



City Council Study Session

AGENDA

March 6, 2017

4:30 pm – 6:30 pm

Call to Order

Estimate time

Public Comment

4:30 pm

Note: *This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. If you would like to show a video or PowerPoint, it must be submitted or emailed by 5 pm, the end of the business day, to the City Clerk, Melonie Anderson at manderson@sammamish.us. Please be aware that Council meetings are videotaped and available to the public.*

Topics

- **Presentation:** Sammamish Heritage Society Funding Request **5:00 pm**
- **Discussion:** Zackuse Creek Project Update **5:15 pm**
- **Discussion:** Issaquah-Fall City Road Communications Plan **5:45 pm**
- **Discussion:** Council Committee Charters **6:15 pm**

Adjournment

6:30 pm

City Council meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request. Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.



Memorandum

Date: March 1, 2017

To: City Council

From: Lyman Howard, City Manager

Re: Sammamish Heritage Society 2017-2018 Budget Request

Background

The Sammamish Heritage Society is a non-profit (501.c.3) organization established to preserve the history and heritage of Sammamish. The organization is run entirely by dedicated volunteers and is funded by donations, grants and City contributions. In 2016 the Heritage Society completed the agreed-upon work program including educational presentations, artifact preservation, phase one of a historic resource inventory, and Reard House external restoration work. The Society also increased membership in 2016.

Current Funding

The 2015-2016 budget allocated \$5,000 per year to support the historic preservation and educational work of the Sammamish Heritage Society.

The City's 2017-2018 adopted budget contains continued funding for the Heritage Society at the same level as the 2015-2016 budget, \$5,000 per year.

2017-2018 Capital Budget

The Society's proposed capital budget is balanced with grant funds that must be used only for the Reard House restoration and cannot be used for operating expenses. The Society has remaining grant funds (4Culture, State Heritage Capital Funds) totaling \$78,458 with the entire amount to be expended for construction of a porch and installation of electrical, HVAC, plumbing and insulation at the Reard House.

2017-2018 Operating Budget

The Heritage Society is proposing to complete an expanded work program for 2017, including completing phase two of the historic resource inventory project, begun by the Society in 2016, as well as a one-time website update needed for functional reasons. To support this work program, the 2017 operating budget expenses are estimated at a total of \$17,855 with a projected operating deficit of \$12,855. The operating budget in 2018 will be less than in 2017, as the website update will be completed in 2017.

2017-2018 Additional Request

The Heritage Society is requesting that the Council increase 2017-2018 funding by a total of \$20,000 (\$15,000 in 2017 and \$5,000 in 2018) to be used for operating expenses, allowing completion of the proposed work program. This amount would cover on-going increases in operating expenses in 2017 and 2018 (\$5,000/yr.) and a one-time expense of \$8,915 in 2017 for the website update.

The Heritage Society's work program is documented each year in a contract between the City and the Society, and a year-end report is required. The contract between the City and the Heritage Society for 2017 will be completed once the work program is finalized.

The Society will give a brief presentation and be available to answer questions at the March 6, 2017 study session.



Department of Public Works

801 - 228TH AVENUE SE • SAMMAMISH, WASHINGTON 98075 • TEL 425-295-0500 • FAX 425-295-0600 • WWW.SAMMAMISH.WA.US

Date: March 6, 2017
To: City Council
From: Tawni Dalziel, PE., Sr. Stormwater Program Manger
Steve Leniszewski, PE., Public Works Director
Subject: Zackuse Creek Fish Passage Project

The purpose of this memo is to provide a brief update on the Zackuse Creek Fish Passage Project. This project was funded in the 2017-18 biennial budget and is scheduled for completion in late 2018. We are still in the early planning phases of the project, including interagency coordination and preliminary design. We will provide a more detailed project update to the City Council later this spring.

Project Overview:

The Zackuse Creek Fish Passage Project is comprised of two components. The first component replaces an existing 30-inch concrete culvert under East Lake Sammamish Parkway NE (ELSP) with a fish passable culvert. The consulting team is currently working on the design details for this culvert.

The second component is restoration, reconstruction and realignment of approximately 200-feet of the existing Zackuse Creek channel upstream of the ELSP culvert. The work includes altering the channel morphology and gradient to enhance Kokanee spawning habitat and significantly reduce the risk of major, lateral channel migration. This section of Zackuse Creek contains the majority of the potential Kokanee spawning habitat and is under private ownership. The project is scheduled to be completed in late 2018, in advance of what is hoped to be a large Kokanee run.

Current Project Work:

The City has retained the services of Otak, an engineering firm with expertise in the design of stream restoration and fish passage projects. To date, the team has completed a topographic and underground utility survey, geotechnical exploration, critical area mapping, stream reconnaissance including habitat assessment and fluvial morphology, and hydrologic and hydraulic modeling of Zackuse Creek. On-site meetings are taking place with Washington State Fish and Wildlife (WDFW), and the Muckleshoot and Snoqualmie Tribes to discuss permitting requirements.

King County intends to improve the Zackuse Creek culverts under the Eastlake Sammamish Trail and East Lake Sammamish Shore Lane NE as part of the King County Trail 2B Improvement

Project (Middle Section). The City and the County have met on two occasions and project coordination will be ongoing.

Estimated Project Construction Costs:

The preliminary project cost estimate is \$1.2 million and these funds were allocated in the 2017-18 biennial budget. The preliminary cost estimate includes design, permitting, construction, construction management and contingencies.

A summary of the cost estimate is provided below.

Preliminary Estimate	Cost
Engineering	\$ 330,000
Construction Management	\$ 70,000
Construction	\$ 700,000
Contingency	<u>\$ 100,000</u>
Total Cost	\$1,200,000
Grants	Amount
King County Waterworks	\$ 157,400
King County Flood Reduction	\$ 175,000
KC Sub-regional Opportunity Fund	<u>\$ 189,506</u>
	\$ 521,906
PROJECT TOTAL	<u>\$1,200,000</u>

Project Timeline:

The project is on schedule and anticipated to be completed by October 2018. The next major milestone includes a public meeting on March 29, 2017, and submittal of permits in April, 2017. Final design and permitting will be completed by February, 2018 with bid advertisement and bid award by early May, 2018. Based on this schedule, we expect mobilization of construction crews at the end of June, 2018. The timeline for construction is approximately 2-months and is scheduled during the fish passage window from July to September.

Zackuse Creek Fish Passage Project -Update-

City Council Study Session
March 6, 2017

Steve Leniszewski, PE Public Works Director

Cheryl Paston, PE Deputy Public Works Director



Goals & Objectives

Project Goal:

Remove culvert barriers and provide habitat for native Kokanee consistent with the Kokanee Work Group Blueprint

Project Objectives:

1. Replace the East Lake Sammamish Parkway (ELSP) culvert with a fish passable culvert
2. Realign and regrade ~ 200 LF of Zackuse Creek upstream of ELSP
3. Coordinate with King County on the downstream culvert replacements (part of the Phase 2B ELST Trail Project)

Zackuse Creek Vicinity Map & Partners

-200 Block of East Lake Sammamish Parkway-

Project Partners:

- King County
- Kokanee Work Group
- Snoqualmie Tribe
- Trout Unlimited



Project Funding

Project Estimate: \$1,200,000

Project included in 2017-2018 budget
(438 -*Surface Water Capital Fund*)

Grants:

- King County Water Works Grant: \$157,400
- King County Flood Reduction Grant: \$175,000
- King County Sub-Regional Opportunity Fund Grant (SURF) \$189,506

Total of Grants \$521,906



Project Schedule

- *Fall 2016* → *Candidate Selection Process*
- *Fall 2016* → *Otak selected as consultant*
- **Jan – April** → **Preliminary Design**
- **Feb - March** → **Coordinate with groups and agencies
{King Co., Dept. of Fish & Wildlife, Tribes,
Eden Glen HOA, property owners}**
- **March** → **Public Meeting**
- **April** → **Submit for Permits**
- **April - Feb 2018** → **Final Design and Permitting to be Completed**
- **March - May 2018** → **Construction Advertisement and Bid Award**
- **July – Sept 2018** → **Construction**
- **Oct 2018 – Jan 2019** → **Project Completed for Lake Run Kokanee**

Current Work Plan / Next Steps

Outreach

Public Meeting - March 29, 2017

Ongoing Coordination

Work with King Co. on project coordination and permitting

Design

1. Analyze stream model and culvert size
2. Confirm culvert sizing
3. Review stream realignment and grading options

Next Steps

May 2017 – Update to City Council



Department of Public Works

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Date: March 6, 2017

To: City Council

From: Samuel Park, P.E., Senior Project Engineer
Andrew Zagars, P.E., City Engineer
Steve Leniszewski, P.E., Public Works Director

Subject: Issaquah-Fall City Road - Communications Plan Update

The purpose of this memo is to provide you with an update on the communications strategy related to the Issaquah-Fall City Road Improvement Project and to update you on additional consulting services that may be needed to support detour coordination efforts.

Current Communications Plan:

The project scope of work for the Issaquah-Fall City Road Improvement Project included development of a Project Communication Plan. The plan was developed in early 2016 and is included as an attachment to this memo.

The current Communications Plan focused on public engagement during the design phase, which included exploring a number of design alternatives. Much of the plan was followed, although adaptations were made as it became necessary to hold additional stakeholder meetings.

Project Communications Highlights to Date:

- Two Public Meetings, 31,000+ meeting postcards mailed
 - Meeting 1: Pacific Cascade Middle School, 5/12/16
 - Meeting 2: Shepherd of the Hills Lutheran Church, 7/13/16
- 16 project stakeholder meetings with properties on the corridor, including two churches, the Issaquah School District, nearby HOAs, the City of Issaquah, King County and Washington State Department of Transportation. Meetings were held from April 2016 to March 2017.
- Associated email, social media and other outreach efforts to support the meetings described above.

