

CITY OF ISSAQUAH
City Council
Services, Safety & Parks Committee

7:00 PM
February 24, 2026

MINUTES

Council Chambers, 135 E.
Sunset Way, Issaquah WA

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Committee Members:

Lindsey Walsh, Chair

Tola Marts

Kevin Nichols (*Excused Absence*)

Administration/Staff:

Autumn Monahan, Director of Administrative
Services

T. Cassidy Mueller, Deputy City Clerk

CALL TO ORDER

Chair Walsh called the meeting to order at 7:00 PM.

PUBLIC COMMENT - NONE

No members of the public spoke.

APPROVAL OF MINUTES

- a) Minutes of January 27, 2026. There being no changes, the minutes were unanimously approved as presented.

AGENDA ITEMS

- a) **COM 0229 - Hazard Mitigation Plan Update**

Presented by:

Jared Schneider, Emergency Manager

No public comment was provided.

The Committee recommended adoption of the 2025-2030 City of Issaquah Hazard Mitigation Plan Annex to the full City Council, placing the item on Consent at the March 16, 2026 City Council meeting.

Other Committee comments included:

- A desire to better understand price estimates for hazard mitigation plan projects.
- Interest in prioritizing mitigation plans for the top two hazards from the risk assessment: earthquake and wildfire.
- Request for information on what projects from the current plan were not completed and better understand project status and how to achieve progress.
- Request for more information on budgetary needs to grow and take action toward mitigation and response efforts.
- A desire for this committee to take up and champion emergency management work and efforts.

ANNOUNCEMENTS

The Committee will meet next on April 28, 2026. The March 17 meeting was canceled.

ADJOURNMENT

There being no further business, the meeting was adjourned at approximately 8:36 PM.

T. Cassidy Mueller, Deputy City Clerk



Staff Report

COM # 0264 – Equity Goals and Evaluation

Meeting Date May 5, 2026
Department Executive Department
Staff Lead Gillian Straub, Management Analyst

Attachments

- A. Community Engagement Plan
- B. Equity Board Feedback on Engagement Plan
- C. Equity Matters Review of Community Engagement Plan

Direction Needed from Committee

The Administration seeks the following feedback:

1. Are the goals for the community engagement appropriate and are they aligned with the desired outcome?
2. Are the proposed engagement *methods* and *groups* the right ones for the project? Who is missing?
3. For the overall equity project, what additional feedback does SSP have about the outcomes of the work?
4. Does SSP support bringing the draft equity vision and goals back to this committee for feedback, before moving to City Council for action in the fall?

