



CITY OF MERCER ISLAND CITY COUNCIL MEETING AGENDA

Tuesday
February 20, 2018
7:00 PM

**Mayor Debbie Bertlin
Deputy Mayor Salim Nice
Councilmembers Tom Acker,
Bruce Bassett, Wendy Weiker,
David Wisenteiner, and Benson Wong**

Contact: 206.275.7793, council@mercergov.org
www.mercergov.org/council

All meetings are held in the City Hall Council Chambers at
9611 SE 36th Street, Mercer Island, WA unless otherwise noticed

“Appearances” is the time set aside for members of the public to speak to the City Council about any issues of concern. If you wish to speak, please consider the following points:
(1) speak audibly into the podium microphone, (2) state your name and address for the record, and (3) limit your comments to three minutes.
Please note: the Council does not usually respond to comments during the meeting.

In compliance with the Americans with Disabilities Act, those requiring accommodation for the meeting should notify the City Clerk’s Office at least 24 hours prior to the meeting at 206.275.7793.

REGULAR MEETING

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

EXECUTIVE SESSION, 5:00 PM

Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110(1)(b) and to consider the maximum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price pursuant to RCW 42.30.110(1)(c) for 30 minutes.

Executive Session for planning or adopting the strategy or position to be taken by the City Council during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress pursuant to RCW 42.30.140(4)(b) for approximately 30 minutes.

STUDY SESSION, 6:00 PM

- (1) AB 5393 2017 Recap and 2018 Work Plan for Emergency Preparedness and Planning

SPECIAL BUSINESS, 7:00 PM

- (2) AB 5386 Arbor Day Proclamation

CITY MANAGER REPORT

APPEARANCES

CONSENT CALENDAR

- (3) Payables: \$272,339.14 (02/08/2018)

Minutes: 2018 Planning Session Minutes & February 6, 2018 Regular Meeting Minutes

AB 5384 1% for Art Project: West Mercer Way/I-90 Mural Project Authorization and Budget Increase

AB 5392 Authorize Expenditure of Federal Seizure Funds for Police Department Use.

AB 5390 Ratification of 2017 WRIA 8 Chinook Salmon Plan 10-Year Update

AB 5387 City Council Rules of Procedure Amendments

REGULAR BUSINESS

- (4) AB 5395 Public Records Act Code Amendments (1st Reading)
- (5) AB 5396 Draft 2018-2019 City Council Goals and Work Plan

OTHER BUSINESS

- Councilmember Absences
- Planning Schedule
- Board Appointments
- Councilmember Reports

ADJOURNMENT



**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND, WA**

**AB 5393
February 20, 2018
Study Session**

**2017 RECAP AND 2018 WORK PLAN FOR
EMERGENCY PREPAREDNESS AND
PLANNING**

Proposed Council Action:

Receive report. No action necessary.

DEPARTMENT OF	Police (Jennifer Franklin)
COUNCIL LIAISON	n/a
EXHIBITS	n/a
2017-2018 CITY COUNCIL GOAL	n/a
APPROVED BY CITY MANAGER	

AMOUNT OF EXPENDITURE	\$	n/a
AMOUNT BUDGETED	\$	n/a
APPROPRIATION REQUIRED	\$	n/a

SUMMARY

During the 2018 Planning Session, the City Council discussed the possibility of adding emergency planning / emergency management to their 2018-2019 Goals & Work Plan. The purpose of this Agenda Bill is to brief the Council on the status of the Emergency Management Program.

BACKGROUND

Washington State law (chapter 38.52 RCW) directs all cities to establish an Emergency Management program, and to develop a Comprehensive Emergency Management Plan that must be approved by the State. Additionally, the Homeland Security Presidential Directive (HSPD) 5 directs the implementation of the National Incident Management System (NIMS) that provides a nationwide template to prevent, respond, recover from, and mitigate the effects of incidents, including the clarification of roles and standardization of training.

Since the early 1990's, Mercer Island has engaged in preparing the community for disasters. Emergency preparedness is an integral part of the safety of the residents and businesses on Mercer Island. The mission of Mercer Island's Emergency Preparedness program is to prepare Mercer Island to be self-sufficient for 7-14 days following a major disaster, where public safety and emergency medical services are overwhelmed. This mission includes citizens, businesses, schools, the faith community, and City staff.

2017-2018 KEY INITIATIVES UPDATE

The following key initiatives for the Mercer Island Emergency Management ("MIEM") and the City's Emergency Preparedness Program ("EPP") focus on improving the level of preparedness by:

1. Assisting the business community in developing business continuity plans.

The City's website was updated to include steps for businesses to prepare, respond and recover

from disasters – to include preparedness in multi-languages. Additionally, in conjunction with New Seasons Market, EPP volunteers staffed a two-week display to help neighbors and businesses prepare for disasters. EPP also offered three business preparedness workshops, with over 35 businesses in attendance, to help the business community respond and recover from disasters. EPP volunteers also staffed an emergency preparedness booth to promote business and neighborhood preparedness at the Mercer Island Farmer’s Market.

2. Continuing to train and drill with emergency response teams.

MIEM has hosted seven Community Emergency Response Team (CERT) courses, culminating in 148 CERT certified emergency volunteers. MIEM also conducted training and drills with the Ham radio operators, Search & Rescue and Medical Teams, Long-Term Care Facilities, and Emergency Well Operators. In 2017, MIEM also hosted a Community Points of Distribution Class and training in conjunction with the emergency well training.

3. Continuing to attract new Community Emergency Response Team (CERT) Members.

There are currently 620 volunteers in the volunteer database, 148 are Community Emergency Response Team (CERT) Certified, with over 320 who have taken portions of the CERT training.

4. Preparing the south end shelter for future use.

A MOU was signed by the City and Mercer Island School District for use of the newly remodeled Islander Middle School as a south end shelter site. In 2018, the City will purchase shelter supplies for the south end shelter.

5. Continual training for City staff and emergency volunteers on how to respond and recover from a disaster.

The Emergency Operation Center procedures were updated to accommodate the new, dedicated Emergency Operation Center. These procedures tested in 2017 and 2018 with seven real activations, including support for bomb threats and weather related incidents. The following exercises were conducted: bomb threat and reunification, cyber security table top, volunteer earthquake, and the annual Great Shake Out earthquake and evacuation.

6. Familiarize City staff and emergency volunteers on the new EOC software program.

King County announced that they will be using WebEOC as the new incident management software for the region. This software is also used by Washington State and FEMA. King County will launch WebEOC on January 31, 2018. Mercer Island will begin training in late spring of 2018.

2017 ACCOMPLISHMENTS

Listed below are further accomplishments of the Mercer Island Emergency Management program in 2017:

- Successful Map Your Neighborhood Program, with 110 neighborhoods currently prepared.
- Emergency Manager assisted King County and the region by chairing the Regional Planning Work Group. Participated in the Resource Management Work Group as well as team lead in the state’s only EMAT (Emergency Management Assistance Team).
- Coordinated National Night Out (14 neighborhoods visited this year along with a community celebration at City Hall).
- Provided community outreach with Block Watch, child safety talks, Map Your Neighborhood emergency preparedness talks, Citizens Academy, CERT Classes, three business preparedness workshops, and displays at both New Seasons Market and Farmers Market.
- City recognized as a NOAA Weather-Ready Nation Ambassador.
- Continued to promote new alert system “AlertKingCounty.” This was an “improvement plan”

item recommended after Mercer Island's E. coli event in 2014. This system allows for emergency alerts to the community.

- Implemented a new regional badging policy, adopted by King County, to better identify emergency workers in disasters and incorporate better scene security. New City staff and emergency volunteer identifications were issued.
- Trained City staff and emergency volunteers on the new Red Cross Shelter Training Program in April 2017.
- Completed department COOP (Continuity of Operation Plans) and tested with a cyber security table top exercise in March 2017.
- Participated in Ham Radio Field Day/Rotary Run, Summer Celebration, and Great Shake Out City Facility Earthquake and Evacuation.
- Mercer Island's Long-Term Care Coalition met quarterly to discuss its ongoing partnership with its members and the City.
- Continued to work with FEMA and WA state on disaster recovery for 2017 declared emergencies.
- Assisted Stroum Jewish Community Center and Mercer Island School District in planning, training, exercising, and responding to scenes of violence, specifically bomb threats.

2018 EVENTS AND PLAN UPDATES

Below are the annual Emergency Management and Preparedness events for 2018:

February	Ham radio class and test
April	Train volunteers in new Volunteer Operations Manual
May	Train City staff on new EOC/CEMP Procedures/Plan
June	Volunteer Emergency Well and Community Point of Distribution training
June 23 & 24	Ham Radio Field Day
July 7 & 8	Summer Celebration
August 7	National Night Out
September 7	City Disaster Exercise
September 5	CERT classes start
October 18	Great Shake Out – Earthquake and Evacuation Drill for City staff
October 30	NIMS training compliance report due

During 2018, the Emergency Volunteer Operations Plan and City Emergency Management Plan (CEMP) plans will be updated.

RECOMMENDATION

Emergency Manager

Receive report. No action necessary.



**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND, WA**

**AB 5386
February 20, 2018
Special Business**

ARBOR DAY PROCLAMATION

Proposed Council Action:

Proclaim the third Saturday in October as Arbor Day in the City of Mercer Island.

DEPARTMENT OF	Parks and Recreation (Hannah Van Pelt)
COUNCIL LIAISON	n/a
EXHIBITS	1. Arbor Day Proclamation
2017-2018 CITY COUNCIL GOAL	n/a
APPROVED BY CITY MANAGER	

AMOUNT OF EXPENDITURE	\$	n/a
AMOUNT BUDGETED	\$	n/a
APPROPRIATION REQUIRED	\$	n/a

SUMMARY

The attached proclamation is a final requirement needed to obtain Tree City USA designation for the City of Mercer Island. This designation would be retroactive to 2017 and would be maintained going forward. This status recognizes the many ways the City supports trees and urban forestry. It also makes the City eligible for certain urban forestry grant programs.

BACKGROUND

Since the program's creation in 1976, more than 3,400 communities have made the commitment to become a Tree City USA. Anyone entering these cities will notice the familiar Tree City USA street sign as the daily recognition of this achievement. On an annual basis, it also creates a platform from which the City of Mercer Island can celebrate its triumphs and raise awareness of the challenges facing its urban tree canopy through the celebration of Arbor Day.

Four core standards of sound urban forestry management must be met to qualify for the Tree City USA program: (1) maintaining a tree board or department, (2) having a community tree ordinance, (3) spending at least \$2 per capita on urban forestry, and (4) celebrating Arbor Day.

The City of Mercer Island currently meets three of the four identified criteria:

- Urban forestry programs within the Parks and Recreation Department and the Public Works Department are well-established, and include extensive tree planting and systematic tree assessments along the City's parks, open spaces, and arterial boundaries. This work is supported by seven in-house ISA certified arborists.
- The tree chapter of the Mercer Island Municipal Code was recently updated, further demonstrating the City's commitment to protecting and enhancing this vital natural resource.

- Calculations of expenditure on all aspects of tree care indicate that the City spent approximately \$20 per capita on urban forestry work in 2017, far-exceeding the minimum requirement. This calculation includes all plant material, installation, maintenance, and risk management, as well as ongoing training for staff arborists.

The final requirement needed to obtain Tree City USA qualification is the proclamation of an Arbor Day celebration in the City of Mercer Island. Staff have identified the third Saturday in October as an optimal time for tree planting on Mercer Island.

The proposed 2018 Arbor Day celebration will be held on October 20, 2018 in conjunction with the Mountains to Sound Greenway Trust Annual Tree Planting Celebration, to be held at Luther Burbank Park. The community will be encouraged to participate and support the City's efforts to foster a healthier, greener Mercer Island.

Accepting the proclamation is Diane Adachi a board member for the Arboretum Foundation in Seattle. A long-time Mercer Island resident, she is a director for client and advisory services for the corporate and higher education practice for Radius, a global expansion company headquartered in Boston with offices in the UK, Brazil, China, India, Japan and Singapore. Adachi has extensive experience in global expansion, public affairs, government relations, and diplomacy, working for public and private sector entities advancing international expansion, technology initiatives, trade, and international development. Her work has taken her to over 27 countries with extensive ongoing projects in over 80 countries. She also served as a special correspondent for The Japan Times and has published articles with various publications specializing in trade, international diplomacy, cultural arts, and economic development. Adachi's past work with the University of Washington included projects with the U.S. State Department, APEC, the WTO, and the World Bank. She has served on the councils and boards of various organizations, and currently serves on the advisory council of the US-Japan Council and as a board member of the Arboretum Foundation, which supports the preservation of the Washington Park Arboretum. Adachi has a Bachelor of Arts in International Studies and a Master of Public Administration from the University of Washington.

The Arboretum Foundation promotes, protects and enhances the Washington Park Arboretum for current and future generations by strengthening and building a diverse and engaged community of donors, volunteers and advocates. The Arboretum is a spectacular urban green space on the shores of Lake Washington just west of Mercer Island. Originally designed by the famed Olmsted Brothers firm, it contains one of the most diverse and important plant collections in North America displayed among 230 acres of woodlands, wetlands, gardens, and walking trails. Since the beginning of the foundation in 1935, Mercer Islanders have served the organization in many capacities to further the public's understanding of and appreciation for the Arboretum and the natural world.

RECOMMENDATION

Right-of-Way Arborist

Mayor presents the proclamation and proclaims the third Saturday in October as Arbor Day in the City of Mercer Island.



City of Mercer Island, Washington

Proclamation

WHEREAS, protecting, enhancing, and maintaining trees are key community values expressed in the Mercer Island comprehensive plan; and

WHEREAS, the City recognizes that trees contribute to the residential character on Mercer Island, providing health benefits, ecological services, and natural beauty to our neighborhoods; and

WHEREAS, trees play a vital role in the stabilization of geologically hazardous areas, improve surface water quality and control, benefit Lake Washington, and reduce noise and air pollution; and

WHEREAS, Arbor Day, a world-wide observance that encourages tree planting and care, is one of many ways the City of Mercer Island and its residents declare their commitment to fostering healthy, resilient urban forests and street trees vital to the community's present and future welfare.

NOW, THEREFORE, I, Debbie Bertlin, Mayor of the City of Mercer Island, do hereby proclaim the third Saturday in October as

ARBOR DAY

in the City of Mercer Island and urge all citizens to support efforts to protect and nurture our trees and urban forests not just for the beauty they offer but for the benefits they provide our residents and community.



APPROVED, this 20th day of February 2018

Mayor Debbie Bertlin

Proclamation No. 215

CERTIFICATION OF CLAIMS

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.

Charles L. Conder

Finance Director

I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

Mayor

Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	191183 -191259	2/08/2018	\$ 272,339.14
			\$ 272,339.14

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00191183	02/01/2018	TRI-TEC COMMUNICATIONS INC Tri-Tec Maintenance Annual Sup	P0098016	628471	12/07/2017	16,889.40
00191184	02/08/2018	AM TEST INC INV 102955 WATER QUALITY	P0098081	102838	12/31/2017	605.00
00191185	02/08/2018	BARNETT, JASON CDL PHYSICAL		OH009366	01/29/2018	130.00
00191186	02/08/2018	BLUETARP CREDIT SERVICES INVENTORY PURCHASES	P0098132	OH009343	01/25/2018	98.07
00191187	02/08/2018	BRIGHT HORIZONS Preschool scholarship payment	P0098105	OH009344	02/04/2018	286.83
00191188	02/08/2018	CENTURYLINK PHONE USE JAN 2018		OH009370	01/23/2018	270.74
00191189	02/08/2018	CESSCO FS GEAR BOX GREASE	P0098077	8125	01/19/2018	87.45
00191190	02/08/2018	CHS ENGINEERING INC 81 AVE BACKYARD SIDE SEWER PHA	P0095489	8017031712	12/22/2017	11,181.07
00191191	02/08/2018	CLEANERS PLUS 1 Uniform Cleaning - Invoice # 7	P0098125	76450	02/01/2018	90.65
00191192	02/08/2018	CLOUD 9 SPORTS LLC POLO SHIRTS FOR CITY COUNCIL	P0097858	DMSH2640	02/02/2018	237.60
00191193	02/08/2018	CONFIDENTIAL DATA DISPOSAL November 2017 Shredding Bill f	P0098161	97808/97807	01/31/2018	1,116.90
00191194	02/08/2018	COUNTRY VILLAGE DAY SCHOOL Childcare payment for EA clien	P0098104	OH009346	02/04/2018	191.00
00191195	02/08/2018	CREST APARTMENT LLC Rental assistance for EA clien	P0098157	OH009345	02/06/2018	400.00
00191196	02/08/2018	CROWN POINTE TECHNOLOGIES INC Skills Manager - Training Soft	P0098056	14447	11/02/2017	550.00
00191197	02/08/2018	DATAQUEST LLC EMAC Vol Background Check -	P0098071	3807	10/31/2017	227.00
00191198	02/08/2018	DJORDJEVICH, LINDSEY withdrawing from course #17406	P0098059	17406	01/31/2018	46.00
00191199	02/08/2018	DROLL LANDSCAPE ARCH, ROBERT W Groveland Park Repair & Shorel	P91615	1406516	11/25/2017	5,921.25
00191200	02/08/2018	FALCONER GROUP, THE CM Perf Eval Facilitation	P0098162	18002	01/17/2018	5,670.00
00191201	02/08/2018	FRANKLIN, ERIKA withdrawing from course # 1740	P0098060	17406	01/31/2018	60.00
00191202	02/08/2018	FURY SITE WORKS INC 2017 STREET RELATED WATER SYST	P0097326	#1FINAL	12/31/2017	40,201.82
00191203	02/08/2018	GEMPLER'S INC 72" D.O.T. REACHER	P0098031	SI03981927	01/19/2018	86.97
00191204	02/08/2018	GONZALES, ANJANETTE super sitters class cancelled.	P0098063	OH009347	01/31/2018	45.00
00191205	02/08/2018	GRAFIX SHOPPE New Car Graphics - Invoice # 1	P0098070	118806	01/11/2018	1,785.93
00191206	02/08/2018	GRAINGER INVENTORY PURCHASES	P0098012	9677564164	01/23/2018	670.99
00191207	02/08/2018	HARB, SAM MILEAGE EXPENSES		OH009342	12/30/2017	121.82
00191208	02/08/2018	HEALTHFORCE PARTNERS LLC Pre Hire Medical - Dees - Invo	P0098126	12180/12181	12/31/2017	2,890.00

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00191209	02/08/2018	HONEYWELL, MATTHEW V Professional services - Invoic	P0098123	1009/1011	01/16/2018	1,200.00
00191210	02/08/2018	ISSAQUAH CITY JAIL Jail Bill December 2017 - Invo	P0098074	0450008551	01/10/2018	5,432.00
00191211	02/08/2018	KROESENS UNIFORM COMPANY Academy Uniforms - Lum - Invoi	P0098069	48082	12/29/2017	383.53
00191212	02/08/2018	LANGUAGE LINE SERVICES Language Line Services - Decem	P0098065	9020911019DEC17	12/31/2017	5.65
00191213	02/08/2018	LONGSTRETH, BRECK REPLACE WARRANT #191133		OH009360	02/07/2018	100.00
00191214	02/08/2018	MAGNAS LLC MONTHLY LONG DISTANCE JAN-DEC	P0097789	OH009350	01/31/2018	326.09
00191215	02/08/2018	MAYDENBAUER GROUP HYDRANT METER REFUND		OH009367	01/11/2018	2,900.00
00191216	02/08/2018	MERCER ISLAND, CITY OF OVERPAYMENT REFUND		OH009365	02/06/2018	3,761.75
00191217	02/08/2018	METROPRESORT 1200 GREEN NON PAYMENT DOOR TA	P0097988	139157	01/30/2018	554.00
00191218	02/08/2018	MI CHAMBER OF COMMERCE MONTHLY BILLING FOR SERVICES	P0097790	OH009349	01/24/2018	1,200.00
00191219	02/08/2018	MI HARDWARE - BLDG MISC. HARDWARE FOR THE MONTH O	P0098131	OH009351	01/31/2018	56.40
00191220	02/08/2018	MI HARDWARE - POLICE MP Supplies - Invoice # 137792	P0098116	137792	01/31/2018	28.58
00191221	02/08/2018	MI SCHOOL DISTRICT #400 2018 Operational support for M	P0098084	OH009348	02/01/2018	22,503.62
00191222	02/08/2018	MONARCH LANDSCAPING WA LLC Mercer Island Parks Winter 201	P0097330	INV000015707	01/25/2018	13,887.00
00191223	02/08/2018	PACIFIC AIR CONTROL INC REPLACE BOILER CONTROLS BOILER	P0098112	9027	01/23/2018	1,875.53
00191224	02/08/2018	PACIFIC NW CONSTRUXION INC INV 1801001 DIRT DISPOSAL	P0098036	1801001	01/04/2018	11,856.00
00191225	02/08/2018	PATTON, AMY class super sitters cancelled.	P0098061	OH009353	01/31/2018	45.00
00191226	02/08/2018	PIGSKIN UNIFORMS Jumpsuits (Robarge - New) repa	P0098120	201807	01/31/2018	718.81
00191227	02/08/2018	PUGET SOUND ENERGY Utility Assistance for Emergen	P0097804	OH009355	02/04/2018	334.73
00191228	02/08/2018	PUGET SOUND ENERGY Utility Assistance for Emergen	P0097804	OH009354	02/04/2018	45.48
00191229	02/08/2018	PUGET SOUND ENERGY ENERGY USE JAN 2018		OH009371	01/24/2018	37,176.69
00191230	02/08/2018	REMOTE SATELLITE SYSTEMS INT'L EMAC Sat Phone Bill - December	P0098072	00092541	01/11/2018	48.95
00191231	02/08/2018	REPUBLIC SERVICES #172 ACCT 172-883826 2017 ANNUAL SW	P0098080	0172007329575	12/31/2017	1,483.96
00191232	02/08/2018	SCORE Jail Bill December 2017 - Invo	P0098067	2920	01/08/2018	2,114.45
00191233	02/08/2018	SEATTLE TIMES COMPANY, THE City Hall Subscription	P0098087	OH009357	02/01/2018	546.00
00191234	02/08/2018	SITEONE LANDSCAPE SUPPLY LLC YELLOW STRIPING PAINT	P0098078	84142798	01/24/2018	251.55

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00191235	02/08/2018	SKIBINSKI, DAVID super sitters class cancelled.	P0098064	OH009356	01/31/2018	45.00
00191236	02/08/2018	SOUND SAFETY PRODUCTS MISC. WORK CLOTHES	P0098079	815333	01/25/2018	930.24
00191237	02/08/2018	STEVENSON, LINDA SENIOR SOCIAL SUPPLIES		OH009341	11/14/2017	19.78
00191238	02/08/2018	STRUM JEWISH COMMUNITY CTR Preschool scholarships for	P0097801	20356799FEB2018	02/04/2018	680.00
00191239	02/08/2018	SUE'S TAILOR & ALTERATION Uniform repair - Hammer	P0098124	OH009358	01/19/2018	13.20
00191240	02/08/2018	SUPPLY SOURCE INC,THE INVENTORY PURCHASES	P0098076	1800270	01/22/2018	1,096.49
00191241	02/08/2018	SYSTEMS DESIGN WEST LLC December 2017 Transport Billin	P0098003	MIFD0118	01/18/2018	1,142.68
00191242	02/08/2018	TETRA TECH INC INV 2017 PS 14 LAKE LINE CLEAN	P94257	51253782	11/22/2017	51,371.27
00191243	02/08/2018	THOMSON REUTERS - WEST West Information Services -	P0098066	837483492	01/01/2018	318.55
00191244	02/08/2018	THRASHER, BARBARA OVERPAYMENT REFUND		OH009368	02/06/2018	481.40
00191245	02/08/2018	THYSSENKRUPP ELEVATOR CORP OT ELEVATOR REPAIR ON JAN 1ST	P0098108	5000808712	01/12/2018	1,180.58
00191246	02/08/2018	TROY, BRIAN CASEY MILEAGE EXPENSES		OH009361	02/05/2018	33.35
00191247	02/08/2018	TRU MECHANICAL INC REPLACE HOT WATER HEATER	P0098109	5933	02/01/2018	2,668.35
00191248	02/08/2018	UNDERWATER SPORTS INC. AUGA Rail Mounts, Earphone Hol	P0098128	20015305/2001530	01/18/2018	2,961.15
00191249	02/08/2018	VERIZON WIRELESS Cell Phone Service Jan - Invoi	P0098117	9800417625	01/23/2018	1,212.39
00191250	02/08/2018	VERIZON WIRELESS Broadband services remote acce	P0097796	9800417631	01/23/2018	40.01
00191251	02/08/2018	WA CITIES INSURANCE AUTHORITY INV 14063 UST TANK POLICY	P0098053	14063	01/12/2018	3,684.00
00191252	02/08/2018	WA ST DEPT OF TRANSPORTATION SAND & SALT DEC 2017	P0098050	JA6287LJA6287	01/16/2018	2,416.74
00191253	02/08/2018	WABO WABO training for Gareth, Paul	P0097996	35220	01/22/2018	1,000.00
00191254	02/08/2018	WARD, MASON withdrawn from super sitters.	P0098062	OH009359	01/31/2018	45.00
00191255	02/08/2018	WASPC Dues for Chief Holmes - Invoic	P0098083	201800210	01/02/2018	305.00
00191256	02/08/2018	WESCOM Maintenance/Repair of Radar Un	P0098119	22885	01/29/2018	385.00
00191257	02/08/2018	WMCA Spietz Conference Registration	P0098085	02152	01/31/2018	375.00
00191258	02/08/2018	XEROX CORPORATION December 2017 - Records Copier	P0097792	092163427	02/01/2018	1,046.85
00191259	02/08/2018	ZEE MEDICAL FIRST AID SUPPLIES	P0098091	68349034	02/01/2018	189.85
					Total	<u>272,339.14</u>

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 001000 - General Fund-Admin Key</i>				
	00191213	LONGSTRETH, BRECK	REPLACE WARRANT #191133	100.00
P0098060	00191201	FRANKLIN, ERIKA	withdrawing from course # 1740	60.00
P0098059	00191198	DJORDJEVICH, LINDSEY	withdrawing from course #17406	46.00
P0098063	00191204	GONZALES, ANJANETTE	super sitters class cancelled.	45.00
P0098061	00191225	PATTON, AMY	class super sitters cancelled.	45.00
P0098064	00191235	SKIBINSKI, DAVID	super sitters class cancelled.	45.00
P0098062	00191254	WARD, MASON	withdrawn from super sitters.	45.00
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
	00191216	MERCER ISLAND, CITY OF	OVERPAYMENT REFUND	3,761.75
	00191215	MAYDENBAUER GROUP	HYDRANT METER REFUND	2,900.00
P0098076	00191240	SUPPLY SOURCE INC,THE	INVENTORY PURCHASES	1,096.49
	00191244	THRASHER, BARBARA	OVERPAYMENT REFUND	481.40
P0098030	00191206	GRAINGER	INVENTORY PURCHASES	220.30
P0098013	00191206	GRAINGER	INVENTORY PURCHASES	178.47
P0098132	00191186	BLUETARP CREDIT SERVICES	INVENTORY PURCHASES	98.07
<i>Org Key: CA1200 - Prosecution & Criminal Mngmnt</i>				
P0098123	00191209	HONEYWELL, MATTHEW V	Professional services - Invoice	650.00
P0098123	00191209	HONEYWELL, MATTHEW V	Professional services - Invoice	550.00
<i>Org Key: CM1200 - City Clerk</i>				
P0098085	00191257	WMCA	Spietz Conference Registration	375.00
<i>Org Key: CO6100 - City Council</i>				
P0097858	00191192	CLOUD 9 SPORTS LLC	POLO SHIRTS FOR CITY COUNCIL	237.60
<i>Org Key: CR1100 - CORe Admin and Human Resources</i>				
P0098075	00191208	HEALTHFORCE PARTNERS LLC	Pre Hire Medical - Dees - Invo	750.00
<i>Org Key: DS1200 - Bldg Plan Review & Inspection</i>				
P0097996	00191253	WABO	WABO training for Gareth, Paul	1,000.00
<i>Org Key: FN1100 - Administration (FN)</i>				
P0097989	00191217	METROPRESORT	1200 GREEN NON PAYMENT DOOR TA	254.00
<i>Org Key: FNBE01 - Financial Services</i>				
P0097790	00191218	MI CHAMBER OF COMMERCE	MONTHLY BILLING FOR SERVICES	1,200.00
P0097988	00191217	METROPRESORT	5000 BUSINESS LICENSES REPRINT	300.00
<i>Org Key: FR1100 - Administration (FR)</i>				
P0098003	00191241	SYSTEMS DESIGN WEST LLC	December 2017 Transport Billin	1,142.68
<i>Org Key: FR4100 - Training</i>				
P0098126	00191208	HEALTHFORCE PARTNERS LLC	Flu/TB Shots 2017	2,140.00
<i>Org Key: GGI001 - General Government-Insurance</i>				
P0098053	00191251	WA CITIES INSURANCE AUTHORITY	INV 14063 UST TANK POLICY	3,684.00
<i>Org Key: GGM001 - General Government-Misc</i>				
P0098162	00191200	FALCONER GROUP, THE	CM Perf Eval Facilitation	5,670.00
P0098087	00191233	SEATTLE TIMES COMPANY, THE	City Hall Subscription	546.00
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0098161	00191193	CONFIDENTIAL DATA DISPOSAL	Shredding Services Monthly bil	916.90
P0098055	00191193	CONFIDENTIAL DATA DISPOSAL	November 2017 Shredding Bill f	200.00
<i>Org Key: IGBE01 - MI Pool Operation Subsidy</i>				
P0098084	00191221	MI SCHOOL DISTRICT #400	2018 Operational support for M	22,503.62
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0098016	00191183	TRI-TEC COMMUNICATIONS INC	Tri-Tec Maintenance Annual Sup	16,889.40
P0097789	00191214	MAGNAS LLC	MONTHLY LONG DISTANCE JAN-DEC	326.09
	00191188	CENTURYLINK	PHONE USE JAN 2018	102.26
<i>Org Key: MT2100 - Roadway Maintenance</i>				
P0098050	00191252	WA ST DEPT OF TRANSPORTATION	SAND & SALT DEC 2017	2,416.74
	00191229	PUGET SOUND ENERGY	ENERGY USE JAN 2018	388.89
P0098024	00191206	GRAINGER	LARGE HOSE CLAMPS (10 PK)	220.45
P0098031	00191203	GEMPLER'S INC	72" D.O.T. REACHER	86.97
P0098077	00191189	CESSCO	FS GEAR BOX GREASE	87.45
	00191246	TROY, BRIAN CASEY	MILEAGE EXPENSES	33.35
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	13.29
<i>Org Key: MT2200 - Vegetation Maintenance</i>				
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	11.40
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
	00191229	PUGET SOUND ENERGY	ENERGY USE JAN 2018	13.59
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	13.29
<i>Org Key: MT2500 - ROW Administration</i>				
P94277	00191231	REPUBLIC SERVICES #172	ACCT 172-883826 2017 ANNUAL SW	1,224.39
P0098028	00191236	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	234.34
	00191185	BARNETT, JASON	CDL PHYSICAL	130.00
P0098012	00191206	GRAINGER	RITE IN THE RAIN NOTEBOOKS	51.77
	00191207	HARB, SAM	MILEAGE EXPENSES	42.51
	00191207	HARB, SAM	MILEAGE EXPENSE	26.11
<i>Org Key: MT3100 - Water Distribution</i>				
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	13.29
<i>Org Key: MT3150 - Water Quality Event</i>				
P0098038	00191184	AM TEST INC	INV 102955 WATER QUALITY	240.00
<i>Org Key: MT3200 - Water Pumps</i>				
	00191229	PUGET SOUND ENERGY	ENERGY USE JAN 2018	3,141.43
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	11.40
<i>Org Key: MT3300 - Water Associated Costs</i>				
P0098027	00191236	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	116.22
P0098040	00191236	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	112.08
<i>Org Key: MT3400 - Sewer Collection</i>				
P0098026	00191236	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES & RAINGEAR	50.00
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	13.29
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00191229	PUGET SOUND ENERGY	ENERGY USE JAN 2018	4,778.52

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00191188	CENTURYLINK	PHONE USE JAN 2018	168.48
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	13.29
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
P0098026	00191236	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES & RAINGEAR	173.49
<i>Org Key: MT3800 - Storm Drainage</i>				
P0098081	00191184	AM TEST INC	INV 102838 STORMWATER QUALITY	365.00
	00191207	HARB, SAM	MILEAGE EXPENSES	26.60
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	13.29
<i>Org Key: MT3805 - Slide Repair 8410 WMW</i>				
P0098036	00191224	PACIFIC NW CONSTRUXION INC	INV 1801001 DIRT DISPOSAL	11,856.00
<i>Org Key: MT4200 - Building Services</i>				
	00191229	PUGET SOUND ENERGY	ENERGY USE JAN 2018	10,479.97
	00191229	PUGET SOUND ENERGY	ENERGY USE JAN 2018	4,217.59
P0098014	00191223	PACIFIC AIR CONTROL INC	REPLACE BOILER CONTROLS BOILER	466.40
P0098095	00191223	PACIFIC AIR CONTROL INC	HVAC MAINT SHOP	302.50
P0098131	00191219	MI HARDWARE - BLDG	MISC. HARDWARE FOR THE MONTH O	56.40
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	11.40
<i>Org Key: MT4300 - Fleet Services</i>				
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	11.40
<i>Org Key: MT4403 - Customer Response - Water</i>				
	00191207	HARB, SAM	MILEAGE EXPENSES	26.60
<i>Org Key: MTBE01 - Maint of Medians & Planters</i>				
	00191229	PUGET SOUND ENERGY	ENERGY USE JAN 2018	1,255.11
<i>Org Key: PO1100 - Administration (PO)</i>				
P0098117	00191249	VERIZON WIRELESS	Cell Phone Service Jan - Invoi	1,212.39
P0098083	00191255	WASPC	Dues for Chief Holmes - Invoice	305.00
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0098071	00191197	DATAQUEST LLC	EMAC Vol Background Check -	227.00
P0098072	00191230	REMOTE SATELLITE SYSTEMS INT'L	EMAC Sat Phone Bill - December	48.95
<i>Org Key: PO1700 - Records and Property</i>				
P0098058	00191258	XEROX CORPORATION	December 2017 - PD Copier - In	315.59
P0098058	00191258	XEROX CORPORATION	December 2017 - Records Copier	210.38
<i>Org Key: PO1900 - Jail/Home Monitoring</i>				
P0098074	00191210	ISSAQUAH CITY JAIL	Jail Bill December 2017 - Invo	5,432.00
P0098067	00191232	SCORE	Jail Bill December 2017 - Invo	2,114.45
<i>Org Key: PO2100 - Patrol Division</i>				
P0098070	00191205	GRAFIX SHOPPE	New Car Graphics - Invoice # 1	1,785.93
P0098120	00191226	PIGSKIN UNIFORMS	Jumpsuits (Robarge - New) repa	718.81
P0098119	00191256	WESCOM	Maintenance/Repair of Radar Un	385.00
P0098069	00191211	KROESENS UNIFORM COMPANY	Academy Uniforms - Lum - Invoi	383.53
P0098125	00191191	CLEANERS PLUS 1	Uniform Cleaning - Invoice # 7	90.65
P0098124	00191239	SUE'S TAILOR & ALTERATION	Uniform repair - Hammer	13.20
P0098065	00191212	LANGUAGE LINE SERVICES	Language Line Services - Decem	5.65

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PO2200 - Marine Patrol</i>				
P0098116	00191220	MI HARDWARE - POLICE	MP Supplies - Invoice # 137792	28.58
<i>Org Key: PO2201 - Dive Team</i>				
P0098128	00191248	UNDERWATER SPORTS INC.	AUGA Rail Mounts, Earphone Hol	1,600.50
P0098128	00191248	UNDERWATER SPORTS INC.	Dry Suit Repair - Schumacher -	885.50
P0098128	00191248	UNDERWATER SPORTS INC.	AGA Repair (FF Austin) - Invoi	338.80
P0098128	00191248	UNDERWATER SPORTS INC.	Regular Hoses - FF Austin Orde	89.05
P0098128	00191248	UNDERWATER SPORTS INC.	Go Pro Mount and Light (FF Aus	47.30
<i>Org Key: PO3100 - Investigation Division</i>				
P0098066	00191243	THOMSON REUTERS - WEST	West Information Services -	318.55
<i>Org Key: PO4300 - Police Training</i>				
P0098056	00191196	CROWN POINTE TECHNOLOGIES INC	Skills Manager - Training Soft	550.00
<i>Org Key: PR1100 - Administration (PR)</i>				
P0097792	00191258	XEROX CORPORATION	Lease and print/copy charges f	207.66
<i>Org Key: PR1500 - Urban Forest Management</i>				
P0097330	00191222	MONARCH LANDSCAPING WA LLC	Mercer Island Parks Winter 201	4,205.00
<i>Org Key: PR3500 - Senior Services</i>				
	00191237	STEVENSON, LINDA	SENIOR SOCIAL SUPPLIES	19.78
<i>Org Key: PR4100 - Community Center</i>				
	00191229	PUGET SOUND ENERGY	ENERGY USE JAN 2018	4,266.27
	00191229	PUGET SOUND ENERGY	ENERGY USE JAN 2018	1,993.33
<i>Org Key: PR6100 - Park Maintenance</i>				
	00191229	PUGET SOUND ENERGY	ENERGY USE JAN 2018	2,566.54
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	13.29
<i>Org Key: PR6200 - Athletic Field Maintenance</i>				
P0098079	00191236	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES & SAFETY BO	244.11
P0098106	00191234	SITEONE LANDSCAPE SUPPLY LLC	YELLOW STRIPING PAINT	28.27
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	13.29
<i>Org Key: PR6500 - Luther Burbank Park Maint.</i>				
	00191229	PUGET SOUND ENERGY	ENERGY USE JAN 2018	1,998.00
P0098094	00191223	PACIFIC AIR CONTROL INC	REPLACE T-STAT AT CARETAKERS H	217.28
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	13.29
<i>Org Key: PR6600 - Park Maint-School Related</i>				
	00191229	PUGET SOUND ENERGY	ENERGY USE JAN 2018	861.64
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	11.40
<i>Org Key: PR6700 - I90 Park Maintenance</i>				
	00191229	PUGET SOUND ENERGY	ENERGY USE JAN 2018	486.15
P0098078	00191234	SITEONE LANDSCAPE SUPPLY LLC	REPAIR RAINMASTER	223.28
P0098091	00191259	ZEE MEDICAL	FIRST AID SUPPLIES	13.24
<i>Org Key: WG107R - Luther Burbank Admin Bldg Rep</i>				
P0098109	00191247	TRU MECHANICAL INC	REPLACE HOT WATER HEATER	2,668.35

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: WP122R - Vegetation Management</i>				
P0097330	00191222	MONARCH LANDSCAPING WA LLC	Mercer Island Parks Winter 201	1,660.00
<i>Org Key: WP506R - Swim Beach Repair at Groveland</i>				
P91615	00191199	DROLL LANDSCAPE ARCH, ROBERT W	Groveland Park Repair & Shorel	5,921.25
<i>Org Key: WP720R - Recurring Park Projects</i>				
P0097330	00191222	MONARCH LANDSCAPING WA LLC	Mercer Island Parks Winter 201	3,566.00
P0098080	00191231	REPUBLIC SERVICES #172	INV 0172-007329575 7700 EMW	259.57
<i>Org Key: WS101U - Backyard Sewer System Impvt</i>				
P0097718	00191190	CHS ENGINEERING INC	81 AVE BACKYARD SIDE SEWER PHA	129.58
<i>Org Key: WS901D - Sewer Sys Pump Sta Repairs</i>				
P0095489	00191190	CHS ENGINEERING INC	INV 801703-1711 PS 18 EQUIPMEN	11,051.49
<i>Org Key: WS902D - PS 14 Lake Line Cleaning</i>				
P94257	00191242	TETRA TECH INC	2017 PS 14 LAKE LINE CLEAN	32,737.32
P94257	00191242	TETRA TECH INC	INV 2017 PS 14 LAKE LINE CLEAN	18,633.95
<i>Org Key: WW117R - Street Related Water Impvts</i>				
P0097326	00191202	FURY SITE WORKS INC	2017 STREET RELATED WATER SYST	40,201.82
<i>Org Key: XP710R - Luther BB Minor Capital LEVY</i>				
P0097330	00191222	MONARCH LANDSCAPING WA LLC	Mercer Island Parks Winter 201	4,456.00
<i>Org Key: YF1100 - YFS General Services</i>				
P0097792	00191258	XEROX CORPORATION	Lease and print/copy charges f	313.22
P0097796	00191250	VERIZON WIRELESS	Broadband services remote acce	40.01
<i>Org Key: YF1200 - Thrift Shop</i>				
P0098108	00191245	THYSSENKRUPP ELEVATOR CORP	OT ELEVATOR REPAIR ON JAN 1ST	1,180.58
	00191229	PUGET SOUND ENERGY	ENERGY USE JAN 2018	729.66
P0098112	00191223	PACIFIC AIR CONTROL INC	HVAC MAINT	622.05
P0098093	00191223	PACIFIC AIR CONTROL INC	REPLACED CONTACTORS ON OLDER R	267.30
<i>Org Key: YF2600 - Family Assistance</i>				
P0097801	00191238	STRUM JEWISH COMMUNITY CTR	Preschool scholarships for	680.00
P0098157	00191195	CREST APARTMENT LLC	Rental assistance for EA clien	400.00
P0097804	00191227	PUGET SOUND ENERGY	Utility Assistance for Emergen	334.73
P0098105	00191187	BRIGHT HORIZONS	Preschool scholarship payment	286.83
P0098104	00191194	COUNTRY VILLAGE DAY SCHOOL	Childcare payment for EA clien	191.00
P0097804	00191228	PUGET SOUND ENERGY	Utility Assistance for Emergen	45.48
Total				272,339.14



**CITY COUNCIL MINUTES
2018 PLANNING SESSION
JANUARY 26-27, 2018**

CALL TO ORDER AND ROLL CALL

Mayor Debbie Bertlin called the 2018 City Council Planning Session to order at 3:00 pm in the Luther Burbank Room at the Mercer Island Community and Event Center, 8236 SE 24th Street, Mercer Island, WA.

Mayor Debbie Bertlin, Deputy Mayor Salim Nice, and Councilmembers Tom Acker, Bruce Bassett, Wendy Weiker, David Wisenteiner, and Benson Wong were present.

The attached report is hereby incorporated by reference as the minutes of the 2017 City Council Planning Session.

The Council recessed at 6:15 pm on Friday, January 26, 2018 and the meeting resumed at 8:30 am on Saturday, January 27, 2018

ADJOURNMENT

The Planning Session adjourned at 5:15 pm on Saturday, January 27, 2018.

Attest:

Debbie Bertlin, Mayor

Allison Spietz, City Clerk

Mercer Island City Council 2018 Planning Session
Mercer Island Community and Event Center
Friday & Saturday January 26-27, 2018

ATTENDEES

City Council

Debbie Bertlin, Mayor
Salim Nice, Deputy Mayor
Tom Acker, Councilmember
Bruce Bassett, Councilmember
Wendy Welker, Councilmember
David Wisenteiner, Councilmember
Benson Wong, Councilmember

Trainer

Sara Wilson

Facilitator

Marci Wright

City Staff

Julie Underwood, City Manager
Kirsten Taylor, Assistant City Manager
Chip Corder, Finance Director/Assistant City
Manager
Scott Greenberg, Development Services Group
Director
Cindy Goodwin, Youth & Family Services Director
Steve Heitman, Fire Chief
Ed Holmes, Police Chief
Mike Kaser, IT Director
Jason Kintner, Public Works Director
Kari Sand, City Attorney
Kryss Segle, Human Resources Director
Ali Spietz, City Clerk
Paul West, Parks Superintendent

FRIDAY JANUARY 26, 2018

INTRODUCTORY ACTIVITIES

The Mayor and City Manager made introductory remarks and introduced the participants. Attendees reviewed proposed **Planning Session Norms** as follows:

- Everyone participates and is engaged
 - Listen with respect
 - Let others finish before you start talking
 - Be attentive to the speaker
 - Disagree agreeably-look for opportunities to agree
- Questions of clarification are encouraged
- Disparaging comments and side conversations are discouraged
- Conflict must be focused on the issues, not on personalities
- Strive for consensus and provide clear direction
- Silence is agreement
- Remember the power of “and” & “if”
 - Practice “yes, and” rather than “yes/no, but”
 - In seeking consensus consider something that you may disagree with and consider “if” something changed how you might be able to move to consensus
 - Put another way, if you cannot live with the direction, you must offer an alternative
- Be productive and have fun!
- Use cell phones only during breaks

Attendees confirmed agreement with the **Planning Session Norms**

GOALS AND ROLES

Council identified their **Goal** as a Councilmember and their **Role** in achieving Goal.

