

**CITY OF ISSAQUAH  
City Council Regular Meeting**

7:00 PM  
April 3, 2023

**MINUTES**

Council Chambers  
135 E. Sunset Way

**COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT**

*Councilmembers:*

Barbara de Michele  
Zach Hall  
Victoria Hunt (*Attended Virtually*)  
Russell Joe  
Tola Marts  
Chris Reh  
Lindsey Walsh

*Administration/Staff:*

Mary Lou Pauly, Mayor  
Wally Bobkiewicz, City Administrator  
Andrea Snyder, Deputy City Administrator  
Rachel Bender Turpin, City Attorney  
Tisha Gieser, City Clerk

**CALL TO ORDER**

Mayor Pauly called the meeting to order at 7:00 PM.

**PLEDGE OF ALLEGIANCE**

Mayor Pauly led the Pledge of Allegiance.

**SPECIAL BUSINESS**

a) **ID 1356 - Public Safety Telecommunications Week Proclamation**

Mayor Pauly presented the proclamation to Chief of Police Paula Schwan, Police Dispatch Supervisor Tricia Bellizzi, and Police Communications Specialist Teresa Davenport.

b) **ID 1420 - Arbor Day Proclamation**

Mayor Pauly presented the proclamation to Urban Forest Supervisor Dan Hintz.

**AUDIENCE COMMENTS**

The following public comment was provided:

- Rachel Wright, Vice Chair of the Arts Commission, shared the Commission's pursuit of more rental space for arts programs.

Council President Walsh summarized email comments received on tonight's agenda items.

**CONSENT CALENDAR**

*Items listed were distributed to Councilmembers in advance for study and were enacted with one motion.*

**IT WAS MOVED BY WALSH, SECONDED BY HALL; MOTION CARRIED (7-0), TO APPROVE THE CONSENT AGENDA AS PRESENTED.**

- a) **ID 1334 - Accounts: Payables and Payroll of April 3, 2023, \$ 2,881,655.05; Approved.**

- b) **Minutes: City Council Regular Meeting, Jan. 17, 2023;** Approved.
- c) **ID 1408 - Informational Update: Public Engagement Toolkit;** Received Report.
- d) **AB 8465 - Lower Issaquah Creek Stream and Riparian Habitat Enhancement (ST 006) Construction Project - Project Acceptance;** Accepted completion of the Lower Issaquah Creek Stream and Riparian Habitat Enhancement Project construction contract and release of the retainage to the contractor.
- e) **AB 8509 - Washington State Department of Commerce Comprehensive Plan Periodic Update Grant;** Authorized acceptance of grant funds in the amount of \$32,000 and execution of the grant agreement with the Washington State Dept. of Commerce for the Comprehensive Plan Periodic Update Grant.
- f) **AB 8587 - Aquatic Feasibility/Planning Project Grant Agreement;** Authorized the acceptance of the \$80,000 of King County grant funds for the purpose of conducting a pool feasibility study of the Julius Boehm Pool and authorization to execute the related grant agreement; and directed the Chief Financial Officer to include the revenues and related expenditures in a subsequent 2023 budget amendment, if needed.
- g) **AB 8593 - Franchise Agreement Renewal for City Facilities in WSDOT Right-of-Way;** Authorized the Mayor to enter into and execute the Utility Accommodation Application Franchise Agreement included in Exhibit A for existing City infrastructure in WSDOT right-of-way for the City fiber conduit located along SR900.
- h) **AB 8594 - Interlocal Agreement with King County for Jail Services;** Authorized the Mayor to enter into and execute the Interlocal Agreement with King County for Jail Inmate Housing.

## REGULAR BUSINESS

### a) **AB 8582 - Public Works Staffing Resources**

City Administrator Bobkiewicz introduced the item and explained the Administration's intention to receive feedback at tonight's City Council meeting and continue this item to the April 17 City Council meeting.

Councilmember Reh, Chair, provided a summary of the Mobility & Infrastructure Committee's recommendation on this item. Committee members de Michele and Hall also provided comments.