Detour Planning – Additional Communications Support Needed

At the end of 2016 staff members began discussions with the Transportation Committee about the need for additional communications support related to detour planning. This consultant support was not included in the original scope of work and will require a contract amendment.

Proposed Additions to the Scope of Work:

The staff are proposing the following amendments to the consultant scope of work:

- The addition of a Virtual Town Hall to solicit community feedback on potential detour routes and construction concerns. This approach is particularly helpful to encourage broader public input from those who are unable to attend the in-person meetings, yet still have a desire to provide their input on the proposed detour routes.
- Addition of a public workshop meeting for proposed detour planning. The meeting will allow the public to be involved in planning detour options and provide a venue to present and address concerns.
- The addition of a fourth public meeting once the project design is finalized, and prior to start of construction, to inform community members about the project, share the proposed detour routes and provide additional information to help them prepare for the construction project. If it becomes necessary to do so, a fifth public meeting could be added.
- Additional communications efforts (email blasts, reader boards, social media messaging, mailers etc.) prior to the start of construction to inform community members about the project and the proposed detours. And, ongoing communications support during the project to ensure the community remains informed, particularly if there are any changes during construction.

Next Steps:

If the City Council is supportive of the enhance communications effort, staff will work with the consultant to prepare a detailed scope of work and will bring a contract amendment for City Council approval at an upcoming meeting.

City of Sammamish
Issaquah-Fall City Road Improvements Project
Phase 1: 242nd Ave SE to Klahanie Drive SE

Communications Plan

Spring 2016



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Issaquah-Fall City Road Improvements Project Communication Plan

Introduction

This plan outlines the City of Sammamish's commitment to engage and communicate with the public during the alternatives development and design phase of the Issaquah-Fall City Road Improvements Project. The plan includes the City's overarching outreach goals and strategies, key messages, and communication tools and techniques for engaging with the public. The approach outlined here will be implemented by the City of Sammamish in cooperation with its consultant teams. This plan is a living document and will be updated as needed throughout the project.

Project Background

The City of Sammamish plans to improve Issaquah-Fall City Road between 242nd Ave SE and SE Issaquah-Beaver Lake Road, a main corridor to the newly annexed community of Klahanie and other adjacent neighborhoods. The City will first consider alternatives and finalize the design for Phase I of the overall project: Issaquah-Fall City Road Improvements between 242nd Ave SE and Klahanie Drive SE. Currently, motorists who live and work in the area experience significant traffic delays and backups. In addition, steep grades and poor sight lines create unsafe conditions for cyclists and pedestrians. The City's technical objectives for this section of Issaquah-Fall City Road are as follows:

- **Improve safety along the roadway and at intersections.** One of the City's priorities for the project is to improve public safety for those driving, cycling, walking along, or crossing the roadway. This includes improving sight lines and slopes to increase visibility and increasing efficiency for vehicle traffic while also maintaining walkability and bicycle access.
- **Improve level of service at intersections.** Drivers currently experience significant delays at intersections along Phase I of the corridor. The City plans to reduce congestion and improve access to neighborhoods, businesses, community organizations, and public spaces along the project corridor by providing capacity for turning traffic, thru-traffic and pedestrian crossings.
- **Add capacity by increasing the number of travel lanes.** The number of travel lanes along Phase I tapers from four lanes to two lanes at SE 48th Street. This lane reduction creates a choke point and does not provide enough capacity for the volume of traffic currently using or anticipated to use the roadway into the future. The City will seek to increase capacity, where possible, by increasing the number of lanes to four in areas where there are only two lanes.
- **Protect environmentally sensitive areas.** Increased capacity and roadway improvements will be balanced with the need to minimize environmental impacts, especially at stream crossings and near wetlands.

Commitment to Public Involvement

Recognizing the importance of community context, values and needs, the City is committed to engaging City leadership, key stakeholders, community organizations, affected businesses and residents, and the broader traveling public throughout the development of alternatives and the final design for phase I of the Issaquah-Fall City Road Improvements. The City will solicit input and keep the community informed throughout the design process. Early conversations with the public will focus on identifying community goals to help inform alternatives development and the selection of a preferred alternative. The City will check in with the public throughout the project to keep the community informed of design progress and solicit input to further refine design details. **The Sammamish City Council will approve the final design for Phase I of the Issaquah-Fall City Road Improvements Project.**

Exhibit 1

Issaquah-Fall City Road Improvements Project Communication Plan

The City of Sammamish recognizes that the Issaquah-Fall City Road Improvements Project is an opportunity to build positive and lasting relationships with those who live and work near the roadway, particularly the newly annexed community of Klahanie and other adjacent neighborhoods. The City also recognizes that the outreach process for Phase I is an early opportunity to engage, build relationships, and set expectations with the community for Phase II of the project. In addition, while the roadway improvements will ultimately benefit those who work and live in the area, there will be challenges and impacts during construction. The City will provide information about what to expect during construction, gather input on construction options and work to incorporate these considerations into the final design of Phase I.

Outreach Goals and Strategies

The City's outreach goals for the Issaquah-Fall City Road Improvements Project are outlined below, along with strategies for how each goal will be implemented. The goals and strategies were developed based on a preliminary analysis of the community profile and demographic information (Appendix C). The community profile shows the majority of the population is relatively affluent, educated and white. Over 20 percent of the population is Asian. Approximately 4 percent of households report speaking English less than well. Federal Guidance recommends preparing translated materials for limited English speaking and non-English speaking populations greater than 5 percent. The City will determine whether translated materials would be beneficial and which languages to consider for translation through initial stakeholder interviews and community outreach efforts. Strategies for inclusive outreach have been incorporated into the goals and strategies below to ensure that the final project design is equitably informed by the community.

Goal 1: Fulfill the City's commitment made to the newly annexed communities to improve safety, mobility and access along the Issaquah-Fall City Road corridor.

- Emphasize and recognize the City's commitment to reduce congestion and improve safety on Issaquah-Fall City Road in the project key messaging. The project corridor is one of the most highly traveled roadways in the area, with over 1,800 peak hour trips and few alternate routes.
- Many residents in the Klahanie and surrounding neighborhoods voted for annexation in part because of the improvements promised to Issaquah-Fall City Road. City staff will recognize and reaffirm this commitment during initial interactions with the community during stakeholder interviews, briefings and public meetings.

Goal 2: Provide City leadership, key stakeholders, community organizations, affected businesses and residents, and the broader traveling public with relevant information and meaningful opportunities to provide input at major project milestones.

- Provide multiple ways for people to provide input at given milestones through 60 percent design. Host public meetings with comment forms and interactive activities to generate public feedback; provide notifications, emails, social media posts, stakeholder briefings, information at local community centers, and signage along the project corridor to inform stakeholders of opportunities to provide feedback and learn more.
- Convene a Multiagency, Interdisciplinary and Stakeholder Advisory (MAISA) Team to inform the design alternatives and build project support with partner agencies. The MAISA team will include representatives from City departments, neighboring jurisdictions, Tribes and affected agency staff to provide technical input on and support for design alternatives.

Exhibit 1

Issaquah-Fall City Road Improvements Project Communication Plan

- Regularly brief and request input from the Transportation Committee and City Council on project process. Regularly provide presentations and updates to the City Council and Transportation Committee such that the decision makers are in support of project progress and that information presented to the public is technically accurate and feasible.
- Provide community updates about project developments as design progresses. Share regular notifications to those living, working and traveling along the project corridor of design advancements and share how public input was considered. Continue to offer briefings to stakeholder groups as requested and prepare to hold a pre-construction public meetings once project funding is secured.

Goal 3: Listen to the community's concerns and priorities and build trust by conducting a transparent outreach process and reflecting the community's values in the final design of project.

- Clearly demonstrate how public input will be used at various phases of design. Set public expectations about the process for and how to provide input on the design, as outlined below, early in the process through phone calls, emails, interviews, and public meetings with key stakeholders and members of the public:
 - Alternatives development and prior to 10 percent design – solicit input on priorities for design, community concerns, and how the community would like to be engaged through the project (via stakeholder interviews and May public meeting)
 - At 10 percent design – solicit input and feedback on design tradeoffs and alternatives (via June public meeting)
 - At 30 percent design – solicit input on how preferences, priorities and concerns have been reflected in the major components of the design, and what should be emphasized in future iterations of the design (via October public meeting)
 - At 60 percent design – major design decisions will be in place; there will be opportunities for stakeholders to provide input on more detailed aspects of the design (via public comment opportunities at City Council Meetings)
 - After 60 percent design – inform the community of team progress to finalize the project design and what to expect during construction to ensure no surprises (via mailings, web updates, briefings and/or other local avenues for communication)
- Share project information early and often and explain how final design decisions will be made. Share information via written materials and in person about the project and opportunities to provide input during interviews, briefings, online open houses and public meetings. Event outreach and tabling at fairs and festivals, farmers markets, and community events should be used to allow stakeholders to get information, ask questions and engage in informal conversation where they already are in their community.

Goal 4: Ensure that the final design is appropriately and equitably informed by the community, matching who is reached during the outreach process to the community profile.

- Reach out early and continually to hard-to-reach stakeholders through community groups, community gathering centers, and places of worship. Ensure that hard-to-reach stakeholder groups are included in stakeholder interviews and briefings and invited to attend and provide input during public meetings. Bring information to hard-to-reach communities, allowing access to project information in these communities. Provide translation and interpretation services as needed.

Exhibit 1

Issaquah-Fall City Road Improvements Project Communication Plan

- Invite Phase II stakeholders to participate in Phase I feedback forums and clearly articulate that the Phase II design will be influenced by Phase I design. Include Phase II residents, businesses and community groups in initial mailings about the project and invite these groups to attend all Phase I public meetings.