Councilmember Acker

- **Goal:** To help protect the values of the community and prepare for the challenges of the future
- **Role:** To provide leadership, direction, expertise and governance while fostering collaborative partnerships, locally and regionally

Councilmember Bassett

- **Goal:** Keep long term focus, advance sustainability-thinking, advance transportation solutions, be aware of silent majority at all times—not just engaged advocates
- **Role:** "Senior statesman," keeper of history, more advocacy than as Mayor

Mayor Bertlin

- **Goal:** Broaden the number of voices in the dialogue and "get stuff done"
- **Role:** Facilitate and surface diverse perspectives and good governance

Deputy Mayor Nice

- **Goal:** Advocate for Islanders
- **Role:** High performing Council

Councilmember Wisenteiner

- **Goal:** Enhance Mercer Island as a place to live (more fun), lend skillset to the challenges we are facing, create/continue our ability to stay independent
- **Role:** Person who adds perspective of "why do we do it this way?", fiscal responsibility, greater representation of Islanders

Councilmember Weiker

- **Goal:** Quality of life -- schools/parks and infrastructure/utility board, #Girl power
- **Role:** Get others to listen and act

Councilmember Wong

- **Goal:** Effective listener of community issues and concerns and effective change agent for the benefit of Island residents
- **Role:** Go to community group meetings to gather opinions, listen to Councilmembers/staff, be prepared for meetings

TEAM BUILDING EXERCISE

Trainer Wilson shared the Strength Deployment Inventory (SDI) model and Council's results with Council and staff. The SDI results provide a vivid way of seeing oneself and others from the perspective of motives under two conditions – when things are going well and in conflict. The resulting discussion was directed towards ways that staff could most effectively provide information and decision points to Council and ways that Council could work most effectively together.

SATURDAY, JANUARY 27, 2018

2017 ACCOMPLISHMENTS REVIEW

Attendees shared and reviewed some of the City's accomplishments in 2017 (it was noted that the full list of accomplishments were included in the Planning Session packet), including:

- Adopted Residential Development Standards including tree replacement/protection ordinance and noise ordinance
- Reached Settlement Agreement with Sound Transit
- Hired City Manager Underwood (and she stayed!)
- Held 47 Council Meetings (the norm is 24)
- Developed new Community Communication Tools (e.g. Held first Telephone Town Hall)
- Completed a great parks project (e.g. Island Crest Way Turf project)
- Resolved Freeman Avenue liability issue
- Issued record number of building permits
- Restored funding for open space
- Improved citizen engagement re: Sound Transit
- Record Thrift Shop sales of \$1.6 million
- Received 23rd clean annual audit in a row by State of Washington
- Refinanced 2009 LTGO Bonds related to Sewer Lake Line and South Mercer Playfields—saved \$586,000
- No major utility failures; handled emergency repairs quickly and efficiently
- Staff successfully provided high levels of analysis/work for both emerging and planned workload
- Successful collective bargaining negotiations
- Mercer Island Police Department—new community engagement outreach efforts
- Kicked off Public Works Asset Management System
- Kicked off Financial Challenges Community Advisory Group (CAG)
- YFS Giving from the Heart Breakfast a big success
- Amended City Council Rules of Procedure (1st time in ten years)

Council and staff acknowledged that this valuable work was accomplished during a very busy 2017 with unusually trying circumstances. The efforts and results of 2017 have set up the City for a successful 2018.

2017-2018 CITY GOALS AND WORK PLAN

Council first reviewed the 2017-2018 City Goals and Work Plan to determine which goals were completed and which should be retained and/or revised as follows:

Goal 1—Preserve I-90 Access and Mobility and prepare for Light Rail

Goal 2—Maintain the City's Residential Character

Goal 3—Enhance Communications and Opportunities for Community Engagement

Goal 4—Maintain Quality of Life Services by Addressing the City's Financial Challenges

Goal 5—Strengthen and Realign City Manager Role and City Council-Staff Relations

Goal 6—Address Outdated City Codes and Practices

After discussion, the Council concluded that Goals 2, 3 and 5 had been completed, and that Goals 1, 4 and 6 should be retained/revised. In addition, the City Manager notes that she would have staff incorporate Goal 3 within each goal going forward.

Council then went through an exercise to provide their ideas for goals or action items they would like the City to focus on in 2018 and 2019. The bulleted statements listed below are transcriptions of each of the items:

Goal 1—Preserve I-90 Access and Mobility and prepare for Light Rail

- Develop plan to wisely allocate settlement money
- Consider new Mobility Board or Commission
- Prioritize first/last mile solutions/pilot studies/long term methods using Sound Transit settlement money and Metro partnerships
- Conduct periodic survey of car licenses at Mercer Island Park & Ride (% of Mercer Island residents versus % of off-Island)
- Single occupancy vehicle and high occupancy vehicle access and mobility
- Dedicated Mercer Island commuter parking
- Involve community in identifying uses for Sound Transit funds
- Build to the future versus today
- Increase intra & off-island mobility options

Goal 4—Maintain Quality of Life Services by Addressing the City’s Financial Challenges

- Stand-alone YFS Levy to sustainably fund department
- Expand Thrift Shop to increase revenue & make YFS more self-sustaining
- Expand Thrift Shop/reorganize
- Stand-alone YFS operating levy
- Address City’s financial challenges
- Money challenges
 - CAG
 - Levy Ballot prep
 - Campaign
 - Explain consequences of fail
- Create dedicated communications position
- Full time communications position

Goal 6—Address Outdated City Codes and Practices

- Keep CAO & sewer
- Focus on backlog of compliance issues—franchises, critical areas
- Protection of parks and increase public amenities (PROS Plan)
- IT security & upgrades
- Increase technology driven solutions
- Sign code update
- Social host update (marijuana)
- Better open space & parks engagement/public advisory board?
- Website rebuild
- Revisit advisory boards & commissions and task forces

In addition to retaining/revising these three goals, the Council also discussed ideas for adding new goals. After considering many ideas, Council asked staff to prepare draft goals in the following subject areas (bulleted statements listed below are transcriptions of each of the items):

Sustainability

- Sustainability Framework
 - Environment
 - Diversity
 - Financial
 - Etc.
- Beyond just environment—include a comprehensive planning overlay/tool (e.g. STAR)
- Adopt a framework, create a climate action plan, challenge Mercer Island School District
- Provide information concerning what a STAR community framework would cost
- Advance inclusivity within culture/community

Arts

- Define, develop community arts & culture strategy (staff to formulate this as a goal statement)
- Engage public on the arts & MICA

Infrastructure

- Address aging infrastructure and plan for future need
- Alternative mobility strategies on Island
 - Bike/pedestrian infrastructure
- Adopt complete streets and improve bike facilities
- Address critical infrastructure
 - Utilities
 - City facilities
 - Parks
 - Etc.
- Bike/pedestrian improvements
- Enhanced mobility opportunities (bike, pedestrian)
- Increase City utility maintenance & operations; bandwidth and timeframe

Emergency Management/Public Safety

- Enhance emergency preparedness through additional volunteers, resourcing and training
- Ensure adequate public safety preventative and response provisions are in place to protect citizens, visitors and commuters
- Public well-being and safety
 - Emergency preparation
 - Drones
 - Fire hazards (fireworks)
 - Active shooter/bomb threat
 - Etc.
- Enhanced emergency preparation/response volunteer program
- Public Safety—both preventative and response—ensure adequate emergency response and communicate importance to citizens
- *Note: this proposed goal will be discussed at an upcoming February work session and Council will use that information to determine whether to retain this as a 2018-2019 Goal*

The Council also considered the following goal ideas, but did not advance them for further consideration (as a goal) at this time:

- DSG performance audit
 - May be considered in the budget process
- City organization chart review
 - Council is comfortable with City Manager proceeding on this however she sees fit
- Consider LEAN process
 - Suggestion for City Manager
- Town Center/Economic Development
 - Not currently sufficiently defined/developed to pursue as goal
 - Councilmembers Acker and Wong volunteered to work on this item to better define the problem to solve.

Staff agreed to use the above information to develop a draft 2018-2019 Goals and Work Plan including each identified goal and to bring the draft back to Council for discussion and approval.

EMERGING ISSUES FOR 2018-2019 BIENNIUM BUDGET

Staff reviewed emerging issues that were included in the Planning Session packet regarding:

- Human Resources
 - Federal and State laws and mandates will significantly impact the City's overall compensation and benefits, driving up costs
- Human Services
 - Increase in number of requests for services/ presentation of higher needs by clients
 - Seniors have emerging needs to age in place in the community
 - Youth well-being, including elevated anxiety observed in school children, especially in elementary schools

- Utility and Parks Infrastructure
 - Water Utility: significant capital projects identified in the 2015 Water System Plan to be constructed between 2015 and 2020
 - Sewer Utility: updated 2018 General Sewer Plan will address the aging sewer system
 - Street Fund: TIP funding remains a challenge, balanced through programming and phasing of construction projects
 - Parks: capital reinvestment needs are expected to grow due to deteriorating infrastructure
- Financial
 - Service level reductions if an operating levy lid lift is placed on the November 2018 ballot and fails
 - Preliminary 2019-2020 budget will be balanced assuming service level reductions are required
 - There are financial tools to bridge the gap and provide a considered transition as needed
 - Exploring alternative service delivery models for library services, fire/EMS, marine patrol; 12-18-month time frame to fully investigate, does not help to bridge the gap in 2019
- Development Services Group
 - Public frustration regarding ministerial permits where staff have very little discretion to require applicant modifications outside of adopted code requirements

The following issues were noted:

- It's new information that all existing city infrastructure was initially installed in the same short time frame (1960's, 70's and 80's). It is significant that it is now all aging out at the same time. Will keep this issue in mind as staff work on Infrastructure Goal. Staff noted they will be talking more with Council as information is gathered
- Concerns about workload issues—what is the best way to handle new workload demands, should new goals fit within existing demands, and how does this allow workload to remain reasonable and doable?
- What are current challenges to recruitment/retention of employees?
- Concerning permit comments—can we more clearly communicate what type of comment/input we are soliciting?
- Council was concerned about unintended consequences at the time of passing the Residential Code ordinance—Council would like staff to report back
- Suggest DSG try to fix the notice issue themselves before bringing it back to Council

2019-2020 BUDGET & SCHEDULE

Staff reviewed the information provided in the Planning Session packet regarding the schedule for the 2019-2020 Biennial Budget process and adoption.

GOOD GOVERNANCE—ONE TEAM

Council and staff discussed the following items in relation to good governance and a “one team” mentality:

- Council-Staff Communications Guidelines
- City Council Rules of Procedure
- Boards & Commissions Appointment Process, Council Liaison Appointment Process, Council Subcommittees

The following comments were noted regarding the proposed Council-Staff Communications Guidelines and the proposed amendments to the City Council Rules of Procedure:

- Council communication—City Manager prefers that any communication to appropriate Director will be cc'd to City Manager—even on issues prior to service on Council & “resident type” issues. Council should be aware that even if Councilmember does not cc City Manager, that staff will do so on any reply
- Councilmembers can be comfortable telling a citizen that a request is being forwarded to appropriate staff member who will respond
- If a citizen request is received by an individual Councilmember email, staff will not see it—so be sure to forward to appropriate staff
- These guidelines can be a helpful tool for Council to work with citizens
- The guideline “Respect the will of the ‘full’ City Council” replaces the “one-hour rule” from the Rules of Procedure. Staff will determine if a request from a Councilmember “reaches a certain degree” in terms of workload or policy when reviewing whether it's reasonable for staff to take the issue on
- Avoid posting/responding on someone else's NextDoor post—there is no backup of this record by the City

- Council requested simple language for Council to use to explain why can't respond to another's post on Next Door
- Follow up with Sound Cities Association about social media policy
- Council does not want staff to feel obligated to respond to nonemergency messages in off hours—staff will revise rule to reflect this
- Should social media language be moved to Council Rules of Procedure?
- Councilmember Absences—Council prefers the status quo in approving absences
- Staff will report back to Council on the costs of videoing all Council meeting types and Planning Commission and Design Commission meetings and possibly provide information on the demand for video for each type
- Staff will tweak language concerning proclamations and eliminate the prescribed list (which will be included in the Planning Schedule).
- Staff will revise the Agenda Preparation language

The Council gave the following direction regarding the Boards & Commissions Appointment Process, Council Liaison Appointment Process, and Council Subcommittees discussion:

- A Council ad hoc committee was created to review and recommend a new process for appointing Design Commission, Planning Commission, and Utility Board members (Councilmembers Acker, Weiker, and Wong).
- Requested a comprehensive review of the City's advisory boards and commissions to determine if any should be added, refreshed, or discontinued.
- Agreed that the Mayor should consult with the Deputy Mayor when making Council liaison appointments
- Sunset the Public Safety Subcommittee, put the Parks & Recreation Council Subcommittee on hiatus until a larger discussion of all boards and commissions is had; and maintain the Sustainability Committee.
- Propose language in the Rules of Procedure regarding Council committees

Staff will work on revisions to these processes and bring back to the Council for consideration.

CITIZEN OF THE YEAR

Councilmembers nominated citizens for the 2017 Citizen of the Year award. Following discussion of the nominees, the Council made their selection for 2017. The nominee will be honored at an upcoming 2018 Council meeting.



CITY COUNCIL MINUTES REGULAR MEETING FEBRUARY 6, 2018

CALL TO ORDER & ROLL CALL

Mayor Debbie Bertlin called the meeting to order at 5:00 pm in the City Hall Council Chambers, 9611 SE 36th Street, Mercer Island, Washington.

Mayor Debbie Bertlin, Deputy Mayor Salim Nice, and Councilmembers Bruce Bassett, Wendy Weiker (arrived at 5:01pm), and Benson Wong were present. Councilmembers Tom Acker and David Wisenteiner were absent.

AGENDA APPROVAL

Mayor Bertlin noted that AB 5387, City Council Rules of Procedure Amendments item has been removed from the agenda at staff's request.

It was moved by Wong; seconded by Nice to:

Approve the agenda as amended.

Passed 4-0

FOR: 4 (Bassett, Bertlin, Nice, Wong)

ABSENT: 3 (Acker, Weiker, Wisenteiner)

EXECUTIVE SESSION

Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110(1)(b) and to consider the maximum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price pursuant to RCW 42.30.110(1)(c) for 60 minutes

At 5:03pm, Mayor Bertlin convened the Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110(1)(b) and to consider the maximum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price pursuant to RCW 42.30.110(1)(c) for 60 minutes.

At 5:57 pm, Mayor Bertlin adjourned the Executive Session.

The Council recessed until 6:00 pm.

STUDY SESSION

AB 5389 Mercer Island Center for the Arts (MICA) Update

City Manager Julie Underwood provided a brief presentation regarding the history between the City of Mercer Island and Mercer Island Center for the Arts (MICA).

Executive Director Paul Shoemaker and Strategic Partnerships Director Sharon Perez from MICA spoke about the Island's need for a central home for arts organizations on Mercer Island. He highlighted several of MICA's partnerships with other Island organizations.

The Council directed staff to engage with Youth Theater Northwest and MICA to work together to help Youth Theater Northwest find a new permanent home in the Mercer Island community.

SPECIAL BUSINESS

AB 5388 African American History Month Proclamation

Mayor Bertlin read the African American History Month Proclamation urging all residents to celebrate our diverse heritage and culture and continue our efforts to create a world that is more just, peaceful, and prosperous for all.

Rev. Wayne Perryman received the Proclamation and spoke about current events regarding race relations in our nation.

CITY MANAGER REPORT

City Manager Julie Underwood reported on the following:

- 3rd Community Advisory Group meeting was held on February 5, 2018
- Community Meeting, February 10, 10:00am – noon, MICEC room 104
- Shop and Dine Local, February 7 & 8, 10% of proceeds will go to YFS Foundation
- Community volunteer restoration event, Saturday, February 10, 10:00 am – 2:00 pm, Pioneer Park
- 2018 Spring & Summer Camps Programs early registration open to Mercer Island residents
- Mercer Island Sister City Thanon Les Bains student exchange from February 12th - 20
- Community Potluck February 14, 6:30 – 8:30 VFW Hall
- Remember to Vote by February 13, 2018
- Community Dance, February 16, 2018, 7:00 – 11:00 pm, VFW Hall
- City facilities closed for President's Day, February 19, 2018
- Public Comment Period open through May, 2018 for King County 20 Year Waste & Recycling Plan
- Hopelink's Free Tax Help runs through April 19
- Money Magazine selected Mercer Island as the best place to live in Washington State

APPEARANCES

The following people spoke in support of the Council approving the proposed ARCH 2017 Housing Trust Fund Recommendations:

- Bill Hallerman, Director of Catholic Community Services of King County
- Josh Terlouw, Congregations for the Homeless, Bellevue
- Dan Johnson, Imagine Housing, Kirkland
- Denise Ashbaugh, The Sofia Way, Bellevue

Ira Appelman, 9039 E Shorewood Drive, spoke in opposition to siting of MICA in Mercerdale Park.

Nancy Hewitt Spaeth, 8320 SE 34th St, spoke in support of MICA urging the Council to support the Arts.

Karen Beck, 4813 East Mercer Way, spoke in support of MICA urging the Council to support the Arts.

Carol Friends, 3260 80th Ave SE #4, spoke in support of MICA urging the Council to support the Arts.
Commended Deputy City Clerk Ellie Hooman for providing quick and efficient assistance to the public.

Stowe and Martha Sprague, 4817 91st Ave SE, spoke in support of MICA urging the Council to support the Arts.

Kelsey Joyce, 8420 Benotho Pl, spoke in support of MICA urging the Council to support the Arts.

Genevieve Morton, 7654 79th Ave SE, spoke in support of MICA urging the Council to support the Arts.

Caroline Atkinson, Students for MICA, spoke in support of MICA urging the Council to support the Arts.

Prady Misra, 8035 West Mercer Way, spoke in support of MICA urging the Council to support the Arts.

Meg Lippert, 4052 94th Ave SE, spoke in support of MICA urging the Council to support the Arts.

Ed Pepple, 5734 91st Ave SE, commended City Manager Underwood. Expressed concern with siting MICA in

Mercerdale Park, but voiced support of MICA in general. Commended MICA's Board for working on locating alternative sites.

Judy Kinelman, 9242 SE 46th St, spoke in support of MICA urging the Council to help find YTN a new home.

Kaya McRuer, 9242 SE 46th St, spoke in support of MICA urging the Council to help find YTN a new home.

Anne Thomson, 9030 SE 64th, spoke in support of MICA urging the Council to help find YTN a new home.

James Rudolf, 5722 West Mercer, spoke in support of MICA urging the Council to support the Arts.

Jean Dunbabin, 3049 71st Ave SE, expressed concern with siting MICA in Mercerdale Park, but voiced support of MICA in general. Commended MICA's Board for working on locating alternative sites.

Peter Struck, 9130 SE 54th St, spoke in opposition to siting MICA in Mercerdale Park. Expressed concern with the City having any partnership with MICA. Feels that MICA should be located on private land, and privately run and funded.

Sue Sherwood, 7444 West Mercer Way, spoke in support of MICA urging the Council to support the Arts.

Theresa Yvonne, 1818 Markham Ave NE, Tacoma, WA, Executive Director of Federal Way Performing Arts Center. Spoke in support of MICA. Spoke about recent economic value that the recently opened Federal Way Performing Arts Center has provided to that community and invited the Council to come tour their facility to see what could be possible for MICA in the future.

Lynn Abulhosn, 4625 89th Ave SE, spoke in support of MICA urging the Council to help find YTN a new home.

Manny Cawaling, Executive Director of Youth Theater Northwest, 710 30th Ave, spoke in support of MICA. Spoke about Youth Theater Northwest's need for a theater.

Al Lippert, 4052 94th Ave SE, expressed concern with siting MICA in Mercerdale Park, but voiced support of MICA in general. Commended MICA's Board for working on locating alternative sites. Asked the Council and City to withdraw from the MOU with MICA which still includes a plan for siting MICA in Mercerdale Park.

Patrick Daughtery, 4910 East Mercer Way, sang a song called "Save Mercerdale Park" in opposition to siting MICA in Mercerdale Park.

Tova Dodge, 9023 Se 37th St, spoke in support of MICA urging the Council to help find YTN a new home.

Bahrat Shyam, 8405 SE 34th Pl, spoke in support of MICA urging the Council to help find YTN a new home.

Sarah Ford, 8405 SE 34th Pl, spoke in support of MICA urging the Council to help find YTN a new home.

Daniel Glasser, 7416 West Mercer Way, spoke in support of MICA urging the Council to help find YTN and MI Youth Ballet a new home.

Suzanne Zahr, 2441 76th Ave SE #160, spoke in support of MICA urging the Council to support the Arts.

Janice Cohen, 4655 90th Ave SE, asked the Council to protect Mercerdale Park from development.

Jackie Dunbar, 7116 82nd Ave SE, spoke about City's Financial Challenges. Spoke in opposition to siting MICA in Mercerdale Park. Expressed concern with MOU between the City and MICA. Encouraged citizens to attend City's Financial Challenges Community Meeting scheduled for February 10th.

Alan Reed, Emmanuel Episcopal Church, spoke in support of YTN. Advised that while there are still answers that need to be answered regarding the location of MICA, he urged the Council to help YTN find a new home so that the program can remain on the Island.

Claus Jensen, 9325 SE 57th, spoke about City's Financial Challenges. Spoke in opposition to siting MICA in Mercerdale Park.

Bill Janes, 4301 86th Ave SE, asked Council to protect Mercerdale Park from development.

Natalya Hgeyeva, 7609 SE 29th St, spoke in support of MICA urging the Council to help find YTN a new home.

Lesley Bain, 4180 West Mercer Way, spoke in support of MICA urging the Council to support the Arts.

Kyle, 5th Grader, spoke in support of YTN and MICA. Played a song recording while dancing.

The Council took a 10 minute recess.

CONSENT CALENDAR

Payables: \$927,814.54 (01/18/2018), \$587,027.72 (01/25/2018), & \$863,681.61 (02/01/2018)

Recommendation: Certify that the materials or services hereinbefore specified have been received and that all warrant numbers listed are approved for payment.

Minutes: January 23, 2018 Special Meeting Minutes

Recommendation: Adopt the January 23, 2018 Special Meeting Minutes as written.

AB 5382 ARCH 2018 Administrative Budget and Work Program

Recommendation: Approve the ARCH 2018 Administrative Budget and Work Program and authorize expenditure of \$32,185 for Mercer Island's contribution to the 2018 ARCH Administrative Budget.

AB 5383 ARCH 2017 Housing Trust Fund Recommendations

Recommendation: Approve the use of up to \$93,900 from the City's share of the 2017 ARCH Housing Trust Fund and \$57,899 as a forward commitment of the City's 2018 Housing Trust Fund contribution, as recommended by the ARCH Executive Board, and authorize execution of any related agreements and documents.

It was moved by Bassett; seconded by Wong to:

Approve the consent calendar and the recommendations contained therein as amended.

Passed 5-0

FOR: 5 (Bassett, Bertlin, Nice, Weiker, Wong)

ABSENT: 2 (Acker, Wisenteiner)

REGULAR BUSINESS

AB 5381 General Sewer Plan Update

Mayor Bertlin advised that AB 5381 would need be rescheduled to a later date.

It was moved by Bassett; seconded by Nice to:

Amend the agenda to remove AB 5381 to be rescheduled at a later date.

Passed 5-0

FOR: 5 (Bassett, Bertlin, Nice, Weiker, Wong)

ABSENT: 2 (Acker, Wisenteiner)

AB 5385 Critical Areas Code Update - Scope of Work, Approach and Public Engagement Plan

Planning Manager Evan Maxim presented the proposed combined scope of work for Critical Areas Code Update & Shoreline Master Program Update. He noted the following mandated objectives of the update:

- Identify/designate critical areas
- Make updates based upon best available science, changes in statute, case law, or the Mercer Island Comprehensive Plan.
- Incorporate critical area regulations into Shoreline Master Program

Planning Manager Maxim also noted the recommended objectives to (1) clarify/simplify the code; (2) provide for code flexibility; and (3) map critical areas.

Planning Manager Maxim reviewed the proposed public engagement plan, noting that it would be modeled after what was done for the Residential Development Standards update. He also noted that the \$160,000 in the 2017-2018 budget for updating the critical areas code will primarily be used on hiring consultants to develop best available science materials to inform the technical review of the critical areas code update.

It was moved by Weiker; seconded by Wong to:

Approve the proposed scope of work and public engagement plan for the Critical Areas Code update.

Passed 5-0

FOR: 5 (Bassett, Bertlin, Nice, Weiker, Wong)

ABSENT: 2 (Acker, Wisenteiner)

OTHER BUSINESS

Councilmember Absences

Councilmember Acker's absence was excused.

Councilmember Wisenteiner's absence was excused.

Councilmember Weiker advised that she will be absent July 3.

Planning Schedule

City Manager Julie Underwood noted the following changes to the Planning Schedule:

- Add Executive Session on February 20 at 5:00 pm
- Add Arbor Day Proclamation to Special Business on February 20
- Reschedule General Sewer Plan as a Study Session item on March 6
- Move Code Compliance Program Study Session to a later date
- Tentatively reschedule the July 3rd meeting to July 10

Board Appointments

There were no appointments.

Councilmember Reports

Councilmember Weiker attended CAG meeting on February 5. She commended staff for communicating the facts so clearly and concisely.

Councilmember Wong attended CAG meeting on February 5 as well as the Community meeting on January 29.

He also attended the Boys and Girls Club breakfast along with Councilmembers Bassett and Wisenteiner.

Reminded citizens and the Council that the YFS breakfast is scheduled for February 7 from 7:30 – 8:30 am.

Deputy Mayor Nice noted the Sister City potluck and Arts Council meeting on Valentine's Day, and VFW community dance on February 16.

Councilmember Bassett noted upcoming K4C Climate Collaboration meeting on February 7 after the YFS breakfast. He also noted that on the evening of February 7 there will be a SCA new board or committee member gathering at SeaTac City Hall.

Mayor Bertlin noted that the YFS breakfast is scheduled for February 7 from 7:30 – 8:30 am.

ADJOURNMENT

The Regular Meeting adjourned at 9:54 pm.

Attest:

Debbie Bertlin, Mayor

Allison Spietz, City Clerk



**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND, WA**

**AB 5384
February 20, 2018
Consent Calendar**

**1% FOR ART PROJECT: WEST MERCER
WAY/I-90 WALL MURAL PROJECT
AUTHORIZATION AND BUDGET INCREASE**

Proposed Council Action:

Authorize the West Mercer Way/I-90 Wall Mural Project, with an increased budget of \$5,000.

DEPARTMENT OF	Parks and Recreation (Diane Mortenson)
COUNCIL LIAISON	Salim Nice
EXHIBITS	<ol style="list-style-type: none"> 1. WMW/I-90 Wall Mural Project 2015-2016 Capital Improvement Program Sheet 2. WMW/I-90 Wall Mural Project Call for Artists 3. WMW/I-90 Wall Mural Project Selected Design
2017-2018 CITY COUNCIL GOAL	n/a
APPROVED BY CITY MANAGER	

AMOUNT OF EXPENDITURE	\$	30,000
AMOUNT BUDGETED	\$	25,000
APPROPRIATION REQUIRED	\$	5,000

SUMMARY

BACKGROUND

The West Mercer Way/I-90 Wall Mural public art project (“WMW mural”) was approved by City Council in the adopted 2015-2016 Capital Improvement budget. The project was delayed, and City Council approved to carry over the budgeted amount to be used in 2017 or 2018. The WMW mural will be painted on the cement retaining wall located on West Mercer Way, facing the exit 6 off-ramp from I-90 onto Mercer Island. The WMW mural’s intent is to be a warm welcome to those visiting or returning home, by beautifying the main cement retaining wall they see as they exit onto the Island.

1% FOR PUBLIC ART PROGRAM

The approved expenditure of \$25,000 for the WMW mural project comes from the 1% for Public Art program. The 1% for Public Art program specifies that 1% of City capital improvement project (CIP) costs (excluding Utility projects) are set aside and dedicated to the commission, purchase, and installation of public artworks in a variety of settings in the City. MICC 3.55.040 states that the Arts Council shall recommend projects to the City Council, using appropriations from qualifying capital improvements projects that are pooled into the 1% for Art in Public Places Fund. MICC 4.40.200(F) notes that the funds shall be used for:

1. Selection, acquisition and installation or display of original works of visual art which may be an integral part of the project, or be placed in, on or about the project or in another public facility; and
2. Repairs and maintenance of public art acquired with 1%-for-the-arts funds; and

3. Other project-specific expenses of selection and acquisition; provided, that no part of the funds shall be used to pay administrative staffing expenses of the program.

The WMW mural project resumed in 2017. After receiving 28 project submissions from the Call for Artists, the Arts Council's artist selection committee convened and selected the mural design by Mercer Island artist Rachel Holloway.

PROJECT LOGISTIC AND TIMELINE

In fall 2017, staff secured and organized the WMW mural project logistics, the artist contract, permitting, and obtained permits and project logistic requirements from the Washington State Department of Transportation (WSDOT), as the WMW retaining wall is under WSDOT jurisdiction.

After working with the Development Services Group on logistics and other requirements, it was determined that artist Rachel Holloway's intended use of a projector to paint her mural onto the wall after dusk would not be feasible. The painting is required to be done during the day. Artist Holloway has determined the best way to implement the mural design is to create a grid and cut stencils of her artwork and adhere them to the wall to spray the mural, which will extend her work hours and material costs for the project.

A new project budget amount of \$30,000 is needed in order to support this new method of painting. An additional appropriation of \$5,000 from the 1% for Art Fund is being requested. The original \$25,000 for the project was approved in the 2015-2016 budget. Holloway will begin the project in summer of 2018, as it will be important for the weather to be dry over the duration of the painting.

RECOMMENDATION

Recreation Superintendent

MOVE TO: Authorize the City Manager to enter into a contract with artist Rachel Holloway for the West Mercer Way/I-90 Wall Mural Project and appropriate an additional \$5,000 from the 1% for Art Fund to increase the project budget from \$25,000 to \$30,000.

Capital Improvement Program

Wall Mural at I-90/West Mercer Way on ramp

Project Manager: A. Britton

Approved ID: XG501A

Total Exp (thousands): 25

Project Description: Add aesthetic appeal in an artistic mural design to the concrete wall adjacent to the West Mercer Way exit ramp off of I-90.

Project Image/Map:



Business Need: Provide a long lasting artistic mural to welcome people entering onto the Island from the I-90 West Mercer Way exit.

Existing Conditions: Grey cement WSDOT walls at the exit.

Prior Council Review: CIP Preview March 2014

Expenditure (\$1,000's)

Description	2014	2015	2016	2017	2018	2019	2020	Total
Construction	0	25	0	0	0	0	0	25
Total	0	25	0	0	0	0	0	25

Revenue (\$1,000's)

Description	2014	2015	2016	2017	2018	2019	2020	Total
Other - Reserves	0	25	0	0	0	0	0	25

Project Duration

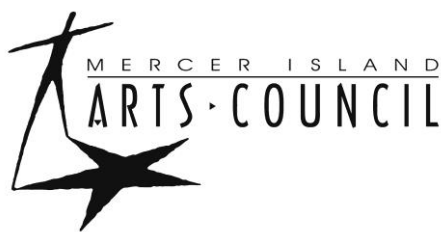
Staff Responsible: Amber Britton

Start Date: 01/01/2015

End Date: 12/31/2015

Labor Hours: 40

Public Involvement:



CALL FOR MURAL ARTISTS- CITY OF MERCER ISLAND ARTS COUNCIL

The Mercer Island Arts Council is looking for an artist to design and paint a mural on an outdoor wall located on West Mercer Way, facing the exit 6 off ramp on Mercer Island, WA. The mural's intent is meant to be a warm welcome to those visiting or returning home, by beautifying the main wall they see as they exit onto the island. Artists are asked to submit a draft of their proposed design with their application packet. Artists may be asked to supply a more detailed proposal with a \$200 stipend for additional work.

Project Budget: \$24,000.00 for design, materials, and execution of the mural (*artist must also prime the wall out of this budget*)

Deadline: June 30th, 2017 by 5:00pm

Location: West Mercer Way, abutting SE 24th Street, Mercer Island, WA 98040

Eligibility: This project is open to Greater Puget Sound area artists. Regional artists will be considered but note that no travel/food stipend will be offered.

SELECTION CRITERIA:

- Appropriateness of content (should be appropriate for all audiences). This area is part of the Mountains to Sound Greenway and is a main thoroughfare for vehicle, bicycle and walking traffic.
- Work is of the highest caliber and effective execution is expected.
- Mural is 100% the artist's original design.
- Creativity and uniqueness of mural content and how well it complements the park surroundings.
- Prior experience and ability to complete work within a specified timeline.
- No words or reflective material can be on the mural.
- The color of the mural cannot interfere with the stop sign at the off ramp.
- Artwork must be approved by WSDOT (this happens after finalists are chosen and coordinated by City of Mercer Island staff).

The Selection Committee is comprised of seven members and includes artists, a member of the City Council, member of the Arts Council, a member of Parks & Recreation, and a member of the Mercer Island Design Commission.

PROPOSED SCHEDULE:

Deadline for material submission	June 30th, 2017 by 5:00pm
Selection Committee proposal review	TBD
WSDOT Approval Process	July 14 th , 2017
Selected artist notified	July 28 th , 2017
Execution/Completion estimation 2017	Up to two weeks before or after September 21st,

MURAL WALL INFORMATION:



Panels height by width

1. 5'7" x 14'9"
2. 7'8" x 24'
3. 10'9" x 24'
4. 10'9" x 24'
5. 12'9" x 24'
6. 13' x 24'
7. 13' x 24'
8. 13' x 24'
9. 11'9" x 24'
10. 9'6" x 24' second section of panel is 7'10" x 21'5"

We encourage (but do not require) applicants to visit the mural location prior to applying. This will help the artist to see the slight height variances that the gradual hill incline creates. The wall panels gradually decrease height as you go up hill.

Dimensions outlined in list above. Photo of current wall shown below.



The main part of the mural will be painted on the first five, left (north) panels. The rest of the panels will still need to be painted and part of the artwork, but not a distraction to drivers as they are turning from the off ramp.

INFORMATION ON AUBREY DAVIS PARK (Located next to Mural location):

Aubrey Davis Park is a great destination for the entire family. There is something for everyone with two softball fields, four tennis courts with a fabulous view of downtown Seattle, a picnic shelter, two playground areas, two outdoor basketball courts and plenty of open space. The well-maintained open areas invite kids of all ages to romp around, throw a frisbee, fly a kite, and play outdoor basketball or a game of softball.

In the Fall the Aubrey Davis Park fields are used for soccer and other activities. In the Spring and Summer this park is home to softball, baseball, volleyball, bird watching, picnicking, family gatherings and so much more!

Pictures of nearby Aubrey Davis Park



View from Aubrey Davis Park, looking west toward

Seattle.



View of play structure at Aubrey Davis Park.



View of sculptures "Stepping Forward" and

"Playful Pup" at Aubrey Davis Park.



Photo of Mural Wall

The wall facing the Interstate 90 exit 6 (Eastbound) off ramp is the first view of Mercer Island people traveling from the west will see. The Mercer Island Arts Council’s goal is to create a vibrant mural welcoming people to the island. This sign is meant to greet those visiting as well as those who live on Mercer Island, and also serve as a reflection of the Mercer Island community. Mercer Island is a community that cares about children, preserving natural settings for native flora and animals, and creativity.

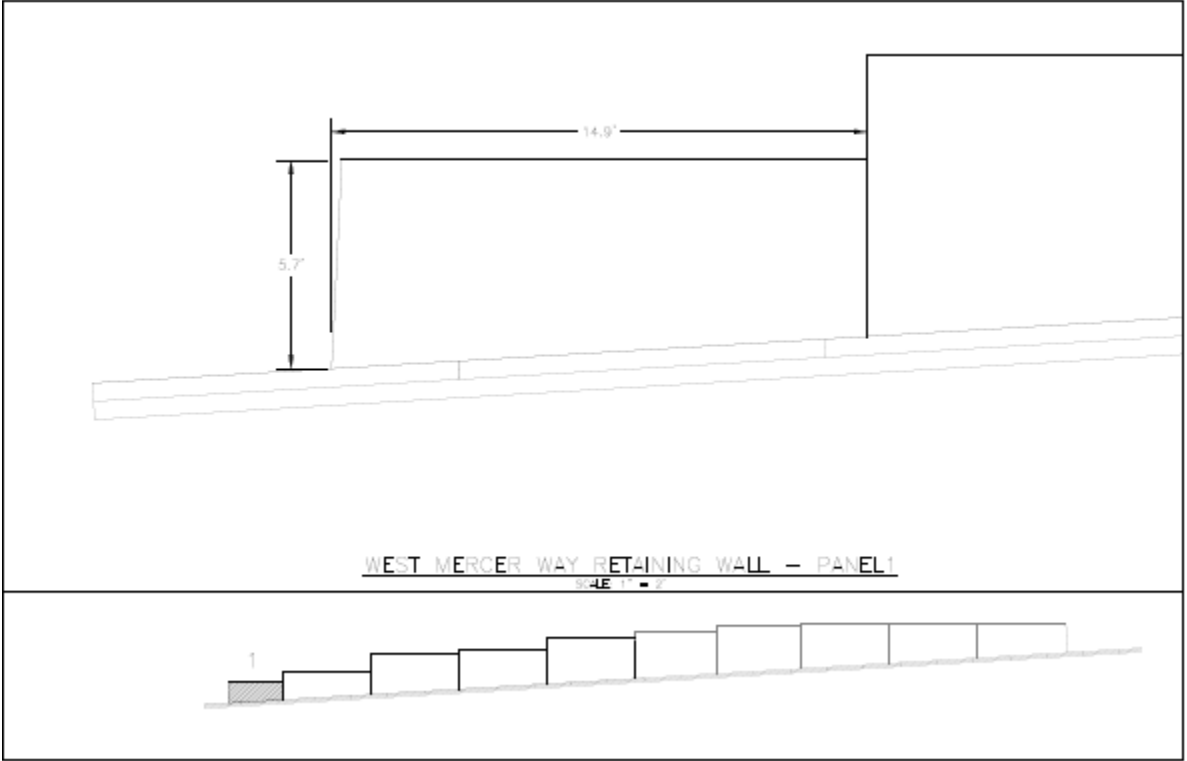
The wall that the mural will be painted on is not even and has many recessed and raised areas on its surface. The West Mercer street sign will be moved off the surface.

MAP OF WEST MERCER MURAL LOCATION

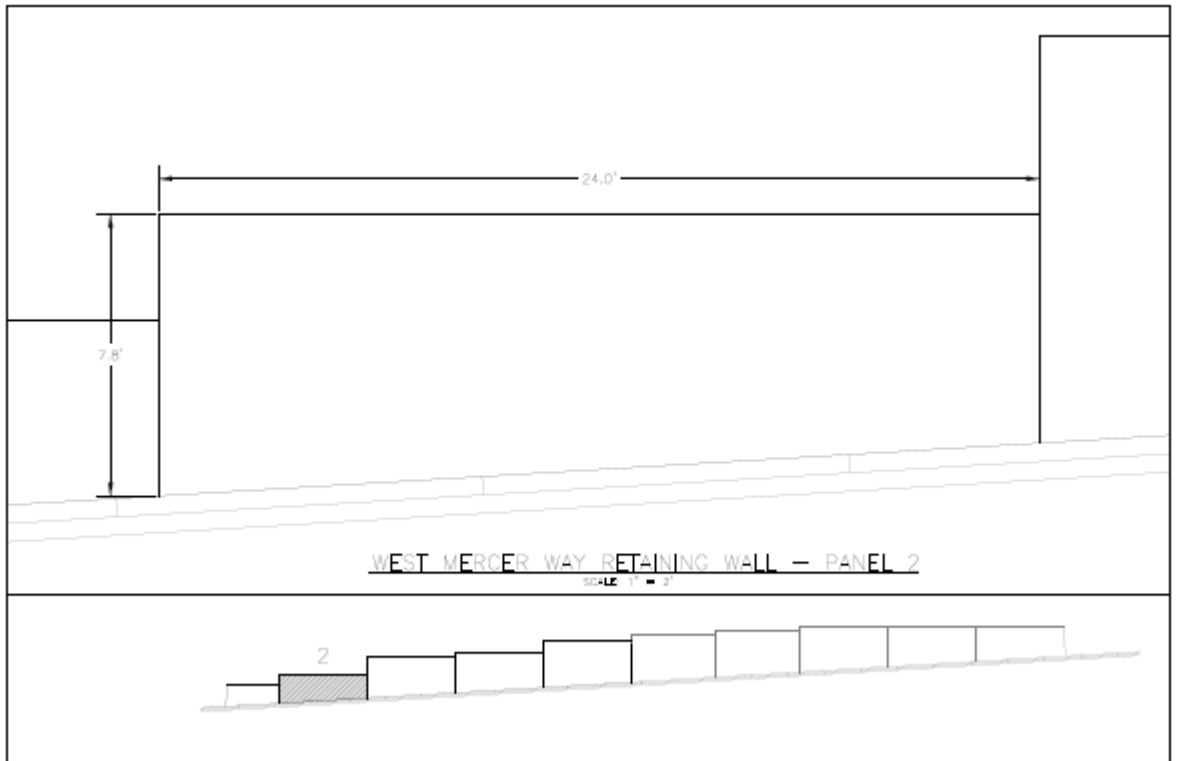


First Five Panels of Mural Wall (Art to be focused on this area)

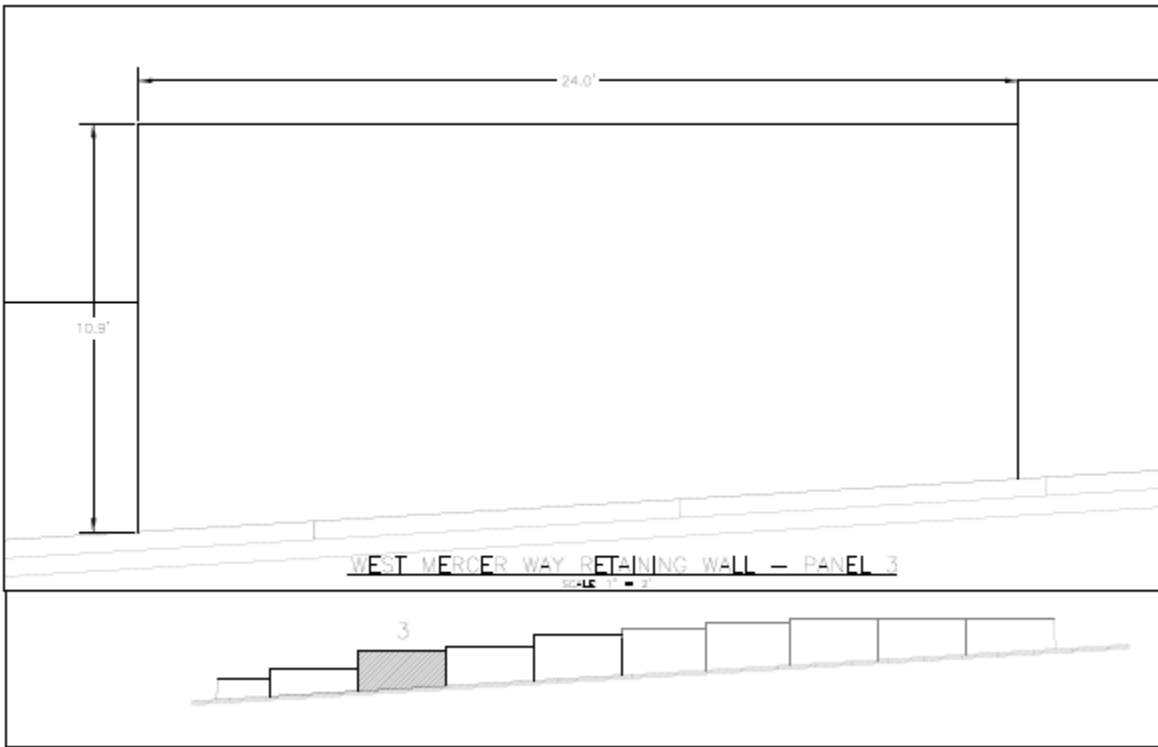
Panel 1



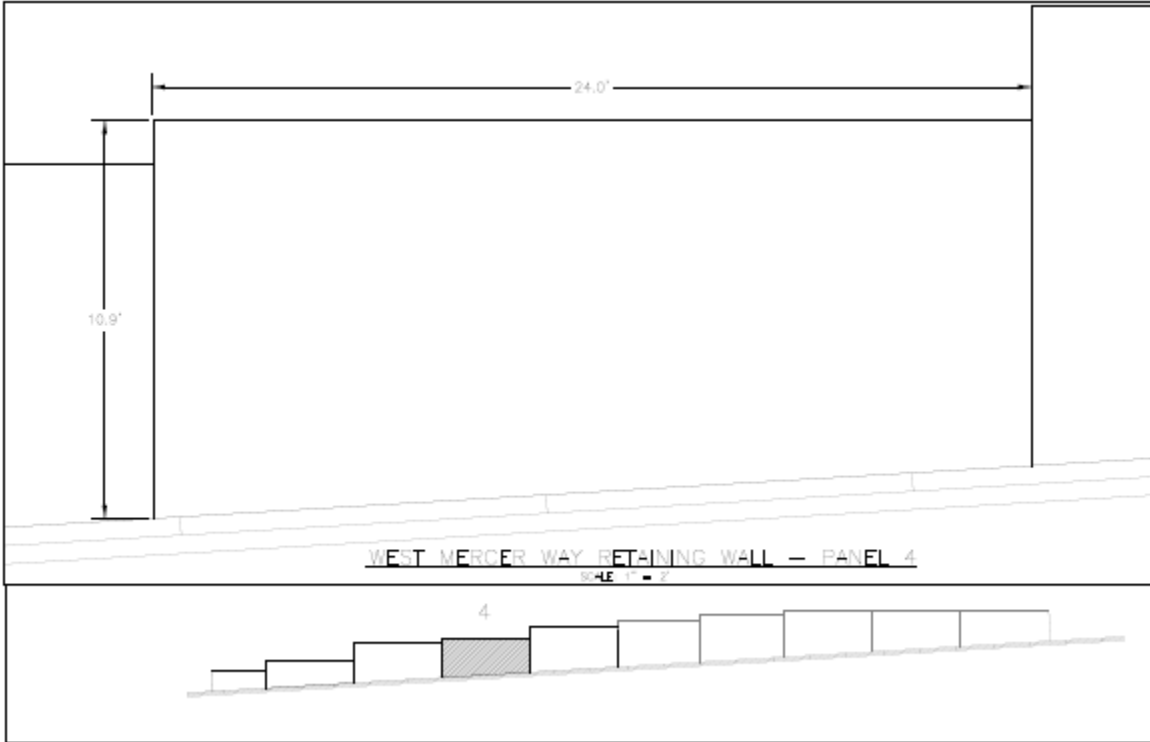
Panel 2



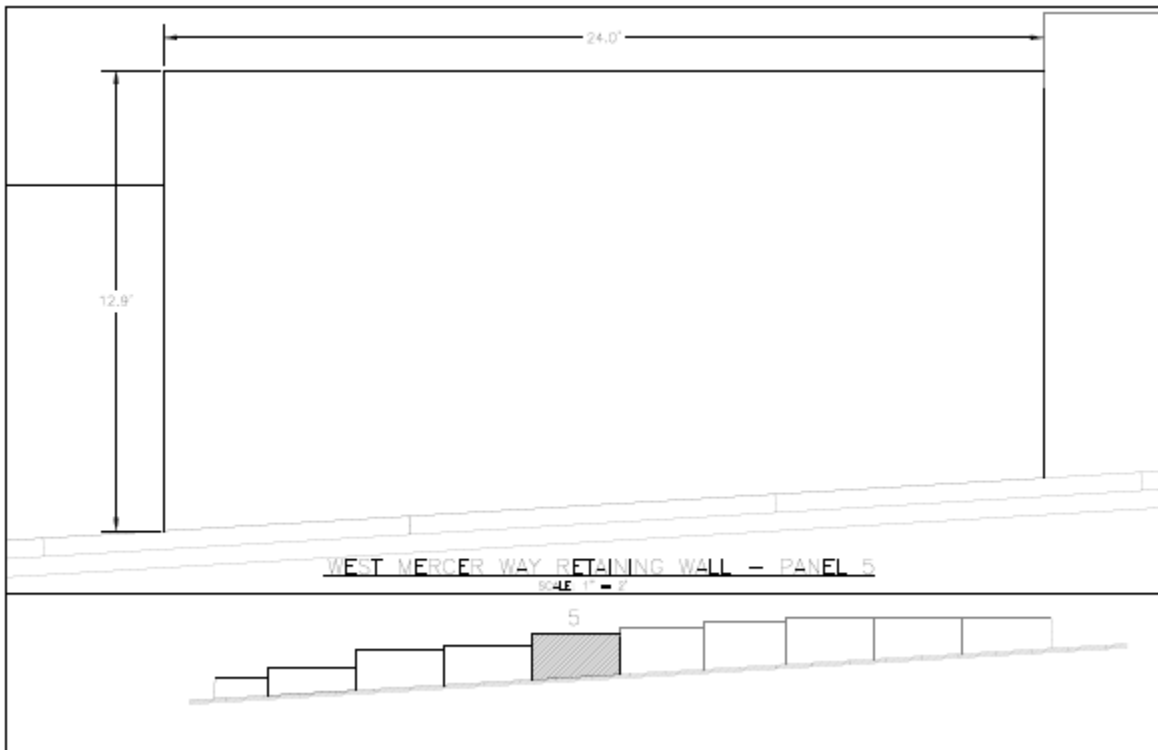
Panel 3



Panel 4



Panel 5



HOW TO APPLY:

Artists interested in the project should e-mail or post ONE copy of each of the following labeled with the artist's name:

- ***Résumé*** (if a team, one for each member) with current contact information, including:
 - Name
 - Address
 - Phone
 - E-mail
 - Website
- ***Draft of Proposed Design*** Must follow criteria listed above. Please send submissions via email or by mail in a digital format. We ask that submissions be as close to scale as possible.
- ***Letter of Intent*** (1 page maximum, double spaced) If the submission is on behalf of a team, please identify the lead artist and indicate if the individuals have previously collaborated and the nature of the collaboration.
- ***Three Professional References*** (commissioning agency or organization, design or arts professional, architect, landscape architect, engineer, gallery, clients, etc.) who have a detailed knowledge of the artist's work and working methods. Include contact name, complete address, telephone number, and email for each reference.
- ***Up to 8 JPEG images of relevant past work.*** If provided on a CD, please label it clearly with artist or team name and date.

