



# SEATTLE CITY COUNCIL **CENTRAL STAFF**

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## **CENTRAL STAFF VISION STATEMENT**

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Central Staff is a collegial team of professionals working for the good of Seattle by providing a responsive, unbiased, analytical resource upon which Councilmembers and department staff can confidently rely.

## **CENTRAL STAFF MISSION STATEMENT**

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Central Staff provides data, independent analysis and support to the City Council and department staff so that decisions are informed by a comprehensive understanding of issues, options and trade-offs.

## 2017 COUNCIL CENTRAL STAFF

|                                             |              |                                                                                  |
|---------------------------------------------|--------------|----------------------------------------------------------------------------------|
| <b>Kirstan Arestad, Executive Director*</b> | 206.615.0054 | <a href="mailto:kirstan.arestad@seattle.gov">kirstan.arestad@seattle.gov</a>     |
| Paddy Wigren, Executive Assistant*          | 206.386.1381 | <a href="mailto:patrick.wigren@seattle.gov">patrick.wigren@seattle.gov</a>       |
| <b>Dan Eder, Deputy Director*</b>           | 206.684.8147 | <a href="mailto:dan.eder@seattle.gov">dan.eder@seattle.gov</a>                   |
| Calvin Chow, Staff Analyst                  | 206.684.4652 | <a href="mailto:calvin.chow@seattle.gov">calvin.chow@seattle.gov</a>             |
| Tony Kilduff, Staff Analyst                 | 206.684.3580 | <a href="mailto:tony.kilduff@seattle.gov">tony.kilduff@seattle.gov</a>           |
| Patricia Lee, Staff Analyst                 | 206.386.0078 | <a href="mailto:patricia.lee@seattle.gov">patricia.lee@seattle.gov</a>           |
| Peter Lindsay, Staff Analyst                | 206.684.5336 | <a href="mailto:peter.lindsay@seattle.gov">peter.lindsay@seattle.gov</a>         |
| Erik Sund, Staff Analyst                    | 206.684.8368 | <a href="mailto:erik.sund@seattle.gov">erik.sund@seattle.gov</a>                 |
| Asha Venkataraman, Staff Analyst            | 206.684.5382 | <a href="mailto:asha.venkataraman@seattle.gov">asha.venkataraman@seattle.gov</a> |
| <b>Ketil Freeman, Supervising Analyst*</b>  | 206.684.8178 | <a href="mailto:ketil.freeman@seattle.gov">ketil.freeman@seattle.gov</a>         |
| Brian Goodnight, Staff Analyst              | 206.684.5597 | <a href="mailto:brian.goodnight@seattle.gov">brian.goodnight@seattle.gov</a>     |
| Eric McConaghy, Staff Analyst               | 206.615.1071 | <a href="mailto:eric.mcconaghy@seattle.gov">eric.mcconaghy@seattle.gov</a>       |
| Aly Pennucci, Staff Analyst                 | 206.684.8148 | <a href="mailto:aly.pennucci@seattle.gov">aly.pennucci@seattle.gov</a>           |
| Traci Ratzliff, Staff Analyst               | 206.684.8153 | <a href="mailto:traci.ratzliff@seattle.gov">traci.ratzliff@seattle.gov</a>       |
| Amy Tsai, Staff Analyst                     | 206.684.5509 | <a href="mailto:amy.tsai@seattle.gov">amy.tsai@seattle.gov</a>                   |
| Lish Whitson, Staff Analyst                 | 206.615.1647 | <a href="mailto:lish.whitson@seattle.gov">lish.whitson@seattle.gov</a>           |
| Alan Lee, Staff Analyst                     | 206.386.9107 | <a href="mailto:alan.lee@seattle.gov">alan.lee@seattle.gov</a>                   |
| <b>Eric Ishino, Finance Director*</b>       | 206.684.8141 | <a href="mailto:eric.ishino@seattle.gov">eric.ishino@seattle.gov</a>             |
| Justin Roberge, Asst. Finance Director      | 206.684.7902 | <a href="mailto:justin.roberge@seattle.gov">justin.roberge@seattle.gov</a>       |
| Maria Rosas, Finance Staff Assistant        | 206.684.8144 | <a href="mailto:maria.rosas@seattle.gov">maria.rosas@seattle.gov</a>             |