Key Messages

Project Need

- Improvements are needed to reduce congestion and improve safety for people driving, cycling and walking along on SE Issaquah-Fall City Road. Improvements will be made to add roadway capacity, increase level of service at intersections, and improve safety.
- SE Issaquah-Fall City Road is an important thoroughfare for the City of Sammamish, particularly those who live and work nearby. The City of Sammamish is committed to improving congestion on the roadway and maintaining its commitment made to affected communities during the annexation process.
- Roadway improvements need to be balanced with the City's commitment to protecting environmentally sensitive areas, such as stream crossings and wetlands. The City will work with the community and appropriate agencies to ensure that roadway improvements are made without negatively impacting natural areas and areas which serve as important habitat for fish and wildlife.

Outreach Process and Timeline

- The City of Sammamish will consider design options for Phase I of the overall project. The City is planning to engage the public throughout design development to gather community input on design and build strong relationships with stakeholders, including the newly annexed neighborhoods.
- The City of Sammamish is committed to a clear and transparent design process and consulting stakeholders along the way so that the final design reflects the preferences of the community and meets their current and future needs.
- The City understands that the design of Phase I will serve as a foundation for the design of Phase II of the project. The City is committed to reaching out to all affected stakeholders, including those located in Phase II to participate in Phase I public meetings and design conversations.
- The City is currently conducting interviews with interested community organizations, schools, City departments, businesses, property owners and residents to better understand their priorities for design, concerns and how they would like to be engaged throughout the project.
- The City will seek community feedback as it moves through technical milestones prior to and at 10 percent design, at 30 percent design and at 60 percent design. Earlier on in the design process, the City will ask for general feedback on goals and priorities to shape the overall vision for the design. As design progresses, the City will ask for feedback on some of the specific design components and details, such as lighting, vegetation impacts and sidewalk and bike lane design.
- There will be many opportunities to provide input on the design for the Issaquah-Fall City Road Improvements Project. A schedule of upcoming events and opportunities to provide feedback will be available on the City's website.

Construction Impacts

- The City will seek input from the community on what construction impacts should be considered and gather input on aspects of construction scheduling that are flexible. For example, whether

Exhibit 1

**Issaquah-Fall City Road Improvements Project
Communication Plan**

or not the community would prefer interim and partial closures over a longer period of time to complete certain aspects of construction, or whether a shorter term full roadway closure would be preferred.

- Every construction project is disruptive to those living, working or traveling through the work zone. The City of Sammamish recognizes that while the improvements to the roadway are important to the community, it is also important to minimize construction impacts to the greatest extent possible.
- The City will keep all interested stakeholders informed of what to expect during construction once design is finalized.

Communication Tools and Techniques

The following tools will be used to communicate and engage with the community about the Phase I design of the Issaquah-Fall City Road Improvements Project. These tools will be refined as the City learns more about community values during the design process. The use of each tool will be dependent on the needs of the general public, targeted stakeholder groups, and community leadership. The table below describes the purpose of each tool and how each technique will be evaluated.

Tool	Description / purpose	Technique evaluation	Roles/Responsibilities
Public meetings	A public space for stakeholders to share preferences, goals and concerns directly with project staff. Allows everyone who attends to hear the same project information and provide public comment on the design.	Number of participants, number of stakeholder groups represented, number and quality of comments/survey responses	<ul style="list-style-type: none"> • EnviroIssues to lead planning, logistics coordination, and development of notifications and materials • City, Lochner, and EnviroIssues to attend • EnviroIssues to provide summary
Stakeholder interviews	Provides open forum for City to learn about stakeholder interests and concerns. A good opportunity to build rapport and trust with community leaders and representatives.	Number of interviews, number of stakeholder groups represented by the interviews, generation of initial list of key priorities and concerns	<ul style="list-style-type: none"> • EnviroIssues to provide scheduling, material development, written summary • City, Lochner and EnviroIssues to conduct interviews
Fact sheets / FAQs	Provides a basic overview of the project that can be left behind after briefings, public meetings and other events, translated into multiple languages, and made available on the web. Can be	Number of fact sheets taken at events, online open house and website analytics showing the number of times the materials	<ul style="list-style-type: none"> • EnviroIssues to develop fact sheets/FAQs • City to distribute fact sheets/FAQs

Exhibit 1
**Issaquah-Fall City Road Improvements Project
 Communication Plan**

Tool	Description / purpose	Technique evaluation	Roles/Responsibilities
	updated as new information becomes available.	were accessed by visitors	
Project newsletters and updates	Written updates about project progress that can be mailed or emailed after project milestones. Provides a means of keeping stakeholders informed of the status and progress of the design and may reach stakeholders who may not participate in events and public meetings.	Number of newsletters distributed	<ul style="list-style-type: none"> • EnviroIssues to develop newsletters and updates • City to distribute newsletters and updates
Project signage	Could include road side signs, posters or yard signs about the project. Provides easy-to-access, high-level information about the project with Phase I and Phase II communities. Can be used to generate awareness and interest in the project and/or advertise for upcoming events in project corridor.	Number of signs and locations where signs are posted; number of travelers on roadway/views per day	<ul style="list-style-type: none"> • EnviroIssues to develop signs • City to post
Sammamish City Council and Transportation Committee Briefings	Provides an opportunity to check in with elected officials and ensure that the developing design is technically feasible and aligns with existing City policy before designs are broadly presented to the public for input.	Number of briefings, interim and overall project support from the City Council and Transportation Committee	<ul style="list-style-type: none"> • City and Lochner to lead preparation and attend briefings
Project webpage	An electronic information hub about the project, including key project information, current progress, newsletters, fact sheets, and information about upcoming events.	If available, analytics within the City of Sammamish website framework	<ul style="list-style-type: none"> • City to lead updates • EnviroIssues to provide strategic support
Social media campaign	Use existing City social media platforms as a means of facilitating two-way communication and quick, high-level project information. Allows access to stakeholders who may not otherwise be aware of the project.	Number of posts, tweets, blogs, etc., social media platform analytics (e.g. number of followers, number of likes, number of shares)	<ul style="list-style-type: none"> • City to lead • EnviroIssues to provide strategic support
MAISA Team Meetings	Allows for participation from diverse and broader perspectives, facilitates regular check-ins with technical experts	Number of meetings, number of stakeholder groups represented, number of	<ul style="list-style-type: none"> • City to coordinate MAISA, attend and facilitate meetings

Exhibit 1
Issaquah-Fall City Road Improvements Project
Communication Plan

Tool	Description / purpose	Technique evaluation	Roles/Responsibilities
	on a variety of complex design topics and generates partner agency support.	recommendations provided by the team, interim and overall project support from the MAISA Team	<ul style="list-style-type: none"> • EnviroIssues to provide outreach updates to City
Stakeholder briefings	Presentations or updates to community groups to generate interest about the project and design process, provide project updates and answer questions. Provides an opportunity to build trust and develop relationships with community groups.	Number and timing of briefings, quality of questions and general interest and awareness of project	<ul style="list-style-type: none"> • City to coordinate and conduct briefings
Fairs, festivals, information at community centers, public spaces	Provides opportunity to go to stakeholders in their communities, raise awareness about the project, and connect in an informal setting. Can also be used to generate feedback from stakeholders through conversations and/or comment cards.	Number of events, number of visitors, number of conversations, number of comments	<ul style="list-style-type: none"> • City to lead event and outreach tabling efforts

Exhibit 1
Issaquah-Fall City Road Improvements Project
Communication Plan

Outreach Timeline

The timeline below shows the City’s planned outreach activities and their alignment with technical project milestones.