### **IT WAS MOVED BY REH, SECONDED BY DE MICHELE, TO:**

Authorize \$410,000 in professional services funding for Public Works project and franchise management assistance; and

Authorize the following new positions:

- 1.0 FTE Signal Technician
- 1.0 FTE Senior Engineer/Capital Projects Manager for Utilities Engineering
- 1.0 FTE Senior Engineer/Capital Projects Manager for Transportation Engineering
- 1.0 FTE Capital Program and Franchise Manager; and

Direct the Human Resources Director to revise the Salary Ordinance to add the new classification for the Capital Program and Franchise Manager; and  
Direct the Chief Financial Officer to bring forward a subsequent 2023-24 budget amendment to fund the professional services and additional positions.

**IT WAS MOVED BY HUNT, SECONDED BY WALSH, TO:**

Continue this item to the April 17, 2023 City Council meeting.

**MOTION TO CONTINUE FAILED, 3-4** (*In support: de Michele, Hall, Hunt*).

**MAIN MOTION CARRIED, 6-1** (*Opposed: Hunt*).

**COMMITTEE / REGIONAL REPORTS**

*Councilmember Joe:*

Lodging Tax Advisory Committee - Made report.

Cascade Water Alliance Finance Committee - Announced upcoming meeting.

Public Affairs Cascade Water Alliance - Announced upcoming meeting.

*Councilmember de Michele:*

Connect2 Community Advisory Group - Made report.

Eastside Human Services Forum Lunch and Learn - Made report.

*Councilmember Reh:*

Mobility & Infrastructure Committee - April meeting is canceled.

*Councilmember Marts:*

Sound Cities Association Public Issues Committee - Announced upcoming meeting.

Services, Safety & Parks Committee - April meeting is canceled.

*Councilmember Hunt:*

PDE Committee - Made report. Announced upcoming meeting. A written report was provided and is included as an attachment in the minutes.

*Deputy Council President Hall:*

Eastside Fire & Rescue Board - Announced upcoming meeting.

*Council President Walsh:*

Growth Management Policy Board - Announced upcoming meeting.

**MAYOR'S REPORT**

The Mayor reported on the following topics:

- Executive Session: There will be an Executive Session this evening to discuss pending or potential litigation per RCW 42.30.110(1)(i). The item is expected to take approximately 30 minutes; no action is anticipated to follow in open session.
- AWC Scholarship Award
- Seeking Hall of Fame Nominations
- Proclamation Ending COVID-19 Emergency
- Upcoming Community Events

**GOOD OF THE ORDER**

*Council President Walsh:*

Ruth Kees & Environmental Award Recipients - Reception prior to April 17 Regular Council meeting.

Community Listening Session at Atlas Apartments - Summarized the event and thanked staff and community members who attended.

COVID-19 Proclamation - Summarizing emails received by community members began during COVID-19. Interested in hearing more about whether to continue that practice from Councilmembers.

*Deputy Council President Hall:*

Community Engagement Toolkit - Highlighted the development of this item, which was included on the Consent Calendar item as an Informational Update.

*Councilmember Hunt:*

Comprehensive Plan Scope of Work - Asked Councilmembers if they had any feedback on the Committee's recommendation. No feedback was provided at this time.

*Mayor Pauly:*

Association of Washington Cities Conference - Occurring in Spokane. Invited Councilmembers to attend.

National Association of Counties Pilot Project – Will be conducting a site visit to counties with models of integrated systems of care.

Upcoming Council Meetings - Announced anticipated agenda items.

**EXECUTIVE SESSION**

At 9:12 PM, Council recessed into Executive Session for the purpose of discussing pending/potential litigation per RCW 42.30.110(1)(i). The item is expected to take approximately 30 minutes.

Councilmember Joe left the Council Chambers due to a conflict of interest.

The City Council took a five-minute break and convened the Executive Session at 9:20 PM. The session was extended by 15 minutes.

**ADJOURNMENT**

The regular meeting reconvened at 10:03 PM. There being no further business to come before the Council, the meeting was adjourned at 10:03 PM.