\*Management Team

Update: 4.17.17

## ORGANIZATIONAL STRUCTURE / GENERAL ISSUE AREAS

| Management Team                                                                                                                                                                                                                                                                                                                                                                                                                     | Policy Teams                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Kirstan Arestad</b>                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Dan Eder</b>                                                                                                                                                                                                                                                                                                                                | <b>Ketil Freeman</b>                                                                                                                                                                                                                                                                                                              |
| Dan Eder                                                                                                                                                                                                                                                                                                                                                                                                                            | Calvin Chow                                                                                                                                                                                                                                                                                                                                    | Brian Goodnight                                                                                                                                                                                                                                                                                                                   |
| Ketil Freeman                                                                                                                                                                                                                                                                                                                                                                                                                       | Tony Kilduff                                                                                                                                                                                                                                                                                                                                   | Eric McConaghy                                                                                                                                                                                                                                                                                                                    |
| Eric Ishino                                                                                                                                                                                                                                                                                                                                                                                                                         | Patricia Lee                                                                                                                                                                                                                                                                                                                                   | Aly Pennucci                                                                                                                                                                                                                                                                                                                      |
| Bob Morgan (TES)                                                                                                                                                                                                                                                                                                                                                                                                                    | Peter Lindsay                                                                                                                                                                                                                                                                                                                                  | Traci Ratzliff                                                                                                                                                                                                                                                                                                                    |
| Paddy Wigren                                                                                                                                                                                                                                                                                                                                                                                                                        | Erik Sund                                                                                                                                                                                                                                                                                                                                      | Amy Tsai                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                     | Asha Venkataraman                                                                                                                                                                                                                                                                                                                              | Lish Whitson                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                | Alan Lee                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>• Management of central staff</li> <li>• Legislative Department Finance and Budget analysis</li> <li>• Legislative Department Consultant Contracts</li> <li>• Administrative Support for Director and Central Staff</li> <li>• Central Staff legislation coordination</li> <li>• Council Budget Information System oversight and budget support</li> <li>• Council Budget Process</li> </ul> | <ul style="list-style-type: none"> <li>• Seattle Public Utilities</li> <li>• Seattle City Light</li> <li>• Transportation</li> <li>• Finance</li> <li>• Retirement System</li> <li>• Personnel &amp; Labor</li> <li>• Parks</li> <li>• Civil Rights</li> <li>• Technology</li> <li>• Economic Development</li> <li>• Sustainability</li> </ul> | <ul style="list-style-type: none"> <li>• Land Use</li> <li>• Neighborhoods</li> <li>• Historic Preservation</li> <li>• Housing &amp; Homelessness</li> <li>• Human Services</li> <li>• Health</li> <li>• Public Safety</li> <li>• Seattle Center</li> <li>• Education</li> <li>• Library</li> <li>• Arts &amp; Culture</li> </ul> |