Background

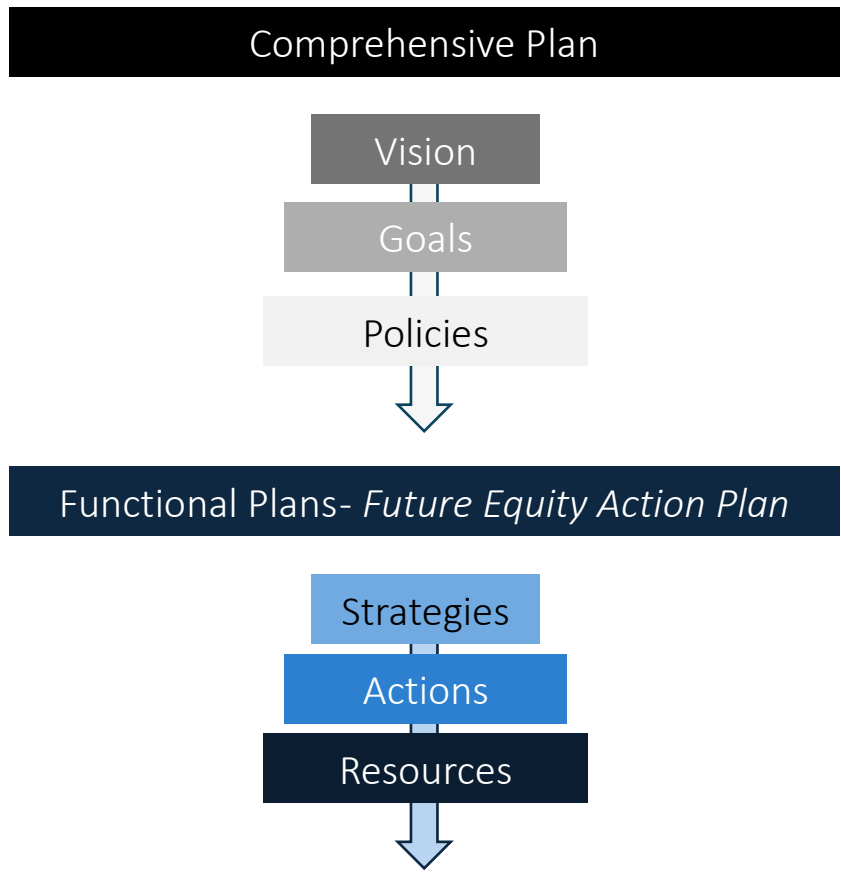
Equity Work to Date

The following summarizes three key moments in the City's equity work as it relates to city services and programs; this is not an exhaustive list, rather it highlights moments that led up to this project.

First, the City incorporated equity into the Comprehensive Plan, Strategic Plan, and operational plans. The Comprehensive Plan has a [guiding principle of equity](#), which is to "ensure that Issaquah's services and outstanding quality of life are accessible to everyone." This is mirrored in the guiding principles of the strategic plan.

Second, the Administration created the City’s advisory Equity Board in 2021 to support and cultivate the voices of the diverse communities in Issaquah by advising the Mayor, City Council, and City departments on the City’s plans, policies, regulations, and programs related to equity initiatives.

Third, when the Administration updated the Strategic Plan in 2024 through a community taskforce, the community raised the need for an “equity action or operational plan.” Multiple other principles values or goal areas in city planning documents draw from a long-range plan, like the Comprehensive Plan for the vision, goals, and policies related to a city service, and then have an operational plan that lays out the strategies, actions, and resources necessary to implement the long-term vision. For example, the Comprehensive Plan lays out transportation priorities, which are implemented through actions in the Mobility Action Plan (MAP). Equity does not have such a plan, so implementing the City’s equity goals has been without a strategy.



Equity Goals and Evaluation Project

Given the Strategic Plan Update task force and Equity Board requests for an equity action plan, the City envisions a three-stage plan. First, the Administration proposes developing a community-driven vision and goals for equity in city services, to replace the equity guiding principle in the Comprehensive Plan. Second, using the vision and goals developed, the City would evaluate city-provided services to identify gaps in equitable service provision, through the creation of an evaluation tool that staff could use. Third, the City would create an equity action plan to identify strategies, actions, and resources to maintain equitable service provision and close gaps to increase equity in service provision. Similar to how the Transportation Advisory Board advises on the implementation of the Mobility Action Plan, the Equity Board would advise on the implementation of the future equity action plan.

To make progress towards an equity action plan, City Council adopted a budget that included \$50,000 for equity visioning and goal setting and program evaluation in 2025-2026. Working with the internal Equity Team, staff drafted a request for proposals for visioning and goal setting with the community (phase 1) and developing a tool that staff could use to evaluate equity in city programs (phase 2), so staff can continue the work to identify gaps in equitable service provision.

Following a selection process that included a variety of staff and two Equity Board members, the Administration will be contracting with Equity Matters NW for Phase 1 and Phase 2 work. Equity Matters is not yet under contract, as the Administration sought to retain flexibility in the scope of work for the contract pending Services, Safety and Parks Committee feedback, but they will be under contract in mid-May.

Community Engagement Plan for Phase 1

The proposed community engagement plan is attached (A). It provides more detail on each task in the plan, with summary information provided below.

Goals

1. Sufficient, diverse community input shapes the City's high-level equity goals
2. Decision makers understand and honor the community input on the draft goals

Outcome of Community Engagement / Phase 1 Work

1. Comprehensive & community-driven equity vision and goals are created that can meaningfully guide program evaluation

Level of Community Engagement

Depending on how much impact the public should have on a decision, the type of engagement changes. Using the City's [Public Engagement Toolkit](#), the Administration's efforts will center on consulting and collaborating with the public. The toolkit helps keep the Administration accountable to how public input will be used. This does not mean that every piece of feedback can be incorporated into the final product, rather that the public's concerns, taken together, will be reflected. Additionally, there are instances throughout the proposed engagement where the Administration will do more than understand and consider public feedback; the Administration proposes working directly with a select group of non-elected community leaders to draft the equity vision and goals.