- *Optional: One PDF file of additional support material* including press clippings or other relevant information on past projects.

HOW AND WHERE TO SUBMIT:

Interested artists must send application materials by June 30th, 2017 by 5:00pm. Submissions received after this date/time will not be considered.

E-mail: kai.fulginiti@mercergov.org

Mailing and hand delivery address:

Mercer Island Parks & Recreation
Attn: Public Art / Kai Fulginiti
2040 84th Ave. SE
Mercer Island, WA 98040

Please note: Send photos in .jpeg only. The materials submitted as part of the application will not be returned, unless requested specifically in writing. Self-addressed stamped envelope(s), which are appropriately sized and sufficiently stamped for the return of application materials, must be included with the application.

QUESTIONS? For more information on this project, please contact Kai Fulginiti, City of Mercer Island Cultural Arts & Events Coordinator, 206.275.7864 or kai.fulginiti@mercergov.org

Rachel Holloway

Close-up version of Mural

Panels 1-5



Panels 6-10





**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND, WA**

**AB 5392
February 20, 2018
Consent Calendar**

AUTHORIZE EXPENDITURE OF FEDERAL SEIZURE FUNDS FOR POLICE DEPARTMENT USE

Proposed Council Action:

Authorize expenditure of seizure funds for Police Department equipment replacement.

DEPARTMENT OF	Police (Mike Seifert)
COUNCIL LIAISON	n/a
EXHIBITS	n/a
2017-2018 CITY COUNCIL GOAL	n/a
APPROVED BY CITY MANAGER	

AMOUNT OF EXPENDITURE	\$	32,000
AMOUNT BUDGETED	\$	0
APPROPRIATION REQUIRED	\$	32,000

SUMMARY

BACKGROUND

On March 28, 1994, the City Council approved a new position within the Police Division of the Department of Public Safety. The position was the "Financial Investigator," and it was designed to be a self-funding position via the proceeds of seized assets. The position focused on drug dealers and seizing assets that were acquired as a result of illegal drug sales. Seizures included bank accounts, investments, personal property, and real property. In 2001, the Financial Investigator position was dissolved due to a lack of funding; however, the City continued to receive residual forfeiture money for the next several years.

The Mercer Island share of the federal seizure dollars was placed into the Criminal Justice fund, and because it is federal seizure money, it has spending rules: to be used for law enforcement-purposes only, and may not supplant existing budgets. This revenue presents the Police Department ("Department") opportunities to acquire equipment. Absent this revenue, we would otherwise have to look to the City's General Fund to fund these needs.

This money has been used in the past to cover the Department's share of NORCOM costs, assist with the updating and replacing of equipment for the Patrol and Detective vehicles, acquire new in-car recording systems, purchase rescue equipment for the Marine Patrol, acquire additional updated equipment for patrol, detective, evidence and records as well as bring the Department's reporting and ticketing system up to date with electronic based (paperless) communication systems. The current balance of this fund is \$56,169.

SYNOPSIS

The Department's current inventory of rifles were purchased over 17 years ago, and are dated platforms based on the 25+ year old Colt-AR15 rifle platform. Over the last several years, it has become increasingly apparent that this inventory of rifles has reached the end of their serviceable lifetime.

The barrels of the rifles have begun to erode, and eroded barrels can lead to inconsistent bullet trajectory and placement. The rifles are also having repeated mechanical malfunctions of the major components. The Department's firearms team has attempted to keep up with repairs to address issues; however, multiple overlapping intolerances are making this task nearly impossible, resulting in safety issues. At this point, the situation is similar to owning a high-mileage used vehicle where constant repairs are necessary to keep it running. In January of this year, the Department's current rifles were removed from range during the annual firearms qualification testing due to repeated malfunctions that would not allow the officers to complete the qualification test.

A team of officers, including the Department's firearms instructors, tactical officers and patrol officers, recently carried out an extensive test and evaluation of weapon systems to replace the current patrol rifles. As a result of this process, new patrol rifles, optics, lights, and additional accessories were selected to make up the Department's next generation of patrol rifles. These new rifle systems address and corrects each of the above-mentioned issues with the current rifle platform. They will allow our officers a properly equipped patrol rifle to address force options that are presented by modern incidents of on-going acts of violence including active shooter situations, and terrorist threats.

Along with the Department's continued highest quality training on use of force and firearms, and a comprehensive maintenance schedule, this next generation of patrol rifles should have a service life of another 20 years, if not longer. The current rifles will be destroyed and taken out of permanent use when the new rifles are placed into service.

FUNDING

Due to the overall cost of approximately \$32,000, the general firearms budget is incapable of handling the cost of replacement of the entire rifle program. As this proposed program fits the spending rules for the federal seizure dollars, the Department is requesting authorization of expenditure from this US Treasury Reserve Fund.

RECOMMENDATION

Personnel and Training Sergeant

MOVE TO: Authorize the appropriation of \$32,000 of the US Treasury Reserve in the Technology and Equipment Fund for the purchase of Police Department replacement rifles.



**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND, WA**

**AB 5390
February 20, 2018
Consent Calendar**

**RATIFICATION OF THE WRIA 8 CHINOOK
SALMON CONSERVATION PLAN 10-YEAR
UPDATE**

Proposed Council Action:

Pass Resolution No. 1542 ratifying the WRIA 8 Chinook Salmon Conservation Plan 10-Year Update.

DEPARTMENT OF	Public Works (Jason Kintner)
COUNCIL LIAISON	Salim Nice
EXHIBITS	<ol style="list-style-type: none"> 1. Lake Washington/Cedar/Sammamish Watershed (WRIA 8) Chinook Salmon Conservation Plan 10-Year Update 2. Resolution No. 1542 Ratifying the 2017 Plan Update
2017-2018 CITY COUNCIL GOAL	n/a
APPROVED BY CITY MANAGER	

AMOUNT OF EXPENDITURE	\$	n/a
AMOUNT BUDGETED	\$	n/a
APPROPRIATION REQUIRED	\$	n/a

SUMMARY

In 2016, Mercer Island and twenty-seven (27) jurisdictions located within King and Snohomish Counties Watershed Resource Inventory Area (WRIA 8) entered into the WRIA 8 Interlocal Agreement (ILA) for Chinook salmon habitat protection and restoration planning and to establish a forum of local governments as the responsible entity for executing the ILA. The WRIA 8 is the approved plan to meet the requirements of the federal Endangered Species Act and recover WRIA 8's threatened Cedar and Sammamish River Chinook salmon populations.

LAKE WASHINGTON/CEDAR/SAMMAMISH WATERSHED (WRIA 8)

Chinook salmon (also known as king salmon) are listed as *threatened* under the Endangered Species Act. In WRIA 8, citizens, scientists, businesses, environmentalists and governments are cooperating on protection and restoration projects and have developed a science-based plan to conserve salmon today and for future generations.

Since 2000, WRIA 8 partners have worked together to improve conditions for threatened Chinook salmon, with the goal of bringing Chinook salmon back to sustainable, harvestable levels. After over ten years of implementation, great progress has been made on many of the short-term goals, but overall salmon population numbers are still far short of a level that would consistently support sustainable runs for tribal and recreational fishing year-to-year and fulfill treaty-guaranteed tribal fishing rights.

Funding for the salmon conservation plan is provided by 28 local governments in the watershed. These local governments are: the towns of Beaux Arts, Hunts Point, Woodway, and Yarrow Point, the cities of Bellevue, Bothell, Clyde Hill, Edmonds, Issaquah, Kenmore, Kent, Kirkland, Lake Forest Park, Maple Valley, Medina, Mercer Island, Mill Creek, Mountlake Terrace, Mukilteo, Newcastle, Redmond, Renton, Sammamish, Seattle, Shoreline, and Woodinville, and King and Snohomish counties.

Each of these governments has a seat on the WRIA 8 Salmon Recovery Council and are working with each other and with many other partners to implement the recommendations of the Salmon Conservation Plan. Most recently, Deputy Mayor Nice has been the Island's representative.

WRIA 8 SALMON RECOVERY COUNCIL WORK

The WRIA 8 Watershed Coordination Team supports the work of the Salmon Recovery Council, drafts plans, seeks grant funding, assists local government staff and citizens on salmon-related issues, coordinates with regional efforts such as the Puget Sound Partnership, and works to inform and educate the public about local salmon habitat recovery. Cost shares of participating jurisdictions, updated every three years, are based on population, assessed value and area in square miles and support this program. Mercer Island's annual projected cost share for 2018 is \$12,381.

Salmon recovery in WRIA 8 is organized around the needs of two distinct chinook populations - Cedar River and Sammamish River - as well as the migratory and rearing corridors used by those populations. While particular actions may differ among those recovery areas, certain themes hold true throughout the watershed. For example, watershed-wide priorities include protecting forests, reducing impervious surfaces, managing stormwater flows, protecting and improving water quality, conserving water and protecting and restoring vegetation along streambanks.

10-YEAR PLAN UPDATE

In September 2017, the WRIA 8 Salmon Recovery Council approved the 10-year update ("2017 Plan Update") to the 2005 WRIA 8 Chinook Salmon Conservation Plan (see Exhibit 1). While the 2017 Plan Update is an addendum to the 2005 Plan, it is also intended to serve as a stand-alone document. The 2017 Plan Update includes a scientific framework, Chinook salmon population goals to achieve sustainable and harvestable populations, habitat restoration goals, recovery strategies, a list of priority projects and programmatic actions, and a monitoring and adaptive management plan. The 2017 Plan Update continues themes and content discussed in the 2005 Plan, provides information learned during the first 10 years of implementation, includes new habitat goals, and identifies new and updated strategies to meet salmon recovery goals.

WRIA 8 is requesting that the city/county councils for each of the 28 local governments in the watershed, review and ratify the 10-year update ("2017 Plan Update") to the 2005 WRIA 8 Chinook Salmon Conservation Plan. WRIA 8 provided a draft "common resolution" to ensure partners ratify the 2017 Plan Update with a common understanding of what doing so means and that the 2017 Plan Update is an addendum to the original 2005 Plan.

RECOMMENDATION

Public Works Director

MOVE TO: Pass Resolution No. 1542 ratifying the WRIA 8 Chinook Salmon Conservation Plan 10-Year Update (2017 Plan Update).

Lake Washington/Cedar/Sammamish Watershed (WRIA 8)
Chinook Salmon Conservation Plan
10-year Update



PREPARED FOR
LAKE WASHINGTON/CEDAR/SAMMAMISH
WATERSHED SALMON RECOVERY COUNCIL

AB 5390
Exhibit 1
Page 3

2017

FOREWORD

Chinook salmon are an icon of the Pacific Northwest and a vital cultural, economic, and environmental resource for our region. Salmon disappearing from our local waters would alter the fabric of our local communities and is an outcome we are not willing to accept. For the past 10 years, and the foreseeable future, the salmon recovery effort in the Lake Washington/Cedar/Sammamish Watershed (a.k.a., Water Resource Inventory Area [WRIA] 8) will continue working to keep salmon in our local streams. The WRIA 8 Chinook Salmon Recovery Council is an example of local governments working together regionally to deal with a problem that if not addressed will have long-term, wide-ranging consequences. Without increased habitat protection and restoration, as well as greater public awareness and support, we risk losing these valuable fish.

When the federal government listed Puget Sound Chinook salmon as threatened under the Endangered Species Act in 1999, local governments in WRIA 8 banded together to address the listing through a coordinated, bottom-up approach. Since 2000, the WRIA 8 Salmon Recovery Council, comprised of 28 local government partners and community groups, state and federal agencies, businesses, and citizens, has worked to implement the WRIA 8 Chinook Salmon Conservation Plan (Plan), driven by the shared goal of recovering sustainable, harvestable populations of Chinook salmon. This collaborative effort demonstrates the power of working together toward a common vision, investing in a cause that will not only benefit the region's salmon populations, but will also improve the quality of life for all people and wildlife in our watershed.

After more than 10 years of implementing the WRIA 8 Plan, we can say that we have made great headway, and our partnership remains strong. We have helped protect more than 1,500 acres of land, over 300 acres of floodplain, and nearly 12 miles of streambank. We have helped restore over 75 acres of floodplain, more than 325 acres of riparian area, and over a mile of lakeshore. We have removed invasive species from more than 500 acres of riparian areas. This is a great foundation from which to continue and accelerate our efforts on habitat protection and restoration.

However, salmon recovery is a long-term endeavor, and Chinook salmon populations remain far short of our goal of sustainable runs that enable tribal and recreational fishing. Over a century of development and modification in our region degraded salmon habitat and reduced populations to critically low levels. It will take us time and investment to restore our streams and rivers and recover salmon. Updating the Plan is an important step in keeping salmon recovery on track. Through this Plan Update, we set ambitious new habitat goals and developed a set of recovery strategies to guide implementation and ensure our salmon recovery efforts continue to be based on the most recent science, are informed by lessons learned, and are using limited resources wisely. This Plan Update also tells our salmon recovery story and explains to our partners, the public, and decision makers what is still needed to recover Chinook salmon.

As the most populous watershed in the state, WRIA 8 is the proving ground for whether salmon and people can live together. The 28 local government partners in WRIA 8 remain committed to recovering Chinook salmon. We serve as a model for how communities can effectively coordinate and rally



around a shared natural resource issue. By continuing to work together, even as our region grows, we can continue to have both a vibrant local economy and a healthy watershed with strong salmon runs returning each fall.

Working to recover salmon is about more than salmon – it is fundamentally about caring for our home and making our communities sustainable for the long-term. The strategies and actions called for in this Plan will protect and restore salmon habitat, but they will also improve water quality, reduce flood hazards, protect open space, improve stormwater management, sustain and improve our quality of life, and promote a proud legacy of stewardship for future generations. By taking action to recover Chinook salmon, we are taking a stand that extinction is not an option, that we want a healthy environment where we live, that meeting tribal treaty rights is imperative, and that future generations will continue to witness salmon returning to local streams.

On behalf of the WRIA 8 Salmon Recovery Council, we are pleased to share this update to the WRIA 8 Chinook Salmon Conservation Plan, and we strongly encourage everyone interested in salmon recovery and watershed health to assist in implementing this plan.

Mayor Andy Rheume
City of Bothell
Chair, WRIA 8 Salmon Recovery Council

Mayor John Stokes
City of Bellevue
Vice-Chair, WRIA 8 Salmon Recovery Council

CONTENTS

Foreword	II
Acronyms	V
Contributors	VI
Executive Summary	1
1. Introduction	3
2. Recovery Goals	7
3. Current Status	16
4. Strategies To Achieve Our Goals	34
5. Implementation Framework	41
6. Adaptive Management Process	47
7. References	50
Acknowledgements	53
APPENDICES	
Appendix A - Monitoring and Assessment Plan	A-1
Appendix B - Plan Update Process	B-1
Appendix C - WRIA 8 Pressures Assessment	C-1
Appendix D - Habitat Goals	D-1
Appendix E - Recovery Strategies	E-1
Appendix F - Site-Specific Projects List	F-1
Appendix G - Proposing Projects and Programmatic Actions for Implementation – WRIA 8 Four-Year Work Plan	G-1
Appendix H - Land Use Action Recommendations	H-1
Appendix I - Education and Outreach Recommendations	I-1
FIGURES	
Figure 1. Map of WRIA 8 Habitat Priority and Tiers	3
Figure 2. Puget Sound Chinook Population Decline and WRIA 8 Population Recovery	5
Figure 3. Life Stage Conceptual Model of WRIA 8 Chinook Salmon	10
Figure 4. Cedar River Chinook Salmon Abundance: Natural-Origin Spawners (NOS), 2004-2016	18
Figure 5. Bear Creek/Cottage Lake Creek Chinook Salmon Abundance: Natural-Origin Spawners (NOS), 2004-2015	18
Figure 6. Juvenile Chinook Salmon Abundance (Cedar River)	19
Figure 7. Juvenile Chinook Salmon Abundance (Bear Creek/Cottage Lake Creek)	19
Figure 8. Number of Parr Migrants from the Cedar River and Bear Creek/Cottage Lake Creek, Brood Years 2000-2015	22
Figure 9. Estimated Proportion of Hatchery-Origin Chinook Salmon (PHOS) Detected in Cedar River and Bear Creek/Cottage Lake Creek Spawning Surveys Since 2004	22
TABLES	
Table 1. WRIA 8 Chinook Salmon Population Goals	8
Table 2. WRIA 8 Habitat Goals	14
Table 3. Summary of the Current Status of Chinook Salmon in WRIA 8	17
Table 4. WRIA 8 Chinook Salmon Redd Survey Results, 1999-2015	21
Table 5. WRIA 8 Habitat Goal Adaptive Management Triggers	49

ACRONYMS

2005 Plan	Lake Washington/Cedar/Sammamish Watershed (WRIA 8) Chinook Salmon Conservation Plan
2017 Plan	WRIA 8 Chinook Salmon Conservation Plan 10-Year Update
BMP	best management practice
CARA	critical aquifer recharge area
cfs	cubic feet per second
CMZ	channel migration zone
EIM	environmental information management
F	Fahrenheit
FEMA	Federal Emergency Management Agency
GMA	Growth Management Act
GSI	green stormwater infrastructure
HCP	Habitat Conservation Plan
HOS	hatchery-origin spawners
IC	WRIA 8 Implementation Committee
KCFCD	King County Flood Control District
ILA	interlocal agreement
LID	low impact development
MAP	monitoring and assessment plan
NOAA	National Oceanic and Atmospheric Administration
NOS	natural-origin spawners
NPDES	National Pollutant Discharge Elimination System
PAH	polycyclic aromatic hydrocarbons
PIT	passive inductance transponder
PHOS	proportion of hatchery-origin spawners
RM	river mile
SMA	Shoreline Management Act
SMP	shoreline master program
TC	WRIA 8 Technical Committee
UGA	urban growth area
USACE	U.S. Army Corps of Engineers
USGS	U.S. Geological Survey
VSP	viable salmonid population
WDFW	Washington Department of Fish and Wildlife
WQI	water quality index
WRIA	water resource inventory area

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EXECUTIVE SUMMARY

This document updates the *Lake Washington/Cedar/Sammamish Watershed Chinook Salmon Conservation Plan* (2005 Plan; WRIA 8 Steering Committee, 2005). Since 2000, Lake Washington/Cedar/Sammamish Watershed (a.k.a. Water Resource Inventory Area [WRIA] 8) partners have worked together to improve conditions for threatened Chinook salmon, with the goal of bringing naturally-produced Chinook salmon back to sustainable, harvestable levels. While the Plan focuses on recovering Chinook salmon, actions taken to improve conditions for Chinook also improve conditions for other salmon species and support improving overall watershed health.

The 2017 WRIA 8 Chinook Salmon Conservation Plan (2017 Plan) updates the 2005 Plan by drawing on current science to develop quantitative habitat goals for Chinook salmon, evaluate the negative impacts (or pressures) on Chinook salmon, update salmon recovery strategies to identify actions that address the highest priority pressures on salmon, and produce a Monitoring and Assessment Plan (MAP).

The 2017 Plan is an addendum to the 2005 Plan, but is also intended to serve as a stand-alone document. As an addendum, the 2017 Plan continues themes and content discussed in the 2005 Plan, provides information learned during the first 10 years of implementation, includes new habitat goals, and identifies new and updated strategies to meet salmon recovery goals. The 20 updated strategies are a valuable new tool to direct our work addressing the key factors limiting salmon recovery in our watershed. They are outlined in Section 4 of this document and spelled out in detail in Appendix E.

Over the past 10 years, we have learned more about the impacts humans have on Chinook salmon survival through empirical scientific research, studies, and formal and informal monitoring of implemented projects. While the 2005 Plan included measurable salmon population recovery goals, there were no measurable goals for habitat restoration. The 2017 Plan uses recent habitat monitoring efforts that establish baseline conditions to develop near-term (2025) and long-term (2055) quantifiable habitat recovery goals.

To produce a plan to achieve these goals, a conceptual model was developed to identify key life stages and important habitats that may limit Chinook salmon recovery. Human impacts that exert pressures on Chinook salmon and their habitat were evaluated for each life stage and geographic area of the watershed. This work formed the basis for developing the 20 recovery strategies to improve conditions that support Chinook salmon in WRIA 8.

One of the primary gaps identified in the 2005 Plan was the lack of methodology to measure progress towards the desired future status of habitat. While we have learned much from monitoring efforts to date, developing the MAP (Appendix A) allows us to better assess our progress and correct our course as we protect and restore salmon habitats and ecosystem processes. The MAP guides project sponsors in monitoring and reporting the progress of habitat restoration projects towards habitat and salmon recovery.



Significant Changes to the WRIA 8 Plan Since 2005

2005 Plan Status	Change	Plan Update Reference
Focus on recovery of three populations (Cedar River, Issaquah Creek, and North Lake Washington Tributaries)	Combined Issaquah Creek and North Lake Washington populations into a single Sammamish River population	Page 6
Conceptual model	New, lifecycle-based conceptual model helps prioritize life stages to inform prioritization of actions, location, and timing	Pages 9-10
No habitat restoration goals	Numeric habitat goals for five key habitat elements	Page 9
Upper Cedar River Watershed, above Landsburg Diversion Dam designated Tier 2 ¹	Area designated Tier 1 given regular, significant Chinook salmon spawning use since 2003 when construction of fish passage facilities allowed Chinook salmon to pass above Landsburg Diversion Dam	Section 1.2
Recovery strategies included	Twenty new and updated recovery strategies identified to guide implementation of recovery actions. Strategies based on new science, current conditions, and lessons learned.	Section 4
Comprehensive List of Site-Specific Projects (600+ projects) Start List of most important and ready-to-go projects, land use actions, and education and outreach actions to implement in the first 10 years	Revised and updated list of site-specific projects to improve project specificity, update definitions, reduce duplication, and add newly identified projects. Revised and updated lists of (1) recommended land use actions, and (2) education and outreach actions. All projects/actions are connected to the most relevant recovery strategies.	Pages 41-46 & Appendices F, H, and I
Monitoring and adaptive management framework	Monitoring and Assessment Plan guides monitoring and reporting on progress towards implementing recovery strategies and meeting habitat goals.	Pages 47-49 & Appendix A

¹Recovery “tiers” are determined by watershed condition and fish use and denote the priority for recovery activities. Tier 1 areas are highest priority, followed by Tier 2, which are satellite spawning areas and are important for the spatial diversity of Chinook. Tier 3 areas see infrequent or no Chinook use but are important from a water quality perspective.

1. INTRODUCTION

PLAN UPDATE CONTEXT

This document updates the Lake Washington/ Cedar/Sammamish Watershed Chinook Salmon Conservation Plan (2005 Plan; WRIA 8 Steering Committee, 2005). Since 2000, Lake Washington/ Cedar/Sammamish Watershed (a.k.a. Water Resource Inventory Area [WRIA] 8) partners have worked together to improve conditions for threatened Chinook salmon, with the goal of bringing naturally-produced Chinook salmon back to sustainable, harvestable levels.

Concerned about the need to protect and restore Chinook salmon habitat for future generations and to maintain local control over recovery decisions and implementation, 27 local governments in WRIA 8, including King and Snohomish counties and 25 cities, signed an interlocal agreement (ILA) in 2001 to jointly fund the development of the 2005 Plan. The 2005 Plan was created with input from numerous stakeholders to provide a science-based roadmap for protecting and restoring spawning, rearing, and migratory habitat for Chinook salmon.

When the WRIA 8 Salmon Recovery Council adopted the 2005 Plan, they established an initial 10-year implementation period and called for the plan to be reviewed and updated after that

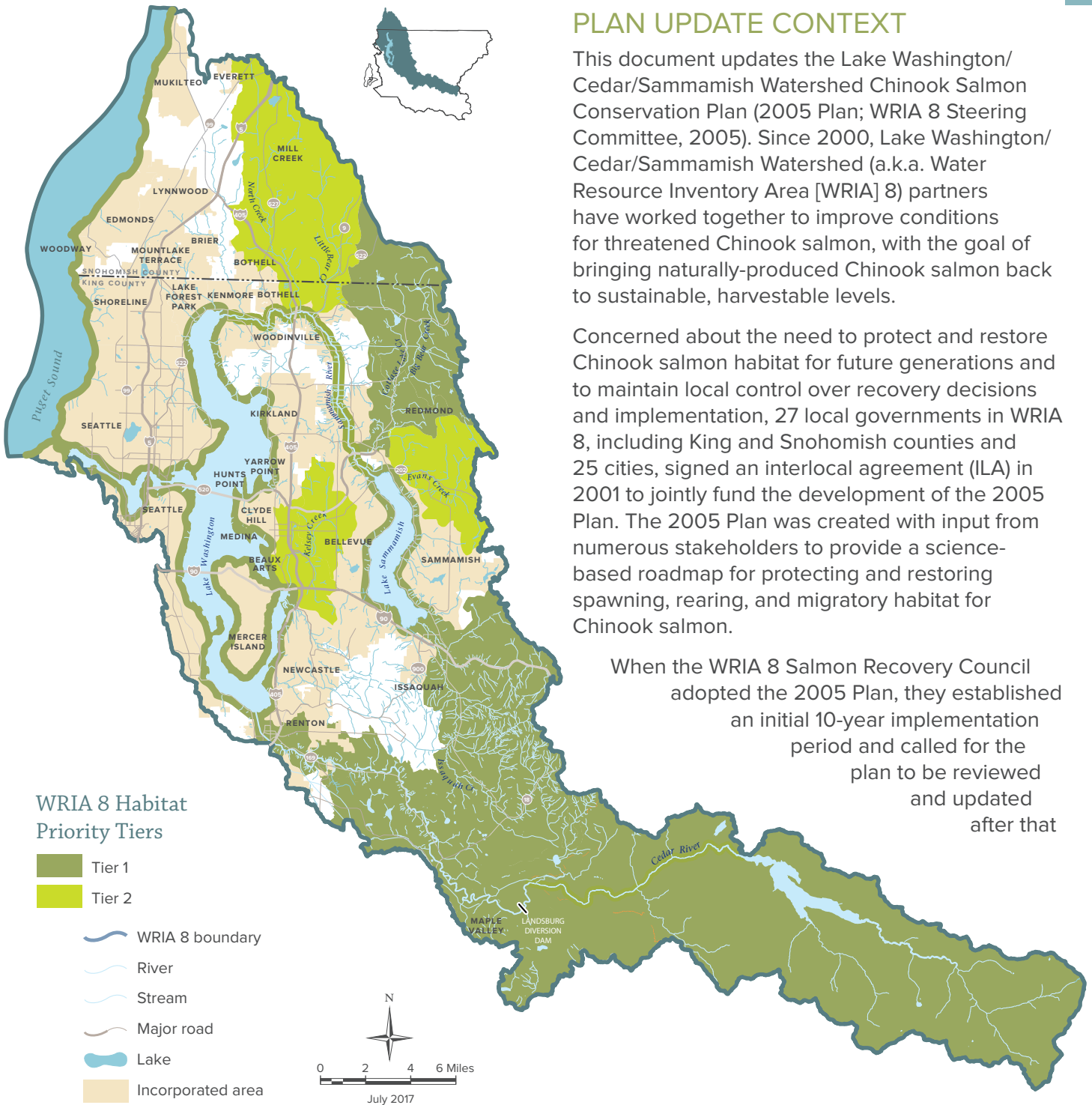


Figure 1. Map of WRIA 8 Habitat Priority Tiers



time. After 10 years, we have learned much about where more work is needed. The 2017 WRIA 8 Chinook Salmon Conservation Plan (2017 Plan) updates the 2005 Plan with new information and lessons learned over the last decade, and includes refined strategies and goals for the future. The full process for updating the 2017 Plan with Salmon Recovery Council input and approval is described in Appendix B.

In 2015, 28 local government partners in the watershed (the Town of Woodway joined the original 27 partners in 2014) renewed the ILA, recommitting themselves to coordinated salmon recovery for another 10 years. In so doing, partners recognized the habitat protection and restoration progress made over the past decade, the resulting benefits to local communities, and the efficiency of working collectively to make the watershed a place where salmon and people can live together.

RECOVERY CONTEXT

The Lake Washington/Cedar/Sammamish Watershed (WRIA 8), located in western Washington, comprises 692 square miles and includes two major river systems (the Cedar and Sammamish rivers) and three large lakes (Union, Washington, and Sammamish). It also includes the marine nearshore and numerous smaller sub-basins that drain directly to Puget Sound from West Point in the City of Seattle northward to Elliott Point in the City of Mukilteo. WRIA 8 is located predominantly in western King County and about 15 percent of the land area extends northward into Snohomish County. Over 53 percent of the marine shoreline is located within Snohomish County (Figure 1). A large portion of the upper Cedar River watershed is the municipal drinking water supply for the City of Seattle, and is managed under a Habitat Conservation Plan (HCP). Tribal treaty areas in WRIA 8 include usual and accustomed fishing places of the Muckleshoot, Snoqualmie, Tulalip, and Suquamish tribes. The human population of the watershed is approximately 1.4 million.

Historically, the Lake Washington watershed drained south to the Black and Duwamish rivers. In 1916, the U.S. Army Corps of Engineers (USACE) constructed the Hiram M. Chittenden (a.k.a. Ballard) Locks (Locks) and excavated the Ship Canal to connect the Union Bay area in Lake Washington with Salmon Bay in Puget Sound. The surface of Lake Washington dropped 9 feet and exposed previously inundated shallow-water areas, decreasing the lake shoreline by 12.8 percent and draining many of the lake's wetlands. The decrease in lake elevation disconnected Lake Washington from the Duwamish River, and the Cedar River—which previously flowed into the Duwamish River via the Black River—was permanently rerouted to Lake Washington. As most of the Black River dried up and became impassable, salmon populations were forced to find a new route to their natal streams. The Sammamish River, which historically had a meandering channel through a large wetland complex, was also heavily modified, straightened, and drained in the early to mid-1900s to reduce flooding and support agricultural production in the Sammamish Valley. In subsequent years, salmon habitat was further impaired as upland and shoreline development removed more shallow-water habitat, reduced channel complexity in rivers and streams, and reduced forest cover along lake and channel shorelines. Today, all Chinook salmon enter and exit the watershed through the Ballard Locks and its associated fish passage facilities.

An estimated 31 populations of Chinook salmon once existed in Puget Sound. Annually, nearly 700,000 adults returned to Puget Sound watersheds to spawn. Since the late 1800s and early 1900s, human activities such as logging, overfishing, water withdrawals, and land development have caused the numbers of Chinook salmon to plummet to less than 10 percent of their historic levels (Figure 2). Nine populations have gone extinct, leaving only 22 populations in the Puget Sound. This drastic decline prompted the federal government to list Puget Sound Chinook salmon as threatened under the Endangered

Species Act in 1999.

Chinook Salmon Recovery Timeline

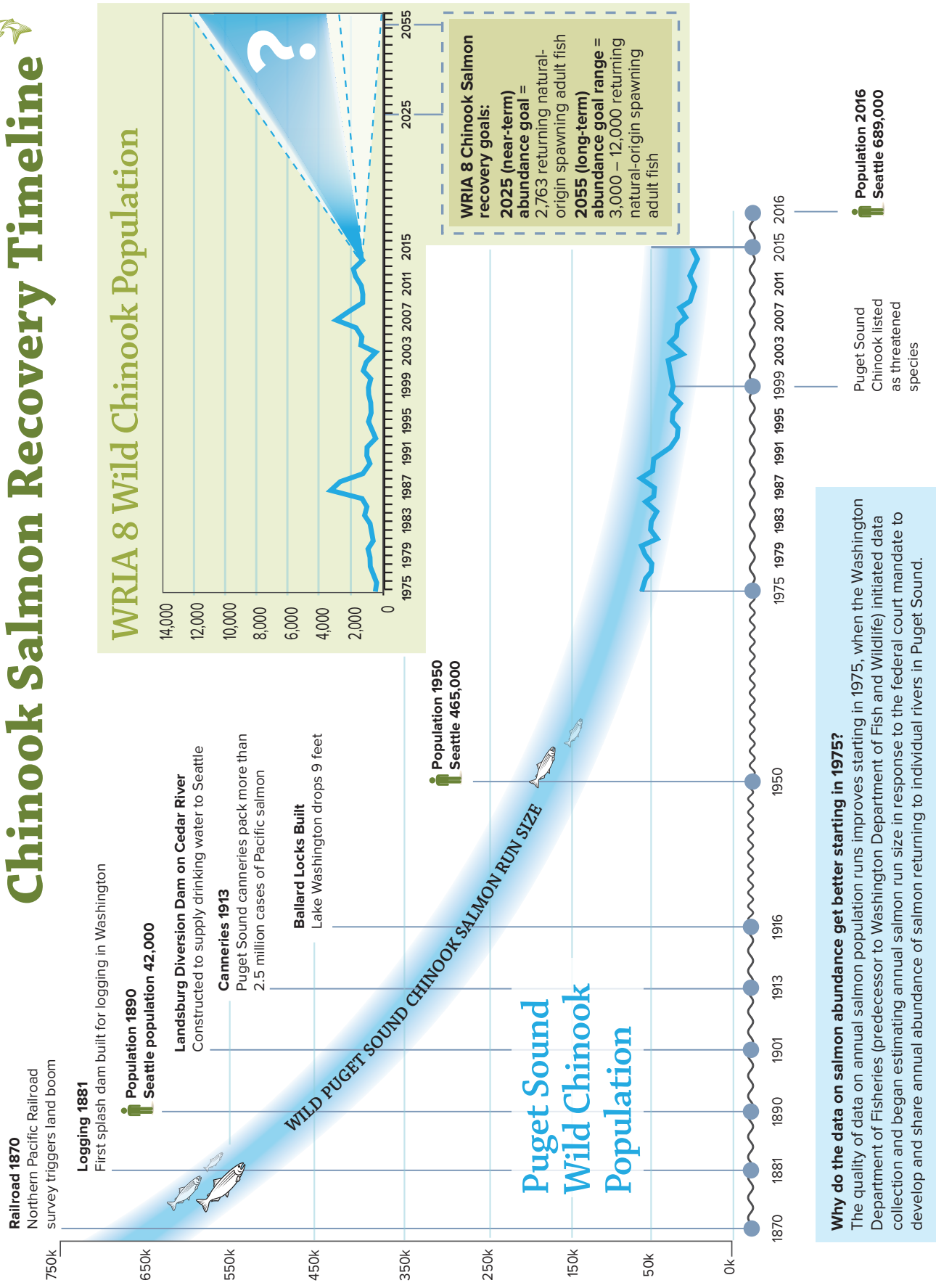


Figure 2. Puget Sound Chinook Population Decline and WRIA 8 Population Recovery
 AB 5390
 Exhibit 1
 Page 13





WRIA 8 is home to two of the 22 Chinook salmon populations in Puget Sound: the Cedar population (Cedar River and tributaries) and the Sammamish population (Sammamish River, North Creek, Little Bear Creek, Bear/Cottage Lake Creek, Issaquah Creek, Kelsey Creek). Focusing on two populations reflects a change since adoption of the 2005 Plan. Originally, lacking certainty about genetic differences between populations, salmon recovery partners took a precautionary approach that identified three distinct Chinook salmon populations in WRIA 8. Genetic analyses performed after the 2005 Plan indicated that a two-population approach (Cedar River and Sammamish River populations) was appropriate. This approach was adopted by the WRIA 8 Salmon Recovery Council in 2010.

The contribution of WRIA 8 partners to the overall goal of increasing WRIA 8 natural-origin Chinook salmon to sustainable and harvestable levels is to protect high-quality habitat, as well as to reduce existing pressures and restore additional habitat needed by salmon at specific life history stages in the watershed. To prioritize implementation of restoration strategies, the watershed has been classified into functional “tiers” based on watershed condition and fish use (Figure 1). Tier 1 areas are the highest priority habitats for protection/restoration, and include primary spawning areas, as well as migratory and rearing corridors. The Cedar and Sammamish rivers, Bear and Issaquah creeks, shores of lakes Sammamish, Union, and Washington (including the Ship Canal), and the marine nearshore (including bluff-backed beaches and pocket estuaries) are classified as Tier 1. The Cedar River is considered the highest priority Tier 1 area because it includes spawning and rearing areas for the Cedar population, which supports the largest number of natural-origin Chinook salmon in the watershed. With its tributaries, it is also the sole spawning area for the Cedar population. The marine nearshore is a Tier 1 area because it is important as migratory and rearing habitat for WRIA 8 Chinook populations and those from other Puget Sound watersheds.

Tier 2 areas are a secondary priority and include areas less frequently used by Chinook salmon for spawning, but that contribute to the overall spatial diversity of salmon populations in the watershed. Tier 2 systems include North, Little Bear, Kelsey, and Evans creeks. Upland areas associated with Tier 1 and Tier 2 streams assume the tier designation for the waterbody the upland area supports.

Tier 3 areas (all areas not Tier 1 or Tier 2) contain streams that are infrequently or never used by Chinook salmon, but are still important for other species of salmon and resident fish, water quality, flow management, and overall watershed health. Coal and May creeks were classified as Tier 3 streams in the 2005 Plan. Recently, these creeks have experienced an increase in use by spawning Chinook salmon, and contain areas with somewhat higher quality habitat compared to some other Tier 2 areas. The WRIA 8 Technical Committee (TC) plans to monitor their status and to consider upgrading these streams to Tier 2 if adult returns continue to increase.

In addition to prioritizing geographic areas by tiers, the 2017 Plan further prioritizes actions by life stage, using an updated conceptual model developed by the WRIA 8 TC during the 2017 Plan update process. This conceptual model is described in more detail in Section 2.2.



2. RECOVERY GOALS

As part of the 2005 Plan update process, the WRIA 8 Technical Committee (TC) reviewed the Chinook salmon population recovery goals established in the 2005 Plan and determined that they remain appropriate and relevant. Upon the recommendation of the TC, the WRIA 8 Salmon Recovery Council approved carrying them forward in the 2017 Plan.

Noting that the 2005 Plan did not include quantifiable habitat goals, the TC used an assessment of pressures on Chinook salmon, a new conceptual model, existing monitoring data, limiting factor assessments, and available scientific studies to develop and articulate a focused set of near-term (2025) and long-term (2055) Chinook salmon habitat goals. These habitat goals provide targets for the most important Chinook salmon habitat elements in the watershed, and give us a roadmap for measuring progress.

CHINOOK SALMON RECOVERY GOALS

Chinook salmon population recovery goals were determined using the Viable Salmonid Population (VSP) concept and the recommendations identified in WRIA 8’s “H-Integration” process to address impacts from habitat degradation, hatchery production, and harvest. A “viable” population is one that has a negligible risk of extinction in its native habitat over a 100-year time frame. Recovery goals are set for both a near-term (2025) and a long-term (2055) time frame for each VSP parameter to support sustainable Chinook salmon populations (Table 1). The 2025 and 2055 goals described for the Chinook salmon recovery goals in this section are the same as the short-term and long-term goals from the 2005 Plan.

The 2005 Plan included Chinook salmon population recovery goals that are based on recovery planning targets provided by the Washington Department of Fish and Wildlife (WDFW) and the National Oceanic and Atmospheric Administration’s (NOAA) Population Viability Analysis, which the TC further elaborated in 2009 as part of the H-Integration process. The TC reviewed these goals as part of updating the 2005 Plan, and recommended no changes for the 2017 Plan, which the Salmon Recovery Council approved. For more information on the Chinook salmon population recovery goals, see Chapter 3 of the 2005 Plan.

Adult spawner (“fish-in”) and juvenile outmigration (“fish-out”) monitoring has occurred in the watershed since 1998, at significant expense to watershed partners. The TC recognizes the value of these data and recommends continuing this work. However, the TC notes that future priorities may require directing limited monitoring funds toward other activities over the next 10-year implementation cycle.