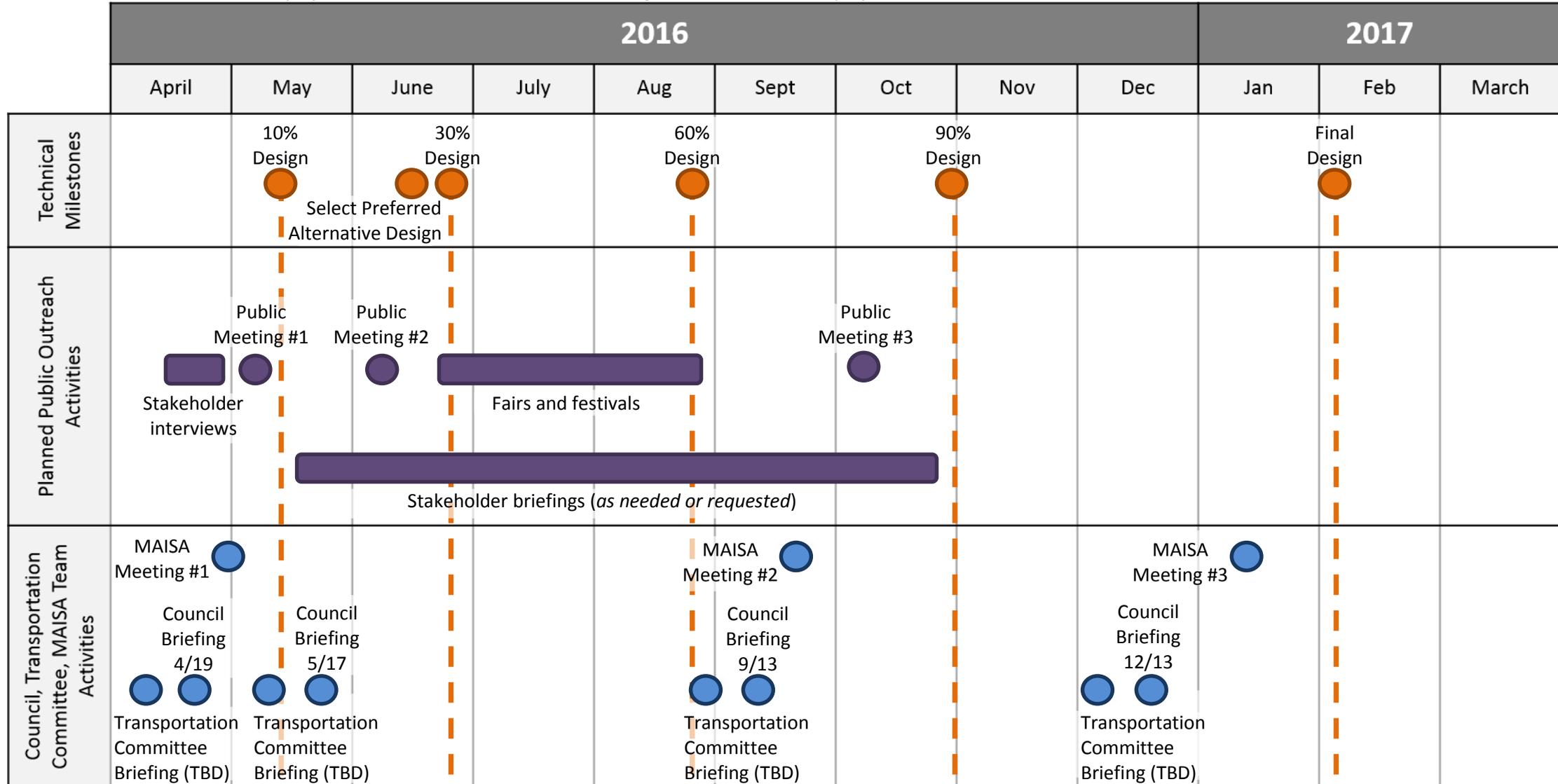


Exhibit 1
**Issaquah-Fall City Road Improvements Project
 Communication Plan**

Key Team Members

The table below provides a list of key City of Sammamish and consultant staff that will be working on Phase I alternatives development and design of the Issaquah-Fall City Road Improvements Project and will have a lead or supportive role for the public outreach process.

Firm/Role	Name
City of Sammamish	
Director of Public Works	Steve Leniszewski
Deputy Director of Public Works	Cheryl Paston
City Engineer	Andrew Zagars
Project Manager	Samuel Park
Traffic Engineer	Steven Chen
Lochner	
Principal Project Manager	Steve Lewis
Design Project Manager	Mark Burrus
Roadway/Utility Engineer	Molly Toy
Stormwater Engineer	Jorge Garcia
Traffic Engineer	Rich Meredith
Structural Engineer	Kevin Hinkely
Pace Engineers	
Surveyor	Dave Fulton
Shannon & Wilson	
Geotechnical	Brian Reznick
Environmental Permitting	Katie Walter
Aqua Terra (CR)	
Principal Archaeologist	Sarah Amell
KBA	
Resident Engineer	Dave Mohler
Universal Field Services	
Vice President	Mitch Legel
HBB Landscape Architecture	
Landscape Architect	Colie Hough-Beck
EnviroIssues	
Public Involvement	Kristine Edens
Public Involvement	Kerri Franklin
Public Involvement	Kelly Foley
Public Involvement	Harrison Price

Exhibit 1
**Issaquah-Fall City Road Improvements Project
 Communication Plan**

APPENDICES

Appendix A: Project Stakeholders

Below is a preliminary list of stakeholders for Phase I of the Issaquah-Fall City Road Improvements Project. Proposed key stakeholders for interviews have been identified (highlighted in blue below). Suggested initial engagement strategies have been listed for other stakeholders. All stakeholders and the public will be notified of meetings and opportunities to provide feedback. Additional stakeholders may be added to this list during Phase I design and can inform the stakeholder outreach strategy for Phase II design.

Stakeholder	Interests	Initial Engagement Strategy
Homeowners Associations		
Klahanie Homeowners Association	<ul style="list-style-type: none"> Recently annexed neighborhood (1/1/16) Klahanie Drive serves as the neighborhood entrance off Issaquah-Fall City Road Heavy traffic during commute times 	Stakeholder interview
Homeowners associations and neighborhoods <ul style="list-style-type: none"> Brookshire Estates Home Owners Association Caliterra Neighborhood Highland Gardens Apartments Highland Ridge Hunter's Ridge Homeowners Association Livingston Homeowners Association Summerhill Village Trossachs 	<ul style="list-style-type: none"> Heavy traffic during commute times Construction impacts 	City conducted informal interviews or phone calls
Schools		
Issaquah School District	<ul style="list-style-type: none"> Two schools on Issaquah-Fall City Road Safety (children walking to/from school) Thru traffic during commute times Heavy drop-off/pick up-traffic 	Stakeholder interview; Interagency communication
Pacific Cascade Middle School	<ul style="list-style-type: none"> Located on Issaquah-Fall City Road 	Stakeholder interview

Exhibit 1
Issaquah-Fall City Road Improvements Project
Communication Plan

Stakeholder	Interests	Initial Engagement Strategy
	<ul style="list-style-type: none"> • Safety (children walking to/from school) • Thru traffic during commute times • Heavy drop-off/pick-up traffic 	
Endeavour Elementary School	<ul style="list-style-type: none"> • Located on Issaquah-Fall City Road in Phase II project area • Safety (children walking to/from school) • Thru traffic during commute times • Heavy drop-off/pick-up traffic 	City conducted informal interviews or phone calls
Issaquah Montessori School	<ul style="list-style-type: none"> • Pre-K private school • Located on Issaquah-Fall City Road • Safety (children walking to/from school) • Thru traffic during commute times • Heavy drop-off/pick-up traffic 	Stakeholder interview
Snoqualmie Springs School	<ul style="list-style-type: none"> • K-3 private school • Located on Issaquah-Fall City Road • Safety (children walking to/from school) • Thru traffic during commute times • Heavy drop-off/pick-up traffic 	Stakeholder interview
Churches		
Eastridge Church	<ul style="list-style-type: none"> • Heavy weekend and special event traffic on Issaquah Fall-City Road 	Stakeholder interview
Shepherd of the Hills Lutheran Church	<ul style="list-style-type: none"> • Traffic on weekends and special events 	Stakeholder interview
Eastside Christian Community Church	<ul style="list-style-type: none"> • Heavy weekend and special event traffic on Issaquah Fall-City Road • Conducts services in English and Chinese • Equitable representation of community values in final design 	City conducted informal interviews or phone calls
Businesses		
Klahanie Shopping Center	<ul style="list-style-type: none"> • Traffic into Klahanie off Issaquah-Fall City Road (27 businesses located just north of Klahanie Drive; includes QFC, Wells Fargo, Starbucks, and Chevron) 	Stakeholder interview
Grand Ridge Events Center	<ul style="list-style-type: none"> • Heavy weekend and special event traffic on Issaquah Fall-City Road (Large events center located on Issaquah-Fall City Road – mostly weddings) 	Stakeholder interview

Exhibit 1
Issaquah-Fall City Road Improvements Project
Communication Plan

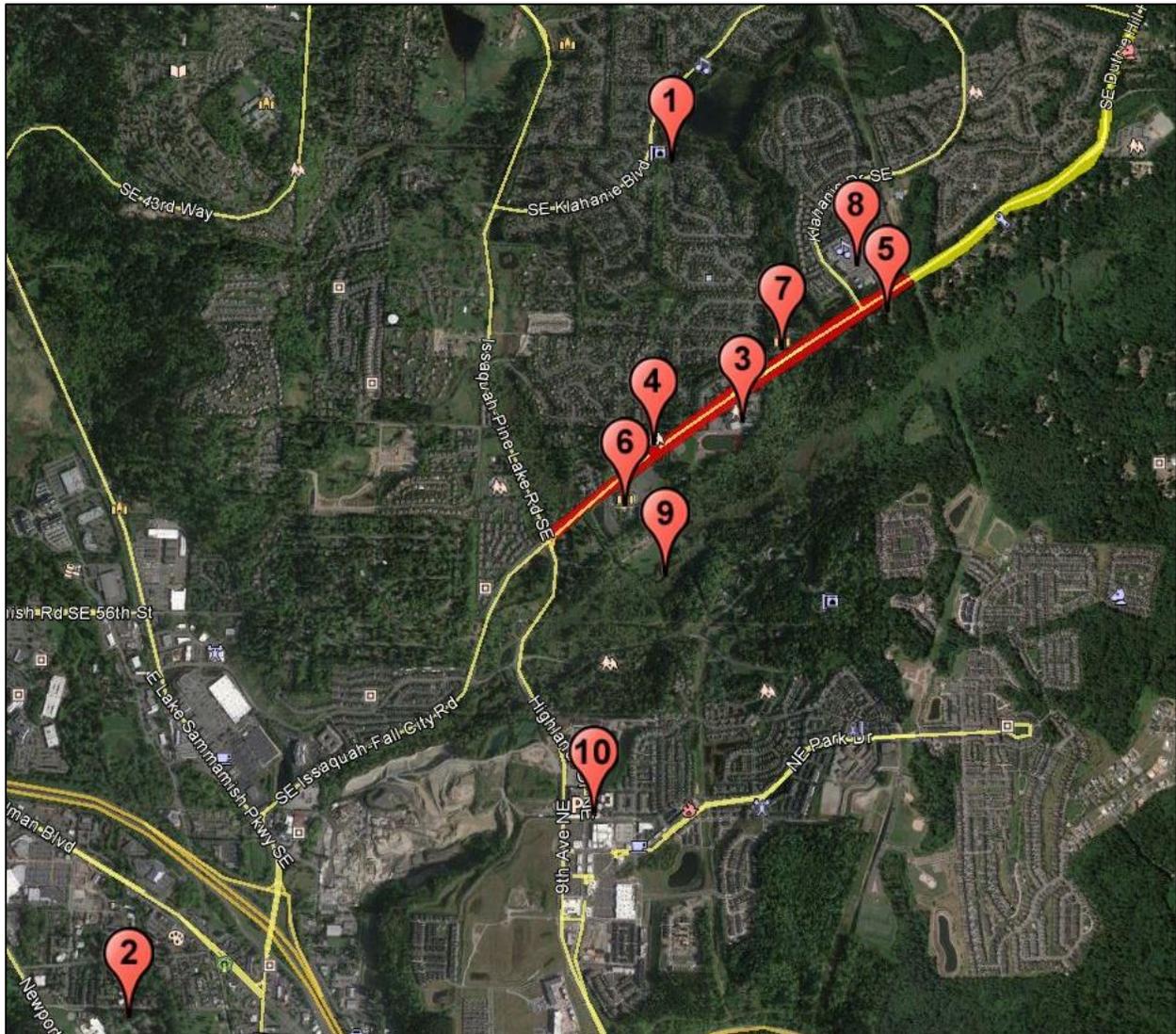
Stakeholder	Interests	Initial Engagement Strategy
Utilities		
Puget Sound Energy	<ul style="list-style-type: none"> Utilities located along Issaquah-Fall City Road 	City interagency communication and early design coordination
Sammamish Water and Sewer	<ul style="list-style-type: none"> Utilities located along Issaquah-Fall City Road 	City interagency communication and early design coordination
Community Centers		
Vedic Cultural Center	<ul style="list-style-type: none"> Heavy weekend and special event traffic on Issaquah Fall-City Road Equitable representation of community values in final design 	City conducted informal interviews or phone calls; post/leave project information
Issaquah YWCA	<ul style="list-style-type: none"> Maintaining affordable housing in the area Equitable representation of community values in final design 	Stakeholder interview; post/leave project information
Issaquah Community Center	<ul style="list-style-type: none"> Recreational access, maintaining quality of natural areas and City parks Equitable representation of community values in final design 	City conducted informal interviews or phone calls; post/leave project information
Sammamish YMCA	<ul style="list-style-type: none"> Heavy weekend and special event traffic on Issaquah Fall-City Road Equitable representation of community values in final design 	City conducted informal interviews or phone calls; post/leave project information
Emergency Services		
Sammamish Police Department	<ul style="list-style-type: none"> Public safety 	City interagency communication and early design coordination
Eastside Fire and Rescue	<ul style="list-style-type: none"> Public safety 	City interagency communication and early design coordination
MAISA Team Members		
City of Sammamish departments	<ul style="list-style-type: none"> Efficient use of Issaquah-Fall City Road corridor 	MAISA team
City of Issaquah	<ul style="list-style-type: none"> Efficient use of Issaquah-Fall City Road corridor 	MAISA team
Muckleshoot Tribe	<ul style="list-style-type: none"> Habitat, water quality, and land use protection around project area (stream crossing and natural areas 	MAISA team