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Mary Lou Pauly, Mayor

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Tisha Gieser, City Clerk

**Planning, Development & Environment Committee Report**  
**March 28, 2023**  
**Provided at April 3, 2023 City Council Meeting**

On March 28th, the City Council Planning Development and Environment committee met. We had 2 items.

1. We discussed ID 1394 Comprehensive Plan Periodic Update/ Scope. With this comp plan update, there will also be a full EIS Environmental Impact Statement for the project. We reviewed the elements that will be updated in the comp plan, which includes Land use, housing, mobility, capital facilities, utilities, parks, economic development and two items that aren't required but that are already in our plan: a cultural element and human services element. After discussing that these two non-required items would be a light lift because the work had largely already been done, e.g., in the human services strategic plan, the committee did support the scope of the update as recommended by the administration. We also were asked to weigh in on if an analysis of parking should cover central Issaquah only or city wide, and we unanimously agreed parking analysis should be citywide, and also pointed out that council has weighed in on this previously. We requested the parking analysis cover best practices and recent research on this topic. We also reviewed and supported the engagement plan for the comp plan update, which includes an emphasis on equity and will include engagement in multiple languages. Overall, The committee felt that the title 18 Land Use Code update, which is nearing the end of a long process of staff work, council work and community engagement, will be a solid foundation for this comp plan update. The administration is recommending that an item come forward on consent at a subsequent meeting that would formalize this scope for the comp plan update. This is a bit unusual because it is an intermediate step, but the committee agreed on this noting that the comp plan update is such a big and important and complex undertaking, and we also wanted to give an opportunity for council to weigh in if you have concerns about it or questions at this time. So, to this end, I will also raise this item for feedback at good of the order.
  
2. We also had ID 1340 Public Contractor Code of Conduct. This code of conduct was based on the private contractor code of conduct that council incorporated into our municipal code on March 7, 2023. A few changes were made to the private version, for example "provide for flexibility in shaping the communication and outreach plan," which in the case of a city contractor working on a city project is often managed by the city rather than by the contractor. One other important difference between the public and private code is that the private code is recommended to be included as an appendix to the city's construction contracts, rather than incorporated into the municipal code. This was recommended by both the PW Department as well as the City Attorney, and allows for enforcement via the contract. The committee requested additional clarity where the changes to the code say things like 'as may be required.' The committee also asked that the communications part of the code be rewritten to focus on the role of the contractor and the committee requested that the administration bring back more information to the committee (as a separate item and at a later time) about what that communication plan, signage etc., will entail on the city's part. The committee did ultimately support the item returning to council on consent at a future meeting, with the requested changes and clarifications.

The next meeting of the PDE committee will be May 2, and we have ID 1403 Comp Plan Update – Housing and Land use and ID 1411 Building and Fire Code Adoption.





# Informational Update

## ID # 1435 – Capital Project Communication

**Meeting Date** July 10, 2023 City Council Meeting  
**Department** Administrative Services  
**Staff Lead** Thomas Rush, Communications Manager

### Attachments

- A. Blackberry Park Outreach Examples
- B. Pavement Management Program Outreach Examples
- C. Onsite Capital Signage

### Purpose

The purpose of this informational update is to provide the City Council with more information on how the City approaches communications related to public capital projects. This overview was requested during the March 28 Issaquah City Council Planning, Development & Environment Committee meeting.

### Background

As our community continues to diversify and grow, the importance of public communication becomes that much more essential, especially surrounding the City's own capital projects.

Using guidance from award-winning engagement programs throughout the country, the City's Communications Team designed a Public Engagement Toolkit in 2017 to assist project managers as they develop customized plans for engagement depending on the issue/topic, audience and timing.

This [toolkit](#) was then revised earlier this year, and the City Council received an update via [ID# 1408](#).

Goals for the 2023 update included:

- Adding new communication tools/techniques that are now available.
- Ensuring project managers approach engagement with an increased equity lens.
- Enhancing the toolkit's usability for staff. The largest functional change, based on extensive feedback, was to adopt a worksheet-based layout that encourages users to plug-in content by topic area. This allows project managers to better utilize the toolkit multiple times throughout

their projects. Project managers are required to develop, in consultation with the Communications Team, a customized engagement plan for every project.