WRIA 8 Chinook Salmon Population Goals

VSP ^a Parameter	Historical Conditions ^b	2025 Goals	2055 Goals
CEDAR POPULATION			
Abundance	>15,000 spawner capacity	1,680 natural-origin spawners (NOS)	2,000 to 8,000 natural-origin spawners; consistent with tribal treaty rights and recreational harvest
Productivity	Unknown	≥2 returns per spawner 2-4 years out of 10; ≥13.8% egg-to-migrant survival rate	12-20% egg-to-migrant survival rate
Spatial distribution	Proportional use by river mile and lake residency ^c	Convert one satellite subarea to core (Tier 1); expand spawning area distribution	Recapture historical distribution; fully exploit available habitat
Diversity	Assume >50% parr rearing life history; low stray rate from other systems	Increase Cedar River instream rearing trajectory	Increase Cedar River instream rearing trajectories to 50%
SAMMAMISH POPULATION			
Abundance	Unknown, estimated at ~8,500 spawners	Maintain base period average of 1,083 naturally spawning adults	1,000 to 4,000 natural-origin spawners; tribal treaty and sport fishing occur on a consistent basis
Productivity	Unknown	Adult productivity ≥1.0; ≥2 returns per spawner 2-4 years out of 10; ≥4.4% egg-to-migrant survival rate	≥ 10% egg-to-migrant survival rate
Spatial distribution	Spawning distribution assumed to be broad, but more concentrated in larger streams	Convert one satellite subarea to core; expand spawning area distribution	Consistent use of north Lake Washington tributaries (in addition to Bear Creek) for spawning
Diversity	Historical diversity assumed to be greater than that at present	Improve Sammamish River habitat rearing conditions to support eventual parr rearing	Maintain and increase duration of natural spawning in the basin

Note: Current population status is discussed in Section 3

^a VSP – viable salmon population, one with a negligible risk of extinction over a 100-year time frame.

^b Historical conditions are estimates of presettlement or “template” conditions provided by NOAA and WDFW.

^c Lake residency is considered a template condition, even though lake residency is not a historical condition. See 2005 Plan for more information.

Table 1. WRIA 8 Chinook Salmon Population Goals

For more information on the VSP Framework and how the Chinook salmon recovery goals were developed, see Appendix C-1 in the 2005 Plan.



HABITAT GOALS

The relationships between habitat conditions and Chinook salmon growth and survival are known to be multifaceted and complex. They operate at many spatial and temporal scales. The response of Chinook salmon populations to even large-scale habitat improvements may not be detectable for years, and may be confounded by improvements or declines elsewhere in the watershed or in the marine environment. Nevertheless, known linkages exist between freshwater habitat conditions and salmon, supported by decades of scientific research.

Important: Not all of the key constraints to Chinook salmon recovery in WRIA 8 can be alleviated by capital actions that protect and restore habitat. As described in the discussion of the WRIA 8 conceptual life stage model that follows, key constraints such as predation and high water temperatures will require other recovery strategies. These strategies are discussed in Section 4.

During the 2017 Plan update process, the TC reviewed new information about Chinook salmon needs and limiting factors in WRIA 8. This review culminated in a conceptual life stage model of WRIA 8 Chinook salmon that considers the habitat needs and pressures facing Chinook salmon at each specific time and place in their lifecycle. The conceptual model allowed the TC to rank the pressures affecting Chinook salmon in the watershed, thereby helping ensure that strategies were developed to address the most pressing issues. This process allowed the TC to focus protection and recovery recommendations where they will be most effective and cost-efficient.

WRIA 8 conceptual life-stage model

Chinook salmon occupy different and unique habitats at each stage of their lives. Each of these habitat types becomes significant to salmon for the specific periods it is occupied (or traversed) by Chinook salmon. Environmental conditions

vary across space and time; stresses vary in their significance by geography, season, and life stage. The life stage conceptual model for WRIA 8 Chinook salmon (Figure 3) attempts to describe these local stresses and illustrate the factors with the most important impacts. The following section summarizes the key factors affecting each life stage at the most significant places and times. More information can be found online at <http://www.govlink.org/watersheds/8/reports/default.aspx#fishecol>.

Adult migration occurs from June through September from Salmon Bay through the Ballard Locks and Ship Canal to Lake Washington, and from Lake Washington either north to the Sammamish River and its tributaries, or south to the Cedar River or south Lake Washington tributary streams (Kelsey, May and Coal creeks). Significant stresses identified for adult migrants include thermal and dissolved oxygen barriers at the Locks and Ship Canal, and physical passage through the Locks and fish ladder. The Sammamish River can pose significant thermal stress to Chinook salmon returning to Bear/Cottage Lake and Issaquah creeks, as well as to Chinook salmon returning to the Issaquah Salmon Hatchery. **Lethal and sublethal temperatures in the Ship Canal and Sammamish River during adult migration are considered a key constraint on recovery.**

Harvest in terminal or freshwater areas (including bycatch) is currently minimal, and is managed to protect Cedar River Chinook salmon as stipulated in the Puget Sound Chinook Harvest Management Plan (Puget Sound Indian Tribes and WDFW, 2010).

Stream flows on the Cedar River are managed by Seattle Public Utilities to support fall migration and spawning needs. Elsewhere, low flows early in the migration period could potentially impede migration. The sockeye broodstock collection facility on the lower Cedar River has the potential to delay passage and alter spawning patterns (facility is monitored and managed to minimize delays and is undergoing redesign). Predation on migrating adults occurs at the Locks, but is not

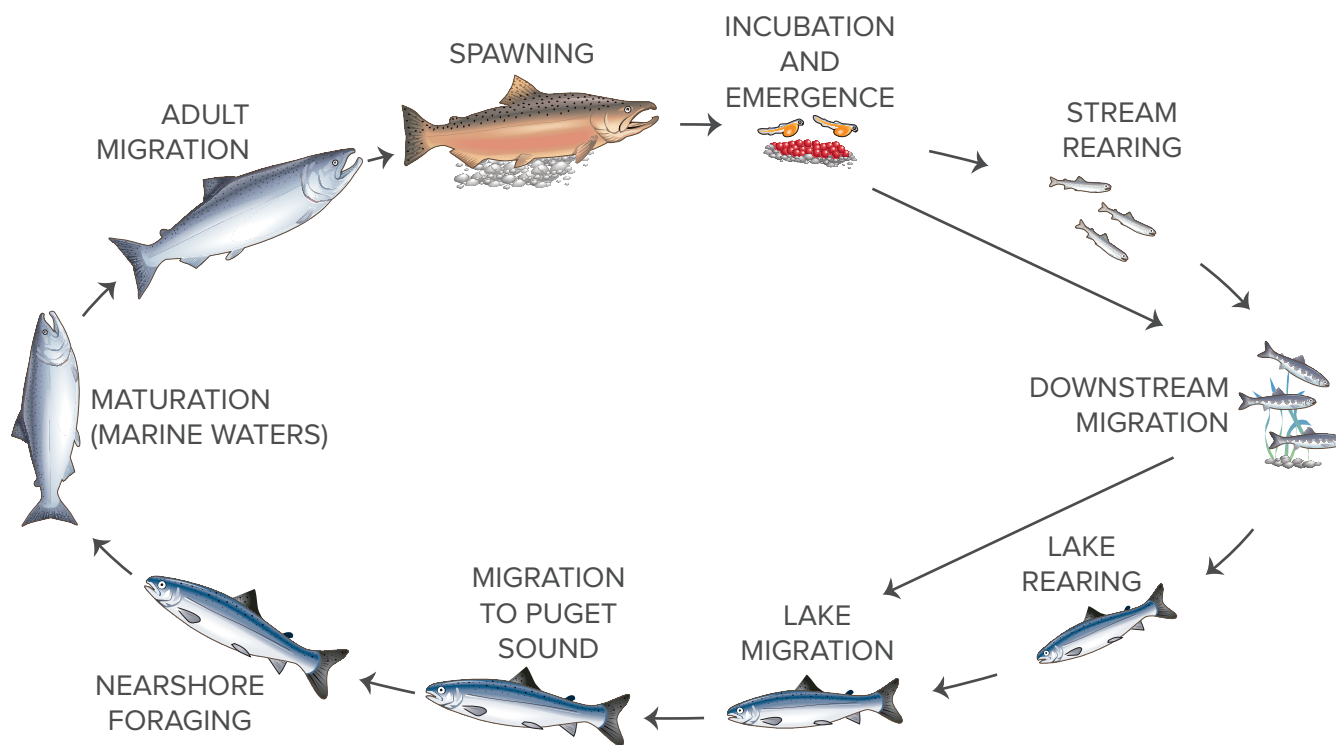


Figure 3. Life Stage Conceptual Model of WRIA 8 Chinook Salmon

consistently significant. Disease or parasites on Chinook salmon do not appear to be a significant issue at this time.

Spawning in WRIA 8 occurs from September through November in the Cedar River, Bear/Cottage Lake Creek, Issaquah Creek (below and above the Issaquah Salmon Hatchery), Little Bear Creek, North Creek, and Kelsey Creek. May and Coal creeks and a few other streams in the basin also see intermittent use by small numbers of Chinook salmon. Monitoring on the Cedar River and on Bear/Cottage Lake Creek indicates that these streams have sufficient spawning habitat at current abundance levels. Limitations in other creeks are unknown but are assumed to be present inside the Urban Growth Area (UGA). Potential spawning stresses include habitat limitations (gravel quantity and quality, inadequate cover), hatchery interactions, and low streamflow and high temperatures early in the spawning season. In addition, disturbance or harassment by humans or their pets, or human infrastructure (e.g., artificial light) could affect spawning success, especially in urban areas.

Incubation and emergence occurs from September through March in the Cedar River, Bear/Cottage Lake Creek, Issaquah Creek (below and above the hatchery), Little Bear Creek, North Creek, and Kelsey Creek. Potential stresses

include habitat limitations through excessive fine sediments, abnormally high or low streamflow, high temperature, and possible water quality concerns, especially during early fall freshets (urban stormwater has been shown to affect salmon embryo development). Monitoring on Cedar River and Bear Creek indicates those areas are not limited at this life history stage at current abundance levels (WRIA 8 TC, unpublished data). Habitat quality/quantity limitations on other creeks are unknown but likely high, except perhaps upper Issaquah Creek where human impacts are lower. Streamflow on the Cedar River is regulated to support Chinook salmon incubation through an HCP, and is managed during redd incubation to avoid, if possible, redd scour due to flows above about 2,200 cfs. Flow management on the Cedar River also supplements minimum flows to prevent redd dewatering during low flow periods. It is important to note that flow management can be limited due to the relatively small size of the water supply dams on the Cedar River, which were not designed as flood control facilities. Elsewhere, high- or low-flow events may affect success through scouring or dewatering redds. Temperature during incubation influences time of emergence – warmer temperatures speed embryo development and result in earlier emergence dates, which could affect survival if fry emerge before prey or during high winter flows.



Stream rearing occurs from January through July, and a very small fraction of the population remains in the system as yearlings. Stream rearing occurs in the Cedar River, Bear/Cottage Lake Creek, Issaquah Creek (below and above the hatchery), Little Bear Creek, North Creek, and Kelsey Creek. Potential stresses include streamflow, habitat limitations (quantity and quality of instream habitat, cover, flood refugia, and large woody debris), predation, prey resources, and water quality. **A key constraint on Chinook salmon recovery in WRIA 8 is insufficient instream rearing and refuge habitat, due to habitat simplification, loss of floodplains and side channels/off-channel rearing, and lack of large woody debris.** Evidence from annual juvenile outmigrant trapping indicates this life stage is limited in the Cedar River and Bear/Cottage Lake Creek. It is likely that this life stage is limited by lack of instream rearing and refuge habitat throughout the watershed, though little data exist on Chinook salmon productivity in other WRIA 8 streams. (Habitat monitoring confirms lack of quality rearing/refuge habitat.) Streamflow issues vary from year to year. Peak storm flows may wash fry downstream if floodplain refuge habitat is insufficient; base flows are usually adequate during the period that Chinook salmon rear in the stream (although unusually low base flows in spring 2015 could become more common under climate change scenarios). Predation by cutthroat trout (*Oncorhynchus clarkii*) and other predators may be a factor. Prey abundance and its potential limitation during the stream rearing stage is unknown, although prey abundance may be considered low in areas with low concentrations of macroinvertebrates (as measured by the Benthic Index of Biotic Integrity, or B-IBI). Poor water quality may affect Chinook salmon survival in areas with high volumes of storm runoff.

Downstream migration occurs from January through July, with fry migrants moving downstream from January through April, and parr migrants moving downstream from April through July. Potential stresses include streamflow, habitat limitations (quantity and quality of cover), and predation. Predation on migrating juvenile Chinook salmon by resident trout and other fish, including some non-natives, may present localized bottlenecks, and is likely a key pressure at this life stage.

Lake rearing and migration occur from January through July, with small numbers of Chinook salmon remaining year-round in Lake Washington and Lake Union, either by choice or due to late-season thermal barriers to outmigration at the Ballard Locks. Lake Washington is a unique feature across Puget Sound Chinook populations, and functions much like an estuary for WRIA 8 Chinook salmon fry. Rearing in Lake Washington begins in the southern end near the outlet of the Cedar River (January through March) and shifts northward toward Union Bay and the Ship Canal in later months, as juveniles move toward eventual outmigration (May through July). Prey resources do not appear to be limiting. During January through to early April, fry are shoreline-oriented and feed primarily on chironomids in shallow waters. Chinook salmon fry become less shoreline-oriented and occupy deeper water as they grow and migrate northward, and shift to *Daphnia spp.* as their preferred prey after the spring phytoplankton bloom and daphnia emergence. Information on the behavior of naturally produced Chinook salmon in Lake Sammamish is limited, but it is likely that fry exhibit similar behavior.

Potential stresses during lake rearing and migration include predation, habitat limitations (quantity and quality of refuge habitat, cover), inadequate prey resources, high temperatures, and poor water quality. Shoreline habitat, including stream mouths, has greater importance at the southern ends of Lake Washington and Lake Sammamish when



Chinook salmon are smaller; good lake shoreline habitat is generally lacking throughout both lakes. Early-season predation on Chinook salmon is assumed to be focused on the southern shorelines, with a shift northward and offshore as Chinook salmon grow. Early-season water temperatures likely hinder significant predation by warmwater fish, but predation by cutthroat trout and northern pikeminnow (*Ptychocheilus oregonensis*) could affect a large proportion of the Chinook salmon population. Recent captures of walleye (*Sander vitreus*), a non-native warm-water lake fish common to the Midwest, in both lakes raise concerns that this low-light predator could adversely affect overall survival rates in the future if their numbers grow. There is little research on avian predation in Lake Washington. **Predation by fish in Lake Washington and the Ship Canal, while not yet adequately quantified, appears likely to be a key constraint on juvenile rearing and migration.** Predation is likely to be exacerbated by artificial nighttime lighting in urban areas. Poor water quality may have sublethal effects on Chinook salmon survival, especially near stormwater outfalls and in the Ship Canal and Lake Union. Recent analyses showed no evidence of polychlorinated biphenyl (PCB) contamination of juvenile Chinook salmon leaving the Lake Washington system, although the issue is known to be significant elsewhere in Puget Sound (Meador, 2013).

Migration to Puget Sound occurs from April through August. The key geography for this life stage includes the Lake Washington Ship Canal, Ballard Locks, and the Salmon Bay estuary. Potential stresses include abrupt temperature and salinity transitions, predation, habitat limitations (quantity and quality of refuge habitat, cover), high temperatures, poor water quality, and lack of prey resources (though ample zooplankton prey are available in the inner bay just downstream of the Locks (Simenstad et al., 2003). Predation by warmwater predators is likely significant because

of the concentration of predators and timing of migration. Recent surveys have documented smallmouth bass (*Micropterus dolomieu*), largemouth bass (*M. salmoides*), rock bass (*Ambloplites rupestris*), and yellow perch (*Perca flavescens*) as predators on juvenile Chinook salmon in the Ship Canal. The Ballard Locks pose a migration barrier hazard as exit pathways may physically harm Chinook salmon, delay their volitional passage, or cause other sublethal effects.

Nearshore foraging occurs primarily from April through August in the Puget Sound nearshore, but Chinook are found in the nearshore throughout the year (Brennan et al., 2004). Data from beach seining in 2001 and 2002 showed that juvenile Chinook (<150mm) caught within WRIA 8's nearshore consumed higher amounts of crab larvae and terrestrial insects than two areas in WRIA 9 (Brennan et al., 2004). It also showed that as juvenile Chinook get larger than 150mm, they predominately feed on other fish. Potential impacts include lack of rearing habitat and disconnected habitat, predation, lack of or competition for prey resources, and poor water quality. Since WRIA 8 lacks a true estuary, Chinook fry tend to rear in Lake Washington and enter Puget Sound at approximately the same size as WRIA 8 parr migrants. The nearshore is a shared resource that offers regional benefits for Chinook migrating along the shoreline from WRIA 8 as well as from other watersheds.

Maturation (marine waters). Chinook salmon spend 1 to 5 years in Puget Sound and the Pacific Ocean before returning to fresh water to spawn, with the majority of WRIA 8 Chinook salmon returning at age 3 or 4. Shifts in ocean conditions such as those related to El Niño and Pacific Decadal Oscillation patterns or climate change (e.g., ocean acidification) have been shown to affect ocean survival rates and therefore Chinook salmon abundance. Approximately 58 percent of



WRIA 8 adult Chinook salmon caught in marine fisheries (1973-1985) were recovered within Puget Sound, while 15 percent were recovered off southwest Vancouver Island (Quinn et al., 2005). Marine harvest of Chinook salmon is governed by international treaty and by state, federal, and tribal fishery managers.

HABITAT GOALS SUMMARY

During development of the 2017 Plan, the TC developed a short list of near-term (2025) and long-term (2055) goals (Table 2) that focus on the key elements affecting Chinook salmon within the watershed, as determined by scientific research (including new and emerging scientific information), the WRIA 8 Chinook salmon conceptual model, and assessment of the human pressures on Chinook salmon survival in WRIA 8 (Section 3.3). The 2025 goals selected by the TC focus on the most important habitat elements for conservation and recovery of Chinook salmon in the watershed and are based on local data, the unique constraints placed on rivers and streams in the WRIA 8 watershed, and the pace of implementation

progress in the last 10 years. These goals are intended to be feasible and achievable, and are proxies for a larger set of habitat processes that the TC hypothesizes will be improved if these goals are met. The 2055 goals represent desired future conditions, which in some cases are a qualitative description rather than a quantitative measure. The WRIA 8 Salmon Recovery Council approved the goals during development of the 2017 Plan.

Monitoring is necessary to track progress towards achieving these goals. To align with other planning horizons and remain ecologically meaningful, we recommend that adaptive management course corrections occur in 5-year intervals, at which time the goals will be assessed and adjusted as necessary, and the next adaptive management planning horizon will be set. The WRIA 8 TC will oversee monitoring efforts in the intervening periods and recommend changes if warranted by interim results. (see Appendix A: Monitoring and Assessment Plan)



WRIA 8 Habitat Goals

Habitat Component	2025 Goals	2055 Goals
Cedar River	<p>Total connected floodplain acres between Lake Washington and Landsburg Diversion Dam will be 1,170 acres (reconnect an additional 130 acres) by 2025.</p> <p>Average wood volume will quadruple over current basin conditions to 42 m³/100 m (RM 4 to Landsburg Diversion Dam) by 2025.</p>	<p>Total connected floodplain acres between Lake Washington and Landsburg Diversion Dam will be at least 1,386 acres by 2055 (reconnect on additional 346 acres).</p> <p>Average wood volume between RM 4 and Landsburg Diversion Dam will be 93 m³/100 m by 2055 (the median standard wood volume for streams over 30 m bankfull width – Fox and Bolton, 2007).</p>
Sammamish River	<p>Areas of river will be cool enough to support Chinook salmon migration and survival (increase riparian cover by at least 10% and add two thermal refugia) by 2025.</p>	<p>Riparian forest cover and thermal refugia along the river will help keep it cool enough to support Chinook salmon migration and survival by 2055.</p>
Streams (Bear/Cottage Lake, Issaquah, Evans, Kelsey, Little Bear, North creeks)	<p>Area of riparian cover in each Tier 1 and Tier 2 stream will increase by 10% over 2015 conditions by 2025.</p> <p>Average wood volume will double over current basin conditions by 2025.</p>	<p>Riparian areas along Tier 1 and Tier 2 streams will be of sufficient size and quality to support sustainable and harvestable Chinook salmon populations in the watershed by 2055.</p> <p>Each Tier 1 and Tier 2 stream system will meet appropriate regional instream wood-loading standards by 2055.</p>
Lakes	<p>Natural lake shoreline¹ south of I-90 (Lake Washington) and throughout Lake Sammamish will double over 2015 conditions by 2025.</p> <p>Natural riparian vegetation within 25 feet of shoreline south of I-90 (Lake Washington) and throughout Lake Sammamish will double over 2015 conditions by 2025.</p>	<p>Natural lake shoreline south of I-90 on Lake Washington and throughout Lake Sammamish will be restored adequately to support juvenile rearing and migration by 2055.</p> <p>Natural vegetation within 25 feet of the shoreline south of I-90 (Lake Washington) and throughout Lake Sammamish is restored adequately to support juvenile rearing and migration by 2055.</p>
Nearshore (Pocket Estuaries)	<p>Pocket estuaries along WRIA 8 shoreline will support juvenile Chinook salmon for rearing and migration (reconnect two stream mouth pocket estuaries) by 2025.</p>	<p>Same as 2025 goal.</p>

¹ "Natural lake shoreline" is defined by the WRIA 8 Technical Committee as without bulkhead, with slope and substrate matching historic lakeshore contours for the area under consideration.

RM = River Mile

Table 2. WRIA 8 Habitat Goals



RESEARCH AND DATA NEEDS

In 2015, WRIA 8 hosted a technical forum assembling fisheries scientists and technical experts on salmon recovery in the watershed. Participants proposed the following priority-level rankings of limiting factors to recovery. These constitute an outline for a prioritized list of research and data needs to advance recovery and support implementation of the 2017 Plan. (A full summary of the forum and presentations can be found online at <http://www.govlink.org/watersheds/8/committees/15TechFrm/default.aspx>).

First-tier priorities:

- Ballard Locks and Ship Canal operations – What are feasible solutions to improve conditions related to high temperature, low dissolved oxygen, and concomitant decreased resistance of salmonids to disease/parasites?
- Rearing and refuge – What are the effects of a lack of woody debris and floodplain connectivity (levees, revetments) and other features of adequate instream rearing habitat?
- Lake survival – What are the effects of artificial light and predation in Lake Washington, Lake Sammamish, and the Ship Canal (predation in Ship Canal may be a key limiting factor)?
- High water temperature – What are the effects of high water temperature in the Ship Canal and Sammamish River?

Other important priorities:

- Water quality – What are the effects of stormwater on Chinook salmon, including toxic loading of chemicals and contaminants? Are current stormwater regulations and treatment standards adequate? How can the pace of retrofits be increased?
- Streamflows – What are the effects of low summer flows and “flashy” winter flows?
- Invasive aquatic vegetation – What are the effects of invasive aquatic vegetation on salmon migration and survival?

Other limiting factors with potentially large impacts:

- Piers and docks – What are the effects of overwater structures on salmon migration and survival?
- Genetic introgression or other issues related to hatchery operations – What are the effects of hatcheries on the genetic fitness of natural origin salmon?

In addition, the WRIA 8 TC identified the following critical monitoring needs to track indicators associated with key recovery goals. Juvenile outmigrant trapping and adult spawner surveys are currently funded in part by competitive grants; other critical monitoring needs are unfunded.

- Juvenile outmigrant trapping
- Adult spawner surveys
- Wood volume surveys on all Tier 1 and Tier 2 streams
- Lakeshore surveys: length of natural bank profile, bulkheads, overwater structures
- Remote sensing: high-resolution land cover mapping of forest cover and impervious surfaces
- Assessment of accessibility and habitat quality of pocket estuaries and coastal streams entering Puget Sound

Monitoring needs are outlined in more detail in the Monitoring and Assessment Plan, Appendix A.

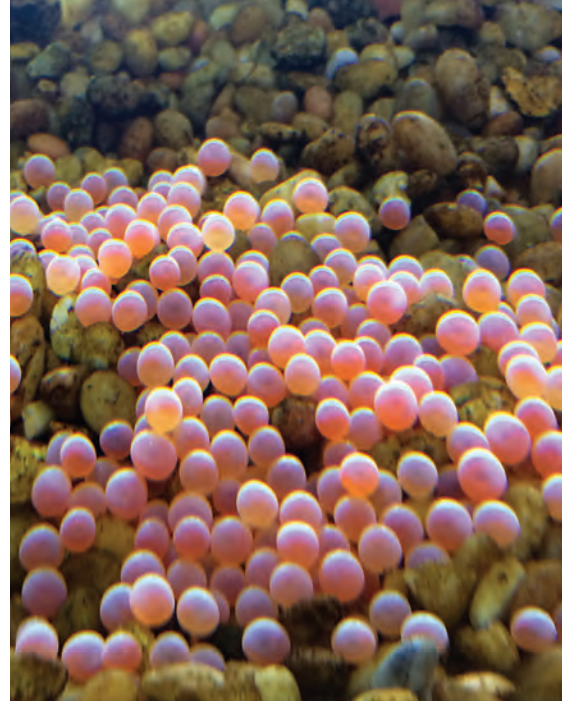
3. CURRENT STATUS

CHINOOK SALMON STATUS

The general approach to determine the conservation status of Chinook salmon in the Puget Sound region is based on the viable salmonid population (VSP) concept. A VSP is defined as an independent population with a negligible (less than 5 percent) risk of extinction in their natural habitat over a 100-year period (McElhany et al. 2000). The attributes used to evaluate the status of Chinook salmon are abundance, population productivity, spatial distribution, and diversity.

ABUNDANCE

Adult abundance is the number of adult Chinook salmon returning to WRIA 8 streams to spawn. In WRIA 8, abundance is monitored by surveying each Tier 1 and Tier 2 stream for salmon redds during the spawning season. Carcasses are surveyed for the presence or absence of an adipose fin: the absence of an adipose fin indicates hatchery origin. Abundance goals for Chinook salmon in WRIA 8 were set by the state and tribal Co-Managers and adopted in the WRIA 8 Plan in 2005. The 10-year WRIA 8 abundance goal for the Cedar River population was 1,680 natural-origin spawners (NOS). Average return for the Cedar River population (2006-2015) was 1,012 NOS (Figure 4). The 10-year abundance goal for the Sammamish River population (measured on Bear/Cottage Lake Creek) was 350 NOS. Average spawner abundance for Bear/Cottage Lake Creek (2006-2015) was 47 NOS (Figure 5). A second 10-year WRIA 8 goal for the Sammamish River population (measured on Bear/Cottage Lake and Issaquah creeks) was to maintain the base period average escapement of 1,083 adults (combined hatchery-origin and natural-origin spawners). Average return for the Sammamish River population (2006-2015) was 1,269 adults (including HOS).



WRIA 8 Chinook Salmon Population Status

VSP Parameter	10-year average results (2006-2015)	2025 Goals
CEDAR POPULATION		
Abundance	1,012 natural-origin spawners (NOS)	1,680 NOS
Productivity	Positive trend (see text)	≥2 returns per spawner 2-4 years out of 10
	24.0% egg-to-migrant survival	≥13.8% egg-to-migrant survival rate
Spatial distribution	Cedar River above Landsburg converted to Tier 1	Convert one satellite subarea to core (Tier 1)
	Spawning area distribution includes Cedar River from Landsburg to Cedar Falls (natural upstream barrier)	Restore historic spatial distribution
Diversity	Average instream rearing (parr): 8%	Increase Cedar River instream rearing to 40%
	Hatchery-origin spawners (HOS) 20%	HOS <20%
SAMMAMISH POPULATION		
Abundance	47 NOS	350 NOS—Bear/ Cottage Lake index
	1,337 naturally spawning adults (includes HOS)	Maintain base period average of 1,083 naturally spawning adults
Productivity	Productivity < 1.0	Adult productivity ≥1.0; ≥2 returns per spawner 2 4 years out of 10;
	8.8% egg-to-migrant survival	≥4.4% egg-to-migrant survival rate
Spatial distribution	Restored access to Issaquah Creek above hatchery intake diversion	Restore historic spatial distribution
	No detectable change in spawning distribution	Expand spawning area distribution in North Lake Washington tributaries
Diversity	No improvement	Sammamish River habitat on trajectory to support parr rearing
	Hatchery origin spawners (HOS) average: 90% (status quo)	Hatchery-origin spawners status quo or decrease

Table 3. Summary of the Current Status of Chinook Salmon in WRIA 8

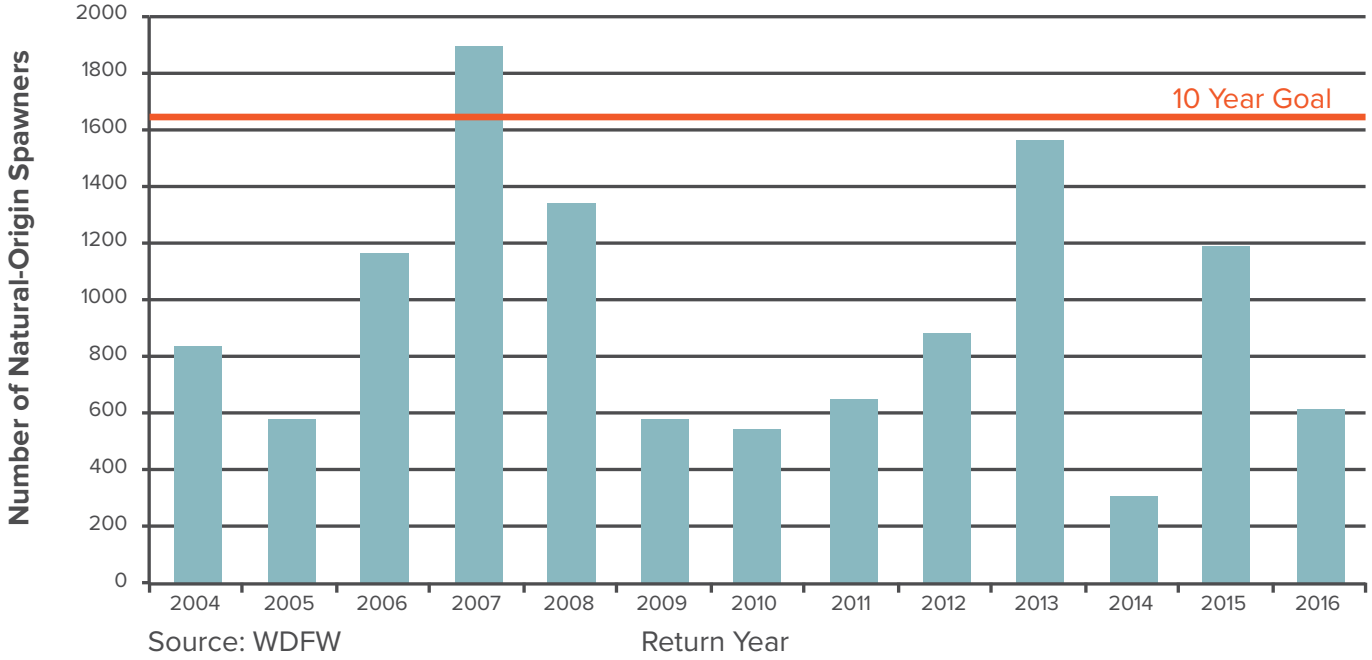


Figure 4. Cedar River Chinook Salmon Abundance: Natural-Origin Spawners (NOS), 2004-2016

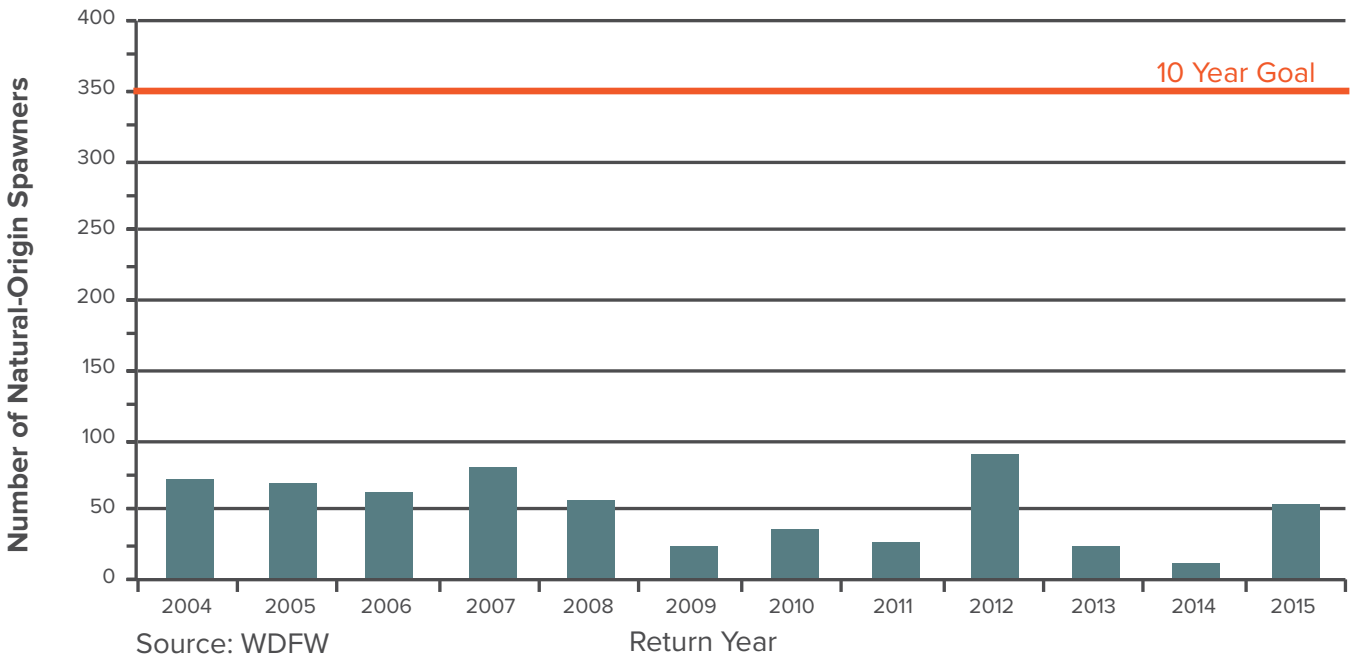


Figure 5. Bear Creek/Cottage Lake Creek Chinook Salmon Abundance: Natural-Origin Spawners (NOS), 2004-2015



While WRIA 8 has no quantitative goals for juvenile Chinook salmon abundance, the watershed funds juvenile abundance monitoring through outmigrant trapping on the Cedar River and Bear Creek. Juvenile Chinook salmon abundance has significantly increased in recent years (Figure 6 and Figure 7).

PRODUCTIVITY

Productivity indicates whether a population is growing or shrinking over time. Given the very low overall abundance of Chinook salmon in WRIA 8, high productivity is necessary to restore the population to historical levels. Overall Chinook salmon productivity is influenced by factors throughout the full salmon lifecycle, including elements outside the control of WRIA 8 partners, such as marine survival. Juvenile productivity, however, mostly reflects habitat factors within the control of WRIA 8 partners, such as watershed hydrology and juvenile rearing habitat quantity and quality. For this reason, WRIA 8 focuses on juvenile productivity as a key indicator of progress.

Adult productivity is assessed and reported by the NOAA Northwest Fisheries Science Center at five-year intervals. The most recent review was published in 2015, and reported on Chinook salmon status through 2011 (NWFSC, 2015). Fifteen-year trends in

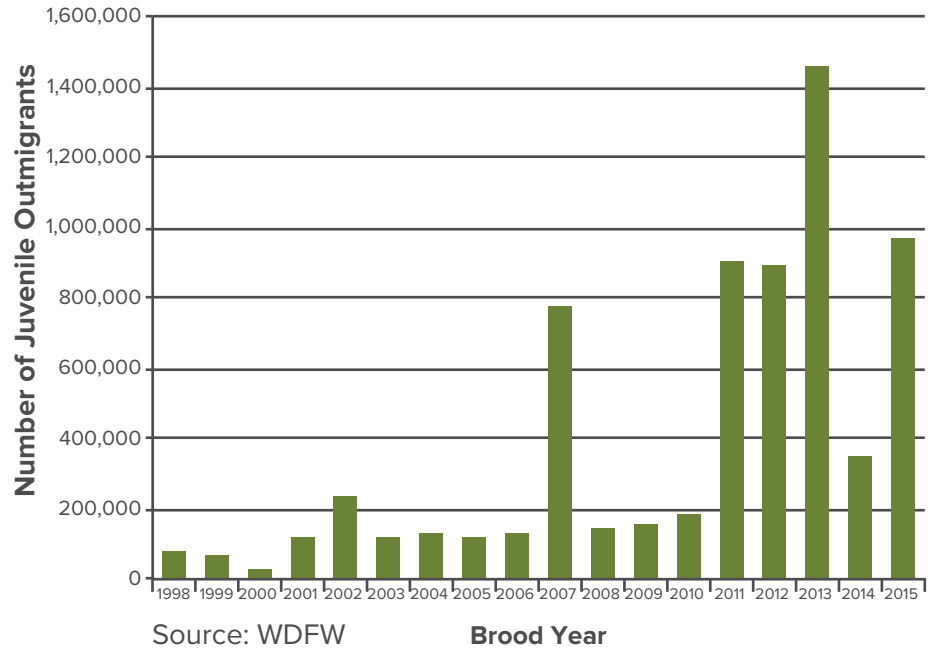


Figure 6. Juvenile Chinook Salmon Abundance (Cedar River)

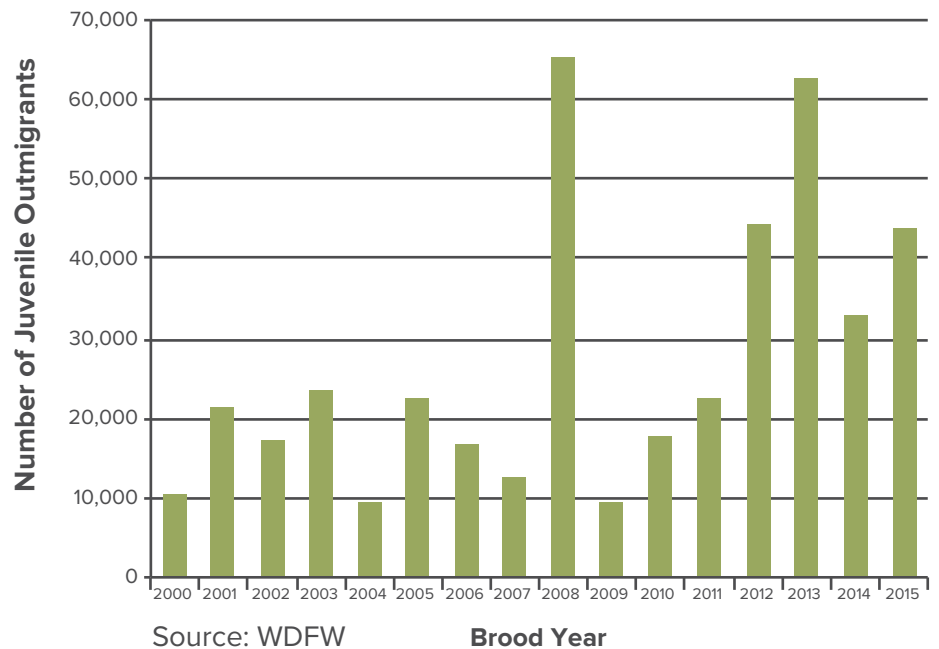


Figure 7. Juvenile Chinook Salmon Abundance (Bear Creek/Cottage Lake Creek)



productivity are reported by a method where a number above zero indicates positive productivity, while a number below zero indicates a population that is not replacing itself (NWFSC, 2015). Data through 2011 indicated that the Cedar River population has shown a positive productivity trend. The Sammamish population displays a negative trend through 2011.

Adult spawner surveys and juvenile outmigrant trapping allows the watershed to estimate juvenile productivity. WRIA 8 uses egg-to-migrant survival as its indicator of juvenile productivity. The 10-year juvenile survival rate goals in the 2005 Plan for WRIA 8 Chinook salmon from egg deposition to the trapping location were 13.8 percent and 4.4 percent for the Cedar and Bear populations, respectively.² The average survival rates for the last 10 years (brood years 2004-2013) are 22.2 percent for the Cedar population and 7.64 percent for the Bear population.

SPATIAL DISTRIBUTION

The distribution of a population throughout a landscape provides an insurance policy against isolated catastrophes, such as floods or landslides that affect only a small geographic area. WRIA 8 salmon populations possess a greater chance of long-term survival if they are able to spawn and rear successfully throughout the landscape. During times of high abundance, salmon are more likely to spread out and use less ideal habitats, and colonize nearby streams and basins. During periods of low abundance, spawning salmon spatial distribution is more likely to contract to prime spawning areas.

In WRIA 8, the 10-year goal in the 2005 Plan was to maintain and, where opportunities existed, increase the spawning and rearing distribution of Chinook salmon throughout the watershed. Annual spawning ground surveys indicate increasing use of the Cedar River above the Landsburg Diversion Dam since creation of a fish passage facility there in 2003. Similarly, recent construction of a fish passage project at the hatchery intake diversion on Issaquah Creek will likely increase Chinook use of the upper creek.

²Juvenile survival is an indicator of freshwater production above the trapping location. In WRIA 8, those locations are in the lower Cedar River and lower Bear Creek. Survival from the trapping location to the eventual exit of the WRIA 8 system at the Ballard Locks can be estimated through the use of passive inductance transponder (PIT) tag readers. Measured at the Locks, juvenile survival integrates overall survival through Lake Washington and (for the Bear Creek migrants) through the Sammamish River. Currently, the complex nature of the passage options for juvenile Chinook salmon through the Locks makes estimating overall survival problematic. In 2016, an additional PIT tag array in one of the lock-filling culverts should improve our ability to estimate the survival of juvenile Chinook salmon to the Locks.



WRIA 8 Chinook Salmon Redd Survey Results, 1999-2015

Creek	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Bear	137	30	42	25	24	25	40	12	20	44	9	1	17	41	16	5	60
Cottage	171	103	96	102	120	96	82	119	69	88	39	59	38	106	32	55	78
EF Issaquah	NS	NS	NS	0	3	25	11	3	30	13	19	29	18	15	28	31	12
Little Bear	1	1	1	3	3	1	0	0	5	1	1	0	0	0	NS	NS	7
North Creek	2	4	6	10	1	5	4	9	3	5	7	3	5	14	NS	NS	4
Kelsey Creek	76	8	4	5	0	7	14	93	77	10	5	0	0	0	0	0	0
May Creek	0	1	3	NS	5	9	1	0	12	5	2	1	1	2	NS	NS	0
Rock Creek (Lower)	0	0	0	0	0	0	0	0	0	0	0	3	0	2	7	0	0
Taylor Creek	0	0	7	12	11	8	7	1	30	0	0	1	2	11	9	5	4
Peterson Creek	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0
Walsh Creek	0	0	1	0	6	12	0	0	10	0	0	X	X	X	X	X	X
Cedar River Mainstem (and tribs above L'burg)	182	53	390	269	319	490	331	587	859	599	285	262	322	420	724	227	713

Source: WDFW, Seattle Public Utilities, City of Bellevue
 Note: "X" denotes an artificial tributary that no longer supports spawning. "NS" denotes No Survey.

Table 4. WRIA 8 Chinook Salmon Redd Survey Results, 1999-2015

DIVERSITY

WRIA 8 partners monitor diversity through assessments of the age of returning adults, the proportion of juvenile salmon migrating as fry (early) or parr (later), and the proportion of hatchery fish on the spawning grounds. WRIA 8 goals are to increase the proportion of parr migrants on the Cedar River, and decrease the proportion of hatchery-origin Chinook salmon spawning with natural-origin fish.

The number of parr migrants has not increased consistently (Figure 8). Fry migrants have driven the overall increase in juvenile migrants in recent years (Figure 6 and Figure 7). This and other data indicate that freshwater rearing and refuge habitat continues to limit the production of parr migrants. This information confirms that our primary goal of increasing freshwater rearing and refuge habitat is still a priority. We expect that over time, as more rearing and refuge habitat is restored, the number of parr migrants will increase.

WRIA 8 goals in the 2005 Plan were to see a decrease in the proportion of hatchery-origin spawners to below 20 percent for the Cedar population and to increase the proportion of natural-origin spawners in the Sammamish population. For the Cedar population, the proportion of hatchery-origin spawners was below 20 percent between 2007 and 2013, but has recently increased (Figure 9). We speculate that recent high temperatures during the late summer/early fall migration period have induced more hatchery-origin Chinook salmon to migrate to the Cedar River, rather than return through the much warmer Sammamish River to the Issaquah hatchery. The proportion of hatchery-origin spawners is consistently high (over 70 percent) for the Sammamish population (Figure 9).