Exhibit 1
**Issaquah-Fall City Road Improvements Project
 Communication Plan**

Stakeholder	Interests	Initial Engagement Strategy
Tulalip Tribe	<ul style="list-style-type: none"> Habitat, water quality, and land use protection around project area (stream crossing and natural areas) 	MAISA team
Yakama Tribe	<ul style="list-style-type: none"> Habitat, water quality, and land use protection around project area (stream crossing and natural areas) 	MAISA team
Puget Sound Regional Council	<ul style="list-style-type: none"> Efficient use of Issaquah-Fall City Road corridor Congestion reduction 	MAISA team
Washington State Department of Transportation	<ul style="list-style-type: none"> Use of state right-of-way Efficient use of Issaquah-Fall City Road corridor 	MAISA team
Other		
King County (Roads/Signals, Metro, Sherriff, Parks, County Council District 6)	<ul style="list-style-type: none"> Use Issaquah-Fall City Road corridor One side of corridor is unincorporated King County 	City interagency communication and early design coordination
Environmental interests <ul style="list-style-type: none"> Natural Areas Association of Klahanie Sammamish Friends 	<ul style="list-style-type: none"> Use of Issaquah-Fall City Road corridor Environmental protection around project area (stream crossing and natural areas) 	City conducted informal interviews or phone calls
Bicycle and Pedestrian interests <ul style="list-style-type: none"> Progression Cycle Cascade Bicycle Club Sammamish Walks 	<ul style="list-style-type: none"> Issaquah-Fall City Road is a popular route for recreational cyclists 	City conducted informal interviews or phone calls

Exhibit 1
 Issaquah-Fall City Road Improvements Project
 Communication Plan

Appendix B: Stakeholder Interview Map



This map shows the locations of the proposed key stakeholders for interviews (listed below and highlighted in blue in the table above).

Map Key

- = Phase I
- = Phase II

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> 1. Klahanie Homeowners Association 2. Issaquah School District 3. Pacific Cascade Middle School 4. Issaquah Montessori School 5. Snoqualmie Spring School | <ul style="list-style-type: none"> 6. Eastridge Church 7. Shepherd of the Hills Lutheran Church 8. Klahanie Shopping Center 9. Grand Ridge Events Center 10. Issaquah YWCA |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Exhibit 1

Issaquah-Fall City Road Improvements Project

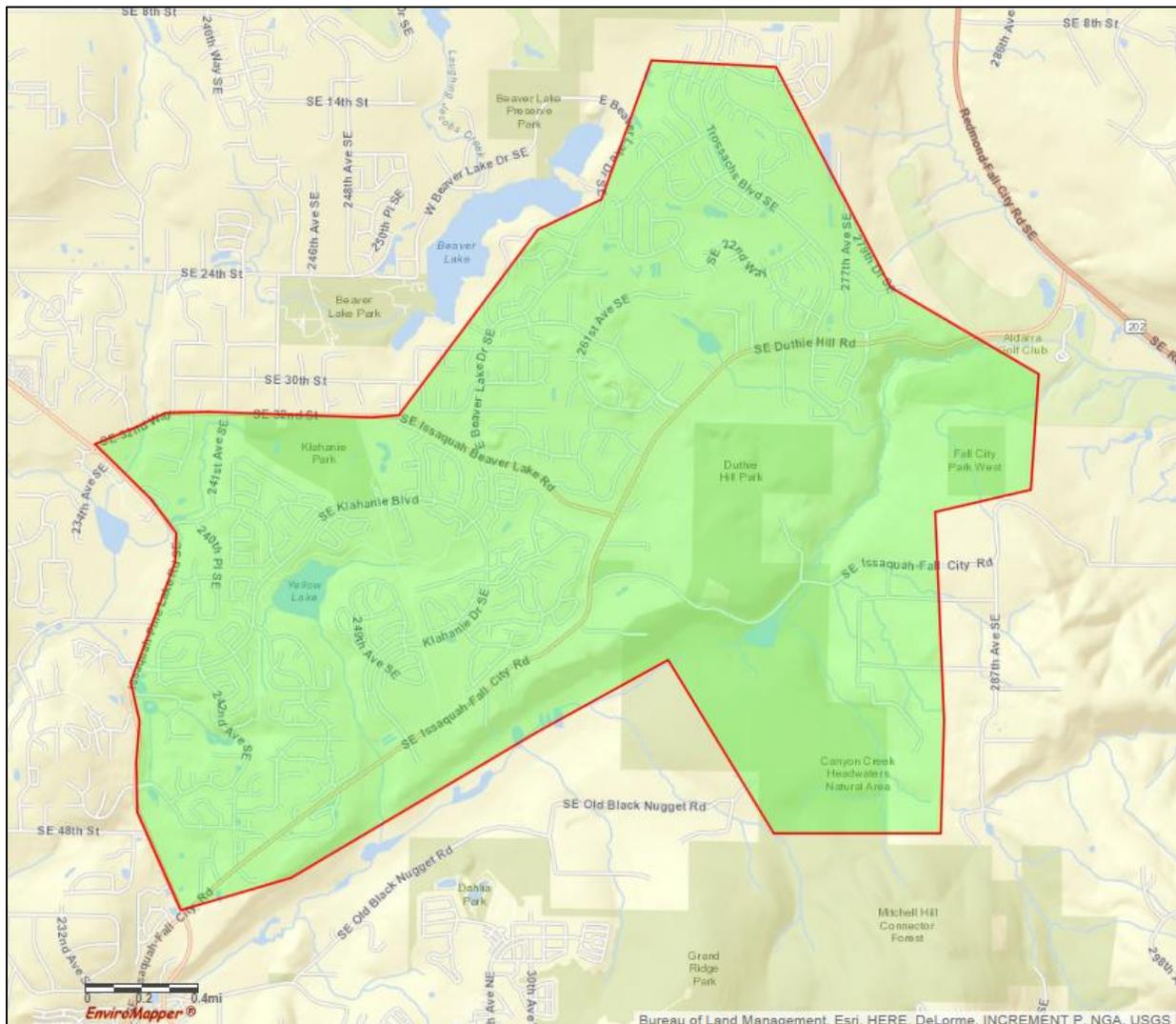
Communication Plan

Appendix C: Community Profile

The surrounding neighborhoods most directly impacted by the Issaquah-Fall City Road improvement Project are primarily affluent, educated and a majority white. Inclusive outreach efforts should include Asian and Asian-Indian populations in the project area. The two largest language groups – other than English – are Chinese and Hindi.

Project Area

The Phase I Issaquah-Fall City Road Improvements Project area includes the corridor along the roadway and the surrounding neighborhoods (see map below).



The project area map was created using the Environmental Protection Agency’s EJ Screen Tool

Community Demographics

The table below provides demographic information for the project area using information from the U.S. Census Bureau’s 2008-2012 American Community Survey 5-year and the 2010 Klahanie demographic profile.

