create any rights in any third party, including without limitation the National Oceanic and Atmospheric Administration - Fisheries, United States Fish and Wildlife Service, any agency or department of the United States, or the State of Washington, or to form the basis for any liability on the part of the **Parties** or any of the **Parties**, or their officers, elected officials, agents and employees, to any third party.
15. **AMENDMENTS.** This Agreement may be amended, altered or clarified only by the unanimous consent of the **Parties** to this Agreement, and requires authorization and approval by each **Party's** governing body.
16. **COUNTERPARTS.** This Agreement may be executed in counterparts.
17. **APPROVAL BY PARTIES' GOVERNING BODIES.** The governing body of each **Party** must approve this Agreement before any representative of such **Party** may sign this Agreement.
18. **FILING OF AGREEMENT.** This Agreement shall be filed by King County in accordance with the provisions of RCW 39.34.040 and .200 and with the terms of Section 3 herein.
19. **ENTIRE AGREEMENT.** This Agreement contains the entire Agreement among the **Parties**, and supersedes all prior negotiations, representations, and agreements, oral or otherwise, regarding the specific terms of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the dates indicated below:

Exhibit A - 2025 WRIA Based Cost Share

WRIA 9 Regional Watershed Funding

Watershed Ecosystem Forum Approved August 8,
2024

Total: \$606,781

Costs shares, jurisdictional area, population, and assessed value are to be recalculated every three years or if there is a significant annexation per the WRIA 9 interlocal agreement for 2026-2035. Cost shares last updated in 2024 using 2023 data.

WRIA 9 Jurisdiction	Population (Pop) %	Adjusted Pop	Assessed Value (AV) %	Adjusted AV	Area %	Adjusted Acres	Cost Share* (2023 Data)	WRIA 9 Jurisdiction
1 Algona*	0.17%	1,372	0.23%	\$590,936,599.00	0.16%	363	0.19%	1 Algona
2 Auburn*	6.80%	56,079	5.24%	\$13,623,563,442.00	5.74%	12,710	5.93%	2 Auburn
3 Black Diamond	0.83%	6,880	0.83%	\$2,159,906,081.00	2.08%	4,609	1.25%	3 Black Diamond
4 Burien	6.37%	52,560	4.28%	\$11,113,591,561.00	2.84%	6,292	4.50%	4 Burien
5 Covington	2.62%	21,600	1.75%	\$4,558,408,175.00	1.75%	3,870	2.04%	5 Covington
6 Des Moines	4.03%	33,260	2.55%	\$6,615,094,232.00	1.78%	3,949	2.79%	6 Des Moines
7 Enumclaw*	0.76%	6,253	0.58%	\$1,510,785,781.00	0.91%	2,014	0.75%	7 Enumclaw
8 Federal Way*	8.56%	70,596	4.32%	\$11,229,759,643.00	3.63%	8,049	5.50%	8 Federal Way
9 Kent*	16.87%	139,100	12.88%	\$33,463,962,407.00	9.74%	21,569	13.16%	9 Kent
10 King County*	11.17%	92,164	8.54%	\$22,189,710,471.00	52.75%	116,854	24.15%	10 King County
11 Maple Valley*	2.94%	24,228	2.09%	\$5,443,488,799.00	1.51%	3,354	2.18%	11 Maple Valley
12 Normandy Park	0.83%	6,840	1.01%	\$2,612,824,298.00	0.72%	1,596	0.85%	12 Normandy Park
13 Renton*	4.49%	36,996	4.21%	\$10,936,234,975.00	2.77%	6,131	3.82%	13 Renton
14 SeaTac	3.85%	31,740	2.53%	\$6,563,915,515.00	1.84%	4,071	2.74%	14 SeaTac
15 Seattle*	26.96%	222,335	45.22%	\$117,510,460,706.00	9.00%	19,935	27.06%	15 Seattle
16 Tukwila	2.76%	22,763	3.75%	\$9,757,681,342.00	2.78%	6,157	3.10%	16 Tukwila
	100.0%	824,768	100.0%	\$259,880,324,027	100.0%	221,524.55	100.0%	SUBTOTAL
							+Tacoma	\$26,514
								\$606,781 TOTAL

NOTES:

- Population estimates are based on 2023 OFM April 1st Estimates and 2023 OFM Small Area Estimate Program (SAEP) data for census blocks.
- Jurisdictions entirely within a WRIA are assigned the 2023 OFM April 1st Estimate directly.
- Jurisdictions that straddle WRIA boundaries are assigned a percent share of the estimate based on a geographic allocation of census blocks.
- Parcels are allotted to jurisdictions (cities and unincorporated King County) and WRIs based on the location of the centerpoint of the parcels.
- Assessed value and area (sq. miles) excludes Upper Green River Watershed and Port of Seattle Aviation Division properties

Approved as to form:

CITY OF ALGONA:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF AUBURN:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF BLACK DIAMOND:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF BURIEEN:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF COVINGTON:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF DES MOINES:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY ENUMCLAW:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF FEDERAL WAY:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF KENT:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

KING COUNTY:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF MAPLE VALLEY:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF NORMANDY PARK:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF RENTON:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF SEATAC:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF SEATTLE:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF TACOMA:

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF TUKWILA:

By: _____

Title: _____

Date: _____

SUMMARY and FISCAL NOTE

Department:	Dept. Contact:	CBO Contact:
Seattle Public Utilities	Martha Neuman	Akshay Iyengar

1. BILL SUMMARY

Legislation Title: AN ORDINANCE authorizing the General Manager/CEO of Seattle Public Utilities to enter into two interlocal agreements to provide for the implementation of Chinook salmon conservation plans for the Lake Washington, Cedar River, Sammamish Watershed and the Green River, Duwamish River, and Central Puget Sound Watershed; and ratifying and confirming certain prior acts.