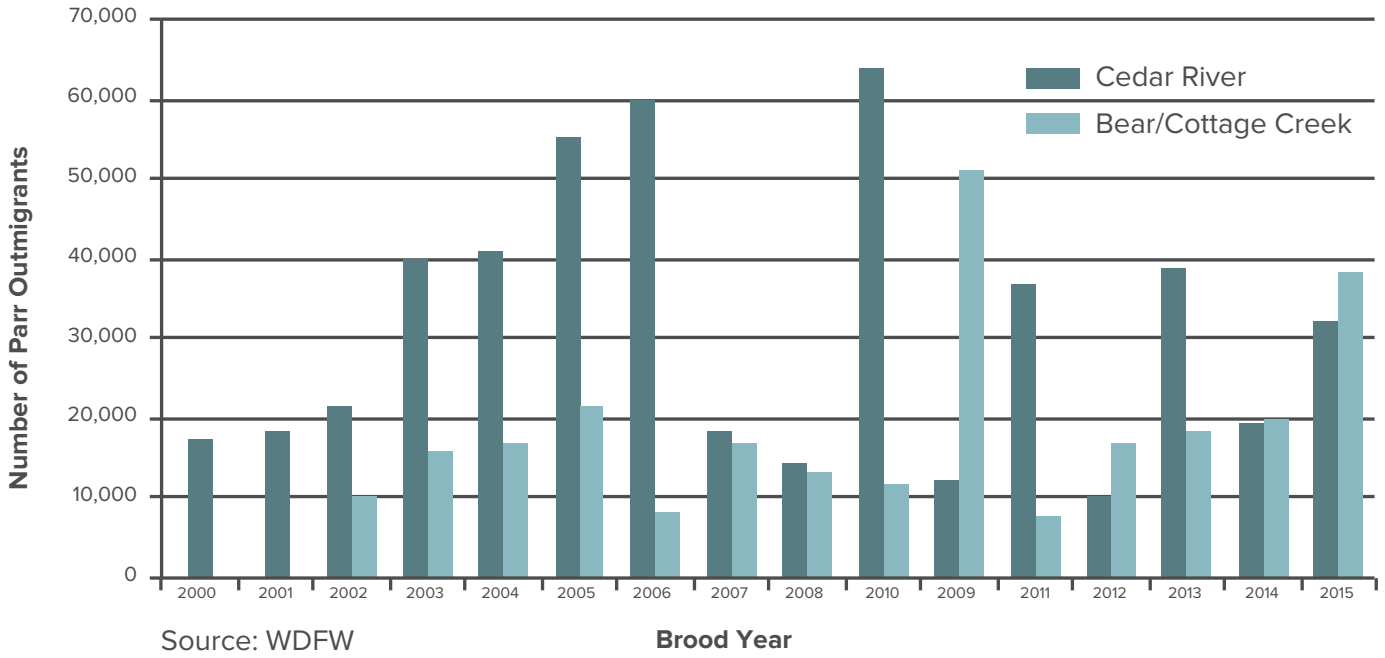


Figure 8. Number of Parr Migrants from the Cedar River and Bear Creek/Cottage Lake Creek, Brood Years 2000-2015

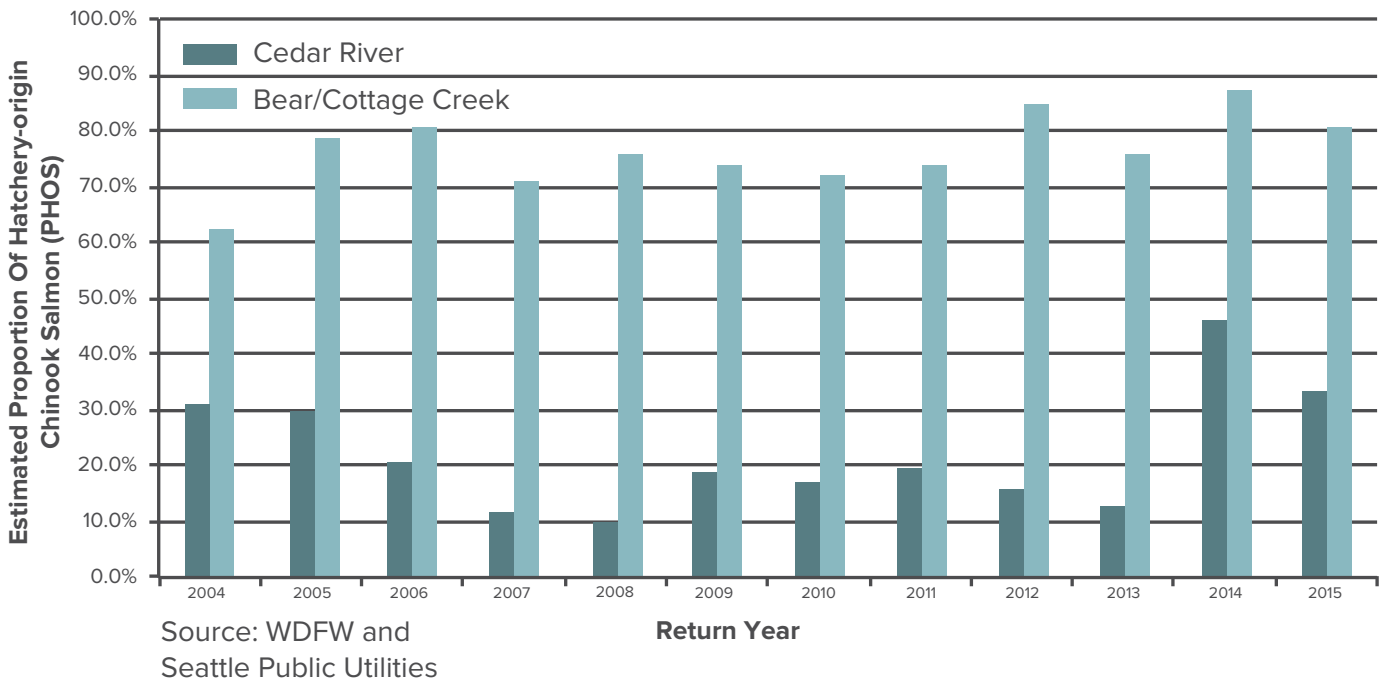


Figure 9. Estimated Proportion of Hatchery-Origin Chinook Salmon (PHOS) Detected in Cedar River and Bear Creek/Cottage Lake Creek Spawning Surveys Since 2004



CHINOOK SALMON HABITAT STATUS

The condition of the watershed varies between lower elevations that have been intensively developed and higher elevations that are more pristine. Current stream habitat conditions in most areas inside the UGA boundary in WRIA 8 are degraded, largely because of land conversion and associated effects of human activities. Data on habitat status since 2005 includes a forest cover analysis (Vanderhoof et al., 2011) and a wadeable streams status and trends monitoring project (King County, 2015), as well as ongoing annual monitoring of water quality and macroinvertebrates (indirect indicators of habitat quality) conducted by King County and other jurisdictions. The wadeable streams project collected data on pools, wood in streams, sediment, riparian canopy cover, and many other metrics. Other studies in the watershed that provide valuable information on habitat status include a U.S. Geological Survey (USGS) longitudinal profile of the Cedar River (Konrad et al., in press), Bear Creek watershed planning research (King County, 2017), and high-resolution land cover mapping by NOAA using 2015 aerial photography (NOAA, 2017).

Important locations lacking in recent data include the lake shorelines, where information on bulkheads, docks, and lakeshore conditions is necessary to track improvements or degradation. Other habitat status and trends monitoring needs are outlined in the Monitoring and Assessment Plan (Appendix A).

RIVERS AND STREAMS

Cedar River and Tributaries (Tier 1)

The Cedar River contains the highest priority spawning and rearing areas in WRIA 8 and (with its tributaries) is the sole spawning and rearing stream for the Cedar River Chinook salmon population. The river supports the largest number of natural-origin Chinook salmon in the basin, and contains the primary spawning areas for Lake Washington

sockeye and steelhead. A fish passage facility installed at the Landsburg water supply diversion dam in 2003 substantially increased the extent of Chinook salmon spawning and rearing habitat by over 17 miles in the watershed, and reconnected the full historical extent of migratory habitat. The river upstream of the Landsburg Diversion Dam is protected by a 50-year HCP administered by Seattle Public Utilities, and is used annually by a substantial proportion of Chinook salmon returning to the watershed. The river upstream from Landsburg Diversion Dam to the natural barrier at Cedar Falls was reclassified to Tier 1 habitat status in 2017. Aside from some service roads, this area is unconfined by levees or other artificial structures, and the riparian zone is dominated by second-growth conifer forest.

Of the 1,419 acres in the moderate CMZ below Landsburg Diversion Dam as of 2015, approximately 380 acres (26 percent) are behind levees, revetments, or other hard structures. (WRIA 8 uses the moderate CMZ as a proxy for its floodplain metric.) Between 2005 and 2015, approximately 65 acres of floodplain were reconnected through levee setbacks and floodplain restoration.

Using a recent remote-sensing product (NOAA, 2015), the TC estimates the instream area of woody debris in the Cedar River between RM 4 and Landsburg as 5.2 m²/100 m. If the typical jam is assumed to be 2 meters tall, the estimated wood volume would be 10.4 m³/100 m (WRIA 8 TC, unpublished GIS data; King County, 2015). This value is substantially below regional benchmarks for rivers of this size (Fox and Bolton, 2007) and the TC considers this value to reflect poor condition (well below the 25th percentile for rivers 30 meters bankfull width or greater).

Using a high-resolution (1 meter) land cover product (NOAA, 2017), the WRIA 8 TC estimated the 2015 forest cover within 200 feet of the channel centerline as 70 percent outside the UGA boundary and 39 percent inside the UGA (WRIA 8 TC, unpublished data). Impervious cover extent was estimated at 4 percent outside the UGA and 18 percent inside.

Sammamish River (Tier 1)

The Sammamish River is a low-gradient waterbody connecting Lake Sammamish and Lake Washington, and is the migratory pathway to and from Lake Washington for salmon originating in the Issaquah and Bear Creek/Cottage Lake Creek systems, as well as for Chinook and coho salmon produced at the Issaquah salmon hatchery. The Sammamish River valley was heavily modified in the 20th century, and the river is channelized and armored along its entire length. The Sammamish River is classified as a flood conveyance facility by the USACE; opportunities for levee setback projects are minimal. King County designated a portion of the Sammamish Valley as an agricultural production district (APD), to preserve agricultural production. While development pressure is reduced in the APD, efforts to restore habitat in this area may be limited and will need to consider these agricultural designations and work closely with agricultural preservation interests.

A recent remote-sensing product (NOAA, 2015) detected zero incidence of large wood in the Sammamish River (WRIA 8 TC, unpublished GIS data). However, constructed logjams are known to be present in the Sammamish River in and near Redmond. Notwithstanding the few known logjams, the TC considers the Sammamish River to reflect poor condition for wood volume.

Using a high-resolution (1 meter) land cover product (NOAA, 2017), the WRIA 8 TC estimated the 2015 forest cover within 200 feet of the Sammamish River channel centerline as 16 percent outside the UGA boundary and 32 percent inside the UGA (WRIA 8 TC, unpublished data). Impervious cover extent within the 200-foot area was estimated at 6 percent outside the UGA and 15 percent inside.

Bear Creek/Cottage Lake Creek (Tier 1)

The Bear Creek/Cottage Lake Creek system is the primary spawning tributary for the naturally produced portion of the Sammamish River Chinook salmon population. The lower reaches of the Bear Creek/Cottage Lake system are heavily

urbanized in Redmond near the confluence with the Sammamish River. Farther upstream, rural/suburban land uses predominate.

Using a high-resolution (1 meter) land cover product (NOAA, 2017), the WRIA 8 TC estimated the 2015 forest cover within 200 feet of the Bear Creek channel centerline as 69 percent outside the UGA boundary and 35 percent inside the UGA (WRIA 8 TC, unpublished data). Cottage Lake Creek forest cover (all outside the UGA) was estimated at 39 percent. Impervious cover within the 200-foot area was estimated at 4 percent outside the UGA and 19 percent inside for Bear Creek, and 10 percent for Cottage Lake Creek.

Wood volume for seven sites sampled annually in the Bear Creek/Cottage Lake Creek basin between 2010 and 2013 averaged 22.8 m³/100 m (WRIA 8 TC, unpublished data; King County, 2015). This value is slightly below the 25th percentile of the distribution of wood volume for unmanaged western Washington streams less than 30 meters bankfull width (Fox and Bolton, 2007). The TC considers this value to reflect poor condition for wood, though more sites should be sampled to characterize the overall stream system with greater confidence.

Issaquah Creek (Tier 1)

Issaquah Creek is a potentially significant spawning area for Chinook salmon in WRIA 8. A fish passage facility installed at the Issaquah salmon hatchery water supply diversion dam in 2013 opened up 11 miles of Chinook salmon spawning and rearing habitat in the watershed, and reconnected the hypothesized extent of historical migratory habitat. The lower reaches of Issaquah Creek are heavily urbanized in Issaquah near the confluence with Lake Sammamish, though the bottom-most reaches flow through Lake Sammamish State Park. Farther upstream, rural/suburban, recreation, and forestry land uses predominate.

Using a high-resolution (1 meter) land cover product (NOAA, 2017), the WRIA 8 TC estimated the 2015



forest cover within 200 feet of the Issaquah Creek channel centerline as 82 percent outside the UGA boundary and 60 percent inside the UGA (WRIA 8 TC, unpublished data). Impervious cover extent within the 200-foot area was estimated at 3 percent outside the UGA and 15 percent inside.

Wood volume for 13 sites sampled annually in the Issaquah Creek basin (including Carey, Holder, and East Fork Issaquah creeks) between 2010 and 2013 averaged 30.7 m³/100 m (WRIA 8 TC, unpublished data; King County, 2015). This value is above the 25th percentile of the distribution of wood volume for unmanaged western Washington streams less than 30 meters bankfull width (Fox and Bolton, 2007). The TC considers this value to reflect overall fair condition for wood in the Issaquah Creek system, though the wood volume in much of the lower extent is low or very low.

Little Bear Creek (Tier 2)

Little Bear Creek is a tributary to the Sammamish River, joining the Sammamish River at Woodinville. Most of the upper reaches are rural/suburban. Spawning by Chinook salmon in Little Bear Creek is intermittent, though sockeye salmon regularly spawn in the lower reaches.

Using a high-resolution (1 meter) land cover product (NOAA, 2017), the WRIA 8 TC estimated the 2015 forest cover within 200 feet of the Little Bear Creek channel centerline as 83 percent outside the UGA boundary and 44 percent inside the UGA (WRIA 8 TC, unpublished data). Impervious cover extent within the 200-foot area was estimated at 5 percent outside the UGA and 44 percent inside.

Wood volume was sampled annually at two sites in Little Bear Creek between 2010 and 2013, and averaged 5.3 m³/100 m (WRIA 8 TC, unpublished data; King County, 2015). This value is significantly below the 25th percentile of the distribution of wood volume for unmanaged western Washington streams less than 30 meters bankfull width (Fox and Bolton, 2007). The TC considers this value to

reflect very poor condition for wood in Little Bear Creek, though more sites should be sampled to characterize the overall stream system with greater confidence.

North Creek (Tier 2)

North Creek is a tributary to the Sammamish River, joining the Sammamish at Bothell. Spawning by Chinook salmon in North Creek is intermittent. The entire North Creek basin is inside the UGA.

Using a high-resolution (1 meter) land cover product (NOAA, 2017), the WRIA 8 TC estimated the 2015 forest cover within 200 feet of the North Creek channel centerline as 70 percent (WRIA 8 TC, unpublished data; King County 2015). Impervious cover extent within the 200-foot area was estimated at 14 percent.

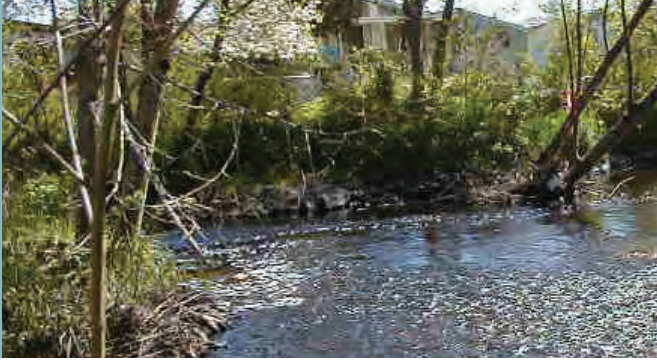
Wood volume was sampled annually at four sites in the North Creek basin between 2010 and 2013, and averaged 22.7 m³/100 m (WRIA 8 TC, unpublished data; King County, 2015). This value is below the 25th percentile of the distribution of wood volume for unmanaged western Washington streams less than 30 meters bankfull width (Fox and Bolton, 2007). The TC considers this value to reflect overall poor condition for wood in North Creek, though more sites should be sampled to characterize the overall stream system with greater confidence.

Kelsey Creek (Tier 2)

Kelsey Creek is a tributary to Lake Washington, draining into Lake Washington through Bellevue. Spawning by Chinook salmon in Kelsey Creek is intermittent. The entire Kelsey Creek basin is inside the UGA.

Using a high-resolution (1 meter) land cover product (NOAA, 2017), the WRIA 8 TC estimated the 2015 forest cover within 200 feet of the Kelsey Creek channel centerline at 56 percent (WRIA 8 TC, unpublished data). Impervious cover extent within the 200-foot area was estimated at 16 percent.

Wood volume was sampled annually at four sites in the Kelsey Creek basin between 2010 and 2013, and averaged 18.3 m³/100 m (WRIA 8 TC,



unpublished data; King County, 2015). This value is below the 25th percentile of the distribution of wood volume for unmanaged western Washington streams less than 30 meters bankfull width (Fox and Bolton, 2007). The TC considers this value to reflect overall very poor condition for wood in Kelsey Creek, though more sites should be sampled to characterize the overall stream system with greater confidence.

Other Chinook Salmon Creeks in WRIA 8 (Tier 3)

Regular Chinook salmon spawner surveys occur in May and Coal creeks, both tributaries to Lake Washington a few miles north of the Cedar River. Spawning by Chinook salmon in these creeks is intermittent. Other Tier 3 streams in WRIA 8 are not regularly surveyed for Chinook spawning.

Forest cover within 200 feet of the Coal Creek channel centerline in 2015 was estimated at 100 percent outside the UGA and 84 percent inside (WRIA 8 TC, unpublished data; King County, 2015). Impervious cover extent within the 200-foot buffer was estimated at 0 percent outside the UGA, and 7 percent inside. For May Creek, the 2015 forest cover within 200 feet of the channel centerline was estimated at 48 percent outside the UGA and 81 percent inside (WRIA 8 TC, unpublished data; King County, 2015). Impervious cover extent within the 200-foot area was estimated at 5 percent outside the UGA and 8 percent inside.

Wood volume was sampled at one site in the May Creek basin and two in the Coal Creek basin annually between 2010 and 2013. Wood volume averaged 64.0 m³/100 m at May Creek and 40.6 m³/100 m in Coal Creek (WRIA 8 TC, unpublished data; King County, 2015). The May Creek site exceeded the median and the Coal Creek sites averaged slightly below the median of the distribution of wood volume for unmanaged western Washington streams less than 30 meters bankfull width (Fox and Bolton, 2007). The TC considers these values to reflect overall fair condition for wood, though more sites should be sampled to characterize the overall stream system with greater confidence.

LAKE WASHINGTON AND LAKE SAMMAMISH SHORELINE (TIER 1)

Lake shoreline habitats in both Lake Washington and Lake Sammamish are important for outmigrating and lake-rearing juvenile Chinook salmon. Juvenile salmon use shallow-water lake shoreline areas to escape predators and to feed as they enter the lakes as fry. Shoreline conditions were initially degraded by the lowering of Lake Washington during construction of the Ballard Locks, and impacts from urbanization and shoreline development have further degraded shoreline conditions. The majority of lake shorelines are in private residential ownership, with landscaped yards and bulkheads or other shoreline armoring. Earlier studies indicated that approximately 75 percent of Lake Washington's shoreline has a bulkhead or other form of shoreline armoring (Toft et al., 2003). These conditions have altered or eliminated much of the shallow-water habitat around the lake, reduced emergent and riparian vegetation, reduced the amount of large wood, and changed sediment dynamics.

Using a high-resolution (1 meter) land cover product (NOAA 2017), the WRIA 8 TC estimated the 2015 forest cover within 200 feet of the shoreline as 38% (Lake Washington) and 36% (Lake Sammamish) (WRIA 8 TC, unpublished data). Impervious cover extent within the 200-foot area was estimated at 28% (Lake Washington) and 36% (Lake Sammamish).

Recent information on bulkheads, docks, and lakeshore conditions is lacking, but necessary to track improvements or degradation.

MARINE NEARSHORE

The marine nearshore portion of WRIA 8 encompasses approximately 24 miles of shoreline, from West Point north to Elliot Point in Snohomish County. The nearshore is of primary importance for juvenile salmon for rearing and migration as they make their way through Puget Sound to the open ocean. In particular, areas where small coastal



streams enter Puget Sound have been identified as important for juvenile salmon rearing and refuge during migration (Beamer et al., 2013).

With a few notable exceptions, recent status information is not available for the WRIA 8 marine nearshore. The BNSF railroad along most of the shoreline disconnects upland habitats from the nearshore and interrupts natural beach creation and erosion processes; this condition is not likely to change without engagement with and support from BNSF. For information on the status of marine shorelines prior to 2005, see the 2005 Plan and Kerwin (2001).

PRESSURES ASSESSMENT

During development of the 2017 Plan, the WRIA 8 TC assessed the primary human-induced impacts on Chinook salmon and their habitat through a systematic “pressures assessment.” This exercise evaluated the various impacts—or pressures—faced by Chinook salmon during each of the life stages represented in the conceptual model. Since each life stage relies on specific habitat types at particular locations and at certain times of year, evaluating pressures on certain life stages takes into account location in the watershed, use of habitat, and the timing of that use. The pressures assessment used a regionally standardized list of pressures and rated each according to its scope, severity, and irreversibility at each life stage. The WRIA 8 TC used their knowledge of local conditions, local monitoring and scientific studies, and other studies from the scientific literature as the basis for their assessment. The pressures assessment process and results are further described in Appendix C.

Priority pressures

The most significant pressures in WRIA 8 are hypothesized to be land conversion, existing levees and revetments, shoreline armoring (marine nearshore, lakes and Ship Canal), altered peak

flows, increased water temperatures, predation, and pressures associated with migration through the Ballard Locks. Many of these pressures are interconnected and one may exacerbate another (for example, increased water temperatures are likely to increase the efficiency of warm water predators such as bass in the Ship Canal). These seven most significant pressures are described below, based on the definitions of the Puget Sound Partnership and modified slightly to be most relevant to WRIA 8. The assessment considered climate change not as a separate pressure but through its exacerbating effects on the other pressures in the Lake Washington/Cedar/Sammamish Watershed.

The WRIA 8 TC has documented its rating of the full list of pressures that threaten the recovery of Chinook salmon in WRIA 8. These pressures are described in Appendix C. The impacts of these pressures in WRIA 8 are assumed based on studies and data from other watersheds, but these pressures are well known in general (WDFW, 2009). The specific empirical data associated with these pressures is not included in this document.

Land conversion. Land conversion is the conversion of land from natural cover to one dominated by residential, commercial, and/or industrial development or one dominated by agriculture. Land conversion reduces the extent and quality of habitat. Related pressures such as pollution, shoreline hardening, and other cascading effects of land conversion are assessed separately. Note that conversion is often a step-wise process. Some areas of WRIA 8 have converted from natural cover to agriculture, while others have then converted from agriculture to urban or suburban development. Compared to other Puget Sound watersheds, development pressure and the rate of urbanization have been and continue to be very high in WRIA 8. This pressure includes the legacy effects of past conversion and ongoing degradation from continued development.



Levees and revetments.³ Levees and revetments are structures, often originally intended for flood control, that block or restrict movement of water, sediment, or debris flow in the river or stream channel and consequently change sediment and debris delivery. These structures may also be barriers to movement of species. The structures built along the Cedar and Sammamish rivers in WRIA 8 block habitat connectivity within the floodplain, prevent inundation of off-channel habitat, and keep fish from accessing what refuge habitat might remain behind the levees. Relative to the Sammamish River system, the Cedar River system has more opportunity for setting back levees and re-creating habitat with some additional constraints to consider, such as flood protection, trails, and regional fiber-optic lines located underneath the Cedar River Trail along much of its length.

Shoreline armoring. Shoreline armoring changes shoreline features in a manner that reduces habitat extent and/or disrupts shoreline processes. The primary source of this impact is the construction of shoreline infrastructure, often as part of land conversion activities, that produces a hard linear surface along the beach or streambank intended to reduce erosion. In WRIA 8, natural shallow shoreline and creek mouths in Lake Washington and Lake Sammamish have been changed by shoreline hardening. In addition, the BNSF track running along most of the WRIA 8 marine shoreline is armored, disconnecting backshore areas and pocket estuaries from Puget Sound, while also disrupting the natural supply of beach sediment from eroding bluffs. In most cases, shoreline armoring also eliminates vegetated cover and thus exacerbates other pressures on Chinook salmon (e.g., water temperature and predation), and interferes with food web processes.

Altered flows. Altered flows into and within surface waters are caused by changes in land cover, the associated surface hardening (impervious surfaces), and changes in precipitation volume and timing due to climate change, as well as associated impacts such as changes in sediment and debris delivery. Heavy rains and high flows can cause scouring and high water velocities that can push salmon out of the habitat they need for rearing and spawning. Altered low flows, often caused when impervious surfaces prevent infiltration and groundwater recharge, can be exacerbated by climate change and water withdrawals. Peak flows can be challenging to salmon in fall and winter, while low flows are most often problematic in summer and early fall.

Increased water temperatures. A specific water quality issue, high temperatures are linked to and can exacerbate many other pressures in WRIA 8. Increased water temperatures in WRIA 8 are caused by land conversion, altered flows, a lack of riparian cover and groundwater connections, infrastructure (e.g., Ballard Locks) and inadequate estuarine mixing, and climate change. Water temperatures are of greatest concern in the Ship Canal and Sammamish River, but can also be problematic in all streams.

Increased predation by native and non-native species. Increased predation results from the increase or spread of native and non-native fish and other wildlife. Predation on juvenile Chinook salmon is almost certainly a key pressure that affects their recovery in WRIA 8. Predatory fish documented in the Ship Canal include smallmouth bass, largemouth bass, rock bass, yellow perch, and northern pikeminnow (Tabor et al., 2004, 2007, 2010; WDFW/King County unpublished data). More recent studies have investigated the

³ Levees are raised embankments built parallel to rivers and are intended to contain or direct flood flows, sometimes allowing water surface elevations in the river or stream to exceed the elevation of the surrounding floodplain. Revetments are not designed to contain floodwaters but do serve the purpose of preventing bank erosion or lateral channel migration (King County, 2006).



impact of predation from resident cutthroat and rainbow trout (*O. mykiss*) from 2006 to 2010 in the Cedar River below the Landsburg Diversion Dam (Tabor et al. 2014). Issues such as artificial nighttime lighting, shoreline hardening and overwater structures, and increased water temperatures exacerbate the effects of predation on Chinook salmon in WRIA 8.

Impacts to fish passage and survival at the Chittenden (Ballard) Locks. The Ballard Locks is one of the most significant single structures affecting Chinook salmon recovery in WRIA 8. The creation of the Ship Canal and the Ballard Locks in 1916 forever changed the hydrology and function of the watershed by shifting outflow of water from its historic exit in south Lake Washington through the Black River to its present-day configuration through the Montlake Cut, Salmon Bay, and into Shilshole Bay (Chrzastowski, 1981). All WRIA 8 anadromous fish populations must move through the Ballard Locks as they migrate out of and into the watershed. Chinook salmon experience physical trauma, stress and mortality at the Ballard Locks due to elevated water temperatures, decreased dissolved oxygen, and the physical barrier presented by the structure (NMFS, 2008).

CLIMATE VARIABILITY, CLIMATE CHANGE, AND IMPACTS TO SALMON

In the years since the adoption of the 2005 Plan, our understanding of the effects of a changing climate on Chinook salmon and salmon habitat, and restoration techniques to mitigate those effects, has grown substantially. Research from the Northwest and elsewhere suggests we can and must plan for and adapt to changing watershed conditions and incorporate the concept of resilience into salmon recovery actions.

Intact ecosystems are inherently more resilient systems. Stream corridors with intact riparian zones and floodplains help dissipate destructive flood waters and shade streams from direct sunlight. Stormwater that is allowed to infiltrate into the ground is slowed, cleansed, and cooled before it reaches our streams and lakes. Wood in stream channels can create pools of deeper, cooler water and cover for fish to hide from predators, and can help to lessen the force of floods. Salmon habitat restoration and protection strategies focused on reconnecting floodplains and restoring stream corridors, lake shores, and marine shorelines make our ecosystems and communities more resilient to a changing climate. The present and anticipated effects of climate change emphasize the need to increase the pace of salmon habitat protection and restoration.

NATURAL CLIMATE VARIABILITY AND CLIMATE CHANGE

The Northwest climate naturally varies seasonally, as well as annually, between cool and hot, wet and dry. Year to year variability is generally associated with the El Niño Southern Oscillation (ENSO) which affects ocean currents and temperature as well as global precipitation and air temperature. Longer term decadal patterns are often described by the Pacific Decadal Oscillation, a pattern defined by

variations in sea surface temperatures in the North Pacific Ocean.



Notwithstanding the natural variability around climate patterns in the Northwest, the Puget Sound region is already experiencing some of the effects of a changing climate. Records show that all but six of the years from 1980-2014 were above the 20th century average temperature (Mauger et al., 2015). The waters of the North Pacific Ocean and Puget Sound are becoming more acidic as a consequence of increasing carbon dioxide in the atmosphere. Recent years have seen record average summer air temperatures; by mid-century, annual average air temperatures are projected to rise between 4.2 and 5.9 degrees Fahrenheit (F), exacerbating surface water warming. Computer models predict a decline in summer precipitation as well as increases during fall, winter and spring. The region's snowpack is expected to decrease as winters get warmer and wetter. Winter rainstorms are projected to become more intense, which can lead to increased flooding and erosion.

NORTHWEST CLIMATE PROJECTIONS AND EFFECTS ON WRIA 8 CHINOOK SALMON

Salmon in WRIA 8 are projected to face threats related to changes in the timing and intensity of precipitation, increasing air and water temperatures, a reduction in snowpack at low and middle elevations, sea level rise, and ocean acidification. The effects can be grouped into the categories of temperature and precipitation, altered hydrologic patterns, stormwater, sea level rise, and ocean acidification.

Temperature and precipitation

Average annual air temperature for the Puget Sound region has increased by about 1.3 degrees F from 1895 to 2014, while average nighttime air temperatures have increased by 1.8 degrees F. The frost-free season has lengthened by 30 days from 1920 to 2014 (Mauger et al., 2015). Water temperatures will be especially affected by this warming during increasing periods of summer

low flows, when they are highly influenced by air temperature. Warmer temperatures will accelerate snow melt during spring and early summer and decrease snow accumulation in winter. While a rising temperature trend is evident in the long-term record, there is no current evidence of a corresponding trend in annual precipitation (Mauger et al., 2015); however, the timing and intensity of precipitation events will likely change. Most scenarios of future climate change project a decline in summer precipitation and increases in winter precipitation extremes (e.g., "atmospheric river" events). While average annual precipitation may be relatively constant, the timing and intensity of events will change.

Increasing temperatures will affect all life stages of Chinook salmon in WRIA 8, though they are likely to have the most impact on migrating adults and juveniles, especially in the Ship Canal and Sammamish River. Water temperatures above about 77 degrees F can kill Chinook (Richter and Kolmes, 2005), though Chinook salmon appear to be able to withstand higher temperatures for short periods. At about 70 degrees F, adult migration can be blocked. When salmon hold and migrate at temperatures above around 63 degrees F, there is an increase in sublethal effects such as egg abnormalities, or increased susceptibility to parasites or disease (Richter and Kolmes, 2005). Juvenile outmigration behavior also changes when temperatures warm in spring, with juveniles avoiding the warmer surface waters in the Ship Canal as water temperature approaches 68 degrees F (DeVries and Shelly, 2017). Additionally, warm-water predators such as bass become more active as temperatures rise, and are known to consume Chinook salmon in the Ship Canal during spring outmigration (WDFW and King County, unpublished data).



Adult Chinook returning in the late summer and fall tend to congregate in areas of cooler water until environmental cues trigger upstream migration. Temperature mitigation strategies will likely involve efforts to create cooler-water refuges in the Ship Canal and Sammamish River during adult migration periods. Mitigation strategies for juveniles are also yet to be developed. Current concepts being discussed by the TC involve potential management of warm-water predators at key areas (e.g., in the Ship Canal).

The timing of the spring plankton bloom may also be affected by warming lake temperatures. Plankton support the aquatic food web and a shift in timing may alter predator-prey dynamics and food sources for salmon species (Mauger et al., 2015). In the marine environment, changing temperature patterns are likely to affect coastal upwelling and ocean currents, with changes to the composition, abundance, and distribution of marine plankton communities, the basis of the ocean food web. Since salmon spend the majority of their lives in the ocean, these changes will affect overall salmon migration and survival patterns in ways that are as-yet insufficiently studied.

Changing precipitation regimes in WRIA 8 are likely to exacerbate temperature problems during summer and late fall if the timing of fall rains is delayed.

Altered hydrologic patterns

The changing intensity and timing of precipitation events will affect stream flow throughout WRIA 8. More winter precipitation will fall as rain rather than snow, resulting in less winter snow accumulation, higher winter stream flows, increased scour, earlier snowmelt, and lower summer stream flows. “Atmospheric river” storm events may result in more damaging floods that destroy salmon habitat, scour redds, and displace juveniles downstream.

Mitigating the challenges associated with altered hydrologic patterns involves floodplain reconnection and levee setbacks, and other

actions that protect and restore connectivity of the stream system, restoring summer stream flow regimes (e.g., through purchase of water rights or other water conservation measures), reducing erosion and sediment delivery problems (e.g., through restoration of stream channel complexity and other stormwater control measures), restoring riparian functions (e.g., shading, root reinforcement of banks, natural large wood recruitment, trapping sediment etc.), and instream rehabilitation measures (e.g., channel reconstruction, wood installation, gravel additions) (Beechie et al., 2012).

Stormwater

Polluted stormwater runoff is known to be a serious issue for salmon in the Puget Sound region. It is currently considered the top source of pollutants to the Sound. With predicted increases in heavy rainfall events in fall and winter, stormwater runoff will increase pollutant discharge into rivers and streams and, ultimately, Puget Sound. Pesticides, heavy metals, bacteria, motor oils and other pollutants already contribute significantly to stormwater pollution in our region. Stormwater can affect the watershed by washing toxics into streams, and adding nutrients that increase algal blooms and decrease oxygen levels. A key impact of increased stormwater runoff on Chinook salmon is the associated increase in the “flashiness” of the hydrograph, meaning higher, more sudden peak flows during storms. These flows can scour stream beds and banks, flushing out habitat-forming debris and organic matter important to macroinvertebrate communities and small fish. Concentrations of toxic pollutants in stormwater have been shown to cause mutations in salmon embryos and rearing juvenile salmon, though effects on Chinook salmon in WRIA 8 have not been directly observed (Meador et al., 2006). Current research studying the effects of toxic pollutants in stormwater on Chinook salmon survival should help improve the understanding of how great an impact this aspect of stormwater has on juvenile and adult Chinook survival.



Actions to mitigate the effects of stormwater on salmon include retrofits to areas and facilities developed prior to regulatory requirements; application of low impact development techniques like green stormwater infrastructure; streamside plantings; improved tracking, control and elimination of pollutant sources; and other efforts to restore a natural hydrograph, recharge groundwater, lower stream temperatures, and treat, filter or otherwise eliminate bacteria and other pollutants. Many older developed areas lack adequate stormwater controls. Treating and retaining stormwater at its source before it runs off into streams and rivers may reduce fish exposure to chemicals and stressful hydrologic and water quality conditions.

Sea level rise

The melting of mountain glaciers and ice sheets at both poles, in addition to thermal expansion of the oceans, will continue to result in rising sea levels. Higher sea levels contribute to destructive storm surges and coastal flooding. Low-lying coastal areas will be inundated, and coastal wetlands will become increasingly brackish; coastal communities and shallow nearshore areas, which are rearing areas for young salmon, will expand or contract depending on existing shoreline armoring and future efforts to accommodate or prevent intrusion. In WRIA 8, shoreline armoring is nearly continuous because of the BNSF rail corridor along the coast. This will likely result in a decrease in already limited marine nearshore rearing habitat. Rising sea levels may also affect operation of the Ballard Locks, which could negatively impact fish passage, as well as water quality conditions in the Ship Canal.

Ocean acidification

As oceans absorb excess carbon dioxide from the atmosphere, ocean water will become more acidic. Ocean acidification makes it more difficult for many marine organisms to create shells and skeletons, which could disrupt food resources for salmon and other fish. Studies are limited, but modeling of the Puget Sound food web suggests that alternative sources of food that are not directly affected by acidification may be available for salmon. More research is needed on this issue.



KEY ACTIONS TO FOSTER CLIMATE RESILIENCE IN WRIA 8

Changing climate conditions affect many aspects of salmon recovery and underscore the importance of improving ecosystem resiliency. Below are several key actions to improve ecosystem resiliency and address current and anticipated effects of a changing climate, which are consistent with WRIA 8 salmon recovery strategies and recommended implementation actions discussed in Sections 4 and 5.

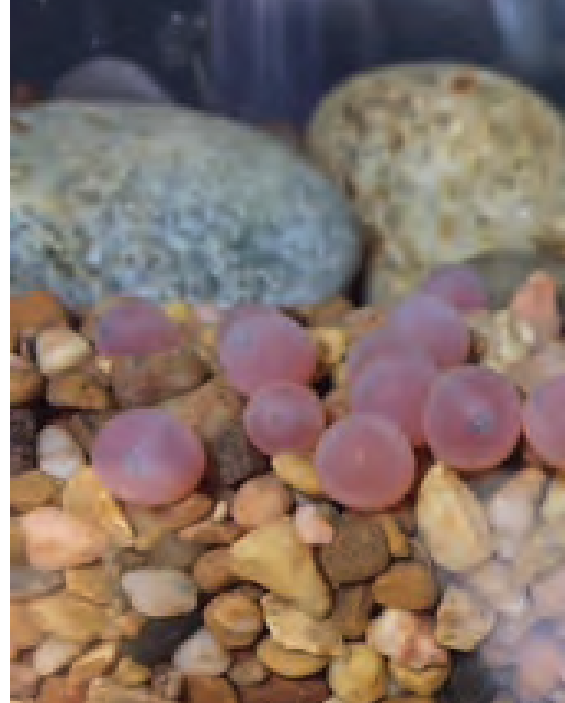
- Work toward resilience by encouraging and restoring natural processes that may moderate expected changes (e.g., floodplain reconnection and restoring natural shorelines).
- Identify how habitat boundaries, such as floodplains, are changing. Limit armoring shorelines where feasible by protecting and restoring shoreline properties. Protect habitat outside current habitat boundaries if evidence exists that habitat boundaries will change. Protect or acquire land that will be inundated by increased flooding and sea level rise.
- Study potential engineered solutions in high-priority, heavily modified areas like the Ship Canal and Sammamish River (e.g., hypolimnetic withdrawal in Lake Washington and/or Lake Sammamish, or chillers to create localized thermal refugia).
- Identify, protect and enhance processes and habitats, such as stream headwaters areas, that provide cool water. Protect and replant forests and riparian buffers, and locate groundwater sources and seeps and protect natural processes that create critical habitats like wetlands, tidal flats, marshes and estuaries; this will help ensure that water can be stored, recharged, and delivered at a moderated pace and temperature. Monitor land cover change and promote actions to minimize impacts to hydrology.
- Protect and restore tributary streams, which are often cooler than mainstem rivers and can provide salmon with cold water refugia.
- Reconnect floodplains (e.g., remove/set back levees and revetments), including oxbows and side channels, to restore areas that provide flood storage and slow water during flood events. Priority should be placed on areas above, below and adjacent to spawning grounds to counter the increased risk of higher flows scouring spawning areas, as well as to provide rearing and refuge habitat during floods.
- Remove and fix fish passage barriers such as culverts to ensure fish access to tributaries.
- Continue to work with Seattle Public Utilities to manage the Chester Morse Reservoir to ameliorate hydrologic impacts, such as low summer flows, in the Cedar River.
- Plant and protect forests in the basin. Work with forestry managers and researchers to investigate longer stand rotations and selective logging to improve basin hydrology. Studies have shown that young tree stands (<100 years) actually decrease summer baseflows due to the water demands of younger trees.
- Study and prioritize areas that need stormwater retrofits, LID, and green stormwater infrastructure projects, and accelerate those actions in areas important to salmon.

4. STRATEGIES TO ACHIEVE OUR GOALS

A strategy is a group of actions designed to achieve a goal. As a set, the 20 strategies described in this section serve as the primary salmon recovery approach in WRIA 8 and are intended to address the highest priority stresses on Chinook salmon and support the key Chinook salmon life stages. The strategies were developed by examining the initial strategies from the 2005 Plan and additional knowledge gained since 2005, including the key life stages identified by the conceptual model of WRIA 8 Chinook salmon, the current pressures affecting Chinook salmon survival, and new scientific information. WRIA 8 partners were engaged throughout this effort, beginning with a recovery strategies workshop and followed by numerous discussions with the WRIA 8 TC and WRIA 8 Implementation Committee (IC).

A set of clear strategies based on the most recent and applicable science is important for effectively guiding salmon recovery actions in the watershed given limited resources. A full description of each strategy, including a description of its importance, the negative impact (or pressure) it reduces, the benefit or improvement sought, the Chinook salmon lifecycle stage affected, the location in the watershed where implementation is most relevant, and the specific actions needed for implementation, is found in Appendix E. Lists of site-specific projects and land use and education and outreach actions that implement each strategy can be found in Appendix F, Appendix H, and Appendix I, respectively.

To the right are the 20 WRIA 8 Chinook salmon recovery strategies, followed by a brief description of each strategy. The first eight strategies (in bold font) were identified by the WRIA 8 TC as the most important for reducing critical pressures on the highest priority Chinook salmon life stages.



WRIA 8 SALMON RECOVERY STRATEGIES

- **Protect and restore floodplain connectivity**
- **Protect and restore functional riparian vegetation**
- **Protect and restore channel complexity**
- **Restore shallow-water rearing and refuge habitat**
- **Reconnect and enhance creek mouths**
- **Protect and restore cold-water sources and reduce thermal barriers to migration**
- **Improve juvenile and adult survival at the Ballard Locks**
- **Reduce predation on juvenile migrants and lake-rearing fry**
- Remove or reduce impacts of overwater structures
- Remove fish passage barriers
- Protect and restore forest cover and headwater areas
- Provide adequate streamflow
- Restore sediment processes necessary for key life stages
- Restore natural marine shorelines
- Reconnect backshore areas and pocket estuaries
- Protect and restore marine water and sediment quality
- Improve water quality
- Integrate salmon recovery priorities into local and regional planning, regulations, and permitting
- Continue existing and conduct new research, monitoring, and adaptive management on key issues
- Increase awareness of and support for salmon recovery



PROTECT AND RESTORE FLOODPLAIN CONNECTIVITY

Floodplains provide crucial habitat for juvenile salmon to rear and find refuge from floods and predators. Connected floodplains and associated riparian and instream habitat provide sources of large wood that slow fast-moving water and create channel complexity through braiding and formation of side channels, backwater channels, and off-channel wetlands. In addition, floodplain reconnection improves the connection between surface water and groundwater, and this connectivity provides a source of cooler water and reduces the impacts of increased water temperature from other factors. This strategy will help decrease the negative impacts of nearby land use, levees and revetments, problematic peak and low flows, and increased sediment and pollutant loads. It will also promote resilience to effects of climate change. Monitoring data suggest that—for the Cedar River especially—rearing capacity is a greater limitation than spawning capacity, and restoring floodplain connectivity is the best way to address this limitation. Reconnecting floodplains often provides additional benefits, such as reducing flood risk, improving recreational opportunities, and improving water quality.



PROTECT AND RESTORE FUNCTIONAL RIPARIAN VEGETATION

Protecting and restoring riparian trees is important throughout the watershed and offers direct and indirect benefits to Chinook salmon via food web inputs, water quality protection (including reducing thermal, pollutant, and fine sediment inputs), and as a source of large wood for recruitment. This strategy mitigates some of the impacts of land conversion and urbanization, shoreline armoring, invasive plant infestations, polluted stormwater runoff and increased water temperature from climate change. In Tier 2 areas, this strategy is particularly important to prevent loss of spawning or rearing habitat, ultimately protecting the spatial



diversity of Chinook salmon in the watershed. By trapping sediment and filtering pollutants, functional riparian buffers also reduce the impacts of nonpoint-source pollution.



PROTECT AND RESTORE CHANNEL COMPLEXITY

Complex stream channels provide a range of habitats necessary for Chinook salmon spawning, rearing, and survival. They provide pools and eddies where salmon can rest, feed, and find refuge from predators and floods. Adding large wood can improve natural processes for maintaining or creating pools and riffles and sorting sediment and gravels, all of which create the complex habitat that salmon require. Increased wood loading will improve habitat complexity in nearly all areas of stream habitat within WRIA 8. Restoring channel complexity lessens the impacts of shoreline hardening, altered peak flows due to impervious surfaces, and increased water temperature.



RESTORE SHALLOW-WATER REARING AND REFUGE HABITAT

Gently sloping sandy beaches maximize shallow-water habitat for lake-rearing juveniles outmigrating to Puget Sound, and can help provide refuge from native and non-native predators. Bulkheads or other shoreline hardening and nighttime lighting affect juvenile behavior in ways that may increase their susceptibility to predation. The effects of these changes can be mitigated in key areas through soft shoreline techniques and lighting modifications. Shallow-water rearing and refuge habitats are particularly critical in Lake Washington south of I 90 as lake-rearing juveniles enter from the Cedar River to rear in and migrate through the lake, as well as the south end of Lake Sammamish where juveniles enter from Issaquah Creek. Improved shorelines throughout the migration corridor would improve refuge from predation and provide terrestrial insects for food.