Exhibit 1
**Issaquah-Fall City Road Improvements Project
 Communication Plan**

Project area population	18,015 people
Median Household Income	\$ 116,830
Low income (Living at or below 200% poverty level)	8% (U.S. Percentile: 9 th)
Population by ethnicity (%)	
• White	70%
• Asian	22%
• Hispanic	3%
• Black	2%
• More than one race	3%
Population age 5+ years by ability to speak English	
• Speaks only English	76%
• Speaks non-English at home	24%
○ Speaks English “very well”	14%
○ Speaks English “well”	6%
○ Speaks English “not well”	3%
○ Speaks English “not at all”	1%
Linguistically isolated households	
• Speak Spanish	0%
• Speak Other Indo-European Languages	16%
• Speak Asian-Pacific Island Languages	84%
• Speak Other Languages	0%
Age profile	
• 0-19	33%
• 20-34	15%
• 35-64	46%
• 64+	5%



City of Sammamish
Issaquah-Fall City Road Improvements Project
Phase I Design: 242nd Avenue SE to Klahanie Drive SE

Communication Plan Update



Monday, March 6, 2017





Project Timeline



Phase I Construction:
Anticipated 2018/2020

Phase II Design:
Planned 2019/2020

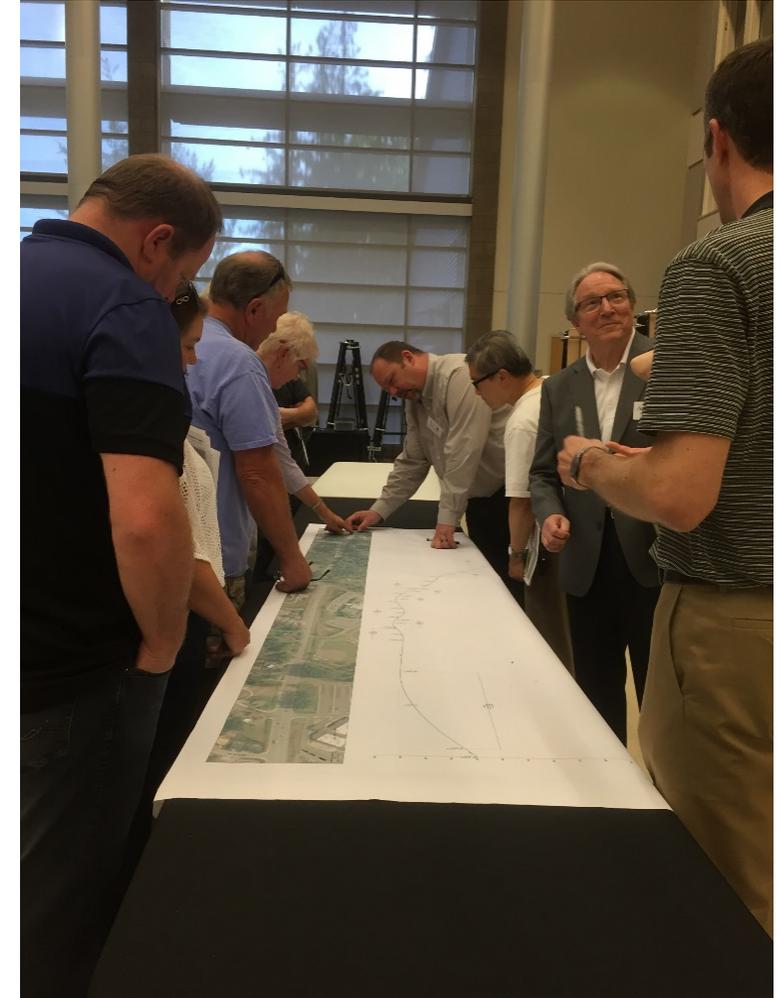
Phase II Construction:
Anticipated 2021/2022

Community outreach and City Council updates will be ongoing throughout the duration of the project.



Overview of Project Communications to Date

- Four City Council Meetings
- Several Transportation Committee Meetings
- Two Public Meetings, 31,000+ postcards mailed
- Two Meetings with Pacific Cascade Middle School
- Four Meetings with Eastridge Church & Their Engineer
- One Meeting with Shepherd of the Hills
- Presentation to HOA Representatives
- Multiple Individual Meetings with Key Stakeholders
- MAISA Meeting with the City of Issaquah, King County, & WSDOT





Additional Scope of Work for Enhanced Detour Planning Communications

Proposed Additions:

- Virtual Town Hall to solicit community feedback on potential detour routes and construction concerns
- Public workshop to share and discuss proposed detour planning
- Conduct a fourth public meeting after we finalize design and a detour plan
- Additional communications efforts (email blasts, reader boards, social media messaging, mailers etc.)
- And, ongoing communications support during the project to ensure the community remains informed along the way



City Manager's Office

801 - 228TH AVENUE SE • SAMMAMISH, WASHINGTON 98075 • TEL 425-295-0550 • FAX 425-295-0600 • WWW.SAMMAMISH.WA.US

Date: March 6, 2017
To: City Council
From: Jessi Bon, Deputy City Manager
Subject: City Council Draft Committee Charters

At the City Council Retreat in January, the Council assigned an Ad-Hoc Committee to draft a charter for each council committee. The charters define the committee purpose and also describe committee responsibilities and limitations.

Mayor Don Gerend, Deputy Mayor Bob Keller and Jessi Bon met on February 17 and again on February 23 to review the draft committee charters. The draft documents were also reviewed by staff.

The following draft documents are included in your packet materials for review and comment:

1. Standing Committees – Draft Charters:
 - Finance Committee
 - Legislative Committee

2. Ad-Hoc Committees – Draft Charters:
 - Communications Committee
 - Human Services Committee
 - Public Safety Committee
 - Transit Committee
 - Utility District Coordination Committee

3. List of 2017 Committees

The edits and feedback from the City Council meeting on March 6, 2017 will be included in the final committee charter documents and brought back for City Council approval at an upcoming meeting.

Finance Committee Charter

TITLE	Finance Committee (Standing Committee)
SCOPE OF WORK	The Finance Committee is responsible for advising the City Council on policy matters concerning the general fiscal and financial operations of the City.
INTERFACES	City Council Finance Department Other City Departments
COMPOSITION	<p>The committee shall consist of up to three City Council members, and they shall serve at the discretion of the City Council. A chairperson will be selected at the first committee meeting of the year.</p> <p><u>2017 Committee Members:</u> Kathy Huckabay Christie Malchow Tom Odell</p>
MEETINGS	<p>The committee shall meet at such times as necessary to complete the tasks described below. The chairperson will work directly with the staff lead to set agendas and confirm meeting dates, times and locations. It is anticipated the committee will meet a minimum of four times per year.</p> <p>Members of the committee are expected to attend each committee meeting, in person or via teleconference. A majority of the committee members present or participating through teleconference shall constitute a quorum.</p> <p>It is a standard practice that all committee meetings will be formally noticed. On occasion, it may be necessary to schedule committee meetings on short notice. It may also be necessary to hold committee meetings off-site to support local and regional coordination efforts. Under these circumstances, it may not be possible to formally notice the committee meeting.</p>
DESCRIPTION OF TASKS	<ol style="list-style-type: none"> 1. Monitor the budget and financial activities through periodic review and discussion of monthly and annual financial reports. 2. Review and provide a recommendation to the City Council on potential budget or financial related items (ex: capital plans). This Council Committee opportunity provides time for a more detailed review of specific budget and financial items before they are reviewed by the City Council.

Finance Committee Charter

	<ol style="list-style-type: none"> 3. Review and provide a recommendation to the City Council on the following items: <ol style="list-style-type: none"> a. Proposed ordinances, resolutions and policies related to the financial operations of the City. b. Policy review for other finance-related work plan items as directed by the City Council. 4. Accomplish assigned tasks per the timelines established in the annual work plans and/or as directed by the City Council. 5. Chair of Finance Committee, along with the Mayor, will participate in the audit exit interview process.
ACCOUNT-ABILITY	Committee direction (tasks, changes in tasks, timelines for completion, reporting etc.) is provided by the City Council.
DELIVERABLES	<ol style="list-style-type: none"> 1. Publish a meeting agenda at least three (3) business days prior to the scheduled committee meeting for delivery to all committee members and to be posted to the City’s website. 2. Prepare meeting minutes for inclusion in the council packet materials at the next regular City Council meeting. 3. Provide policy-level recommendations by majority vote or unanimous consent.
APPROVALS/AUTHORITY	<p>The committee serves in an advisory capacity to the City Council. The City Council reviews and approves all policy recommendations provided by the committee.</p> <p>The committee shall not direct significant staff work, nor is the committee authorized to commit any funds of the City without approval from the City Council.</p>

Finance Committee Charter

<p>RESOURCES NEEDED</p>	<p>City staff shall provide administrative support to the committee to include preparation of committee agendas, support materials and meeting minutes.</p> <p><u>Staff Members:</u> Aaron Antin, Finance Director (Lead Staff) Lyman Howard, City Manager Other staff as assigned</p> <p>Other individuals, including staff, auditors, consultants and/or technical experts may be invited to attend meetings to provide pertinent information, as necessary.</p>
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Exhibit 1

Legislative Committee Charter

TITLE	Legislative Committee (Standing Committee)
SCOPE OF WORK	The Legislative Committee is responsible for advising the City Council on policy matters related to local, regional and federal legislative issues.
INTERFACES	City Council Other Local and Regional Agencies & Partners Other City Departments
COMPOSITION	<p>The committee shall consist of the Mayor, Deputy Mayor and up to one other City Council member, and they shall serve at the discretion of the City Council. A chairperson will be selected at the first committee meeting of the year.</p> <p><u>2017 Committee Members:</u> Don Gerend Bob Keller Ramiro Valderrama-Aramayo</p>
MEETINGS	<p>The committee shall meet at such times as necessary to complete the tasks described below. The chairperson will work directly with the staff lead to set agendas and confirm meeting dates, times and locations.</p> <p>Members of the committee are expected to attend each committee meeting, in person or via teleconference. A majority of the committee members present or participating through teleconference shall constitute a quorum.</p> <p>It is a standard practice that all committee meetings will be formally noticed. On occasion, it may be necessary to schedule committee meetings on short notice. It may also be necessary to hold committee meetings off-site to support local and regional coordination efforts. Under these circumstances, it may not be possible to formally notice the committee meeting.</p>
DESCRIPTION OF TASKS	<ol style="list-style-type: none"> 1. Develop an annual list of legislative priorities for review and approval by the City Council. This includes developing a mechanism to share legislative priorities with the Sammamish community. 2. Prepare recommendations on positions and action for the City Council with respect to County, State and Federal proposed legislation. 3. Identify and recommend opportunities for members of the City Council to participate in organized advocacy efforts.