Summary and Background of the Legislation:

The City of Seattle has been participating in regional Chinook salmon recovery efforts since the 1999 listing of the species as Threatened under the federal Endangered Species Act. In 2001, Seattle and other jurisdictions in the Puget Sound region began working together on salmon recovery.

Puget Sound salmon recovery efforts are organized by watersheds. Each watershed has a unique recovery plan that rolls up into the federally approved regional plan. Seattle participates in both the Cedar River, Sammamish Watershed Water Resource Inventory Area 8 (WRIA 8) and the Green River, Duwamish River, and Central Puget Sound Watershed Water Resource Inventory Area 9 (WRIA 9) efforts. Seattle City Council members represent the City on the decision-making bodies. Seattle has been party of Interlocal Agreements (ILAs) with WRIA 8 and WRIA 9 since 2001. The current ILAs expire at the end of 2025. The WRIA 8 Salmon Recovery Council and the WRIA 9 Watershed Ecosystem Forum approved the 2026-2035 ILAs in January 2025 and November 2024 respectively.

The ILAs serve as a cost-share mechanism with a formula that includes population, assessed value, and land base. For 2025, Seattle's cost share is \$193,716 for WRIA 8 and \$157,008 for WRIA 9. Seattle's Drainage and Wastewater Fund and Drinking Water Fund pay for this work. The ILA staff are housed at King County, which is the state designated lead for the salmon recovery work in these two watersheds.

While each watershed is unique in terms of habitat needs and how the decision-making groups function, they share general work tasks. These tasks include identifying, prioritizing, and implementing habitat restoration projects, advocating for state, federal, and other funding, coordinating at the Puget Sound level, promoting policy that aids salmon recovery work, advocating for project implementing, supporting one another to implement projects, monitoring salmon populations and effectiveness of projects, and supporting research, technical understanding, education, and outreach.

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

Expenditure Change (\$); General Fund	2025	2026 est.	2027 est.	2028 est.	2029 est.
	0	0	0	0	0
Expenditure Change (\$); Other Funds	2025	2026 est.	2027 est.	2028 est.	2029 est.
SPU DWW WRIA 9 + WRIA 8@10%	\$176,380	\$181,671	\$187,121	\$192,735	\$198,517
SPU Drinking Water WRIA 8@90%	\$174,344	\$179,575	\$184,962	\$190,511	\$196,226

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.

Number of Positions	2025	2026 est.	2027 est.	2028 est.	2029 est.
	0	0	0	0	0
Total FTE Change	2025	2026 est.	2027 est.	2028 est.	2029 est.
	0	0	0	0	0

3.a. Appropriations

☐ This legislation adds, changes, or deletes appropriations.

Appropriations Notes:

3.b. Revenues/Reimbursements

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

Anticipated Revenue/Reimbursement Resulting from This Legislation:

Revenue/Reimbursement Notes:

3.c. Positions

☐ This legislation adds, changes, or deletes positions.

Total Regular Positions Created, Modified, or Abrogated through This Legislation, Including FTE Impact:

** List each position separately.*

Position Notes:

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.

These costs are assumed in the existing budgets and have been planned for annually.

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

Seattle is a key partner in the region for implementing the recovery plans. There are political risks to withdrawing from the long-established effort to work together on salmon recovery. Jurisdictions cannot “go it alone” because the ecosystems are interconnected.

Please describe how this legislation may affect any City departments other than the originating department.

This legislation benefits other City departments working on local salmon recovery efforts, particularly Seattle Parks and Recreation. Other capital departments, especially Seattle City Light, are also active in salmon recovery efforts. SPU and these other departments have habitat restoration projects. We have more access to grant funds and technical assistance through the collaborative work of the WRIAs. There are no downsides for other departments and they have expressed appreciation for SPU and Council leadership on this regional work.

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? 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.** Salmon recovery is a race and social justice issue. Chinook salmon are important food source and cultural asset of local tribes, including those with treaties. In addition, many people, often lower income, fish for food in our local rivers. Improving habitat and fish populations benefits these communities. In addition, Seattle's formal participation in the regional efforts gives us a position and voice to advocate and support increased tribal participation if they desire, and outreach to historically disadvantaged communities.
 - 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?** SPU does not directly communicate with the public about the ILAs or the collaborative work. This work is generally led by King County. SPU staff and Council members can review and comment on communications and can continue to voice the need for language access. King County is aware of the needs.
- 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.** None
 - 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.** Salmon recovery work, especially habitat restoration, has many other benefits including resilience to climate change. Projects that benefit habitat can also reduce flooding impacts, improve water quality, address stormwater pollution, improve shade and temperature concerns, and help ensure habitat for salmon to survive.

- 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?** The ILAs are not a new initiative or a major programmatic expansion.
- 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