**PAGE(S) FOR UPDATED ROLES AND RESPONSIBILITIES MEMO  
(NEEDS TO BE UPDATED)**

## 2016-17 CENTRAL STAFF COMMITTEE COORDINATORS

| COUNCIL COMMITTEE                                                    | COORDINATOR              | BACK-UP         |
|----------------------------------------------------------------------|--------------------------|-----------------|
| Affordable Housing, Neighborhoods & Finance – Chair Burgess          | <b>Erik Sund</b>         | Traci Ratzliff  |
| Civil Rights, Utilities, Economic Development & Arts – Chair Herbold | <b>Peter Lindsay</b>     |                 |
| Education, Equity & Governance – Council President Harrell           | <b>Brian Goodnight</b>   | Amy Tsai        |
| Energy & Environment – Chair Sawant                                  | <b>Tony Kilduff</b>      | Calvin Chow     |
| Gender Equity, Safe Communities & New Americans – Chair González     | <b>Amy Tsai</b>          | Patricia Lee    |
| Human Services & Public Health – Chair Bagshaw                       | <b>Asha Venkataraman</b> | Eric McConaghy  |
| Parks, Seattle Center, Libraries & Waterfront – Chair Juarez         | <b>Traci Ratzliff</b>    | Brian Goodnight |
| Planning, Land Use & Zoning – Chair Johnson                          | <b>Lish Whitson</b>      | Aly Pennucci    |
| Sustainability & Transportation – Chair O’Brien                      | <b>Calvin Chow</b>       |                 |
| Budget – Chair Burgess                                               | <b>Erik Sund</b>         | Amy Tsai        |
| Central Waterfront, Seawall & Alaskan Way Viaduct – Chair Juarez     | <b>Eric McConaghy</b>    | Brian Goodnight |
| Labor Relations – Chair Burgess                                      | <b>Patricia Lee</b>      | Amy Tsai        |
| 2016 Seattle City Light Strategic Planning – Chair Sawant            | <b>Tony Kilduff</b>      | Calvin Chow     |

## 2017 STAFF ASSIGNMENT SUMMARY

| SUBJECT AREA/DEPARTMENT             | LEAD                     | TEAM                                | SUPERVISOR      |
|-------------------------------------|--------------------------|-------------------------------------|-----------------|
| Aging and Disability                | <b>Alan Lee</b>          |                                     | Ketil Freeman   |
| Annexations                         | <b>Brian Goodnight</b>   |                                     | Ketil Freeman   |
| Arts & Culture                      | <b>Asha Venkataraman</b> |                                     | Dan Eder        |
| Budget                              | <b>Kirstan Arestad</b>   | Dan Eder<br>Erik Sund<br>Amy Tsai   | Kirstan Arestad |
| Budget Legislation                  | <b>Ketil Freeman</b>     |                                     | Kirstan Arestad |
| Business Improvement Areas          | <b>Aly Pennucci</b>      |                                     | Ketil Freeman   |
| Cable Franchises                    | <b>Asha Venkataraman</b> |                                     | Dan Eder        |
| City Light                          | <b>Tony Kilduff</b>      | Calvin Chow                         | Dan Eder        |
| Civil Rights, Office for            | <b>Asha Venkataraman</b> |                                     | Dan Eder        |
| Economic Development                | <b>Aly Pennucci</b>      |                                     | Dan Eder        |
| Education                           | <b>Brian Goodnight</b>   |                                     | Ketil Freeman   |
| Preschool Program                   | <b>Brian Goodnight</b>   |                                     | Ketil Freeman   |
| Ethics and Elections                | <b>Lish Whitson</b>      |                                     | Dan Eder        |
| Finance                             | <b>Kirstan Arestad</b>   | Erik Sund                           | Kirstan Arestad |
| Finance and Administrative Services | <b>Tony Kilduff</b>      |                                     | Dan Eder        |
| Gender Equity                       | <b>Patricia Lee</b>      |                                     | Dan Eder        |
| Health & Human Services             | <b>Alan Lee</b>          |                                     | Ketil Freeman   |
| Historic Preservation               | <b>Lish Whitson</b>      |                                     | Ketil Freeman   |
| Homelessness                        | <b>Alan Lee</b>          | Asha Venkataraman<br>Traci Ratzliff | Ketil Freeman   |