RECONNECT AND ENHANCE CREEK MOUTHS

The area where a creek enters a river or lake provides habitat for juvenile rearing and refuge from predators as juveniles migrate to marine waters. Daylighting or restoring creeks, reducing their gradient to make them available to juvenile salmon, and removing armoring near creek mouths should restore their ecological function and reduce the impact of land cover conversion for residential, commercial, or industrial use, as well as the effects of predation. All creek mouths are important, but efforts should prioritize those in the south end of Lake Washington for rearing and migration to increase survival of Cedar River juveniles. This includes enhancing the associated creek delta habitat.



PROTECT AND RESTORE COLD-WATER SOURCES AND REDUCE THERMAL BARRIERS TO MIGRATION

Areas of water warmer than about 65 degrees F can delay migration, diminish spawning success, and contribute to pre-spawn mortality. While other strategies help protect and restore cold water sources (e.g., floodplain reconnection, riparian cover and forest retention throughout the watershed), this strategy focuses specifically on key areas known to be migratory bottlenecks (e.g., Ship Canal and Sammamish River), or where problems could develop for other life stages through climate change impacts. However, high water temperatures may indirectly exacerbate other stresses to Chinook salmon (e.g., disease) as they migrate or rear, ultimately affecting their survival and/or ability to reproduce. This emerging issue will be tracked and adaptively managed, particularly as it affects key life stages. Cold-water sources will become more important throughout the watershed for all life stages, not just migration, as water temperatures increase.



IMPROVE JUVENILE AND ADULT SURVIVAL AT THE BALLARD LOCKS

The primary fish passage barrier in the watershed is the Ballard Locks, which affects salmon survival and the timing of adult and juvenile passage into and out of the watershed. As a legacy land use impact that forever changed the hydrology of the watershed, the pressure exerted by the Ballard Locks can be mitigated but not removed. Measures to improve fish passage conditions and survival through the Ballard Locks are of paramount importance. This strategy focuses on USACE funding and implementing critical facility upgrades to ensure effective fish passage and continued safe facility operation.



REDUCE PREDATION OF JUVENILE MIGRANTS AND LAKE-REARING FRY

Predation of juvenile Chinook salmon by native and non-native species is a long-suspected issue affecting juvenile survival in the freshwater system, especially in Lake Washington, Lake Sammamish, and the Ship Canal. The magnitude of the problem is not well quantified, and ongoing research is attempting to clarify the relative impact of predation on freshwater juvenile survival in WRIA 8. Additionally, emerging research suggests that artificial nighttime lighting may alter juvenile fish behavior in a way that makes them more susceptible to predators and increases the length of time predators actively feed. With improved juvenile survival, greater numbers of adults are likely to return, boosting the odds for recovering a self-sustaining Chinook salmon population.



REMOVE OR REDUCE IMPACT OF OVERWATER STRUCTURES

Removing or reducing the impact of overwater structures works to alleviate the pressure of residential and commercial land use along the lakeshores and migration corridors. This strategy reduces the effects of docks, piers, pilings, and other overwater structures that make juveniles more susceptible to predation, since docks can provide cover for predators and/or juveniles will avoid overwater structures and move to deeper water where they are more susceptible to predators. The primary purpose of this strategy is to improve juvenile survival during lake rearing and outmigration.



REMOVE FISH PASSAGE BARRIERS

Ensuring that Chinook salmon can access a range of habitat types is important for all life stages, but fish passage is not a primary limiting factor in WRIA 8 for many life stages of Chinook, especially since the two largest passage barriers that existed at the time of the ESA listing—the Landsburg Diversion Dam and the Issaquah Hatchery Intake Dam—have been addressed. Providing juvenile Chinook salmon with access to more area for rearing, especially in small channels where many fish passage barriers still exist, is important. Also, ensuring juveniles have access to available cooler water habitat can mitigate the effects of increased water temperatures. Removing barriers to fish passage in Tier 2 areas is important to maintain the potential for spatial diversity. As development continues and new roads are built, creek crossings should be minimized to prevent future barriers, and new crossings should use bridges or culverts designed to accommodate fish passage.



PROTECT AND RESTORE FOREST COVER AND HEADWATER AREAS

Retaining forest cover and functional upland habitat in areas throughout the watershed is important for water quantity and quality, particularly to address changes in winter peak flows, summer low flows, and water temperatures as climate change progresses. This strategy reduces the impacts of land conversion, pollutant- and sediment-filled runoff, and changes in water flow and temperature. Since implementation of the 2005 Plan, many of the opportunities to purchase or protect headwater areas have been acted on or otherwise addressed. Remaining opportunities are limited but exist along the middle and upper reaches of Bear/Cottage Lake, Issaquah, Little Bear, and North creeks. Incentivizing and regulating retention of forest cover and reforestation on private lands, as well as reducing impervious cover through low impact development (LID) practices, are likely to be effective in indirectly benefiting all life stages of WRIA 8 Chinook salmon populations.



PROVIDE ADEQUATE STREAMFLOW

Adequate streamflow is important to provide habitat during critical rearing and migration stages. This strategy, intended to address the impacts of both high and low flows, would reduce the impacts of land conversion, water withdrawals, increasing water temperatures, scouring events, and fish passage barriers. Reducing illegal withdrawals and protecting or enhancing flows are important actions throughout WRIA 8, especially in the Sammamish River basin and its tributaries, and may become more important in the future, as climate changes.



RESTORE SEDIMENT PROCESSES NECESSARY FOR KEY LIFE STAGES

This strategy addresses two issues – excessive fine-grained sediments and insufficient spawning gravel. An excess of fine sediment is a concern during incubation, when redds/eggs can be smothered by fine particles. This issue is most prevalent along Bear Creek/Cottage Lake Creek, Issaquah Creek, and in all Tier 2 streams. Beneficial gravels for spawning can be lacking where natural sediment recruitment processes are interrupted, such as where levees disconnect the river from the floodplain on the Cedar River or confluence areas on other streams are modified. This strategy reduces the impacts of land conversion, shoreline hardening, and impervious surface runoff.



RESTORE NATURAL MARINE SHORELINES

Preventing and removing bulkheads and armoring along the marine shoreline will allow for a more natural shoreline with increased overhanging vegetation, connected drift cells and pocket estuaries, and increased extent of eelgrass beds and forage fish spawning habitat. These features will improve the marine food web function and increase success of juvenile Chinook salmon rearing and migrating. The BNSF railway runs along most of the WRIA 8 marine shoreline, severely limiting restoration opportunities. However, any shoreline enhancement or restoration will offer regional salmon recovery benefits, as Chinook salmon from other watersheds also rear in or migrate through the WRIA 8 nearshore. Opportunities exist to enhance the habitat in front of the BNSF railway through beach nourishment, as well as behind or above BNSF through riparian restoration. Identifying and restoring shoreline sediment processes are also important to support habitat for primary Chinook prey species, such as sand lance and smelt.



RECONNECT BACKSHORE AREAS AND POCKET ESTUARIES

Many backshore areas and pocket estuaries have been disconnected from Puget Sound, resulting in a lack of tidal inundation and reducing or preventing access by migrating adult and juvenile salmon. Along the nearshore, creek mouths provide important rearing habitat, and recent research suggests these areas are important to the overall life history of Puget Sound salmon. Much of the WRIA 8 shoreline is disconnected from the Sound by armoring from the railroad prism, but juvenile salmon need viable rearing and refuge locations along the shoreline wherever possible. This strategy will mitigate the effects of the railroad, perched culverts, and shoreline hardening in commercial and residential areas.



PROTECT AND RESTORE MARINE WATER AND SEDIMENT QUALITY

Improving marine water and sediment quality where possible and capping contaminated sediment in the nearshore, especially near commercial and industrial areas, may improve early marine survival directly or indirectly. Additional research is needed to better understand how impaired marine water and sediment affect Chinook salmon early marine survival and the food web. WRIA 8 will track and adaptively manage this emerging issue. The strategy will mitigate the legacy and current impacts of land conversion and of point and nonpoint source pollution.



IMPROVE WATER QUALITY

“Water quality” is multi-faceted and intersects with salmon recovery in many ways. The purpose of this strategy is to support water quality improvements beyond water quality permit requirements through encouraging individuals and jurisdictions to participate in voluntary and incentive-based programs. Improvements should target reductions in polluted runoff from impervious

surfaces, nonpoint source pollution, fine sediment inputs, and altered flows. This strategy is primarily implemented through education and outreach programs. Several water quality elements are also addressed by other strategies in this section (local and regional planning, regulations, and permitting; protect and restore cold water sources and reduce thermal barriers to migration; protect and restore functional riparian vegetation; and, protect and restore forest cover and headwater areas). New regional research is underway to identify possible impacts of polluted stormwater runoff on Chinook salmon, and any findings will be adaptively managed at the local level and in implementation of the 2017 Plan.



INTEGRATE SALMON RECOVERY PRIORITIES INTO LOCAL AND REGIONAL PLANNING, REGULATIONS, AND PERMITTING

Local jurisdictions, state agencies, and federal agencies should consult the WRIA 8 Plan for the best available science on incorporating Chinook salmon requirements into required planning for shorelines, land use, water quality, and project permitting. The 2005 Plan and this update are built on the assumption that regulations are protective and supportive of sustaining salmon in the watershed; the other strategies articulated in the plan provide additional ecological efforts necessary for recovery. While WRIA 8 staff will not track these actions specifically, or likely fund capital projects through the process, this strategy is foundational to the success of others.



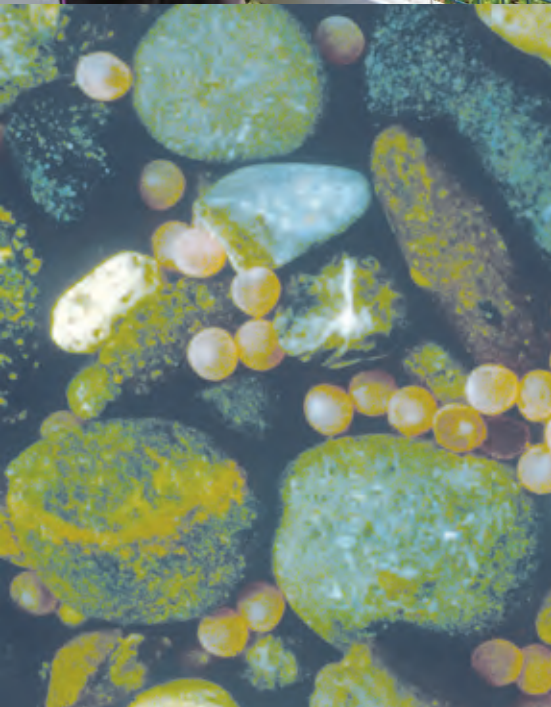
CONTINUE EXISTING AND CONDUCT NEW RESEARCH, MONITORING, AND ADAPTIVE MANAGEMENT ON KEY ISSUES

Specific research and monitoring are necessary to ensure that the latest science informs implementation of recovery strategies and actions. The MAP (Appendix A) details the indicators that should be tracked to support a complete adaptive management cycle. This strategy highlights research and monitoring needed to further develop or refine strategies or address data gaps on specific issues critical for recovery. These include emerging issues such as impacts on salmon survival from predation, artificial light, and climate change. WRIA 8 relies on regional research for issues related to stormwater impacts and early marine survival, such as the Salish Sea Marine Survival Project.



INCREASE AWARENESS OF AND SUPPORT FOR SALMON RECOVERY

While most strategies include specific outreach/ education actions to support their implementation, this strategy is entirely focused on the importance of raising awareness of and broadening support for salmon recovery in general. The intent of this strategy is to ensure watershed-wide awareness of salmon, agreement on the ecological, cultural, recreational and economic importance of salmon in the watershed, and an understanding of the individual actions that can support salmon recovery. With a growing human population in the watershed and many new residents who may be unfamiliar with Chinook salmon, this strategy is critical to meeting specific habitat and Chinook salmon population goals articulated in this plan.



5. IMPLEMENTATION FRAMEWORK

The 2017 Plan will be implemented through numerous comprehensive actions, developed through a collaborative process involving local stakeholders, jurisdiction staff, environmental and business representatives, and project experts. The 2017 Plan’s actions are grouped into three categories:

- Site-specific habitat protection and restoration projects, which seek to protect a specific area through acquisition or easements, or restore habitat with projects such as levee setbacks, revegetation, addition of large wood, and removal of barriers to fish passage.
- Land use actions, which focus on accommodating future growth while minimizing impacts to salmon habitat. Recommended actions address planning, regulations, best management practices (BMPs), and incentive programs.
- Public education and outreach actions, which support land use and site-specific actions and/or encourage behavior that helps salmon – through, for example, workshops for shoreline landowners, general awareness campaigns, community stewardship, and promoting BMPs and incentive programs.

SITE-SPECIFIC PROJECTS

The 2005 Plan offered a comprehensive approach for salmon habitat protection and restoration in the watershed through an extensive list of protection and restoration projects. The original project list contains actions focused on protecting intact habitat and natural processes that support salmon, restoring degraded habitat to create conditions more suitable for salmon, and acquiring land to facilitate future restoration projects. This suite of habitat projects represents the actions thought to be needed to effect change in WRIA 8 salmon populations.

As part of the 2017 Plan, WRIA 8 partners and staff revisited the 2005 project list to ensure the list is up to date and addresses the current thinking about recovery needs in the watershed. This involved convening groups of partners by geographic area to evaluate the 2005 project list. Partners provided input to update and refine existing projects and project descriptions and offered new project concepts that align with the suite of updated WRIA 8 recovery strategies.

In many cases, the 2005 project list lacked specificity, and an emphasis of the 2017 Plan is to focus the project list on specific



actions in specific areas. This resulted in removing many vague project references from the 2005 project list, yet where these concepts remain important priorities for implementation, they are carried forward in the 2017 Plan update as recovery strategies.

The 2005 Plan identified a “Start List” of projects envisioned as the focus of the first 10 years of plan implementation. In the absence of quantified habitat goals, the Start List was developed in part to measure and track implementation progress. Now that habitat goals exist – which are a more effective mechanism for measuring progress than the number of projects implemented – the Start List concept has not been carried forward in the 2017 Plan.

In the 2005 Plan and again in the 2017 Plan, implementation of habitat protection and restoration projects is a voluntary activity. This is an important consideration, especially for local jurisdictions that have other capital priorities for their limited public resources. Looking forward, WRIA 8 encourages jurisdictions to explore multi-benefit approaches to capital project implementation, whereby habitat restoration is incorporated into stormwater, drainage, parks, and other related capital projects and programs. Grant funders are increasingly recognizing the value of multi-benefit approaches to project implementation, which in turn offers an opportunity to leverage local investments. Additionally, given that grant resources continue to be insufficient to achieve recovery objectives, WRIA 8 Salmon Recovery Council members from partner jurisdictions are encouraged to prioritize habitat protection and restoration in local budgets to the extent practical to accelerate the pace of implementation and move toward the recovery goals outlined in this plan.

Please see Appendix F for the full list of WRIA 8 projects.

Role of mitigation in salmon recovery

The premise of the WRIA 8 Plan’s identified habitat protection and restoration projects and programmatic actions is to prevent further decline of Chinook habitat and restore degraded habitat in order to make significant net improvements in habitat to address limiting factors and support recovery. It is clear that simply maintaining status quo habitat conditions will not restore sustainable, harvestable levels of Chinook. Land use changes and associated impacts will continue as the region’s population grows, especially within urban growth areas designated under the Growth Management Act, further reducing and degrading habitat throughout the watershed. It is important to understand how efforts to address the negative impacts of development affect WRIA 8 Chinook salmon habitat protection and restoration.

What is mitigation?

Development projects require permits at local, state, and/or federal levels, which identify potential impacts to protected environmental features—such as wetlands—and species—such as Chinook salmon. In large measure, the regulatory and permit process requires avoiding and minimizing potential impacts as much as possible. When development activities will create unavoidable environmental impacts but are allowable under the existing regulatory framework, project sponsors are required by regulators to take a defined action or set of actions to offset or mitigate the impact.

How mitigation works

Mitigation projects can occur on-site (at or near the development project) or off-site. On-site mitigation is generally preferable when it is ecologically feasible and likely to succeed long-term. However, if mitigation on or adjacent to the development site is impractical or will not result in meaningful and sustainable ecological benefits, off-site mitigation becomes an option under state and federal rules. One increasingly common option for off-site mitigation includes purchasing mitigation credits from a certified mitigation bank or in-lieu fee mitigation program (e.g., King County’s



Mitigation Reserves Program). Mitigation banks are constructed and certified before impact, and project proponents purchase credits in the bank to mitigate for unavoidable impacts. In-lieu fee mitigation programs first collect impact fees from development projects and then use those fees to identify and implement mitigation projects within an associated service area.

Both mitigation banks and in-lieu fee programs undergo significant state and federal scrutiny during their initial establishment and through ongoing oversight. Mitigation projects only earn credit when success is proven, and mitigation sites are monitored and maintained in perpetuity with funding set aside to ensure projects are completed successfully. As a result, these off-site, and in some cases out-of-kind, mitigation options are proving increasingly effective in improving ecological functions in areas of a watershed that have been prioritized for restoration.

Mitigation and salmon recovery

With the establishment of mitigation banks and programs such as King County's Mitigation Reserves Program, mitigation funds have become part of the fabric of funding sources that can support implementation of habitat restoration projects. This is especially true in highly urbanized watersheds, where large development or transportation projects can create significant mitigation needs. In some cases, mitigation funding may be capable of implementing all or portions of a project identified on the WRIA 8 project list.

The use of mitigation funds to implement habitat enhancement projects can improve ecological functions in some areas sooner than may otherwise be possible by simply relying on grant-funded restoration or limited local funds.

At the same time, it is important to recognize that mitigation projects do not represent net improvements in overall habitat conditions since each mitigation action is linked to new habitat impacts resulting from a development action. No comprehensive and consistent method currently exists to account for the impacts accrued through actions that incrementally degrade habitat, water quality, and hydrologic functions within our watersheds, not to mention across the broader region. This conundrum exists even as mitigation funded projects are helping to implement key priorities and strategies identified in the WRIA 8 plan.

Accounting for mitigation in salmon recovery tracking and reporting

The habitat protection and restoration actions identified in the 2017 Plan, and the associated quantitative habitat goals, are meant to represent net gains in habitat and ecological functions. Since mitigation is intended to offset impacts to habitat from various development projects, habitat enhancements funded through mitigation do not represent net habitat gains. For purposes of tracking habitat restoration progress in WRIA 8, we will work with project managers, mitigation program managers, and other partners to ensure appropriate accounting for habitat improvements as well as their associated environmental impacts. To produce a transparent accounting and reporting of net progress towards achieving WRIA 8 habitat goals, WRIA 8 will document which projects, or portions of projects, were implemented with mitigation funding.

LAND USE ACTION RECOMMENDATIONS

In addition to habitat protection and restoration projects, land use actions are critical to protecting and restoring habitat conditions for Chinook salmon and to the success of salmon recovery in WRIA 8. Land use actions are defined as policies, rules, or other non-capital actions that programmatically address habitat protection.

Local governments are responsible for land use actions, which include planning, regulations, incentive programs and BMPs that address landscape features or ecological processes such as forest cover, road crossings, riparian buffer conditions, natural flow regimes, and sediment dynamics. Land use actions determine where and how urban growth takes place in the watershed, how stormwater is managed, and the degree to which environmentally critical and sensitive areas and functioning habitat processes are protected. These actions are particularly important to accommodate a rapidly growing population and mitigate the effects of a changing climate. Together with land protection and restoration actions, land use policies will determine whether salmon continue to return to our watershed each year.

In many cases, land use actions complement or support implementation of site-specific project actions. The 2005 Plan grouped the actions by geographic subarea (i.e., Cedar River, north Lake Washington tributaries, Issaquah Creek, and migratory and rearing areas). For the 2017 Plan, the list of recommended land use actions was revisited and updated to serve as a resource for partners and decision-makers in land use planning and decisions, and to better focus and guide future investment of resources to support implementation of salmon recovery strategies.

See Appendix H for a list of recommended land use actions organized by land use category.

Growth Management Act

Under the Growth Management Act (GMA), local jurisdictions must protect critical areas and designate natural resource lands (e.g., forest, agricultural, and mineral areas) and urban growth areas, which identify where urban growth and development may occur. The 2017 Plan calls for managing growth in a way that minimizes negative impacts to salmon. This includes maintaining existing UGA boundaries, unless altering the boundary would be beneficial to salmon.

Plan recommendations within UGAs:

- Manage growth to minimize impacts to water quality, riparian forest cover, and flows
- Promote LID and green stormwater infrastructure
- Use incentive programs to protect watershed functions and values (examples include transfer of development rights, public benefit ratings system, etc.)
- Promote restoring native vegetation cover

Plan recommendation outside UGAs:

- Promote livestock BMPs to protect ecological functions
- Use incentive programs to protect forest cover and protect and restore riparian buffers (examples include transfer of development rights, public benefit ratings system, etc.)
- Ensure maintenance of properties protected through fee acquisitions or easements



Critical Areas Ordinance

Local governments have critical area ordinances to protect the natural environment and public health/safety, including measures to preserve and enhance “unique, fragile, and valuable elements of the environment,” with special consideration for actions that preserve or enhance anadromous fisheries. These regulations have great potential for achieving salmon conservation objectives, including:

- Protecting aquatic areas
- Protecting riparian buffers and nearshore vegetation
- Protecting forest cover
- Protecting wetlands
- Protecting water quality

Shoreline Management Act and Shoreline Master Programs

A goal of the Shoreline Management Act (SMA) is to “prevent the inherent harm in an uncoordinated and piecemeal development of the state’s shorelines” and to facilitate public access to shorelines of the state. Local governments are required to develop shoreline master programs (SMPs), which are the primary means for administering the SMA. These SMPs include a characterization of a jurisdiction’s shorelines, including rivers, large lakes, and marine shorelines, and their associated ecological functions. The primary overlap between the 2017 Plan and SMPs is the protection of shoreline forest/vegetation cover and the protection of vegetated riparian buffers.

Water Quality and Stormwater Management, including NPDES Permit

Improving water quality and managing stormwater are critical for creating and maintaining stream and water conditions that support salmon survival. In particular, local jurisdictions are required, under their NPDES permits, to develop and implement

stormwater management programs to protect water quality and reduce pollutant discharge. There are at least three areas of strong overlap between stormwater management actions and salmon recovery:

1. Regulatory activities – Local government partners should implement and enforce NPDES permit conditions to improve water quality by restoring natural flow regimes. State and local partners need to work together to address water quality-impaired Tier 1 and Tier 2 streams with total maximum daily load designations for excessive pollution, temperatures or dissolved oxygen. These actions help address impacts to salmon in WRIA 8 streams.
2. Incentive-based and voluntary programs – Local government partners and community organizations concerned about water quality can go beyond NPDES requirements by increasing and promoting stormwater management structure retrofits, LID, and GSI, as well as pollutant source control efforts.

stormwater discharge permit requires local governments to develop public education and outreach programs. Many of the actions required by these programs also support salmon recovery.

Groundwater

Groundwater contributes to streamflow and functions as a coldwater input for many streams, which is especially needed in streams affected by high water temperatures. Ensuring that groundwater is protected and hydrologic connections are maintained and improved throughout the watershed is important for improving habitat conditions for salmon. The following actions are key:

- Encourage LID, GSI and natural drainage systems to promote groundwater recharge



- Protect streamflow and hydrologic integrity through regulations, incentives, and acquisitions
- Educate the public about the importance of groundwater for human health, fish and wildlife, and ecosystem processes

Floodplain Management

The King County Flood Control District (FCD) is responsible for managing flood risk along the County’s major river systems, and local jurisdictions participating in the National Flood Insurance Program also share flood risk reduction obligations. In WRIA 8, FCD activities most commonly overlap with salmon recovery priorities along the Cedar River and Sammamish River. In many cases, potential projects to reduce flood risk are close to or in the same location as habitat restoration projects, creating opportunities to collaborate and identify solutions that meet both flood risk reduction and salmon habitat restoration goals. In addition to floodplain management on the Cedar River and Sammamish River, some local governments also manage floodplains on streams to reduce flooding and restore habitat.

EDUCATION AND OUTREACH ACTION RECOMMENDATIONS

Since WRIA 8 is the most populous watershed in the state, raising public awareness of salmon recovery, and building and sustaining public and political will to take action, are imperative if conditions for salmon are to be improved in the watershed. Without public and political support over the long-term, Chinook salmon recovery efforts cannot succeed, especially as our region continues to grow.

Outreach and education actions support land use management and capital projects, or promote behavior change to improve habitat conditions. They can apply to a specific location, a particular target audience, or throughout the basin. The 2005 Plan ranked outreach and education actions as high, medium, and low priority. To better prioritize and guide outreach and education efforts, the 2017 Plan uses the results of WRIA 8 programmatic action implementation surveys conducted in 2009 and 2015, a 2009 outreach and education gap analysis, and feedback from the WRIA 8 Salmon Summit in 2016. This information provided the basis for a suite of draft outreach and education actions that were reviewed and revised at a workshop of education and outreach partners in 2016.

See Appendix I for recommended outreach and education priorities.



6. ADAPTIVE MANAGEMENT PROCESS

Effective implementation of the WRIA 8 Plan requires adaptive management. The major steps of an adaptive management cycle are to:

1. Set a vision and identify goals
2. Plan actions and identify monitoring needs
3. Implement and monitor
4. Analyze data and use results to adapt assumptions and approach
5. Capture lessons learned and share results

The 2005 Plan set a vision for recovery and identified the actions for implementation. WRIA 8 has adaptively managed the 2005 Plan using monitoring results, studies and research, and lessons learned from implementing projects to inform recommendations to the WRIA 8 Salmon Recovery Council for ways to adjust implementation. Progress reports completed in 2010 and 2015 shared implementation status, analyzed data, identified challenges, and assessed recovery assumptions.

The 2017 Plan includes quantitative habitat goals and revised recovery strategies developed using new information and lessons learned from the past decade of implementation. The goals and strategies will improve our ability to adaptively manage implementation moving forward, help partners work together toward the same goals, implement the most important actions, and improve our ability to track and report on our progress. Implementation of the 2017 Plan will be adaptively managed by linking monitoring and new and emerging information to decision-making through reports and presentations to the Salmon Recovery Council, and through specific recommendations from the TC and IC. This approach enables the Salmon Recovery Council to have a common understanding and adjust the direction of implementation based on monitoring results and lessons learned.

In 2017, WRIA 8 developed the MAP (Appendix A) to guide monitoring and reporting on progress towards implementing recovery strategies and meeting habitat recovery goals throughout the watershed, to prioritize restoration actions, and to identify gaps. The adaptive management approach evaluates success in meeting 2017 Plan habitat goals, and uses triggers to guide future actions or changes (Table 5). A trigger refers to a threshold of the habitat indicator that prompts a recommended action. In the case of WRIA 8 habitat



goals, five-year triggers are established to assess whether implementation is on track (i.e., 50% of the way toward implementation of the 2025 goal).

Adaptive management involves assessing both indicators associated with project implementation and the success of land use actions and education and outreach programs in supporting implementation of recovery strategies. The expectation moving forward is that the WRIA 8 TC will regularly review and report data from monitoring efforts (annually for fish population data and every five years for habitat condition data) to assess the effectiveness of restoration and recovery actions and report to the IC and Salmon Recovery Council. The WRIA 8 IC will work with local government and non-governmental partners to review and assess land use actions and education and outreach programs at least every five years to help highlight any changes

that should be considered. The WRIA 8 TC will track new technology and information on Chinook salmon, and the monitoring plan will be updated as needed, pending coordination with the Puget Sound Partnership to assure consistency with the Puget Sound Chinook salmon recovery framework.

Assuming the appropriate information is collected to a sufficient degree to inform decision-making, the process in WRIA 8 typically involves discussing monitoring results within the TC and IC and developing and submitting joint TC/IC recommendations to the Salmon Recovery Council for their consideration and action. The adaptive management process will also affect how WRIA 8 staff develop their work plans and assist project sponsors with implementation. This process will continue to be followed in the future with continued oversight by the WRIA 8 Salmon Recovery Council.



WRIA 8 Habitat Goal Adaptive Management Triggers

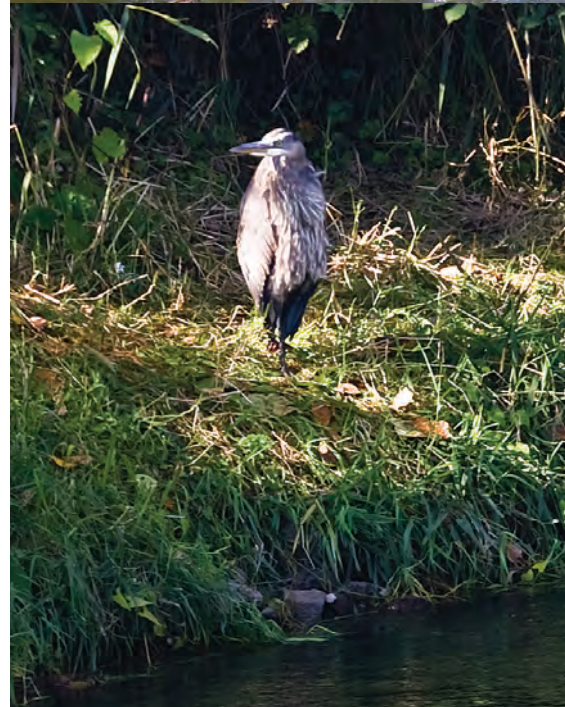
Habitat Component	2025 Goals	2020 Trigger (50%)
Cedar River	Total connected floodplain acres between Lake Washington and Landsburg Diversion Dam will be 1,170 acres by 2025. Average wood volume will quadruple over current basin conditions (RM 4 to Landsburg Diversion Dam) by 2025.	Total connected floodplain acres <1,105 acres Average wood volume <21 m ³ /100 m
Sammamish River	Areas of river will be cool enough to support Chinook salmon migration and survival (increase riparian cover and add thermal refugia) by 2025.	<1 thermal refuge added Net riparian cover added <20 acres
Streams (Bear/Cottage Lake, Issaquah, Evans, Kelsey, Little Bear, North creeks)	Area of riparian cover in each Tier 1 and Tier 2 stream will increase by 10% over 2015 conditions by 2025. Average wood volume will double over current basin conditions by 2025.	Varies by stream: cover in each stream increases by <5% over 2015 conditions Varies by stream: wood volume in each stream increases by <50%
Lakes	Natural lake shoreline ¹ south of I-90 (Lake Washington) and throughout Lake Sammamish will double over 2015 conditions by 2025. Natural riparian vegetation within 25 feet of shoreline south of I-90 (Lake Washington) and throughout Lake Sammamish will double over 2015 conditions by 2025.	Natural lake shoreline < X acres (baseline assessment required) Natural riparian vegetation restored < 30 acres
Nearshore (Pocket Estuaries)	Pocket estuaries along WRIA 8 shoreline will support juvenile Chinook salmon for rearing and migration.	<1 stream mouth/pocket estuary added

¹“Natural lake shoreline” is defined by the WRIA 8 Technical Committee as without bulkhead, with slope and substrate matching historic lakeshore contours for the area under consideration.

Table 5. WRIA 8 Habitat Goal Adaptive Management Triggers

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 City of Newcastle
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**CITY OF MERCER ISLAND
RESOLUTION NO. 1542**

**A RESOLUTION OF THE CITY OF MERCER ISLAND RATIFYING THE
2017 UPDATE TO THE LAKE WASHINGTON/ CEDAR/SAMMAMISH
WATERSHED OR WATER RESOURCE INVENTORY AREA (WRIA) 8
CHINOOK SALMON CONSERVATION PLAN**

WHEREAS, the 2017 update to the WRIA 8 Chinook Salmon Conservation Plan (“WRIA 8 Plan”) is an addendum to the 2005 WRIA 8 Chinook Salmon Conservation Plan, and includes a scientific framework, Chinook salmon population goals to achieve sustainable and harvestable populations, habitat restoration goals, recovery strategies, a list of priority projects and programmatic actions, and a monitoring and adaptive management plan; and

WHEREAS, 28 local governments in WRIA 8 partner through an interlocal agreement to jointly fund implementation of the WRIA 8 Plan through 2025 to advance their shared interest in and responsibility for addressing long-term watershed planning and conservation of aquatic ecosystems and floodplains for purposes of implementing the WRIA 8 Plan and improving watershed health; and

WHEREAS, the WRIA 8 partners recognize participating in the ILA and implementing priorities in the WRIA 8 Plan demonstrates their commitment to proactively working to address the ESA listing of Chinook salmon; and

WHEREAS, WRIA 8 partners took formal action in 2005 and 2006 to ratify the WRIA 8 Plan, and

WHEREAS, in March 1999, the National Oceanic and Atmospheric Administration (NOAA) Fisheries listed the Puget Sound Chinook salmon significant unit, including the Cedar and Sammamish populations in WRIA 8, as a threatened species under the Endangered Species Act (ESA); and

WHEREAS, an essential ingredient for the development and implementation of an effective recovery program is coordination and cooperation among federal, state, and local agencies, tribes, businesses, researchers, non-governmental organizations, landowners, citizens, and other stakeholders as required; and

WHEREAS, local jurisdictions have authority over some habitat-based aspects of Chinook survival through land use and other policies and programs; and the state and tribes, who are the legal co-managers of the fishery resource, are responsible for addressing harvest and hatchery management in WRIA 8; and

WHEREAS, the City of Mercer Island values ecosystem health; water quality improvement; flood hazard reduction; open space protection; and maintaining a legacy for future generations, including commercial, tribal, and sport fishing, quality of life, and cultural heritage; and

WHEREAS, the City of Mercer Island supports cooperation at the WRIA level to set common priorities for actions among partners, efficient use of resources and investments, and distribution of responsibility for actions and expenditures; and

WHEREAS, the WRIA 8 Chinook Salmon Conservation Plan (WRIA 8 Plan) is one of 15 watershed-based chapters of the Puget Sound Salmon Recovery Plan; and

WHEREAS, the Puget Sound Partnership serves as the Puget Sound regional organization and lead for planning and implementing the Puget Sound Salmon Recovery Plan, approved by NOAA Fisheries; and

WHEREAS, in WRIA 8, habitat protection and restoration actions to significantly increase Chinook productivity trends are necessary, in conjunction with other recovery efforts, to avoid extinction in the near term and restore WRIA 8 Chinook to viability in the long term; and

WHEREAS, the WRIA 8 Plan recognizes that salmon recovery is a long-term effort, and focuses on a 10-year implementation time horizon to allow for evaluation of progress and updating Plan goals and priorities; and

WHEREAS, the City of Mercer Island has implemented habitat restoration and protection projects, and uses the WRIA 8 Plan and salmon habitat recovery strategies and goals as guidance in its land use and public outreach policies and programs; and

WHEREAS, it is important to provide jurisdictions, the private sector and the public with certainty and predictability regarding the course of salmon recovery actions that the region will be taking in WRIA 8, including the Puget Sound nearshore; and

WHEREAS, if insufficient action is taken at the local and regional level, it is unlikely Chinook salmon populations in WRIA 8 will improve and it is possible the federal government could list Puget Sound Chinook salmon as an endangered species, thereby decreasing local flexibility.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AS FOLLOWS:

The (City/County) hereby ratifies the 2017 update to the *Lake Washington/Cedar/ Sammamish Watershed Chinook Salmon Conservation Plan*, dated September 2017 (2017 Plan). Ratification is intended to convey the (City/County)'s approval and support for the following:

1. Conserving and recovering Chinook salmon and other anadromous fish, focusing on preserving, protecting and restoring habitat with the intent to recover listed species, including sustainable, genetically diverse, harvestable populations of naturally spawning Chinook salmon.

2. Providing multiple benefits to people and fish through Plan implementation, including flood hazard reduction; water quality improvement; open space protection; and maintaining a legacy for future generations, including commercial, tribal and sport fishing, quality of life, and cultural heritage.
3. Continuing to work collaboratively with other jurisdictions and stakeholders in WRIA 8 to implement the WRIA 8 Plan as updated in 2017.
4. Using the habitat goals and associated recovery strategies in the 2017 Plan update as a basis for local actions recommended in the Plan and as one source of best available science for future projects, ordinances, programmatic actions, and other appropriate local government activities.
5. Supporting implementation of the 2017 Plan's Monitoring and Assessment Plan on a watershed basis, including an adaptive management approach to implementation and funding to address uncertainties and ensure cost-effectiveness by tracking actions, assessing action effectiveness, learning from results of actions, reviewing assumptions and strategies, making corrections where needed, and communicating progress.
6. Using the 2017 Plan project list, recommended land use and education and outreach actions, and other actions consistent with the Plan as the suite of WRIA 8 actions to guide priorities for implementation and funding, including through grants, local capital improvement projects, ordinances, and other activities. Jurisdictions, agencies, and stakeholders can choose to implement these actions at any time.
7. Using an adaptive approach to funding the Plan through both local sources and by working together (within WRIA 8 and Puget Sound) to seek federal, state, grant, and other funding opportunities, and recognizing that funding assumptions, strategies, and options will be revisited periodically.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON
AT ITS REGULAR MEETING ON THE 20TH DAY OF FEBRUARY, 2018.

CITY OF MERCER ISLAND

Debbie Bertlin, Mayor

ATTEST:

Allison Spietz, City Clerk



**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND, WA**

**AB 5387
March 20, 2018
Consent Calendar**

**CITY COUNCIL RULES OF PROCEDURE
AMENDMENTS**

Proposed Council Action:
Adopt proposed amendments.

DEPARTMENT OF	City Manager (Ali Spietz)
COUNCIL LIAISON	n/a
EXHIBITS	1. Proposed amendments to the City Council Rules of Procedure
2017-2018 CITY COUNCIL GOAL	6. Address Outdated City Codes and Practices
APPROVED BY CITY MANAGER	

AMOUNT OF EXPENDITURE	\$	n/a
AMOUNT BUDGETED	\$	n/a
APPROPRIATION REQUIRED	\$	n/a

SUMMARY

BACKGROUND

In 2004, the City Council adopted Rules of Procedures (“Rules”) in accordance with MICC 2.06.050(A), which reads, in part: “The council shall determine its own rules, bylaws and order of business, and may establish rules for the conduct of council meetings and the maintenance of order.” The Rules were amended in 2004 and 2006 regarding: (1) Boards and Commissions and the role of the Council Liaison and (2) first and second readings of ordinances.

In 2016, the Organizational Effectiveness Committee, comprised of Councilmembers Wendy Weiker and Dave Wisenteiner, former Councilmember Dan Grausz, Assistant City Manager Kirsten Taylor and Police Chief Ed Holmes, formed to review and propose amendments to the Rules identified by the Council and updates suggested by the City’s staff Leadership Team. The City Council adopted numerous amendments to the Rules on June 19, 2017.

At the 2018 City Council Planning Session, held January 2-27, 2018, Council reviewed proposed amendments to the City Council Rules of Procedure that were identified by staff and Council since the last review in June 2017. The proposed amendments include the following:

Mayoral Duties

When the Rules were first adopted in 2006, they were adapted from another City that was a Mayor-Council form of government. In those cities, the Mayor usually does not make motions. In the Council-Manager form of government, however, during discussion and deliberation, the Mayor acts as a councilmember and can move and second any actions. The Rules have been amended to remove the provision prohibiting the Mayor from making a motion. See Exhibit 1, page 7 [Section 2.3(1)].

Appointing Councilmembers as Liaisons

The Council requested that language be added to acknowledge that the Mayor will consult with the Deputy Mayor when appointing Councilmembers to serve as liaisons to the City's Boards and Commissions, Ad Hoc Committees and other regional appointments. See Exhibit 1, page 8 [Section 2.3(f)] and page 21 [Section 8.15].

Councilmember Absences

Clarifying language has been added to memorialize the current practice of noting Councilmember absences in the minutes and making a motion during Other Business to determine if a Councilmembers' absence is excused or unexcused. See Exhibit 1, pages 11 and 13 [Section 3.3(1) and (11)].

Proclamations

The Mayor and the City Manager's Office is contacted often to issue proclamations for a variety of topics, issues, and special events. Proposed language will help the Mayor, Deputy Mayor, and staff determine if the request pertains to Mercer Island, is timely and appropriate. In addition, these guidelines will help the Council to recognize important historical, national, regional and local issues to celebrate and acknowledge in the community. See Exhibit 1, page 11 [Section 3.3(5)].

Agenda Preparation

The proposed edits to Section 4.2 clarify how items are added to the Council Meeting agendas. See Exhibit 1, page 14 [Section 4].

Social Media

To provide guidance that protects the City, staff has proposed social media language to be added to Section 5, Council Protocols. See Exhibit 1, page 16 [Section 5.10].

Council-Staff Communication Guidelines

Section 7 of the Rules pertains to communication. Staff has prepared a standalone document, "Council-Staff Communication Guidelines," to help elected officials and staff facilitate effective communications. It is recommended that the Communication Guidelines be reviewed during Councilmember-Elect and new staff orientations and added as Appendix D to the Rules. Deleted subsections 7.1 through 7.10 have been added to the Communication Guidelines. In addition, subsections 7.6 and 7.7 will be added to the Code of Ethics when developed in 2018. Also, as directed at the Planning Session, the social media guideline has been removed and added to Section 5.10 in the Council Protocols section of the Rules. See Exhibit 1, pages 18-19 [Section 7] and 30-32 [Appendix D].

Committees

Following discussion at the Planning Session, Council and staff agreed to:

1. Sunset the Public Safety Council Subcommittee;
2. Put the Parks & Recreation Council Subcommittee on hiatus until a larger discussion of all boards and commissions is had; and
3. Maintain the Sustainability Committee.

The proposed amendments allow the Council to create both standing committees and ad hoc committees which operate as policy review and discussion arms of the City Council. A charter will be created for each standing or ad hoc committee containing the purpose, objectives, responsibilities, duration, membership, and meeting schedule. See Exhibit 1, page 23 [Section 9].

Language has been updated throughout the document to reflect standing and ad hoc committees. In addition, a note has been made about Sound Cities Association's role in appointing Councilmembers to King County regional committees. See Exhibit 1, page 8 [Section 2.3]

Advisory Boards and Commissions Appointments

Council and staff discussed the current process for appointing volunteers to the City's advisory boards and commissions. The Council created an ad hoc committee (Councilmembers Acker, Weiker, and Wong) to determine a new process for appointing members to the Planning Commission, Design Commission, and Utility Board. Their recommendation will come back to the whole Council and if adopted, the Mercer Island City Code and City Council Rules of Procedures will need to be amended. Staff recommends bringing this discussion to the full Council following the appointment of the new Parks and Recreation Director, which would be in early to late summer.

Video Recording Meetings

Staff will return to Council as part of the 2019-2020 Budget discussion with data on the cost estimates and logistics of video recording City Council meetings outside of the Council Chambers, as well as costs associated with video recording Planning Commission and Design Commission meetings, as requested at the Planning Session.

RECOMMENDATION

City Clerk

MOVE TO: Adopt the proposed amendments to the City Council Rules of Procedure as presented in Exhibit 1.

MERCER ISLAND CITY COUNCIL RULES OF PROCEDURE



ADOPTED

April 19, 2004

AMENDED

August 2, 2004

February 21, 2006

June 19, 2006

June 19, 2017

February 20, 2017

TABLE OF CONTENTS

<u>SECTION NO.</u>	<u>TITLE</u>	<u>PAGE NO.</u>
1	Governance and Authority	3
2	Council Organization	4
3	Council Meetings	6
4	Agenda Preparation.....	11
5	Council Protocols.....	12
6	City Documents	14
7	Council Staff Communication Guidelines-Relations with City Staff	15
8	City Boards and Commissions	16
9	Council Sub Committees	18
10	Suspension and Amendment of Rules.....	19
11	Sanctions for Rule Violations	20
Appendix A	Parliamentary Rules and Motions.....	21
Appendix B	Council Chambers Code of Conduct	23
Appendix C	Process to Fill a Mercer Island City Council Vacancy	24
<u>Appendix D</u>	<u>Council-Staff Communication Guidelines.....</u>	<u>26</u>

SECTION 1 GOVERNANCE AND AUTHORITY

1.1 Council-Manager Form of Government

The City of Mercer Island is a Council-Manager form of government. As described in the municipal code and chapter 35A.13 of the Revised Code of Washington (“RCW”), certain responsibilities are vested in the City Council and the City Manager. This form of government prescribes that a City Council’s role is that of a legislative policy-making body which determines not only the local laws that regulate community life, but also determines what public policy is and gives direction to the City Manager to administer the affairs of the city government in a businesslike and prudent manner.

1.2 Rules of Procedure

The Mercer Island City Council hereby establishes the following Rules of Procedure (“Rules”) pursuant to the authority set forth in Mercer Island City Code (“MICC”) 2.06.050(A), for the conduct of Council meetings, proceedings and business. These Rules shall be in effect upon adoption by the Council and until such time as they are amended or new rules are adopted in the manner provided by these Rules.

1.3 Orientation of New Councilmembers

The City Manager will host an orientation program for newly-elected or appointed Councilmembers, including guidance on the Open Government Trainings Act, which requires training in the fundamentals of the Open Public Meetings Act (OPMA), Public Records Act (PRA), and records retention requirements.

1.4 Mentoring of New Councilmembers

Current Councilmembers shall seek out opportunities to mentor newly elected or appointed Councilmembers to help them gain an understanding of their role as Councilmember.