Legislative Committee Charter

	<ol style="list-style-type: none"> 4. Review resolutions and other written communications and/or recommend other actions regarding legislative issues that may impact the City. 5. Work to build positive relationships with legislators and other elected officials. 6. Accomplish assigned tasks per the timelines established in the annual work plans and/or as directed by the City Council.
ACCOUNT-ABILITY	Committee direction (tasks, changes in tasks, timelines for completion, reporting etc.) is provided by the City Council.
DELIVERABLES	<ol style="list-style-type: none"> 1. Publish a meeting agenda at least three (3) business days prior to the scheduled committee meeting for delivery to all committee members and to be posted to the City’s website. 2. Prepare meeting minutes for inclusion in the packet materials at the next regular City Council meeting. 3. Provide policy-level recommendations by majority vote or unanimous consent.
APPROVALS/AUTHORITY	<p>The committee serves in an advisory capacity to the City Council. The City Council reviews and approves all policy recommendations provided by the committee.</p> <p>The committee does not direct significant staff work, nor is the committee authorized to commit any funds of the City without approval from the City Council.</p>
RESOURCES NEEDED	<p>City staff shall provide administrative support to the committee to include preparation of committee agendas, support materials and meeting minutes.</p> <p><u>Staff Members:</u> Lyman Howard, City Manager (Lead Staff) Other staff as assigned</p> <p>Other individuals, including legislators, staff, consultants and/or technical experts may be invited to attend meetings to provide pertinent information, as necessary.</p>

Communications Committee Charter

TITLE	Communications Committee (Ad-Hoc Committee)
SCOPE OF WORK	The Communications Committee is responsible for advising the City Council on policy matters related to communications activities for the City.
INTERFACES	City Council City Manager’s Office/Communications Finance Department/Website and Information Technology Other City Departments
COMPOSITION	<p>The committee shall consist of up to three City Council members, and they shall serve at the discretion of the City Council. A chairperson will be selected at the first committee meeting of the year.</p> <p><u>2017 Committee Members:</u> Don Gerend Tom Hornish Christie Malchow</p>
MEETINGS	<p>The committee shall meet at such times as necessary to complete the tasks described below. The chairperson will work directly with the staff lead to set agendas and confirm meeting dates, times and locations.</p> <p>Members of the committee are expected to attend each committee meeting, in person or via teleconference. A majority of the committee members present or participating through teleconference shall constitute a quorum.</p> <p>It is a standard practice that all committee meetings will be formally noticed. On occasion, it may be necessary to schedule committee meetings on short notice. It may also be necessary to hold committee meetings off-site to support local and regional coordination efforts. Under these circumstances, it may not be possible to formally notice the committee meeting.</p>
DESCRIPTION OF TASKS	<ol style="list-style-type: none"> 1. Review and provide a recommendation to the City Council on the following items: <ol style="list-style-type: none"> a. The Communications Strategic Plan, specifically the goals, policies and objectives of the plan. b. Proposed budget items related to City communications. c. Proposed ordinances, resolutions and policies related to City communications.

Communications Committee Charter

	<p>d. Policy review for other communications work plan items as directed by the City Council.</p> <p>2. Review the rolling three-month calendar for scheduled public meetings, Virtual Town Halls etc. Coordinate City Council member attendance as needed.</p> <p>3. Accomplish assigned tasks per the timelines established in the annual work plans and/or as directed by the City Council.</p>
ACCOUNT-ABILITY	<p>Committee direction (tasks, changes in tasks, timelines for completion, reporting etc.) is provided by the City Council.</p>
DELIVERABLES	<p>1. Publish a meeting agenda at least three (3) business days prior to the scheduled committee meeting for delivery to all committee members and to be posted to the City’s website.</p> <p>2. Prepare meeting minutes for inclusion in the packet materials at the next regular City Council meeting.</p> <p>3. Provide policy-level recommendations by majority vote or unanimous consent.</p>
APPROVALS/AUTHORITY	<p>The committee serves in an advisory capacity to the City Council. The City Council reviews and approves all policy recommendations provided by the committee.</p> <p>The committee shall not direct significant staff work, nor is the committee authorized to commit any funds of the City without approval from the City Council.</p>
RESOURCES NEEDED	<p>City staff shall provide administrative support to the committee to include preparation of committee agendas, support materials and meeting minutes.</p> <p>Staff Members: Tim Larson, Communications Manager (Lead Staff) Lyman Howard, City Manager Jessi Bon, Deputy City Manager Aaron Antin, Finance Director Other staff as assigned</p> <p>Other individuals, including staff, consultants and/or technical experts may be invited to attend meetings to provide pertinent information, as necessary.</p>

Human Services Committee Charter

TITLE	Human Services Committee (Ad-Hoc/Temporary Committee)
SCOPE OF WORK	The Human Services Committee is responsible for advising the City Council on policy matters related to human services, including the human services grant program. The Committee serves as a liaison to the Human Services Task Force.
INTERFACES	City Council Human Services Task Force Administrative Services Department Parks and Recreation Department Other Local and Regional Agencies & Partners Other City Departments
COMPOSITION	The committee shall consist of up to three City Council members, and they shall serve at the discretion of the City Council. A chairperson will be selected at the first committee meeting of the year. <u>2017 Committee Members:</u> Tom Hornish Bob Keller
MEETINGS	The committee shall meet at such times as necessary to complete the tasks described below. The chairperson will work directly with the staff lead to set agendas and confirm meeting dates, times and locations. Members of the committee are expected to attend each committee meeting, in person or via teleconference. A majority of the committee members present or participating through teleconference shall constitute a quorum. It is a standard practice that all committee meetings will be formally noticed. On occasion, it may be necessary to schedule committee meetings on short notice. It may also be necessary to hold committee meetings off-site to support local and regional coordination efforts. Under these circumstances, it may not be possible to formally notice the committee meeting.
DESCRIPTION OF TASKS	<ol style="list-style-type: none"> 1. Review and provide recommendations to the City Council on the Human Services grant program to include the following: <ol style="list-style-type: none"> a. Budget recommendations and funding levels related to the grant program. b. Policies guiding the selection and distribution of grant funds.

Human Services Committee Charter

	<ol style="list-style-type: none"> 2. Review and provide a recommendation to the City Council on other matters related to Human Services including the following: <ol style="list-style-type: none"> a. Strategic plans including needs assessment studies related to human services and specifically the goals, policies and objectives of the plan. b. Proposed budget items related to human services, including recommended funding levels for programs and partnerships (e.g. ARCH etc.) c. Proposed ordinances, resolutions and policies related to human services. d. Policy review for other human services related work plan items as directed by the City Council. 3. Coordinate and collaborate with the staff lead and chairperson(s) of the Human Services Task Force on work plan items. This includes, providing a recommendation on the formation of a Human Services Commission. 4. Accomplish assigned tasks per the timelines established in the annual work plans and/or as directed by the City Council.
ACCOUNT-ABILITY	Committee direction (tasks, changes in tasks, timelines for completion, reporting etc.) is provided by the City Council.
DELIVERABLES	<ol style="list-style-type: none"> 1. Publish a meeting agenda at least three (3) business days prior to the scheduled committee meeting for delivery to all committee members and to be posted to the City’s website. 2. Prepare meeting minutes for inclusion in the packet materials at the next regular City Council meeting. 3. Provide policy-level recommendations by majority vote or unanimous consent.

Human Services Committee Charter

<p>APPROVALS/ AUTHORITY</p>	<p>The committee serves in an advisory capacity to the City Council. The City Council reviews and approves all policy recommendations provided by the committee.</p> <p>The Committee does not direct significant staff work, nor is the committee authorized to commit any funds of the City without approval from the City Council.</p>
<p>RESOURCES NEEDED</p>	<p>City staff shall provide administrative support to the committee to include preparation of committee agendas, support materials and meeting minutes.</p> <p><u>Staff Members:</u> Jessi Bon, Deputy City Manager (Lead Staff) Angie Feser, Parks & Recreation Director Melonie Anderson, City Clerk Allison Gubata, Community Services Coordinator Other staff as assigned</p> <p>Other individuals, including staff, consultants and/or technical experts may be invited to attend meetings to provide pertinent information, as necessary.</p>

Exhibit 4

Public Safety Committee Charter

TITLE	Public Safety Committee (Ad-Hoc Committee)
SCOPE OF WORK	The Public Safety Committee is responsible for advising the City Council on policy matters related to public safety, including police, fire, emergency management, municipal court, prosecution and public defense.
INTERFACES	<p>City Council Eastside Fire & Rescue King County Sheriff's Office City Manager's Office/Emergency Management King County District Court Prosecuting Attorney Public Defender Other Local and Regional Agencies & Partners Other City Departments</p>
COMPOSITION	<p>The committee shall consist of up to three City Council members, and they shall serve at the discretion of the City Council. A chairperson will be selected at the first committee meeting of the year.</p> <p><u>2017 Committee Members:</u> Bob Keller Tom Odell Ramiro Valderrama-Aramayo</p>
MEETINGS	<p>The committee shall meet at such times as necessary to complete the tasks described below. The chairperson will work directly with the staff lead to set agendas and confirm meeting dates, times and locations.</p> <p>Members of the committee are expected to attend each committee meeting, in person or via teleconference. A majority of the committee members present or participating through teleconference shall constitute a quorum.</p> <p>It is a standard practice that all committee meetings will be formally noticed. On occasion, it may be necessary to schedule committee meetings on short notice. It may also be necessary to hold committee meetings off-site to support local and regional coordination efforts. Under these circumstances, it may not be possible to formally notice the committee meeting.</p>