| SUBJECT AREA/DEPARTMENT                     | LEAD                              | TEAM                     | SUPERVISOR      |
|---------------------------------------------|-----------------------------------|--------------------------|-----------------|
| Housing                                     | Traci Ratzliff                    | Brian Goodnight          | Ketil Freeman   |
| Human Resources, Seattle Department of      | Patricia Lee                      |                          | Dan Eder        |
| Immigrants and Refugee Affairs              | Patricia Lee                      |                          | Dan Eder        |
| Intergovernmental Relations                 | Traci Ratzliff                    |                          | Kirstan Arestad |
| Labor Relations                             | Patricia Lee                      |                          | Dan Eder        |
| Labor Standards, Office of                  | Patricia Lee                      |                          | Dan Eder        |
| Land Use                                    | Lish Whitson                      | Aly Pennucci             | Ketil Freeman   |
| LAW, City Attorney's Office                 | Kirstan Arestad                   | Asha Venkataraman        |                 |
| Law Enforcement Assisted Diversion (LEAD)   | Alan Lee                          |                          | Ketil Freeman   |
| Library                                     | Patricia Lee                      |                          | Ketil Freeman   |
| Mayor's Office                              | Kirstan Arestad                   |                          |                 |
| Municipal Court                             | Peter Lindsay                     |                          | Kirstan Arestad |
| Neighborhoods                               | Lish Whitson                      |                          | Ketil Freeman   |
| Paid Parental/Family Leave                  | Patricia Lee                      |                          | Dan Eder        |
| Parks                                       | Traci Ratzliff                    | Asha Venkataraman        | Dan Eder        |
| Priority Hire                               | Patricia Lee                      |                          | Dan Eder        |
| Prisoner & Community Corrections Re-Entry   | Asha Venkataraman                 |                          | Ketil Freeman   |
| Public Health                               | Alan Lee                          |                          | Ketil Freeman   |
| Youth and Family Services                   | Alan Lee                          |                          | Ketil Freeman   |
| Public Safety                               | Amy Tsai                          |                          | Ketil Freeman   |
| Quasi-Judicial Process                      | Ketil Freeman                     |                          | Kirstan Arestad |
| Retirement Systems                          | Erik Sund                         |                          | Dan Eder        |
| Revenue                                     | Kirstan Arestad                   | Erik Sund<br>Calvin Chow | Kirstan Arestad |
| Seattle Center                              | Patricia Lee                      |                          | Dan Eder        |
| Seattle IT                                  | Asha Venkataraman                 | Tony Kilduff             | Dan Eder        |
| Seattle Public Utilities                    | Peter Lindsay                     | Calvin Chow              | Dan Eder        |
| State Legislative Priorities                | Traci Ratzliff                    |                          | Kirstan Arestad |
| Street & Alley Vacations                    | Lish Whitson                      |                          | Ketil Freeman   |
| Sustainability, Office of                   | Eric McConaghy                    |                          | Dan Eder        |
| Taxis, For-Hire, TNCs                       | Tony Kilduff                      |                          | Dan Eder        |
| Tenant & Landlord Regulations               | Aly Pennucci                      | Asha Venkataraman        | Ketil Freeman   |
| Transportation                              | Calvin Chow                       | Peter Lindsay            | Dan Eder        |
| Waterfront                                  | Brian Goodnight<br>Eric McConaghy |                          | Dan Eder        |
| Woodland Park Zoo                           | Brian Goodnight                   |                          | Dan Eder        |
| Comprehensive Plan / Seattle 2035           | Lish Whitson<br>Eric McConaghy    |                          | Ketil Freeman   |
| Bike Share                                  | Calvin Chow                       |                          | Dan Eder        |
| Housing Affordability and Livability (HALA) | Traci Ratzliff                    |                          | Ketil Freeman   |
| Zero Detention                              | Asha Venkataraman                 |                          | Dan Eder        |



| INTERNAL SERVICES                        |                       |                 |                               |
|------------------------------------------|-----------------------|-----------------|-------------------------------|
| Consultant Contracts                     | <b>Paddy Wigren</b>   |                 | Eric Ishino<br>Justin Roberge |
| Council Budget Information System (CBIS) | <b>Eric McConaghy</b> | Brian Goodnight | Kirstan Arestad               |
| Council Generated Legislation            | <b>Paddy Wigren</b>   |                 | Kirstan Arestad               |
| Geographical Information System (GIS)    | <b>Eric McConaghy</b> | Aly Pennucci    | Ketil Freeman                 |
| Legislation Coordination                 | <b>Paddy Wigren</b>   |                 | Kirstan Arestad               |
| Purchasing                               | <b>Paddy Wigren</b>   |                 | Eric Ishino<br>Justin Roberge |
| Staff Directory                          | <b>Paddy Wigren</b>   |                 | Kirstan Arestad               |
| Statements of Legislative Intent         | <b>Paddy Wigren</b>   |                 | Dan Eder                      |
| Travel and Training                      | <b>Paddy Wigren</b>   |                 | Eric Ishino<br>Justin Roberge |