To highlight how project managers utilize the Public Engagement Toolkit to communicate throughout a capital public project, here are two differing examples: Blackberry Park (collaborative engagement) and the annual Pavement Management Program (informative engagement).

### **Blackberry Park**

[Blackberry Park](#) was recently completed in Spring 2023. Community engagement regarding the park started in 2017, when King County transferred the land to the City. Parks and Community Services then hosted an initial meeting (including hot dogs served onsite!) with the community to discuss the park's future, which was promoted via homeowner associations (HOAs), onsite signage (Attachment A), social media and more. At that meeting, it was discussed that the current play structure is reaching the end of its useful life and play area improvements were needed to meet City safety and access standards. A letter to nearby residents was also sent soon after the meeting (Attachment A). The project then first appeared in the City's 2018-2022 Capital Improvement Plan. Actual capital funding for the current improvements were first budgeted in the 2021 Adopted Budget.

In 2021, Parks and Communications met to discuss how best to engage with the community on what types of play area improvements would be most beneficial. It was determined that, using the toolkit, this project would start with a "collaborate" level of engagement, and that the City would use multiple outreach tools including surveys, social media, online presentations, and neighborhood meetings.

In February 2021, a kick-off project [neighborhood meeting](#) was held, and partnered with a [survey](#), including translating the survey into three different languages, to gather public feedback. Staff analyzed those responses and hosted a second [community meeting](#) in April 2021 to present concepts. These were also provided to the wider public through social media and a multi-language [survey](#) to gather feedback. Based on that feedback, a final concept was created and provided to the public through an open-ended [comment period](#) in August 2021.

Construction then began in May 2022. Throughout construction, project managers sent direct updates to community members who expressed interest in the project, as well as HOAs near the project site. Signage was also included onsite for the neighborhood (Attachment A). Once the majority of the work was finalized and the park was reopened to the public, Communications created a [video](#) to share on social media showcasing the work.

A ribbon cutting and neighborhood celebration is planned for early July at the park. The same communication tools will be used to invite the community, including onsite signage to reach those currently using the new park.

### **Pavement Management Program**

The City makes annual improvements to its streets through the [Pavement Management Program](#) (PMP). Issaquah evaluates streets with a third-party analysis, as well as an internal inspection process, to identify pavement conditions. Using that analysis, the year of treatment and the scope of required work is then coordinated with other City departments to reduce impacts to community members.

This form of project, where a decision is already made to maintain the roads, aligns with “informative” engagement in the Public Engagement Toolkit, where project managers are more focused on ensuring community members are made aware of any possible impacts during the onsite work.

Once identified, PMP projects are listed on the City’s [website](#). Depending on the neighborhood, the following communication tools are used: signage, door hangers, traffic alerts and “Word on the Street” signs with handouts (Attachment B) that include resources for those seeking information in other languages. In addition, for projects with a broader impact, the City also utilizes social media (including Nextdoor) and its eNewsletters.

### **Update**

Meanwhile, more communication tools were recently launched.

The Communications Team recently completed a revamped [“City Projects” webpage](#) that adds a visual and dynamic mapping feature, allowing residents to explore Issaquah’s capital projects from a new perspective. This makes it much easier for residents to learn what public projects are occurring near their homes or could impact their travel routes. Depending on the scope and size of each project, information provided on the map includes a photo, name, type, description, status (planning, design or construction) and a link if there’s a more in-depth webpage.

Those who enjoyed browsing all major projects in a list form can still do so, but now in a more convenient, category-based layout below the map.

Staff also heard there was a desire to further standardize onsite capital communications following the adoption of the [Public Contractor’s Code of Conduct](#). Project signage templates were recently finalized

(Attachment C) in multiple sizes depending on the site location availability, the nature of the project and the project's customized engagement plan.

Having a similar look and feel for signage present at each project location will help residents recognize public projects, find high level information, and know where to look online for additional details.

Currently, examples of these new signs can be found at the SR 900/12th Ave and East Lake Sammamish/51st project sites.

### **Next Steps**

The City's Communications Team continues to educate, support and work with project managers in regard to the Public Engagement Toolkit, and test new communication tools.