SECTION 2 COUNCIL ORGANIZATION

2.1 Swearing-In. New Councilmembers shall be sworn in by the City Clerk.

2.2 Election of Mayor and Deputy Mayor. The Council shall elect a Mayor and Deputy Mayor for a term of two years. The City Clerk shall conduct the elections for Mayor and Deputy Mayor at the first Council meeting of each even-numbered year as follows:

- (1) Any Councilmember may nominate a candidate; no second is needed.
- (2) Nominations are closed by a motion, second and 2/3 vote of Council.
- (3) If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the City Clerk to cast a unanimous ballot for that nomination. Approval is by majority vote of Councilmembers present.
- (4) If more than one (1) nomination is made, an open election is conducted by roll call vote.
- (5) To be elected, the nominee needs a majority vote of the Council.
- (6) Elections will continue until a Mayor and Deputy Mayor are elected by a majority vote of the Council.
- (7) The City Clerk shall declare the nominee receiving the majority vote as the new Mayor. The new Mayor shall declare the nominee receiving the majority vote as the new Deputy Mayor. The Clerk shall swear the individuals into office.

2.3 Duties of Officers.

- (1) **Mayor.** The Mayor serves as the Presiding Officer and acts as chair at all meetings of the Council. The Mayor may participate in all deliberations of the Council in the same manner as any other member and is expected to vote in all proceedings, unless a conflict of interest exists. The Mayor does not possess any power of veto. ~~The Mayor may not move an action, but may second a motion.~~ The Mayor is assigned as the ceremonial representative at public events and functions. The Mayor is vested with the authority to initiate and execute proclamations.
- (2) **Deputy Mayor.** The Deputy Mayor serves as the Presiding Officer in the absence of the Mayor and assumes ceremonial representative responsibilities when needed. If both the Mayor and Deputy Mayor are absent, the Mayor will appoint another Councilmember as acting Mayor. If the Mayor fails to appoint an acting Mayor, the Councilmembers present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.
- (3) **Presiding Officer.** The Presiding Officer shall:
 - a. Preserve order and decorum in the Council Chambers;
 - b. Observe and enforce these Rules;
 - c. Call the meeting to order;
 - d. Keep the meeting to its order of business;

- e. Recognize Councilmembers in the order in which they request the floor. The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers;
- f. In consultation with the Deputy Mayor, Appoint Councilmembers to serve as liaisons to advisory boards and commissions and to serve on Council ~~sub~~standing committees, ad hoc committees, local committees, and certain regional committees (Sound Cities Association makes appointments to King County and other regional committees; only one Mercer Island Councilmember can apply for each of these committees);
- g. Appoint citizens to serve on advisory boards and commissions (with affirmation from the Council); and
- h. Impose Councilmember sanctions for violation of these Rules consistent with Section 11 of these Rules.

2.4 Filling a Council Vacancy. If a vacancy occurs in the office of Councilmember, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy until an election is held, the Council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled, and an application form. The Process to Fill a Mercer Island City Council Vacancy is outlined in Appendix C to these Rules.

SECTION 3. COUNCIL MEETINGS

3.1 General Meeting Guidelines

- (1) Open Public Meeting Act.** All Council meetings shall comply with the requirements of the Open Meetings Act (chapter 42.30 RCW). All regular meetings and special meetings of the Council shall be open to the public.
- (2) Meeting Cancellation.** Any Council meeting may be canceled by a majority vote or consensus of the Council. The Mayor or City Manager may cancel a Council meeting for lack of agenda items, adverse weather conditions or due to an emergency.
- (3) Quorum.** Four members of the Council shall constitute a quorum and are necessary for the transaction of City business. In the absence of a quorum, the members present may adjourn that meeting to a later date.
- (4) Councilmember Seating.** At the dais, the Mayor shall sit in Chair #4, the center seat at the dais, the Deputy Mayor shall sit to the Mayor's right or left, in Chair #3 or #5. The Mayor will determine the seats of the remaining Councilmembers.
- (5) City Clerk and Minutes.** The City Clerk (or authorized designee) shall attend all regular and special Council meetings and keep an account of all proceedings of the Council (minutes) in accordance with the statutory requirements RCW 35.23.151 and RCW 42.32.030. The minutes from previous meetings will be posted on the City website in draft format prior to Council meetings as part of the Council packet. Councilmembers are encouraged to inform the City Clerk and City Manager of any errors or proposed changes in advance of the meeting. If a Councilmember wishes to make any corrections to the minutes, they must request to have the set of minutes pulled from the Consent Calendar and make a motion to revise the minutes. Any corrections to the minutes will be so noted and the draft minutes will be revised with the corrections. Once the Council has approved the minutes (as presented or revised), the final version of the minutes will be posted to the City's website and archived as the City's official record.
- (6) Council Chambers Code of Conduct.** The City Hall Council Chambers Code of Conduct is attached as Appendix B to these Rules.

3.2 Types of Meetings

- (1) Regular Meetings.** The Council's regular meetings will be held the first and third Tuesdays of each month in the City Hall Council Chambers (9611 SE 36th Street, Mercer Island). Regular meetings will begin at 7:00 p.m. If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 7:00

p.m. on the first business day following the holiday, or on another day designated by a majority vote of the Council.

- (2) **Special Meetings.** A special meeting is any Council meeting other than a regular Council meeting. Notice shall be given at least 24 hours in advance specifying the time and place of the meeting and the business to be transacted. A special Council meeting may be scheduled by the Mayor, City Manager or at the request of a majority of the Council.
- (3) **Emergency Meetings.** An emergency meeting is a special Council meeting called without 24-hour notice. An emergency meeting may only be called as a result of an emergency involving injury or damage to persons or property or the likelihood of such injury or damage or when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Manager or the Mayor. The minutes will indicate the reason for the emergency.
- (4) **Executive (Closed) Sessions.** An executive session is a portion of a Council meeting that is closed except to the Council, City Manager, City Attorney and staff members and/or consultants authorized by the City Manager. The public is restricted from attendance. Executive sessions may be held during regular or special Council meetings and will be announced by the Mayor or the Chair. Executive session may be held for limited purposes consistent with RCW 42.30.110(1) and RCW 42.30.140(4)(a). Permissible topics include: considering real property acquisition and sale, public bid contract performance, complaints against public officers and employees, review of collective bargaining agreements, public employment applications and evaluations, and certain attorney-client discussions. Before convening an executive session, the Mayor or Chair shall announce the purpose of the meeting. Pursuant to RCW 42.23.070(4), Councilmembers must maintain the confidentiality of all written materials and verbal information provided during executive sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered exempt from production under the Public Records Act, chapter 42.56 RCW. If a Councilmember unintentionally discloses executive session material with another party, that Councilmember shall promptly inform the City Manager and/or the Council of the disclosure.
- (5) **Planning Sessions.** Each year the Council shall hold an annual planning session (2- or 3-day retreat) during the first quarter of the year. During this planning session, the Council will agree upon City Council Goals for the next two years. The Council may hold additional planning sessions during the year.

3.3 Order of Regular Council Meeting Agenda

- (1) **Call Meeting to Order & Roll Call.** The Mayor calls the meeting to order. The City Clerk will take roll call and record names of those present and absent in the minutes. The Mayor will announce the attendance of Councilmembers and indicate any Councilmember who is not in attendance and whether or not the Councilmember has an excused absence.
- (2) **Agenda Approval/Amendment.** Agenda items may be added to a regular Council meeting agenda after the meeting notice is published, if a Councilmember or City Manager explains the necessity and receives a majority vote of the Council. The Mayor may, with the concurrence of the Councilmembers, take agenda items out of order.
- (3) **Executive Sessions.** Executive sessions may~~de~~ be held before, during or after the open session portion of either a regular or special meeting. See Section 3.2(4).
- (4) **Study Sessions.** Study sessions will be held, when needed, from 6:00-7:00 p.m. before a regular meeting. They may be called by the Mayor, City Manager or by a majority of Councilmembers. Study sessions will be informal meetings for the purpose of reviewing forthcoming programs and projects, receiving progress reports on current programs or projects, or receiving other similar information. No final decisions can be made at a study session. Decisions on those issues will be scheduled for a regular or special Council meeting.
- (5) **Special Business ~~and Proclamations~~.** Special Business items may include the presentation of a proclamation or other presentation to elected officials, staff, or the public by the City or presentations to the City or any official made by someone else.
 - a. Proclamations. A ~~Proclamations~~ is are generally broad statements expressing local government support for particular issues ~~defined as an official announcement made by the Mayor on behalf of the Council~~. Requests to proclaim certain events or causes will be considered when such proclamations:
 - (i) pertain to a Mercer Island event, person, organization, or cause with local implications,
 - (ii) are timely,
 - (iii) have potential relevance to the City Council's Goals, Legislative Priorities, or Mercer Island's community values, and
 - (iv) either forward positive messages or call upon the support of the community. ~~The purpose of a Proclamation is to recognize the efforts of a particular group or increase awareness of an activity.~~

The Mayor, Deputy Mayor, and City Manager, and/or staff designee shall determine approval of Proclamation requests. Proclamations shall be

publicly read at a Council meeting and presented to a representative of the event during the Council meeting.

- (6) **City Manager Report.** In an effort to keep the Council and public informed of City business, the City Manager may provide an oral report, make comments, extend compliments, express concerns, or make announcements concerning any topic during this time.
- (7) **Appearances (Public Comment).** During the Appearances section of the regular meeting agenda, members of the audience are invited to address the Council regarding any matter, except items before the Council requiring a public hearing, any quasi-judicial matters, or campaign-related matters. Each person addressing the Council will step up to the podium, give their name and address for the record, and shall limit their comments to three (3) minutes. No speaker may convey or donate his or her time for speaking to another speaker. The Mayor may grant additional time for citizen comments. The Mayor may allow citizens to comment on individual agenda items at times during any regularly scheduled Council meeting other than the regularly scheduled Appearances period.

All remarks will be addressed to the Council as a whole, and not to individual Councilmembers or staff members. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested by the Mayor to leave the meeting. The Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions) except under specific circumstances where consideration of a ballot measure is on the Council agenda. RCW 42.17A.555.

The City Clerk will summarize all citizen comments in the minutes. Traditionally, the Council does not respond to comments made at the meeting, however the City Manager may direct staff to follow up with the speaker as appropriate.

- (8) **Consent Calendar.** Consent calendar items have either been ~~fully-previously~~ considered by ~~the~~ Council ~~Subcommittee and or~~ are routine and non-controversial and are approved by one motion. Items on the consent calendar include, without limitation, payables, payroll, minutes, resolutions and ordinances discussed at a previous Council meeting, bid awards, and previously authorized agreements. A Councilmember may remove an item from the consent calendar for separate discussion and action. If removed, that item will become the first item of regular business of the same meeting.
- (9) **Public Hearings.** There are two types of public hearings: legislative and quasi-judicial. The Mayor will state the public hearing procedures before each public hearing. Comments are limited to the subject of the public hearing.

- a. **Legislative Public Hearings.** The purpose of a legislative public hearing is to obtain public input on legislative or policy decisions, including without limitation, review by the Council of its comprehensive plan or biennial budget.
- b. **Quasi-Judicial Public Hearings.** The purpose of a quasi-judicial public hearing is to decide issues involving the rights of specific parties including, without limitation, certain land use matters such as site specific rezones and preliminary long plats.

The Council’s decision on a quasi-judicial matter must be based upon and supported by the “record” in the matter. The “record” consists of all testimony or comment presented at the hearing and all documents and exhibits that have been submitted.

In quasi-judicial hearings, Councilmembers shall comply with all applicable laws including without limitation the appearance of fairness doctrine (chapter 42.36 RCW). The appearance of fairness doctrine prohibits ex parte (outside the hearing) communications with limited exceptions requiring disclosure on the record; prohibits a Councilmember from making a determination on the matter in advance of the hearing; requires the hearing to be fair and impartial; and prohibits the participation of any Councilmember who has a conflict of interest or financial interest in the outcome of the hearing.

A Councilmember shall consult with the City Attorney to determine whether or not he or she should recuse themselves from the quasi-judicial hearing discussion and decision.

- (10) **Regular Business.** Regular Business items are all other regular Council business, including resolutions and ordinances requiring Council action.
- (11) **Other Business.** The Council will discuss note upcoming Councilmember absences and make a motion to excuse or not excuse a Councilmember’s absence. They will also discuss the Planning Schedule, and make any necessary Board and/or Commission appointments ~~and Councilmember reports~~. During Councilmember reports, Councilmembers may report on significant activities since the last meeting; provided, however, that Councilmembers may not enter into debate or discussion on any item raised during a Council report.
- (12) **Adjournment.** With no further business to come before the Council, the Mayor adjourns the meeting.

SECTION 4. AGENDA PREPARATION

- 4.1** The City Manager in consultation with the Mayor and Deputy Mayor will prepare an agenda for each Council meeting. The City Clerk will prepare an agenda packet for each Council meeting specifying the time and place of the meeting. Each item shall be titled to ~~include a brief description of~~ the item to be considered by the Council.
- 4.2** An item may be placed on a Council meeting agenda by any of the following methods:
- a. Majority vote of the Council.
 - b. By the City Manager.
 - c. By the Mayor or Deputy Mayor (when acting in the absence of the Mayor).
 - d. By any two Councilmembers, in writing or with phone confirmation, no later than 12:00 pm seven (7) days prior to the meeting. There is no obligation on the part of staff to create an agenda bill for presenting the item to full Council for determination if it should be brought back for discussion. ~~(1) the City Manager; (2) the Mayor; or (3) two or more Councilmembers.~~
- 4.3** Staff reports shall be in a standard format approved by the City Manager.
- 4.34** Agenda materials will be posted to the City's website and a link to the online packet will be emailed to an established mailing list (including Council and staff) by 5:00 p.m. on the Thursday before the meeting. If the deadline cannot be met, the Council and the established mailing list will be notified of when it will be posted. Hard copies of agenda materials will be available for pick up in the HAM radio room in the Police Department lobby upon Councilmember request.
- 4.45** The City Manager will prepare and keep current the Planning Schedule, the calendar of agenda items for all Council regular and special meetings.

SECTION 5. COUNCIL PROTOCOLS

- 5.1 Roberts Rules/Council Rules.** All Council discussion shall be governed by *Roberts Rules of Order, Newly Revised* or by these Rules. Examples of parliamentary rules and motions are shown in Appendix A to these Rules. In the event of a conflict, these Rules shall control. The City Attorney shall decide all questions of interpretations of these Rules and other questions of a parliamentary nature that may arise during a Council meeting.
- 5.2 Appearances (Public Comment).** Council agrees to adhere to the following protocols during Appearances:
- (1) Council shall listen attentively to the citizen comments.
 - (2) Council shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions when citizens are speaking.
 - (3) Council shall not engage in debate or discussion with any individual citizen but may be recognized by the Mayor in order to ask the citizen clarifying questions.
- 5.3 Discussion Protocols.** Council agrees to adhere to the following protocols for Council discussion and debate:
- (1) Be courteous and professional at all times.
 - (2) Avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal disparaging actions when colleagues or staff are speaking.
 - (3) Be recognized by the Mayor before speaking.
 - (4) Be respectful of the City Manager and staff.
 - (5) Speak in turn after being recognized.
 - (6) Do not personally criticize other members who vote against or disagree with you.
 - (7) Do not be repetitive in your arguments or discussion.
 - (8) Respect each other's differences, honor disagreements, vote and move on.
- 5.4 Council Decisions.** Councilmembers recognize that they are part of a legislative or corporal body. As such, when the Council has voted to approve or pass an agenda item, the members agree not to contact staff to encourage actions inconsistent with such Council action or take other action adversely impacting staff resources. Councilmembers may not bring any approved action up for reconsideration following Council review and approval of such agenda item except by majority vote. The Council's goal is to make final decisions and not to revisit or reconsider such decisions.
- 5.5 No Surprise Rule.** Councilmembers should use best efforts to contact the City Manager to advise of emerging issues. Generally, Councilmembers agree not to propose substantial amendments and/or revisions to any agenda item unless they provide each other and City staff 24-hours' advance notice to review any written proposal. To provide staff the necessary preparation time, Councilmembers will use best efforts to provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting, if possible.

- 5.6 Possible Quorum.** Any member of the Council can attend any City board, commission, ad hoc, or sub standing committee meeting; however, if a quorum of the Council (4 or more Councilmembers) is present at any of these meetings, Councilmembers shall “self-police” by not sitting together and not discussing City business. For community or regional meetings where there may be 4 or more Councilmembers in attendance, the City Clerk may notice the meetings for possible quorum.
- 5.7 Councilmember In-Person Representation.** If a Councilmember appears on behalf of the City before another governmental agency or, a community organization, for the purpose of commenting on an issue, the Councilmember must state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position but rather those of the individual Councilmember. Councilmembers must obtain other Councilmember's concurrence before representing another Councilmember's views or positions with another governmental agency or community organization.
- 5.8 Use of City Letterhead.** Use of City letterhead by the Council shall be confined to conduct of official City business or communicating messages of the City. City letterhead of any kind shall only be used by the Council at the direction of the Mayor or his or her designee. Individual Councilmembers shall not use City letterhead to communicate individual or personal messages or opinions.
- 5.9 Mail.** Mail which Councilmembers receive during the week will be placed in their respective mailboxes at City Hall (located outside the City Manager’s office) as it arrives. Councilmembers will have access to their mailboxes during regular business hours. Accumulated mail will be included with hard copy agenda packets or placed on the dais before Council meetings.
- 5.10 Social Media.** Social media accounts operated by Councilmembers should not be used as mechanisms for conducting official City business, other than to informally communicate with the public. When Councilmembers use it to discuss City business, Councilmembers should clarify that the views expressed are solely their own. In addition, direct communication between Councilmembers on social media may constitute a "meeting" under the OPMA, and should be avoided. In addition, any content or post related to City business may be subject to disclosure under the Public Records Act, regardless of whether it occurs on a personal account or page.

SECTION 6. CITY DOCUMENTS

- 6.1 Review.** All ordinances, resolutions, contracts, motions, amendments and other City documents shall be reviewed by the City Attorney. An individual Councilmember may contact the City Attorney to request the preparation of motions for a Council meeting. No ordinance, resolution or contract shall be prepared for presentation to the Council, unless requested by a majority of the Council or by the City Manager.
- 6.2 Signing.** The Mayor, City Clerk and City Attorney sign all ordinances and/or resolutions approved by the Council, immediately following the meeting. If the Mayor is unavailable, the Deputy Mayor signs the ordinances and/or resolutions.
- 6.3 Ordinances.** The following rules shall apply to the introduction, adoption and/or amendment of all ordinances:

- (1) First Reading of Ordinances.** An ordinance shall be scheduled for first reading at any regular or special Council meeting. A majority of the Council may direct the City Manager/City Attorney to prepare any amendments to the ordinance for consideration during second reading and adoption.
- (2) Second Reading/Adoption of Ordinances.** An ordinance that has previously been introduced for first reading may be scheduled for second reading and adoption at any regular or special Council meeting as either regular business or as a part of the consent calendar.

Any amendments that a majority of the Council has directed the City Manager/City Attorney to prepare will be included as proposed amendments in the Council packet for the Council's consideration. If further amendments (other than clerical, punctuation or other non-substantive amendments) are requested at second reading, the ordinance may be continued to the next regular Council meeting for adoption.

- (3) Exceptions.** This Rule shall not apply to:
- (i) any housekeeping ordinances that the City Manager recommends be adopted at first reading;
 - (ii) any budget amending ordinances; or
 - c. any ordinances that Council determines require an effective date precluding a second reading;
- so long as Council suspends this Rule pursuant to Section 10 before adopting the ordinance.

This Rule shall not apply to public emergency ordinances, necessary for the protection of public health, public safety, public property or public peace consistent with RCW 35A.11.12.

SECTION 7. COUNCIL-STAFF RELATIONS/ COMMUNICATION GUIDELINES WITH CITY STAFF

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the Council's policies and priorities consistent with Council goals.

The following are general guidelines to help facilitate effective communications between the City Council and City staff:

- Channel communications through the appropriate City staff.
- All Councilmembers should have the same information with which to make decisions.
- Depend upon the staff to respond to citizen concerns and complaints as fully and as expeditiously as practical.
- The City Council sets the direction and policy – City staff is responsible for administrative functions and City operations.
- In order to provide the Council with timely information, Councilmembers should submit questions on agenda items to the City Manager or Director in advance of the Council meeting.
- Respect the will of the “full” City Council.
- Depend upon the staff to make independent and objective recommendations.
- The City Manager and staff are supporters and advocates for adopted Council policy.
- Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.
- Seeking political support from staff is not appropriate.
- Support life-family-work balance.

Appendix D to these Rules contains the standalone Council-Staff Communication Guidelines document and provides greater detail about each guideline listed above.

~~7.1 — Councilmembers will focus primarily on policy matters and not administrative issues.~~

~~7.2 — The City Manager is the primary point of contact between the Council and the staff.~~

~~7.3 — There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.~~

~~7.4 — City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies.~~

~~7.5 — Individual Councilmembers will copy the City Manager on any written requests for information. The City Manager shall copy the entire Council on written responses to an individual Councilmember's request for information.~~

~~7.6 — Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of~~

~~development applications, the granting of City licenses or permits, interpretation and implementation of Council policy, or in any other matter involving the administration of City business.~~

~~**7.7**—The Council shall not attempt to change or interfere with the operating rules and practices of any City department.~~

~~**7.8**—No Councilmember shall direct the City Manager or Department Directors to initiate any action or prepare any report that is significant in nature, or initiate any significant project or study without the consent of a majority of the Council. A matter shall be deemed to be “significant” if it would require more than one (1) hour of staff time. Once notified that a request for information or staff support would require more than one (1) hour, the Councilmember may seek to place the request on an upcoming Council agenda consistent with Section 4.2.~~

~~**7.9**—Individual Councilmember requests for information can be made directly to the Department Director unless otherwise determined by the City Manager. If the request would create a change in work assignments or require the Department Director or his or her staff to work in excess of 1 hour, the request must be made through the City Manager.~~

~~**7.10**—Absent emergent situations, staff will respond to Councilmember emails or phone messages during business hours only.~~

SECTION 8. CITY BOARDS AND COMMISSIONS

- 8.1** Mercer Island's advisory boards and, ~~commissions and ad hoc committees~~ provide an invaluable service to the City. Their advice on a wide variety of subjects aids the Mayor and Councilmembers in the decision-making process. Effective citizen participation is an invaluable tool for local government.
- 8.2** These advisory bodies originate from different sources. Some are established by Title 3 of the Mercer Island City Code while others are established by motion or ordinance of the Council. It is at the discretion of the Council as to whether or not any advisory body should be established by ordinance. The following advisory boards and commissions are established:
- (1)** Design Commission
 - (2)** Planning Commission
 - (3)** Utility Board
 - (4)** Community Advisory Board
 - (5)** Mercer Island Arts Council
 - (6)** Open Space Conservancy Trust Board
- 8.3** Each board and commission shall adopt rules of procedure (or bylaws) to guide governance of their board or commission.
- 8.4** The Council may dissolve any advisory body that, in their opinion, has completed its working function or for any other reason.
- 8.5** Members and alternate members of all advisory bodies are recommended for appointment by the Mayor, following consultation with the Council Liaison and staff, during a regularly scheduled meeting, subject to Council approval.
- 8.6** Vacancies are advertised so that any interested citizen may submit an application. Applicants must be citizens of the City of Mercer Island if required by the Mercer Island City Code. Councilmembers will be notified of any vacancy in any board or commission. Councilmembers are encouraged to solicit applications from qualified citizens. Application forms shall be available from the City Clerk's Office. The City Clerk will retain completed applications for Council review.
- 8.7** Lengths of terms vary from one advisory body to another, but in all cases overlapping terms are intended. ~~On ad hoc committees, where a specific project is the purpose, there will not be terms of office.~~
- 8.8** All meetings of advisory bodies are open to the public in accordance with Chapter 42.30 RCW, Open Public Meetings Act and require a minimum 24-hour advance notice.

- 8.9 The number of meetings related to business needs of the advisory ~~group~~ board or commission may be set by the individual body, unless set forth in a resolution or ordinance or unless the number of meetings adversely impacts City staff resources, as determined by the City Manager.
- 8.10 Members may be removed, from any advisory ~~committee~~ board or commission, prior to the expiration of their term of office, by the Mayor with the concurrence of ~~by~~ a majority ~~vote~~ of the Council.
- 8.11 All members of advisory ~~bodies~~ boards and commission should be aware of the need to avoid any instance of conflict of interest. No individual should use an official position to gain a personal advantage.
- 8.12 The Council transmits referrals for information or action through the City Manager and the Council liaison to the advisory ~~groups~~ boards and commission. These advisory ~~groups~~ boards and commissions transmit findings, reports, etc., to the Council through the City Manager and Council liaison.
- 8.13 While the City staff's role is one of assisting ~~the advisory~~ boards and commissions, ~~the~~ City staff members are not employees of that body. Boards and commissions shall not direct City staff to perform research, gather information or otherwise engage in activities involving projects or matters that are not listed on the work plan unless approved by the Council or City Manager. The City staff members are directly responsible to his or her Department Director and the City Manager.
- 8.14 Annually, staff for the Planning Commission, Arts Council, and Open Space Conservancy Trust Board shall develop a draft work plan and present the work plan to the Council for review, possible amendments and approval.
- 8.15 **Roles & Duties for Council Liaison.** The Mayor (in consultation with the Deputy Mayor) may appoint a Council liaison for certain boards or commissions. The Council liaison shall report objectively on the activities of both the Council and the advisory group. The specific duties of a Council liaison are as follows:
- (1) Attend meetings of the board or commission on a regular basis and sit or do not sit at the table or dais, as applicable.
 - (2) Participate in discussion and debate of the board or commission, but not vote on any matter (except for the Open Space Conservancy Trust as the Council Liaison is a voting member).
 - (3) Represent the majority Council position, if known.
 - (4) Participate in a manner that will not intimidate or inhibit the meetings and operations of the board or commission. Make comments in a positive manner to promote positive interaction between Council and the board or commission.
 - (5) Be prepared to give Council regular and timely reports at every regular Council meeting. Take the lead on discussion items before the Council which pertain to the assigned board or commission.

- (6) With the Mayor, evaluate potential candidates for appointment to the board or commission. Based upon liaison and Council input, the Mayor will recommend appointment of candidate's subject to Council affirmation.

SECTION 9 ~~COUNCIL SUBCOMMITTEES~~

- 9.1 ~~City Council subcommittees, which are created by the Council, operate as~~ are policy review and discussion arms of the City Council. The committees enable City staff to obtain early feedback from representative members of the City Council on issues affecting public policy prior to their presentation to the full City Council. City Council Committees are expected to anticipate the full range of considerations and concerns related to various policy questions. Subcommittees may study issues and develop recommendations for consideration by the Council.
- 9.2 ~~Committees do not replace the City Council as final decision makers on behalf of the full City Council. Council Committees make no staff direction on administrative matters, specific assignments, or work tasks. Any discussion or feedback expressed or received at a Committee meeting should not be construed or understood to be a decision by or for the full City Council. Subcommittees may not take binding action on behalf of the Council. Council Subcommittee structure shall be as determined by the Council in January of each year.~~
- 9.3 There are two forms of Council Committees:
- (1) Standing Committees: these are permanent and meet regularly on policy matters pertaining to the designated subject.
 - (2) Ad Hoc Committees: these are short-term in nature advising on a specific policy matter or concern. Ad hoc committees will be dissolved upon completion of the intended purpose and objectives.
- 9.4 ~~Committees will be established by a charter containing the purpose, objectives, responsibilities, duration, membership, and meeting schedule. Subcommittees shall establish regular meeting schedules as determined by the Chair of the subcommittee.~~
- 9.5 ~~Sub~~Committee appointments (chairs and members) shall be made by the Mayor (in consultation with the Deputy Mayor). The Mayor will consider the interests and requests of individual Councilmembers in making ~~sub~~committee assignments. No more than three (3) Councilmembers shall serve on any committee.
- 9.6 ~~Each sub~~Committees will have staff support assigned by the City Manager. Staff will work with the ~~sub~~committee chairs to set agendas, provide support materials and prepare reports.
- 9.7 ~~In January of even years, the Mayor, in consultation with the Deputy Mayor, will review committees for relevancy and make appointments or reassignments as necessary subcommittee assignments each January in which there is an election of the Mayor and Deputy Mayor.~~ In January of even years, the Mayor, in consultation with the Deputy Mayor, will review committees for relevancy and make appointments or reassignments as necessary subcommittee assignments each January in which there is an election of the Mayor and Deputy Mayor. The City Clerk will maintain the list of appointments to established ~~sub~~committees.
- ~~9.4 The City Manager or Mayor may send issues directly to subcommittees for their review or a matter may be referred to a subcommittee by Council vote or consensus.~~
- ~~9.6 Membership of each subcommittee will consist of three (3) Councilmembers.~~

SECTION 10 SUSPENSION AND AMENDMENT OF RULES

- 10.1** Any provision of these rules not governed by state law or ordinance, may be temporarily suspended by a two-thirds (2/3) majority vote of the Council.
- 10.2** These rules may be amended or new rules adopted, by a majority vote of the Council.

SECTION 11 SANCTIONS FOR RULE VIOLATIONS

11.1 Councilmembers may be sanctioned for violation of these Rules in any of the following ways:

- (1) Executive Session.** Two (2) or more Councilmembers may call an executive session under RCW 42.30.110(f) to discuss complaints brought against a public officer;
- (2) Public Censure.** Public censure if a majority of Council supports public censure. During a regular Council meeting, the Mayor shall state in detail the Rule(s) violated and the Councilmember's conduct resulting in violation of the Rule. The Councilmember who is the subject of the sanction shall have the opportunity to rebut;
- (3) Liaison Termination.** The Mayor may terminate substanding committee, ad hoc committee, board, commission, or other liaison assignments; and/or
- (4) Other.** Any other appropriate action decided by a majority of the Council.

APPENDIX A
PARLIAMENTARY RULES AND MOTIONS

- (1) If a motion does not receive a second, it dies and will not be included in the minutes. Motions that do not need a second include: nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- (2) A motion that receives a tie vote is deemed to have failed.
- (3) When making motions, be clear and concise and do not include arguments for the motion within the motion.
- (4) After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second.
- (5) No further citizen comments may be heard when there is a motion and a second on the floor and Council should attempt to ask questions of staff prior to such motion and second.
- (6) When the Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion. Councilmembers may object to such summary if any feel the summary does not reflect the Council consensus.
- (7) If the maker of a motion wishes to withdraw their motion, the Mayor shall ask the Council if there is any objection to the maker withdrawing their motion. If none, the motion is withdrawn. If there is objection, the Council will vote whether the motion can be withdrawn. The text of the withdrawn motion and the fact of its withdrawal will not be included in the minutes.
- (8) A motion to table is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future regular or special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
- (9) A motion to postpone to a certain time is debatable as to the reason for the postponement but not to the subject matter of the motion; is amendable; and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future regular or special Council meeting.

- (10) A motion to postpone indefinitely is debatable as to the reason for the postponement as well as to the subject matter of the motion; is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- (11) A motion to call for the question shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
- (12) A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (13) Motions that cannot be amended include: motion to adjourn, agenda order, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
- (14) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (15) The motion maker, Mayor or City Clerk should repeat the motion prior to voting.
- (16) At the conclusion of any vote, the Mayor will announce the results of the vote.
- (17) When a question has been decided, any Councilmember who voted in the majority may move for reconsideration.
- (18) Roll call votes will be taken if requested by a Councilmember.

APPENDIX B
CITY HALL COUNCIL CHAMBERS CODE OF CONDUCT

The Mercer Island City Council welcomes the public to Council meetings and dedicates time at these meetings to hear from the public on agenda items and other issues of concern.

It is important for all community members to feel welcome and safe during Council meetings. Audience members will be expected to treat all attendees with respect and civility.

Appearances Ground Rules:

Appearances is the time set aside for members of the audience to speak to the City Council about any issue during a Council meeting. The ground rules are:

- Please (1) speak audibly into the podium microphone, (2) state your name and address for the record, and (3) limit your comments to three minutes.
- Traditionally, the Council does not respond to comments made at the meeting, but will follow up, or have staff follow up, with the speaker if needed.
- Comments should be addressed to the entire Council, not to individual Councilmembers, staff members, or the audience.
- Audience members should refrain from applause or disapproval of individuals' comments.
- Any person who makes personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.
- The Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions) except under specific circumstances where consideration of a ballot measure is on the Council agenda. RCW 42.17A.555.

General Rules:

- Please silence cell phones, computers, tablets, and cameras while in the Council Chambers.
- Please limit conversations in the audience seating area. You may be asked to step into the lobby to continue a conversation.

APPENDIX C
PROCESS TO FILL A MERCER ISLAND CITY COUNCIL VACANCY

PURPOSE

To provide guidance to the City Council when a Mercer Island Councilmember position becomes vacant before the expiration of the official's elected term of office.

APPOINTMENT PROCESS

A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010. Under authority of RCW 42.12.070, the remaining members of the Council are vested with the responsibility for appointing a qualified person to fill the vacant position. Accordingly, the process should include all of the remaining Councilmembers in Council interviews, deliberations, and votes to appoint someone to fill the vacant position.

The Council should direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity. After the schedule is established, staff will notify applicants of the location, date and time of the interviews.

Applications received by the deadline date and time will be copied and circulated to Councilmembers.

NOTIFICATIONS AND SCHEDULING

The notice of vacancy shall be posted on the City's website and published at least two times in the Mercer Island Reporter.

Council shall determine a regular meeting or set a special meeting for interviewing candidates and possibly appointing someone to the vacant position.

Interviews and the appointment process may be continued to another day if any Councilmember is not able to attend or if the selection process is not concluded.

INTERVIEWS

Each applicant shall be given three to five minutes to introduce themselves and present their credentials and reasons for seeking appointment to the City Council. They shall also address the answers to these questions during their allotted time:

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?
3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g. transportation, water supply, human services, water quality, fiscal management, solid waste, parks & open space, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

The Council reserves the right to ask additional questions of candidates during the interview.

At the close of Council questions, applicants will be afforded an opportunity to comment on any additional issues relevant to their candidacy.

The applicants' order of appearance will be determined by a random lot drawing.

DELIBERATIONS AND VOTING

Upon completion of the interviews, and as provided in the Open Public Meetings Act at RCW 42.30.110(1)(h), Councilmembers may convene into executive session to evaluate the qualifications of the applicants. However, all interviews and final action appointing a person to fill the vacancy shall be in a meeting open to the public.

In open session, the Mayor shall ask for nominations from the Councilmembers. No second to the motion is needed. Nominations are closed by a motion, a second and a majority vote of the Council.

The Mayor may poll the Council to ascertain that Councilmembers are prepared to vote. The City Clerk shall proceed with a roll-call vote.

Nominations and voting will continue until a nominee receives a majority vote of the remaining Councilmembers.

At any time during the election process, the Council may postpone elections until another open meeting if a majority vote has not been received, or if one of the remaining Councilmembers is not able to participate in a particular meeting.

The Mayor shall declare the nominee receiving the majority vote of all of the remaining Councilmembers as the new Councilmember who shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled Council meeting.

Under RCW 42.12.070(4), if the Council fails to appoint a qualified person to fill the vacancy within 90 days of the occurrence of the vacancy, the authority of the City Council to fill the vacancy ends and the King County Council is given the authority to fill the vacancy.

APPENDIX D
Council-Staff Communications Guidelines

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the Council's policies and priorities consistent with Council goals. The following are general guidelines to help facilitate effective communications between the City Council and City staff.

- **Channel communications through the appropriate City staff.**

While any staff member is available to answer Council questions and requests for information, the City Manager is the primary information liaison between the Council and City staff as outlined in RCW 35A.13. Questions of City staff should be directed to the City Manager, Assistant City Manager, or Department Directors. When a Councilmember makes a request to a particular staff member, it is important to inform/copy the City Manager. In addition, staff will inform/copy the City Manager so that s/he is aware of Council's requests and needs.

- **All Councilmembers should have the same information with which to make decisions.**

When one Councilmember has an information request, the response will be shared with all members of the Council so that each member may be equally informed.

- **Depend upon the staff to respond to citizen concerns and complaints as fully and as expeditiously as practical.**

A key value in the City's organizational culture is providing quality customer service. Rely on staff to solve customer problems and concerns.

Operational/Maintenance Complaints

The Public Works Team handles a variety of complaints including, water leaks, missing manhole covers, potholes, tree or street/stop sign down, etc. During business hours call (206) 275-7608. In the evening or on weekends, a member of the City's 24-hour Customer Response Team (CRT) can be dispatched by calling (425) 577-5656 (NORCOM Dispatch). Staff will follow-up with the Councilmember as to the outcome of the problem or concern.

Code Compliance Complaints

The Development Services Group's Code Compliance team answers questions and investigates complaints on a wide variety of issues, including zoning, building, and nuisance violations. If you have a complaint, please complete a Code Compliance Request Form and fill it out as completely as possible. Go to www.mercergov.org/complaintform to complete an online form or download or print the form and attach it to an email to codecompliance@mercergov.org. You may also come to City Hall to drop off or complete a paper copy. Using this form will give staff the information needed to review and process the complaint.

Complaints/Concerns Directed to Council

Often City Council will receive customer letters or emails directly. Due to limited staff resources to handle the amount of correspondence, these are disseminated to the

appropriate department to prepare a formal response on behalf of the Council. The Assistant City Manager oversees the process and ensures a uniform standard. On occasion, a letter or email is directed specifically to a Councilmember. The Councilmember may choose to work directly with the Assistant City Manager to provide a response. All correspondence is copied to all members of Council, regardless of whom it was addressed to.

- **The City Council sets the direction and policy – City staff is responsible for administrative functions and City operations.**

The role of the Council is as the legislative body. The Council is responsible for approving the budget, setting the vision and goals, and adopting policy and strategic plans. The primary functions of staff are to execute Council policy and actions taken by the Council and to keep the Council informed. Staff is obligated to take guidance and direction only from the City Manager or Department Director.

Individual Councilmembers should not knowingly or willfully interfere with the administration of City business including, but not limited to, coercing or influencing staff in the selection of personnel or consultants, the awarding of contracts, the processing of development applications, licenses, or permits, and the interpretation and implementation of Council policy.

- **In order to provide the Council with timely information, Councilmembers should submit questions on agenda items to the City Manager or Director in advance of the Council meeting.**

Councilmembers are encouraged to submit their questions on agenda items to the City Manager as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting. Having a practice of “no surprises” between the Council and City staff and vice versa fosters a productive working relationship.

- **Respect the will of the “full” City Council.**

City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Councilmembers. However, if a request reaches a certain degree either in terms of workload or policy, it will need to come before the “full” Council. The City Manager takes direction from the full Council and not from individual Councilmembers. If this should occur, the City Manager will prepare a memorandum or email to the City Council informing them of the request. The City Manager will consult with the Mayor, Deputy Mayor, and Councilmember with the request to determine when it is appropriate to bring it before the full Council for discussion and direction.

- **Depend upon the staff to make independent and objective recommendations.**

Staff is expected to provide its best professional recommendations on issues, providing information about alternatives to staff recommendations, as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and Councilmembers. When this

occurs, please refrain from attacking the messenger. Staff respects the role of Council as policy makers for the City and understands that the Council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.

- **The City Manager and staff are supporters and advocates for adopted Council policy.**
Regardless of whether it was staff's preferred recommendation or not, staff will strongly support the adopted Council policy and direction, even if this may cause concern by the Council minority on controversial issues.
- **Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.**
All critical comments about staff performance should be made only to the City Manager through private correspondence or conversation.
- **Seeking political support from staff is not appropriate.**
The City is a non-partisan local government. Neither the City Manager nor any other person in the employ of the City shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., City Manager and the Assistant City Manager) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.
- **Support life-family-work balance.**
In a 24-hour, mobile accessible world, expectations for staff to always be available can emerge. However, this expectation is unsustainable. Staff will respond to nonemergency emails or phone messages during business hours only.

(January 2018)



**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND, WA**

**AB 5395
February 20, 2018
Regular Business**

**PUBLIC RECORDS CODE AMENDMENTS (1ST
READING)**

Proposed Council Action:

Adopt Ordinance No. 18C-01, Repealing and Replacing Chapter 2.12, Public Records.

DEPARTMENT OF

City Manager (Allison Spietz) and City Attorney (Mary Swan)

COUNCIL LIAISON

n/a

EXHIBITS

1. Washington State Auditor's Office Performance Audit - The Effect of Public Records Requests on State and Local Governments
2. NextRequest - Better Public Records
3. Proposed Ordinance No. 18C-01

2017-2018 CITY COUNCIL GOAL

6. Address Outdated City Codes and Practices

APPROVED BY CITY MANAGER

AMOUNT OF EXPENDITURE	\$	n/a
AMOUNT BUDGETED	\$	n/a
APPROPRIATION REQUIRED	\$	n/a

SUMMARY

The purpose of this agenda bill is to inform the Council about the City's process for responding to public records requests as well as explain recent legislation that requires updating the Mercer Island City Code.

BACKGROUND

Pursuant to RCW 42.56.520(1), local government agencies are required, within five days of receiving a public records request, to respond by:

- (a) Providing the record;
- (b) Providing an internet address and link on the agency's web site to the specific records requested;
- (c) Acknowledging receipt of the request and providing a reasonable estimate of the time needed to respond to the request;
- (d) Acknowledging receipt of the request and asking for clarification for an unclear request, and providing a reasonable estimate of the time needed to respond to the request; or
- (e) Denying the public record request.

Given limited budgets and staff, local agencies tend to have all available resources invested in day-to-day running of the agency. Requests for disclosure of public records often occur at inconveniently busy times. Despite the extra burden that disclosure requests place on busy staff, every government official and employee should be reminded of the strongly-worded language that was incorporated into chapter 42.56 RCW, the Public Records Act:

The people of this state do not yield their sovereignty to the agencies that serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may maintain control over the instruments they have created. The public records subdivision of this chapter shall be liberally construed and its exemptions narrowly construed to promote this public policy.

PUBLIC RECORDS REQUEST STATISTICS

The City of Mercer Island dedicates 1.50 FTE equivalent to tracking, coordinating, and responding to public records requests. Currently, the Paralegal and City Clerk share the Public Records Officer duties and respond to all requests except police and fire requests (“City requests”), the Police Public Records Specialist handles all police and fire requests (“Police requests”), and the Assistant City Attorney provides legal review when needed.

Below are statistics regarding public records requests in 2016 and 2017 and the first month of 2018:

Year	City Requests	Police Requests	Total	Staff Time
2016	366	363	729	755 hours
2017	349	371	720	667 hours
Jan 2018	37	32	69	40 hours

The City receives a variety of requests, but the top two categories of requests are for police records and permitting, building, and planning records. Below are some examples of the types of requests as well as miscellaneous examples:

Police Records

- A lawyer seeking the police records for his client involved in a DUI.
- An insurance company seeking the accident report for its client who was involved in a vehicle accident.
- A government agency (i.e. US Navy) seeking all police records for a specific individual.

Development Services Group

- A property owner seeking all records regarding her property (street file, project files, open permits, code enforcement).
- A property owner seeking records about a code enforcement action that has been taken against his property.
- A resident seeking permit information about the remodel work being done on her neighbor’s house.
- A requestor seeking plans for a commercial building he is looking into purchasing or renovating.

Miscellaneous

- GIS/as-built data (water, sewer and storm) maps all structures, manholes, pipe diameters, and contours for specific parcels.
- Law firms representing homeowners who have filed a claim against the City for a water main break seeking all records and correspondence about the break.
- Copies of City agreements: franchises, collective bargaining agreements, garbage collection, etc.
- Records and correspondence about current topics: I-90, Sound Transit, MICA, residential permits, etc.

- Copies of ordinances, budget documents, agenda bills, purchase orders and checks paid, RFP/RFQ submittals, salary information, etc.

Not only do the types of requests vary, but the complexity and depth of the requests are diverse. The majority of City and Police requests are responded to in less 30 minutes, but there have been a few that have taken multiple staff over 20 hours to complete. The staff time statistics for 2016 and 2017 are:

- 30 minutes or less: 60% of the requests:
- 30 minutes – 2 hours: 25% of the requests:
- 2 – 10 hours: 10% of the requests
- 10 hours or more: 5% of the requests:

Factors that increase the complexity of requests and increase the time needed to respond to them are: date range, topic, involvement of multiple staff members, email correspondence, legal review of exempt information or records, current workload of public records officers, and how many requests are open at the time a new request is received.

NEW REPORTING REQUIREMENT – ESHB 1594

In 2015, the Washington State Auditor’s Office surveyed public agencies in Washington to obtain information on public records requests (see Exhibit 1). The highlights from the survey results include:

- Fulfilling public records requests cost Washington’s state and local governments more than \$60 million in the most recent year (2014-2015)
- Washington’s governments can only recover a small fraction of their cost
- The number of public records requests Washington’s governments receive and the cost to fulfill them vary widely
- Governments’ management and disclosure of public records is complicated by the exponential growth of information and changing, complex public records laws
- Litigation affects government’s costs and ultimately transparency
- Statewide policy and practical solutions could benefit the changing public records environment and the records management and disclosure process

In response to these results, the Washington State Legislature passed Engrossed Substitute House Bill (ESHB) 1594 in 2017, which amended chapter 42.56 RCW, Public Records Act, which requires all agencies to log the:

- Identity of the requestor (if provided)
- Date and text of request
- Description of records produced in response to request
- Description of records redacted or withheld and reasons for redaction/withholding
- Date of final disposition of the request.