## BUDGET ASSIGNMENT SUMMARY

| Department/Topic                                                           | Lead         | Team Member       | Reviewer |
|----------------------------------------------------------------------------|--------------|-------------------|----------|
| City Auditor's Office                                                      | Pennucci     |                   | Arestad  |
| Seattle IT                                                                 | Kilduff      |                   | Eder     |
| Ethics & Elections                                                         | Whitson      |                   | Arestad  |
| Finance & Administrative Services                                          | Kilduff      | Whitson, P.Lee    | Eder     |
| Finance General                                                            | Sund         | Eder              | Arestad  |
| Mayor's Office, Office of Intergovernmental Relations & City Budget Office | Ratzliff     |                   | Arestad  |
| Office for Civil Rights                                                    | P.Lee        |                   | Eder     |
| Office of Sustainability & Environment                                     | McConaghy    |                   | Freeman  |
| Seattle Department of Human Resources                                      | P.Lee        | Lindsay           | Arestad  |
| Library                                                                    | P.Lee        |                   | Freeman  |
| Office of Arts & Culture                                                   | Sund         | Eder              | Freeman  |
| Parks & Recreation                                                         | Ratzliff     | A.Lee             | Eder     |
| Seattle Center                                                             | P.Lee        |                   | Eder     |
| Bonds & Debt Service                                                       | Sund         | Chow              | Eder     |
| Budget Legislation                                                         | Freeman      | Sund              | NA       |
| Cumulative Reserve Subfund                                                 | Sund         | Chow              | Eder     |
| Judgment & Claims Subfund                                                  | A.Lee        |                   | Eder     |
| Budget Coordination                                                        | Sund         | Tsai              | NA       |
| CIP Review                                                                 | Kilduff      |                   | NA       |
| Errata                                                                     | McConaghy    | Goodnight, Morgan | Eder     |
| CBIS / Transactions                                                        | McConaghy    | Goodnight, Morgan | Eder     |
| Position Modifications                                                     | Goodnight    | McConaghy, Morgan | Freeman  |
| Department of Education & Early Learning                                   | Goodnight    |                   | Freeman  |
| Health, Humans & Homeless                                                  | Venkataraman | McConaghy, A.Lee  | Freeman  |
| Office of Immigrants & Refugee Affairs                                     | Pennucci     |                   | Freeman  |
| Department of Neighborhoods/<br>Neighborhood Match Fund                    | Whitson      | Ratzliff          | Freeman  |
| Seattle Department of Construction & Inspection                            | Pennucci     | Whitson           | Freeman  |
| Office of Planning & Community Development                                 | Whitson      | Pennucci          | Freeman  |
| Hearing Examiner                                                           | Pennucci     |                   | Arestad  |
| Office of Economic Development                                             | Venkataraman |                   | Arestad  |
| Office of Housing, Low-income Housing                                      | Ratzliff     | Goodnight         | Freeman  |
| LEAD / MDT                                                                 | A.Lee        | Tsai              | Freeman  |
| Seattle Fire Department                                                    | Tsai         |                   | Arestad  |
| Law                                                                        | Venkataraman |                   | Arestad  |
| CJ Contract Services                                                       | Tsai         |                   | Freeman  |
| Municipal Court                                                            | Lindsay      |                   | Arestad  |
| Seattle Police Department                                                  | Tsai         | A.Lee             | Freeman  |
| Revenue Stabilization Account                                              | Sund         |                   | Arestad  |
| Revenues                                                                   | Sund         |                   | Arestad  |
| Seattle City Light                                                         | Kilduff      | Chow              | Eder     |
| Seattle Public Utilities                                                   | Lindsay      |                   | Eder     |
| Seattle Department of Transportation                                       | Chow         | Lindsay           | Eder     |