Public Safety Committee Charter

DESCRIPTION OF TASKS	<ol style="list-style-type: none"> 1. Review and provide a recommendation to the City Council on the following items: <ol style="list-style-type: none"> a. Strategic plans related to public safety and emergency management, specifically the goals, policies and objectives of the plan. b. Proposed budget items related to public safety and emergency management functions. c. Proposed ordinances, resolutions and policies related to public safety and emergency management. d. Policy review for other public safety related work plan items as directed by the City Council. 2. Accomplish assigned tasks per the timelines established in the annual work plans and/or as directed by the City Council.
ACCOUNT-ABILITY	Committee direction (tasks, changes in tasks, timelines for completion, reporting etc.) is provided by the City Council.
DELIVERABLES	<ol style="list-style-type: none"> 1. Publish a meeting agenda at least three (3) business days prior to the scheduled committee meeting for delivery to all committee members and to be posted to the City's website. 2. Prepare meeting minutes for inclusion in the packet materials at the next regular City Council meeting. 3. Provide policy-level recommendations by majority vote or unanimous consent.
APPROVALS/ AUTHORITY	<p>The committee serves in an advisory capacity to the City Council. The City Council reviews and approves all policy recommendations provided by the committee.</p> <p>The Committee shall not direct significant staff work, nor is the committee authorized to commit any funds of the City without approval from the City Council.</p> <p>Policy matters related to Eastside Fire & Rescue are generally handled by Eastside Fire & Rescue Board Members at the direction of the City Council, but from time to time may be assigned to the committee for review.</p>

Public Safety Committee Charter

RESOURCES NEEDED	<p>City staff shall provide administrative support to the committee to include preparation of committee agendas, support materials and meeting minutes.</p> <p><u>Staff Members:</u> Beth Goldberg, Administrative Services Director (Lead Staff) Jessi Bon, Deputy City Manager Michelle Bennett, Police Chief (King County Sheriff’s Office) Jeff Clark, Fire Chief (Eastside Fire & Rescue) Chris Gianini, Deputy Finance Director Emergency Manager (position currently vacant) Other staff as assigned</p> <p>Other individuals, including staff, consultants and/or technical experts may be invited to attend meetings to provide pertinent information, as necessary.</p>
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Exhibit 5

Transit Committee Charter

TITLE	Transit Committee (Ad-Hoc Committee)
SCOPE OF WORK	The Transit Committee is responsible for advising the City Council on policy matters related to transit services in the City.
INTERFACES	<p>City Council King County - Metro Transit King County Regional Transit Committee Eastside Transportation Partnership Sound Transit Other Local and Regional Agencies & Partners Other City Departments</p>
COMPOSITION	<p>The committee shall consist of up to three City Council members, and they shall serve at the discretion of the City Council. A chairperson will be selected at the first committee meeting of the year.</p> <p><u>2017 Committee Members:</u> Don Gerend Kathy Huckabay Tom Odell</p>
MEETINGS	<p>The committee shall meet at such times as necessary to complete the tasks described below. The chairperson will work directly with the staff lead to set agendas and confirm meeting dates, times and locations.</p> <p>Members of the committee are expected to attend each committee meeting, in person or via teleconference. A majority of the committee members present or participating through teleconference shall constitute a quorum.</p> <p>It is a standard practice that all committee meetings will be formally noticed. On occasion, it may be necessary to schedule committee meetings on short notice. It may also be necessary to hold committee meetings off-site to support local and regional coordination efforts. Under these circumstances, it may not be possible to formally notice the committee meeting.</p>
DESCRIPTION OF TASKS	<ol style="list-style-type: none"> 1. Review and provide recommendations to the City Council on policy matters related to the partnership and coordination with regional transit providers to include: <ol style="list-style-type: none"> a. Strategic planning documents by partner agencies and regional committees, including recommendations on goals, policies and objectives.

Transit Committee Charter

	<ul style="list-style-type: none"> b. Current and proposed transit-related legislation. c. Budget recommendations related to transit services. d. Review of alternative transportation service programs. e. Proposed ordinances, resolutions and policies related to transit services. f. Policy review for other transit-related work plan items as directed by the City Council. <p>2. Accomplish assigned tasks per the timelines established in the annual work plans and/or as directed by the City Council.</p>
ACCOUNT-ABILITY	Committee direction (tasks, changes in tasks, timelines for completion, reporting etc.) is provided by the City Council.
DELIVERABLES	<ul style="list-style-type: none"> 1. Publish a meeting agenda at least three (3) business days prior to the scheduled committee meeting for delivery to all committee members and to be posted to the City’s website. 2. Prepare meeting minutes for inclusion in the packet materials at the next regular City Council meeting. 3. Provide policy-level recommendations by majority vote or unanimous consent.
APPROVALS/AUTHORITY	<p>The committee serves in an advisory capacity to the City Council. The City Council reviews and approves all policy recommendations provided by the committee.</p> <p>The Committee does not direct significant staff work, nor is the committee authorized to commit any funds of the City without approval from the City Council.</p>

Transit Committee Charter

RESOURCES NEEDED	<p>City staff shall provide administrative support to the committee to include preparation of committee agendas, support materials and meeting minutes.</p> <p><u>Staff Members:</u> Cheryl Paston, Deputy Public Works Director (Lead Staff) Lyman Howard, City Manager Jessi Bon, Deputy City Manager Steve Leniszewski, Public Works Director Other staff as assigned</p> <p>Other individuals, including staff, consultants and/or technical experts may be invited to attend meetings to provide pertinent information, as necessary.</p>
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Exhibit 6

Utility District Coordination Committee Charter

TITLE	Utility District Coordination Committee (Ad-Hoc Committee)
SCOPE OF WORK	The Utility District Coordination Committee is responsible for advising the City Council on policy matters related to coordination of services with the local utility districts.
INTERFACES	City Council Sammamish Plateau Water NE Sammamish Water & Sewer Utility District Other Local and Regional Agencies & Partners Other City Departments
COMPOSITION	<p>The committee shall consist of up to three City Council members, and they shall serve at the discretion of the City Council. A chairperson will be selected at the first committee meeting of the year.</p> <p><u>2017 Committee Members:</u> Don Gerend Bob Keller Ramiro Valderrama-Aramayo</p>
MEETINGS	<p>The committee shall meet at such times as necessary to complete the tasks described below. The chairperson will work directly with the staff lead to set agendas and confirm meeting dates, times and locations.</p> <p>Members of the committee are expected to attend each committee meeting, in person or via teleconference. A majority of the committee members present or participating through teleconference shall constitute a quorum.</p> <p>It is a standard practice that all committee meetings will be formally noticed. On occasion, it may be necessary to schedule committee meetings on short notice. It may also be necessary to hold committee meetings off-site to support local and regional coordination efforts. Under these circumstances, it may not be possible to formally notice the committee meeting.</p>
DESCRIPTION OF TASKS	<ol style="list-style-type: none"> 1. Review and provide recommendations to the City Council on policy matters related to the partnership and coordination with local utility districts, to include the following: <ol style="list-style-type: none"> a. Proposed ordinances, resolutions and policies related to utility services (i.e. Interlocal Agreements, Franchise Agreements etc.) b. Policy review for other utility-related work plan items as directed by the City Council.

Utility District Coordination Committee Charter

	<p>2. Accomplish assigned tasks per the timelines established in the annual work plans and/or as directed by the City Council.</p>
<p>ACCOUNT-ABILITY</p>	<p>Committee direction (tasks, changes in tasks, timelines for completion, reporting etc.) is provided by the City Council.</p>
<p>DELIVERABLES</p>	<ol style="list-style-type: none"> 1. Publish a meeting agenda at least three (3) business days prior to the scheduled committee meeting for delivery to all committee members and to be posted to the City’s website. 2. Prepare meeting minutes for inclusion in the packet materials at the next regular City Council meeting. 3. Provide policy-level recommendations by majority vote or unanimous consent.
<p>APPROVALS/AUTHORITY</p>	<p>The committee serves in an advisory capacity to the City Council. The City Council reviews and approves all policy recommendations provided by the committee.</p> <p>The Committee does not direct significant staff work, nor is the committee authorized to commit any funds of the City without approval from the City Council.</p>
<p>RESOURCES NEEDED</p>	<p>City staff shall provide administrative support to the committee to include preparation of committee agendas, support materials and meeting minutes.</p> <p><u>Staff Members:</u> Lyman Howard, City Manager (Lead Staff) Steve Leniszewski, Public Works Director Other staff as assigned</p> <p>Other individuals, including staff, consultants and/or technical experts may be invited to attend meetings to provide pertinent information, as necessary.</p>

City Council Committees 2017

Standing Committees:

Finance Committee

- Kathleen Huckabay
- Christie Malchow
- Tom Odell

Legislative Committee

- Don Gerend
- Bob Keller
- Ramiro Valderrama-Aramayo

Ad-Hoc Committees:

Communications Committee

- Don Gerend
- Tom Hornish
- Christie Malchow

Human Services Committee (Temporary Committee)

- Bob Keller
- Tom Hornish

Public Safety Committee

- Bob Keller
- Tom Odell
- Ramiro Valderrama-Aramayo

Transit Committee

- Don Gerend
- Kathy Huckabay
- Tom Odell

Utility District Coordination Committee

- Don Gerend
- Bob Keller
- Ramiro Valderrama-Aramayo

Exhibit 8

2017 Regional Committees:

Eastside Transportation Partnership (ETP)

- Kathleen Huckabay
- Tom Odell
- Don Gerend (alternate)

Eastside Fire and Rescue (meets monthly)

- Bob Keller
- Ramiro Valderrama-Aramayo
- Christie Malchow (alternate)

EF&R Finance and Administrative Committee (meets monthly)

- Kathleen Huckabay
- Bob Keller (alternative)

Emergency Medical Services Advisory Task Force (3-4 times per year)

- Bob Keller

Kokanee Working Group (quarterly)

- Tom Odell
- Kathy Huckabay
- Don Gerend

Salmon Recovery Council WRIA 8 - Water Resource Inventory Area (meets monthly)

- Tom Odell
- Don Gerend (alternate)

Sound Cities Association PIC (meets monthly)

- Christie Malchow
- Bob Keller (alternate)

YMCA Local Board Liaison

- Staff serving in this capacity