In addition, agencies with \$100,000 or more in annual staff and legal costs associated with fulfilling public records requests during the prior fiscal years are required to track 17 additional metrics and submit annual reports to the Joint Legislative Audit and Review Committee (JLARC). These additional metrics include:

1. Average length of time taken to acknowledge receipt of a public records request
2. Estimated agency staff time spent on a request
3. Proportion of records provided within five days of the request and the proportion of requests estimated beyond five days
4. Agency's initial estimate for providing records

5. Actual time in providing such records
6. Number of requests where the agency asked for clarification from the requestor
7. Number of requests denied and abandoned
8. Type of requestor
9. Portion of requests fulfilled electronically or by physical records
10. Number of requests where the agency was required to scan physical records electronically to fulfill disclosure
11. Estimated agency costs fulfilling requests, managing and retaining records and
12. Defending claims of public disclosure violations
13. Number of claims filed alleging a violation of public disclosure laws and costs
14. Agency costs defending claims of public disclosure violations
15. Expenses recovered from requestors for fulfilling records requests
16. Measurement of requestor satisfaction with agency responses, communication, and processes relating to public records requests.

The JLARC, in consultation with state and local agencies, has created guidance for agencies to follow when reporting their public records data and for agency public records professionals when developing and maintaining their systems to collect the data necessary to comply with reporting requirements. This guidance includes clarifications on each metric being measured and the specific data points needed to respond to the metric. The Public Record Officers have put measures into place to track this information to comply with the reporting requirement.

NEXTREQUEST

In September 2017, the City launched NextRequest, a technology tool for managing public records requests. Next Request provides a reliable and simple online public records request process, eliminating the need for requests to be sent via mail or through PDF forms. It also tracks requests, and ensures requests do not get missed or overlooked. Requestors can download their documents directly from the online portal. This feature allows easy transfer of larger files. Also, requesters can browse and download previously requested documents through the portal. See Exhibit 2 for further information or go to <https://mercerisland.nextrequest.com/> to view the portal.

Fortunately, NextRequest has many Washington state customers and has been adding features to help automate collection of data for the new reporting requirements from ESHB 1594. On Tuesday night, staff will demonstrate the new portal and show the basic reporting tools.

FEES FOR COPIES – EHB 1595

In 2017, the Washington State Legislature also passed Engrossed House Bill (EHB) 1595, which amended chapter 42.56 RCW, Public Records Act, to allow agencies to charge for electronic copies of records, including costs related to production, file transfer, storage and transmission. Prior to this recent legislation, agencies could charge a fee for paper copies, but were not authorized to recover costs associated with releasing electronic records.

EHB 1595 provides several options which agencies can choose to recover costs associated with providing public records. One such method is to charge actual costs; however, agencies must justify the methods used to determine actual costs and conduct a public hearing. If agencies find this method unduly burdensome, they can simply adopt the new Statutory Default Fee Schedule.

The City does not have monetary and staff resources to conduct a study to determine actual costs in responding to public records requests, and conducting a study would interfere with other essential agency functions. Staff recommends adopting the Statutory Default Fee Schedule, as it is the most pragmatic and

cost-effective method for the City to use, while also providing for recovery of costs associated with providing copies of requested public records.

The Statutory Default Fee Schedule allows for the following fees:

1. Photocopies, per page	\$0.15
2. Printed copies of electronic records, per page	\$0.15
3. Scanning paper records, per page	\$0.10
4. Electronic files or attachments uploaded for electronic delivery (email, cloud based data storage service, or other means of electronic delivery), for each four (4) files	\$0.05
5. Transmission of records in an electronic format or for the use of agency equipment to send the records electronically, per gigabyte (GB)	\$0.10
6. Any digital storage media or device provided by the agency	Actual cost

In addition to the fees listed above, the City can recover costs when records are provided electronically on a CD, DVD, thumb drive, or other electronic device, the requester will be charged for the cost of the electronic storage device. The City may charge an actual-cost service charge for requests that require use of IT expertise to prepare data compilations or to provide customized electronic access services when not used by the City for other purposes. A cost estimate and explanation will be provided to the requestor before incurring such costs.

The City can also charge actual out of pocket costs incurred to hire third parties for printing and/or copying records produced in response to a public records request. For example, large plans, if not in electronic format, must be sent to a third party for printing.

EHB 1595 also allows the City to combine charges to the extent that more than one type of charge applies to copies produced in response to a particular request, and the City may even waive charges associated with fulfilling a request. The decision will be based on various factors, including the volume and format of the responsive documents.

CODE UPDATE

The City of Mercer Island is required to make identifiable, non-exempt public records available for inspection and copying upon request and to publish rules of procedure to inform the public how access to public records will be accomplished. Chapter 2.14 of the Mercer Island City Code and the City of Mercer Island Public Records Act Rules of Procedure (www.mercergov.org/prrrules) provide the process to allow the public full and timely access to information concerning the conduct of government, while being mindful of individuals’ privacy rights, and the desirability of efficient administration of City government.

Chapter 2.14 MICC has not been updated since 1980. Staff is proposing repealing the current code and replacing it with updated language, which will:

- State the authority and purpose of the chapter;
- Adopt chapter 42.56 RCW regarding the Public Records Act by reference;
- Clarify that the City Manager shall designate a public records officer;
- Authorize the City of Mercer Island Public Records Act Rules of Procedure for making, responding to, inspecting, and copying records requests; protecting records from damage or disorganization; preventing excess interference with Mercer Island’s other essential functions; providing “fullest assistance” to requestors and the “most timely” possible action on requests;
- Acknowledge that maintaining a central index of records is unduly burdensome, costly, and would interfere with City operations;

- Provide references to exemptions within the Public Records Act and other statutes outside the Act; and
- Establish fees under the Statutory Default Fee Schedule.

Staff recommends setting Ordinance No. 18C-01 to the March 6, 2018 Council Meeting for second reading and adoption on the Consent Calendar, or alternatively, suspending second reading and adopting Ordinance No. 18C-01, repealing and replacing Chapter 2.14 MICC, Public Records, to comply with EHB 1595 and other recent Public Records Act revisions.

RECOMMENDATION

City Clerk and Public Records Officer

MOVE TO: Set Ordinance No. 18C-01 to the March 6, 2018 Council Meeting for second reading and adoption.

Or, alternatively,

MOVE TO:

1. Suspend City Council Rule of Procedure 6.3 requiring a second reading of an ordinance.
2. Adopt Ordinance No. 18C-01, repealing and replacing Chapter 2.14 MICC, Public Records, to comply with EHB 1595 and other recent Public Records Act revisions.



Washington State Auditor's Office

Performance Audit

Government that works for citizens

The Effect of Public Records Requests on State and Local Governments

Washington's Public Records Act (PRA) helps foster transparency and accountability by giving people broad access to government records. Our interactions with state and local governments during this project revealed their commitment to the principles of open, accessible and accountable government. However, a changing public records environment and a PRA that has not kept pace with present-day issues pose challenges to large and small governments alike. Such challenges, if not addressed, may undermine the original intent of public records laws and the provision of other essential government services.

Legislators face complex policy decisions as they consider balancing access to government records without compromising the efficiency of government operations. To inform policy deliberations, the Legislature asked the State Auditor's Office to conduct a study on the cost of responding to public records requests.

Fulfilling public records requests cost Washington's state and local governments more than \$60 million in the most recent year

Providing broad access to government records does not come without costs. Today's public makes more and increasingly complex requests for records, which absorb a significant amount of government resources. A subset or sample of the governments responding to our statewide survey reported spending more than \$60 million to fulfill more than 285,000 public records requests in the most recent year alone. Their greatest expense – more than 90 percent of costs – is the staff time needed to locate, review, redact and prepare public records for release.

Washington's governments can only recover a small fraction of their costs

Existing public records laws do not permit governments to charge requesters for staff time, which we found was their greatest expense.

In the most recent year, survey respondents said they recovered less than 1 percent (or \$350,000) of the \$60 million in costs they incurred fulfilling requests for public records. Because requesters pay only a small portion of the costs involved in fulfilling their requests, governments – and ultimately all taxpayers – bear the costs of public record requests.

The number of public records requests Washington's governments receive and the cost to fulfill them vary widely

Most recent year results by government type as grouped for analysis

Government type	Total cost incurred	Total requests received
State agency, commission or board	\$22,058,165	74,354
City/Town	\$16,772,830	114,973
County	\$11,213,530	64,319
Other special district	\$4,232,504	9,246
School district/ESD	\$2,871,610	2,541
Other	\$2,089,128	16,814
Post-secondary education institution	\$1,752,489	2,935

Source: Auditor analysis of survey results.

Note: "Most recent year" may be calendar or fiscal year, and not necessarily the same year for all governments surveyed.

Governments' management and disclosure of public records is complicated by the exponential growth of information and changing, complex public records laws

Advances in technology have transformed the way governments conduct their business and increased the amount of digital information they must manage. Maintaining records today requires investments in information technology to organize, store, secure, search and inventory records, and trained employees to manage them. However, many governments told us they do not have sufficient resources to conduct these activities, which could aid the records management and disclosure process.

Changing and complex public records laws have cost implications and add to the workload governments face when responding to requests. Understanding and applying exemption laws can be hard for employees without a legal background. Moreover, exemption laws change frequently, making it difficult for them to keep up-to-date with requirements. Governments said they rely on the help of expensive, yet necessary, legal counsel to ensure they do not release exempt or protected information, or redact information that should be disclosed. However, this preventive effort – in addition to its high cost – risks delaying responses to requesters.

Litigation affects government's costs and ultimately transparency

Public records litigation can have a severe impact on the financial position of some governments, especially those with small operating budgets. Seventeen percent of the governments responding to our survey – large and small – reported they were involved in public records litigation in the past five years, and spent more than \$10 million in the most recent year alone.

The effect of public records litigation extends beyond monetary costs. Legal review to prevent litigation may delay responses to requesters. Moreover, some governments said they avoid using emerging technologies and approaches to managing information, despite the potential for cost savings and efficiencies. They fear their use could complicate the disclosure process and expose them to litigation.

Statewide policy and practical solutions could benefit the changing public records environment and the records management and disclosure process

Providing access to government records in a manner that does not limit the public's access to information or unduly affect government operations is challenging. Our research shows that a combination of statewide policy changes and better information management and disclosure practices are needed to keep pace with changing times. We identified policies other states have implemented and which the Legislature can consider to address public records issues in Washington. We also identified practical solutions that can help state and local governments in their continuous efforts to improve their records management and disclosure processes.

Statewide policies to address the changing public records environment:

- Differentiate requesters and requests by their purpose
- Recover costs associated with disclosing records: material and personnel time
- Develop a statewide alternative dispute resolution program
- Address complexities in public records laws

Leading practices to aid public records management and disclosure:

- Communicate with requesters thoughtfully and as needed
- Manage request fulfillment to maximize benefits to requesters and minimize disruptions to critical services
- Disclose information before it is asked for
- Develop a coordinated, agency-wide strategy and institutional culture around records management
- Collect and retain only necessary records
- Organize records for easy search and retrieval
- Adopt strategies and organization-wide policies to accommodate complexity of public records laws
- Reduce the potential for litigation and mitigate its impact



NextRequest

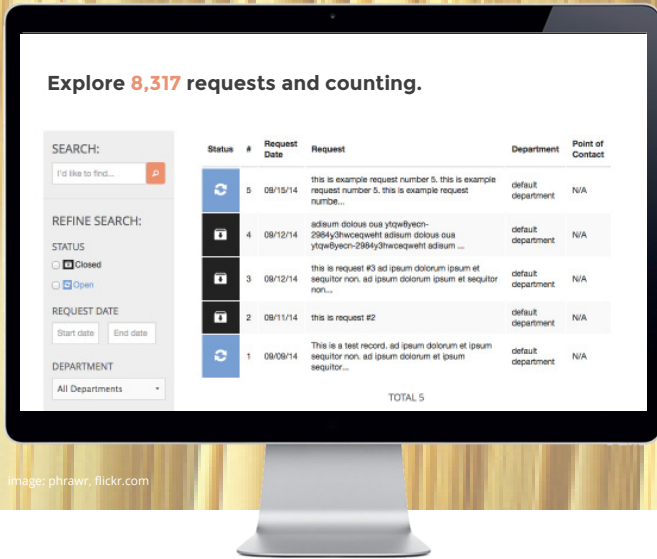


image: phrawr, flickr.com

**Better
Public
Records**

BETTER FOR THE AGENCY

NextRequest provides a simple interface for managing records requests. Help staff improve response times and quality through better coordination.

BETTER FOR THE PUBLIC

Direct people to the information they need before a request is made and save time for everyone.

BENEFITS

• Digital by Default

Make requests digital from start to finish and save everyone time.

• Reduce Unnecessary Requests

Smart keyword detection reduces duplicate requests by redirecting requesters to existing resources or other agencies.

• Efficient Processing & Management

Automated routing, responses, and deadline reminders as well as collaboration and correspondence features for complex requests.

• Data-Driven Decisions

Help strategic decision-making with metrics on requests by department and response time. Use the API for in depth data analysis.

“NextRequest staff provide great customer service and actively use customer feedback to make a great product.”

Jerome Wilen

*Public Records Manager
Port of Seattle*

CONTACT US

*info@nextrequest.com
(844) 767-8263*

**CITY OF MERCER ISLAND
ORDINANCE NO. 18C-01**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON
REPEALING AND REPLACING MERCER ISLAND CITY CODE
CHAPTER 2.14, PUBLIC RECORDS, PROVIDING FOR SEVERABILITY,
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the public records act, chapter 42.56 RCW, requires public agencies to make identifiable, non-exempt public records available for inspection and copying upon request; and

WHEREAS, chapter 2.14 MICC, “Public Records,” was codified in 1980, and the process and procedures set forth in chapter 42.56 RCW have been revised, including the recent passage of Engrossed House Bill 1595 (“EHB 1595”), effective July 23, 2017, by the Washington State Legislature during the 2017 regular session; and

WHEREAS, EHB 1595, codified at RCW 42.56.120, provides several methods by which agencies can calculate fees to recover the costs of coping records in response to public records requests, including records provided in electronic format and records uploaded to email or cloud-based storage services; and

WHEREAS, RCW 42.56.120 also provides that an agency need not calculate the actual costs for providing public records if it has determined that doing so would be unduly burdensome; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. **MICC 2.14, Public Records Repealed and Replaced.** MICC 2.14, Public Records is hereby repealed and replaced as follows:

Chapter 2.14
PUBLIC RECORDS

Sections:

- 2.14.010 Authority and purpose.
- 2.14.020 Adopted by reference.
- 2.14.030 Public records officer.
- 2.14.040 Scope of rules authorized.
- 2.14.050 Indexing of records
- 2.14.060 Exemptions.
- 2.14.070 Fees.

2.14.010 Authority and purpose.

A. The Washington State Public Records Act (Act), chapter 42.56 RCW, requires the city of Mercer Island (city) to make available for inspection and copying public records in accordance with the City’s published rules. The Act defines “public record” as any “writing containing information relating to the conduct of government or the performance of any governmental or

proprietary function prepared, owned, used, or retained” regardless of physical form or characteristics.

B. The City Manager is authorized to establish a Public Records Act policy to adopt reasonable rules, consistent with the intent of the Act and the Model Rules in Chapter 44-14 WAC, that provide the public full access to public records with “fullest assistance” to requestors and the “most timely possible action on requests,” while protecting public records from damage and disorganization, preventing excessive interference with other essential functions of the city, and withholding certain public records from disclosure subject to various legal exemptions.

2.14.020 Adopted by reference.

Revised Code of Washington (RCW) 42.56 as presently written and as it may be hereafter amended, shall be, and is hereby adopted by reference. The City shall rely on the Washington State Attorney General’s Model Rules on Public Disclosure (chapter 44-14 WAC) as adopted or hereafter amended, as guidance on complying with RCW 42.56.

2.14.030 Public records officer.

A. The City Manager shall designate a public records officer to oversee the City’s compliance with the public records requirements of this chapter and chapter 42.56 RCW. The public records officer may delegate the duties and responsibilities of complying with a public records request to another city employee. The officer’s responsibilities will be contained in the City’s PRA Rules.

B. The Public Records Officer shall complete Public Records Act and records retention training as set forth in RCW 42.56.152.

2.14.040 Scope of rules authorized.

A. As required by the Act, the public records officer has established the City of Mercer Island Public Records Act Rules of Procedure (PRA Rules) and is authorized to amend the PRA Rules as needed.

B. The PRA Rules shall set forth the procedure for making, responding to, inspecting, and copying records requests; protecting records from damage or disorganization; preventing excess interference with Mercer Island’s other essential functions; providing “fullest assistance” to requestors and the “most timely” possible action on requests.

C. The PRA Rules are posted on the City’s website at www.mercergov.org/prr.

2.14.050 Indexing of records

The City Manager shall declare that maintaining a central index of city records is unduly burdensome, costly, and would interfere with city operations due to the number and complexity of records generated as a result of a wide range of city activities.

2.14.060 Exemptions.

The Public Records Act provides that a number of documents and information are exempt from public inspection and copying. These exemptions are found in chapter 42.56 RCW and other statutes outside of the Act that may prohibit disclosure of specific information or records.

2.14.070 Fees.

A. Pursuant to RCW 42.56.120(b), the City has determined it is an undue burden to calculate individual charges for providing records, as the City does not have the resources to devote to conducting a study to determine actual copying costs for all its records and to conduct such a study would interfere with other essential agency functions and the City adopts Washington State statutory default fees for costs of copies of records under the Public Records Act RCW 42.56, as set forth in the table below:

1. Photocopies, per page	\$0.15
2. Printed copies of electronic records, per page	\$0.15
3. Scanning paper records, per page	\$0.10
4. Electronic files or attachments uploaded for electronic delivery (email, cloud based data storage service, or other means of electronic delivery), for each four (4) files	\$0.05
5. Transmission of records in an electronic format or for the use of agency equipment to send the records electronically, per gigabyte (GB)	\$0.10
6. Any digital storage media or device provided by the agency	Actual cost

B. When records are provided electronically on a CD, DVD, thumb drive, or other electronic device, the requester will be charged for the cost of the electronic storage device. The City may charge an actual-cost service charge for requests that require use of IT expertise to prepare data compilations or provide customized electronic access services when not used by the City for other purposes. A cost estimate and explanation will be provided to the requestor before incurring the costs.

C. The City may charge its actual out of pocket costs incurred to hire third parties for printing and/or copying records produced in response to a public records request.

D. As authorized by RCW 42.56.120(2)(c), and referenced in the table above, the City may combine charges to the extent that more than one type of charge applies to copies produced in response to a particular request.

E. The City may waive charges associated with fulfilling a request. The decision will be based on various factors, including the volume and format of the responsive documents.

F. The decision to assess fees for fulfilling a public records request shall be made on a consistent and equitable basis, dependent primarily upon the amount of staff time required for copying, scanning, shipping, uploading, and/or transmitting the records associated with fulfilling a request.

Section 2. **Severability.** If any section, sentence, clause or phrase of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality does not affect the validity of any other section, sentence, clause or phrase of this ordinance.

Section 3. **Corrections.** The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. **Effective Date.** This ordinance shall take effect and be in force 5 days after its passage and publication.

PASSED by the City Council of the City of Mercer Island, Washington at its regular meeting on the ____ day of _____ 2018, and signed in authentication of its passage.

CITY OF MERCER ISLAND

Debbie Bertlin, Mayor

Approved as to Form:

ATTEST:

Kari L. Sand, City Attorney

Allison Spietz, City Clerk

Date of Publication: _____



**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND, WA**

**AB 5396
February 20, 2018
Regular Business**

**DRAFT 2018-2019 CITY COUNCIL GOALS AND
WORK PLAN**

Proposed Council Action:

Review and provide direction on the 2018-2019 City Council Goals and Work Plan.

DEPARTMENT OF	City Manager (Julie Underwood)
COUNCIL LIAISON	n/a
EXHIBITS	1. Draft 2018-2019 City Council Goals and Work Plan
2017-2018 CITY COUNCIL GOAL	n/a
APPROVED BY CITY MANAGER	

AMOUNT OF EXPENDITURE	\$	n/a
AMOUNT BUDGETED	\$	n/a
APPROPRIATION REQUIRED	\$	n/a

SUMMARY

On Friday and Saturday, January 26 and 27, 2018, the City Council held its annual planning session. The planning session was spent with the Leadership Team to discuss successes over the past year and to determine which 2017-2018 Goals were completed and which should be retained and revised. The Council also identified new Goals to be developed for 2018-2019. New this year, many community members, civic leaders and organizations proposed goals and objectives for Council's consideration. The Council Planning Session agenda and packet are available on the City Council Meeting webpage at: www.mercergov.org/councilmeetings (click on "Agenda" for 1/26/2018).

After the Council determines the City's priorities and goals ("the what"), the Leadership Team prepares a draft work plan ("the how") for the Council to review (see Exhibit 1 for the draft Council goals and work plan).

Based on the Council's direction, the staff proposes the following 2018-2019 City Council goals:

- Goal 1: Prepare for Light Rail and Reduce On-and-Off Island Mobility Barriers
- Goal 2: Maintain Quality of Life Services by Addressing the City's Financial Challenges
- Goal 3: Deepen the City's Commitment to Sustainability
- Goal 4: Preserve, Promote and Enhance Mercer Island's Unique Focus on Arts and Culture
- Goal 5: Improve the City's Aging Infrastructure and Plan for Future Needs
- Goal 6: Enhance City and Community Emergency Preparedness and Planning
- Goal 7: Address Outdated City Codes, Policies, and Practices

It is important to note that some of the goals are multi-year in nature and the long-view must be kept in mind. Likewise, some of the action steps will require additional resources if the objective is to complete it within a reasonable timeframe.

This agenda item is intended for the Council to review the draft goals, especially the goals statement and action steps and to give staff clear direction on how to improve the document. After reaching consensus on what to change, staff will modify the document and submit it for the March 20 Council meeting on the Consent Calendar for formal approval.

Following the Council's approval, the Leadership Team will develop budgets, capital improvement plans, and departmental work plans aimed at accomplishing the community's vision and Council goals. Moreover, additional resources that are needed will be included in the 2019-2010 Biennial Budget and/or CIP.

RECOMMENDATION

City Manager

Provide the City Manager with feedback on the proposed 2018-2019 City Council Goals and Work Plan.



CITY OF MERCER ISLAND 2018-2019 CITY COUNCIL GOALS & WORK PLAN

The City's Comprehensive Plan states, "Mercer Island is not an island unto itself." While we are part of a complex regional system, we strive to maintain local control, preserve our safe, livable residential community, continuously provide and improve quality municipal services, foster fiscal responsibility, value excellence in education, act as stewards of the environment, and endeavor to be open and transparent and to balance the economic, environmental and social well-being of our entire community.

The City Council holds an annual planning session, where they discuss successes over the past year and identify priorities and goals ("the what") for the upcoming year. The Leadership Team takes that direction and creates a work plan ("the how"). Through a collaborative process, the Leadership Team develops budgets, capital improvement plans, departmental work plans, and special projects aimed at accomplishing the community's vision and Council goals.

Goal 1. Prepare for Light Rail and Improve On-and-Off Island Mobility

In October 2017, Mercer Island City Council approved the Sound Transit Settlement Agreement which provides just over \$10 million to offset the impacts of the East Link light rail project and partially compensate for permanent impacts. The Council's goal is to expand access to transit through a range of options such as improving pedestrian/cyclist connectivity, parking, and innovative technologies and services (e.g., ride share, bike-share, micro-transit, etc.). This goal explores various options with the community in advance of the Mercer Island Station opening in 2023.

Action Steps:

1. Convene a design charrette of agencies and stakeholders to provide input regarding traffic flow in the North Mercer Way Park & Ride area, and to address bicycle, pedestrian, vehicular, and transit connectivity on streets surrounding the light rail station. ↔
2. Partner with the community to identify best solutions for safe and effective bicycle and pedestrian connections to the station. ↔
3. Coordinate Aubrey Davis Park Master Plan planning and community engagement with development of the light rail pedestrian and bicycle design. ↔
4. Examine regional smart mobility initiatives and technology needs to prepare for the future.
5. Pilot first/last mile solutions (ride share, micro-transit, bike-share, etc.) ↔
6. Explore options related to private commuter shuttles.
7. Explore transit solution partnerships with King County Metro.
8. Identify site for long term parking solution for Island residents. ↔
9. Implement traffic mitigation projects to address impacts of the East Link light rail project. ↔
10. Work with WSDOT to implement improvements to I-90 access ramps.
11. Work with the State Delegation and Congressional Representatives to identify and implement state and federal remedies to improve access to I-90.
12. Explore necessary Comprehensive Plan and Town Center amendments to support integration of the Mercer Island Station into the Town Center. ↔

↔ Indicates planned community outreach, communications, and engagement.

Goal 2. Maintain Quality of Life Services by Addressing the City's Financial Challenges

The City faces projected operating budget deficits as well as aging infrastructure and other capital needs. This is largely due to the 1% annual growth limitation on property taxes and other revenues remaining flat. Having revenues keep pace with increasing operational expenses is a challenge, especially in delivering services that shape Mercer Island's quality of life.

Action Steps:

1. Conduct a robust community outreach process regarding the City's financial challenges, engaging the Community Advisory Group (CAG), Island community groups, and residents through a series of public meetings and Telephone Town Halls. ↔
2. Address the projected operating deficits in the 2019-2020 biennium and beyond.
3. Administer the biennial citizen satisfaction survey. ↔
4. Prepare rate studies for the City's utilities (water, sewer, stormwater, and Emergency Medical Services). ↔
5. Maintain and increase Thrift Shop annual revenue growth.
6. Work with the Mercer Island Chamber to evaluate and address parking in the Town Center in order to support local businesses. ↔

Goal 3. Deepen the City's Commitment to Sustainability

In 2006, the City Council voted to add goals and policies regarding sustainability to its Comprehensive Plan, identifying that the *Triple Bottom Line* principles (Environment, Equity, Economy) were key filters for Council decisions and City actions. At that time, the Council also committed to Greenhouse Gas (GHG) reduction goals in alignment with King County and other regional cities. Progress towards meeting these goals has been sporadic and will only be successful if a continuous and unwavering focus is maintained across all City departments, and if staff capacity exists to measure stepping-stone achievements, plan new sustainability initiatives, and implement programs.

Action Steps:

1. Prepare a 6-Year Sustainability Plan (with community involvement and significant engagement with *Sustainable-Mercer Island* citizens group) ↔ :
 - a. Invite School District participation
 - b. Consider early action items such as: recognition as a Bike-Friendly Community, Green Power sign-up campaign, home energy retrofits (with PSE), Styrofoam container ban
 - c. Ensure sustainability principles are part of the City purchasing/procurement policy [see Council Goal 7]
2. Explore STAR Communities Framework as a tool for drafting the City's Sustainability Plan, including focusing on the following goal areas and objectives:
 - a. Built Environment – explore creating green building incentives ↔; develop capital projects sustainability checklist; pursue opportunities and funding for alternative transportation pilots
 - b. Climate and Energy – develop a climate action plan chapter to identify ways to reduce community-wide GHG emissions
 - c. Education, Arts & Community, Equity & Empowerment – consider a community-wide effort on diversity and inclusion ↔; [see Council Goal 4]
3. Launch full implementation of new software tools that allow tracking of City and community GHG emissions, and energy efficiency performance benchmarking of major City facilities.

Goal 4. Preserve, Promote, and Enhance Mercer Island’s Unique Focus on Arts and Culture

Integrating arts and culture into our community improves economic vitality, livability and quality of life. Arts and cultural programs engage the public and build community by improving health, mental well-being, cognitive functioning, creative ability, and academic performance.

Action Steps:

1. Engage community regarding arts and culture polices and goals for the Comprehensive Plan. ↵
2. Partner with the Mercer Island Center for the Arts (MICA) to identify alternative site locations. ↵
3. Update the Parks, Recreation and Open Space (PROS) Plan (2019) [see Council Goal 5]. ↵
4. Research and explore becoming a “Creative Arts District.”
5. Create and implement a marketing campaign for City of Mercer Island arts and culture programs.

Goal 5. Improve the City’s Aging Infrastructure and Plan for Future Needs

Infrastructure, both built environment and technology systems, provides the foundation for healthy, vibrant communities. Poorly maintained infrastructure exposes risks and can cost more in the long run. In addition, maintenance of critical infrastructure is under financial strain as maintenance costs have increased faster than tax or rate revenues. Advance planning, including life-cycle cost analysis, for repair and replacement and changing future needs, are wise investments in time and money.

Action Steps:

1. Adopt the General Sewer Plan. ↵
2. Complete the Sewer Lake Line Feasibility Study.
3. Replace and fully implement the Supervisory Control and Data Acquisition (SCADA) System for the City’s water and sewer utilities.
4. Update the Parks, Recreation and Open Space (PROS) Plan (2019) [see Council Goal 4]. ↵
5. Update the Pedestrian and Bicycle Facilities Plan. ↵
6. Participate in the Regional Trail Steering Committee to ensure enhancements of the I-90 trail corridor.
7. Complete a Tree Canopy Study (2018) and develop an Urban Forestry Plan (2019). ↵
8. Prepare rate studies for the City’s utilities (water, sewer, stormwater, and Emergency Medical Services) [see Council Goal 2]. ↵
9. Update the City’s technology plan to include input from the “Digital Citizen of 2025” focus group. ↵
10. Implement mobile technology tools for the City’s wide-range of customers and users. ↵
11. Identify funding for renovation and expansion of the Public Works/Maintenance Center.

Goal 6. Enhance City and Community Emergency Preparedness and Planning

The City has gone beyond the legal requirement of having an emergency plan and has created a robust program involving all City departments, outside agencies, and community volunteers. Levels of preparedness and readiness can erode over time. By making this a priority, the goal is to enhance our community’s overall preparedness and resiliency.

Action Steps:

1. Enhance the City’s emergency planning and preparedness program with the following projects:
 - a. Provide coordinated mapping and camera access when the Emergency Operation Center (EOC) is activated.
 - b. Explore mobile/web applications for volunteers to collect information and submit to the EOC when activated.

- c. Develop a drone policy for City use following an emergency or disaster (e.g., landslides).
- 2. Prepare draft Comprehensive Plan goals and policies supporting disaster planning and recovery (this item is on the 2018 Comp Plan docket).
- 3. Continue to develop and maintain partnerships with local organizations such as the Mercer Island School District, Stroum Jewish Community Center, Mercer Island Chamber of Commerce, etc.
- 4. Continue emergency drills and trainings for City staff.
- 5. Continue outreach and promotion of individual, household and business emergency preparedness.
- 6. Continue to recruit volunteers for: Community Emergency Response Team (CERT), Map Your Neighborhood Program, and Emergency Preparedness Volunteer Teams.
- 7. Complete the Washington State Rating Bureau's evaluation of fire protection and suppression capabilities to maintain the City's Protection Class (City's current Insurance Service Office (ISO) rating is a 5 out of 10, with 1 being the best).

Goal 7. Address Outdated City Codes, Policies, and Practices

When an organization is reactive and driven to put out the latest "fire," it means there is little energy or time left to update regulations, policies, practices, processes, and technology that help to prevent and avoid "fires." Addressing these issues has now turned from a "nice to do" to a "must do," and requires the attention of Council and staff.

Action Steps:

- 1. Update, amend, and/or develop the following Mercer Island codes and policies:
 - 2018
 - a. Critical Areas Ordinance (last updated 2005)
 - b. Code Compliance code provisions
 - c. Appeals and processes code provisions
 - d. Transportation Concurrency Ordinance
 - e. Social Host Ordinance amendments
 - f. Fireworks Ordinance amendments
 - g. Code of Ethics
 - 2019
 - a. Sign code amendments
 - b. Adopt 2018 International Residential Construction Codes
 - c. Wireless Communications Facilities (WCF) code amendments
 - d. Amendments to permit alcohol for certain Parks & Recreation events and functions
- 2. Address obsolete systems and implement best practices through the use of technology:
 - a. Implement the Enterprise Asset Management System (launch 2018)
 - b. Implement the electronic document management and legislative system (launch 2018)
 - c. Initiate website update project by assessing websites to model and identify timeline, costs and vendors through RFP process (2018)
 - d. Develop a Water Meter Replacement Plan
 - e. Replace and expand critical communications infrastructure to support public safety and utilities
- 3. Create/update plans, policies, and handbooks:
 - a. Update the Employee Handbook (last updated 2012)
 - b. Update the purchasing/procurement policy
- 4. Revisit and evaluate current citizen advisory boards and commissions to determine effectiveness and determine need for other or *new* boards and commissions
- 5. Renegotiate franchise agreements (e.g., Comcast, PSE).
- 6. Prepare for a request for proposal and review proposals for the City's solid waste contract.

 Indicates planned community outreach, communications, and engagement.



PLANNING SCHEDULE

Please email the City Manager & City Clerk when an agenda item is added, moved or removed.

Special Meetings and Study Sessions begin at 6:00 pm. Regular Meetings begin at 7:00 pm. Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

FEBRUARY 20		DUE TO:	2/09 D/P	2/12 FN	2/12 CA	2/13 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
EXECUTIVE SESSION (5:00-6:00 pm)						
30	Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110(1)(b) and to consider the maximum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price pursuant to RCW 42.30.110(1)(c) for 30 minutes.					
30	Executive Session for planning or adopting the strategy or position to be taken by the City Council during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress pursuant to RCW 42.30.140(4)(b) for approximately 30 minutes.					
STUDY SESSION (6:00-7:00 pm)						
60	2017 Recap and 2018 Work Plan for Emergency Preparedness and Planning			Jennifer Franklin		Julie
SPECIAL BUSINESS (7:00 pm)						
5	Arbor Day Proclamation			Hannah Van Pelt		Julie
CONSENT CALENDAR						
--	1% for Art Project: West Mercer Way/I-90 Mural Artist Agreement for Art Work, Design, and Budget Increase			Kai Fulginiti		Julie
--	Authorize Expenditure of Federal Seizure Funds for Police Department Use			Mike Seifert		Julie
--	Ratification of 2017 WRIA 8 Chinook Salmon Plan Update			Jason Kintner		Julie
--	City Council Rules of Procedure Amendments			Ali Spietz		Julie
REGULAR BUSINESS						
30	Public Records Act Code Amendments (1 st Reading)			Ali Spietz & Mary Swan		Julie
60	Draft 2018-2019 City Council Goals and Work Plan (1 st Reading)			Julie Underwood		Kirsten

MARCH 6		DUE TO:	2/23 D/P	2/26 FN	2/26 CA	2/27 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
60	General Sewer Plan Update			A. Tonella-Howe		
SPECIAL BUSINESS (7:00 pm)						
10	Women's History Month & International Women's Day Proclamation					
CONSENT CALENDAR						
--	Open Space Conservancy Trust Board 2017 Annual Report			Alaine Sommargren		
--	Public Records Act Code Amendments (2 nd Reading and Adoption)			Ali Spietz & Mary Swan		
REGULAR BUSINESS						
45	2019-2024 Capital Improvement Program (CIP) Budget Kick-Off			Francie Lake		Julie

30	Groveland Beach Park Repairs – Authorization to Bid	Alaine Sommargren	
EXECUTIVE SESSION			

MARCH 20		DUE TO:	3/09 D/P	3/12 FN	3/12 CA	3/13 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
60	Bicycle and Pedestrian Issues – Discuss Last/First-Mile Solutions & Opportunities			Ross Freeman		
SPECIAL BUSINESS (7:00 pm)						
10	Rotary Peace Poles Gift			Julie Underwood		
CONSENT CALENDAR						
--	EMW 5400-6000 Block Water System Improvements Project – Bid Award			Rona Lin		
PUBLIC HEARING						
REGULAR BUSINESS						
30	Acquisition and Lease Purchase Financing of One Pierce Maxi Pumper Fire Truck			Chip Corder		
45	Code Compliance Program			Alison Van Gorp		
30	Lyft and Uber Pilot Proposal			Julie Underwood		
45	2018-2019 City Council Goals and Work Plan (Final Adoption)			Julie Underwood		Kirsten
EXECUTIVE SESSION						

APRIL 3		DUE TO:	3/23 D/P	3/26 FN	3/26 CA	3/27 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	Sexual Assault Awareness Month Proclamation			Cindy Goodwin		
CONSENT CALENDAR						
PUBLIC HEARING						
60	Public Hearing: Preview of 6-Year Transportation Improvement Program			Casey Nelson		
REGULAR BUSINESS						
60	Procedural Zoning Code Amendments (1st Reading)			Nicole Gaudette		
EXECUTIVE SESSION						

APRIL 17		DUE TO:	4/6 D/P	4/9 FN	4/9 CA	4/10 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	Volunteer Appreciation Week Proclamation		Cindy Goodwin			
5	Earth Day Proclamation		Ross Freeman			
CONSENT CALENDAR						
PUBLIC HEARING						
REGULAR BUSINESS						
30	4th Quarter 2017 Financial Status Report & Budget Adjustments		Chip Corder		Julie	
30	Procedural Zoning Code Amendments (2nd Reading)		Nicole Gaudette			
EXECUTIVE SESSION						

APRIL 26 - 5:00-6:45 PM (SPECIAL MEETING)						
	Special Joint Meeting with MISD Board					

MAY 1		DUE TO:	4/20 D/P	4/23 FN	4/23 CA	4/24 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	Building Safety Month Proclamation		Scott Greenberg			
15	KCLS Executive Director Lisa Rosenblum		Kirsten Taylor			
CONSENT CALENDAR						
PUBLIC HEARING						
REGULAR BUSINESS						
30	Adoption of 6-Year Transportation Improvement Program		Casey Nelson			
15	1st Quarter 2018 Financial Status Report & Budget Adjustments		Chip Corder		Julie	
45	Zoning Code Cleanup (1st Reading)		Andrew Leon			
EXECUTIVE SESSION						

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MAY 15		DUE TO:	5/4 D/P	5/7 FN	5/7 CA	5/8 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	Public Works Week Proclamation			Jason Kintner		
5	Safe Boating and Paddling Week Proclamation			Ed Holmes		
CONSENT CALENDAR						
PUBLIC HEARING						
90	City's Financial Challenges: Review Community Advisory Group's Recommendations and City Manager's Recommendations			Chip Corder		Julie
REGULAR BUSINESS						
60	2018 Biennial Citizen Survey Results			Chip Corder		Julie
30	Zoning Code Cleanup (2nd Reading)			Andrew Leon		
EXECUTIVE SESSION						

JUNE 5		DUE TO:	5/25 D/P	5/28 FN	5/28 CA	5/29 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
PUBLIC HEARING						
90	Proposed Levy Lid Lift Ordinance(s) (1st Reading)			Chip Corder		Julie
REGULAR BUSINESS						
15	Summer Celebration Fireworks Display Permit			Steve Heitman		
EXECUTIVE SESSION						

JUNE 9 (SATURDAY, 8:00 AM – 5:00 PM)						
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2018 MINI-PLANNING SESSION (MICEC)

JUNE 19		DUE TO:	6/8 D/P	6/11 FN	6/11 CA	6/12 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	Parks and Recreation Month & Summer Celebration! Proclamation			Diane Mortenson		
CONSENT CALENDAR						
PUBLIC HEARING						
60	Proposed Levy Lid Lift Ordinance(s) (2nd Reading)			Chip Corder		Julie
REGULAR BUSINESS						
90	2019-2024 Capital Improvement Program Preview			Chip Corder		Julie
EXECUTIVE SESSION						

JULY 3 (OR JUNE 26 OR JULY 26)		DUE TO:	6/22 D/P	6/25 FN	6/25 CA	6/26 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
PUBLIC HEARING						
REGULAR BUSINESS						
EXECUTIVE SESSION						

JULY 17		DUE TO:	7/6 D/P	7/9 FN	7/9 CA	7/10 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						

SPECIAL BUSINESS (7:00 pm)			
5	National Night Out Proclamation	Jennifer Franklin	
CONSENT CALENDAR			
PUBLIC HEARING			
REGULAR BUSINESS			
60	Code Compliance Ordinance (1st Reading)	Alison Van Gorp	
EXECUTIVE SESSION			

AUGUST 7		DUE TO:	7/27 D/P	7/30 FN	7/30 CA	7/31 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
NATIONAL NIGHT OUT (5:00-7:00 pm)						
120	National Night Out Party (City Hall Police Carport)					
SPECIAL BUSINESS (7:00 pm)						
5	Women's Equality Day Proclamation					
CONSENT CALENDAR						
PUBLIC HEARING						
REGULAR BUSINESS						
30	Code Compliance Ordinance (2nd Reading)				Alison Van Gorp	
EXECUTIVE SESSION						

AUGUST 21		DUE TO:	8/10 D/P	8/13 FN	8/13 CA	8/14 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
--	Interlocal Agreement with MISD for School Mental Health Counselors				Cindy Goodwin	

PUBLIC HEARING			
REGULAR BUSINESS			
EXECUTIVE SESSION			

SEPTEMBER 4		DUE TO:	8/24 D/P	8/27 FN	8/27 CA	8/28 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	National Recovery Month Proclamation				Cindy Goodwin	
5	Emergency Preparedness Month Proclamation				Jennifer Franklin	
5	Day of Concern for the Hungry Proclamation				Cindy Goodwin	
CONSENT CALENDAR						
PUBLIC HEARING						
REGULAR BUSINESS						
30	2nd Quarter 2018 Financial Status Report & Budget Adjustments				Chip Corder	
EXECUTIVE SESSION						

SEPTEMBER 18		DUE TO:	9/7 D/P	9/10 FN	9/10 CA	9/11 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
PUBLIC HEARING						
REGULAR BUSINESS						

90	2018 Comprehensive Plan Amendments (1st Reading)	Evan Maxim	
EXECUTIVE SESSION			

OCTOBER 2		DUE TO:	9/21 D/P	9/24 FN	9/24 CA	9/25 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	Domestic Violence Action Month Proclamation			Cindy Goodwin		
5	National Community Planning Month Proclamation			Scott Greenberg		
CONSENT CALENDAR						
PUBLIC HEARING						
60	2019-2020 Preliminary Budget: Budget Message Presentation & Distribution			Julie Underwood & Chip Corder		Julie
REGULAR BUSINESS						
45	2018 Comprehensive Plan Amendments (2nd Reading)			Evan Maxim		
30	Transportation Concurrency Ordinance (3rd reading)			Scott Greenberg		
EXECUTIVE SESSION						

OCTOBER 16		DUE TO:	10/5 D/P	10/8 FN	10/8 CA	10/9 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
PUBLIC HEARING						
180	2019-2020 Preliminary Budget: Operating Budget Review			Chip Corder		Julie
REGULAR BUSINESS						
EXECUTIVE SESSION						

NOVEMBER 6			DUE TO:	10/26 D/P	10/29 FN	10/29 CA	10/30 Clerk
ITEM TYPE TIME TOPIC					STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)							
SPECIAL BUSINESS (7:00 pm)							
5	Veteran's Day Proclamation						
CONSENT CALENDAR							
PUBLIC HEARING							
180	2019-2020 Preliminary Budget: Capital Improvement Program Review				Chip Corder		Julie
REGULAR BUSINESS							
EXECUTIVE SESSION							

NOVEMBER 20			DUE TO:	11/9 D/P	11/12 FN	11/12 CA	11/13 Clerk
ITEM TYPE TIME TOPIC					STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)							
SPECIAL BUSINESS (7:00 pm)							
CONSENT CALENDAR							
PUBLIC HEARING							
90	2019-2020 Preliminary Budget: Finalize Changes to Budget, Pass 2019 NORCOM Budget Resolution, Adopt 2019 Property Tax Ordinances, and Pass 2019 Utility Rate Resolutions				Chip Corder		Julie
REGULAR BUSINESS							
60	Private Community Facilities Code Amendment (1st Reading)				Evan Maxim		
EXECUTIVE SESSION							

DECEMBER 4			DUE TO:	11/23 D/P	11/26 FN	11/26 CA	11/27 Clerk
ITEM TYPE TIME TOPIC					STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)							

SPECIAL BUSINESS (7:00 pm)			
CONSENT CALENDAR			
PUBLIC HEARING			
REGULAR BUSINESS			
30	2019-2020 Final Budget Adoption	Chip Corder	Julie
15	3rd Quarter 2018 Financial Status Report & Budget Adjustments	Chip Corder	Julie
45	Private Community Facilities Code Amendment (2nd Reading)	Evan Maxim	
EXECUTIVE SESSION			

DECEMBER 18		DUE TO:	12/7 D/P	12/10 FN	12/10 CA	12/11 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
PUBLIC HEARING						
REGULAR BUSINESS						
EXECUTIVE SESSION						

OTHER ITEMS TO BE SCHEDULED:

- Light Rail Station Design Oversight – J. Underwood
- PSE Electric Franchise – K. Sand
- Zayo Telecom Franchise – K. Sand
- ARCH Parity Goals – S. Greenberg
- Parks Waterfront Structures Long-Term Planning – P. West
- Land Conservation Work Plan Update – A. Sommargren
- Open Space Vegetation Management – A. Sommargren
- Citizen of the Year Criteria – A. Spietz
- YTN Update – J. Underwood

COUNCILMEMBER ABSENCES:

- Wendy Weiker: July 3

MISD BOARD JOINT MEETING DATES:

- Thursday, April 26, 2018, 5:00-6:45 pm