Proposed Schedule

Task	Apr	May	June	July	Aug	Sept	Oct
1. Equity Board meeting							
2. SSP meeting							
3. Survey of public							
4. Outreach to specific groups							
5. Tabling at key community events							
6. Workshop of leadership							
7. SSP meeting							
8. City Council meeting							

Task 1 – Equity Board Meeting - COMPLETE

Equity Board provides feedback on recommended, draft community engagement plan.

Task 2 – Services, Safety and Parks Committee Meeting

Present the proposed project plan and community engagement plan and seek committee feedback.

Task 3 – Survey of the public

Focused on equity in City services, modeled on existing best practices and effective surveys already developed by other cities, with the goal of gathering larger-scale feedback. The consultant will review the survey and provide feedback on it.

Groups to reach out to include boards and commissions, HOAs, apartment buildings, and non-profit partners. These groups are generally those which are known to the City – groups that have had less contact with the City are addressed in task 4.

Task 4 – Outreach to specific groups

Survey feedback is gathered from these communities and leadership in these communities are asked to participate in the workshop.

Outreach is focused on groups typically under-represented in civic processes and large demographic groups Issaquah. Groups include youth, older adult, disabled adults, and the Hispanic, Indian, Russian, Korean, and Chinese communities. The types of organizations prioritized for this outreach include faith organizations, cultural centers, meetup groups, and non-profit or service organizations serving these communities.

Task 5 – Tabling at community events

Large-scale feedback is gathered on high-level municipal equity topics, mirroring feedback requested through survey.

Events could include the chalk art festival, the farmer’s market, wagon decorating event, and concerts on the green.

Equity Board assistance is requested to partner on these tabling opportunities with staff.

Task 6 – Workshop of leadership

A representative group of no more than 20 community members is assembled to review the community feedback from tasks 3-5 and draft equity goals. 1-2 meetings may be needed, and the consultant will be present during the goals drafting.

Representation includes geographic representation, age, ability, and race, culture or ethnic group; the Administration requests that 1 member of the Equity Board participate in this workshop.

Task 7 – Services, Safety and Parks Committee Meeting

The Administration will review the information gathered through engagement and the draft goals and seek a recommendation on draft equity vision and goals.

Task 8 – City Council Meeting

The Administration will review community and SSP feedback, the equity vision and goals, and next steps. Administration will seek Council direction on equity goals.

Equity Board Feedback

The Equity Board provided feedback at its [April 8, 2026 meeting](#) on the plan. The Administration sought feedback on the following questions:

1. Are the goals for the community engagement appropriate and are they aligned with the desired outcome?
2. Are the proposed engagement *methods* and *groups* the right ones for the project? Who is missing?
3. Is there support for Equity Board involvement as proposed?

The Board supported the goals for the community engagement, suggested additional groups to reach out to, and made suggestions of how to best use feedback gathered in the survey. They also agreed to volunteer at community events, so long as there is sufficient staff support.

More details on feedback from the Equity Board can be found in Attachment B.

Consultant Review of Community Engagement Plan

The City issued a notice to proceed to Equity Matters to begin review of the community engagement plan. Equity Matters produced a memo in Attachment C with their recommendations on the community engagement plan. The memo reveals equity gaps in the City's proposed community engagement plan and proposes solutions to close the gaps. Not all recommendations can be implemented; some recommendations would require additional staff research and a decision by City Council to increase the resources, likely both staffing and funds for programs, to implement.

The Administration recommends moving forward with this equity work, even where we cannot fully implement a recommendation from the memo for two reasons. First, this review alone demonstrates how much we have to consider about equity in the City's current service delivery, so moving forward will allow for uncovering gaps in other services and programs, and it will put the City on a path toward closing them. Second, while the City does not have the ability to implement every recommendation before proceeding with the work, staff has identified ways to implement most recommendations, allowing the City to move toward a plan that closes gaps in equitable service delivery more quickly, rather than perfecting a community engagement strategy first.

The table below shows how the Administration plans to incorporate the recommendations into the community engagement plan. This table corresponds to the table in the memo (Attachment C), and adds a line for the key recommendation from the memo.

Tasks	EM Recommendation	Administration Response
3,4,6	Use professional translation for the survey	Staff will plan to use professional translation for survey, flyers, and workshop materials. Interpretation will be offered for focus group / the workshop for those who request it.
4	Hire community liaisons with trusted relationships to get feedback from priority communities	Not possible at this time, as the development of a liaison program like this takes significant time and investment to find liaisons and train them, and this should be a City-wide effort if pursued, not specific to