

CITY OF SEATAC
COMMUNITY BUILDING COMMITTEE MEETING MINUTES
June 25, 2014

Members present:

Nibret Aga (arrived 5:47 p.m.), Jean Blackburn, Abdirahman Hashi, Virginia Olsen, and Matthew York

Members absent:

Abdiwali Mohamed and Pat Patterson

1. Call to Order

Virginia Olsen called the meeting to order at 5:41 p.m.

2. Approval of Minutes

The committee approved the June 11, 2014 special meeting minutes as written (Attachment A).

3. Community Conversations

Members shared their experiences and observations on the community.

4. Public Comment

One community member in the audience made comment.

5. New Business

A. Update on Public Outreach Liaisons

Joe Scorcio (City of SeaTac) and Kate Kaehny (City of SeaTac) were present to respond to Committee questions regarding the Angle Lake Station Area public outreach (“community connectors”) program and potential ongoing public outreach program options and costs. Joe indicated that a debriefing summary from the Angle Lake Station Area community outreach with Global to Local will be put into written form and shared with the Community Building Committee. Kate then shared the Community Liaison Cost Estimate Information for Community Building Committee (Attachment B). Kate shared that there are several options, from small pilot programs to larger programs that require full-time staff. Global to Local and Forterra provided the bulk of the estimates. The members then queried the presenters on various aspects of the document.

B. Back to School Fair

Jean Blackburn shared a flyer for the Back to School Fair. She indicated that there were three options for the Committee’s involvement: 1. sponsor a booth; 2. help with food and other stations and use that opportunity to talk to attendees; or 3. talk to attendees waiting in line and

ask a few survey questions. The group agreed that option #3. would be the most helpful in providing input to the City Council. Members agreed to each bring three potential survey questions to the July meeting to narrow down into a short list of questions that members could ask attendees at the fair. Jean agreed to contact Lutheran Community Services to see if they could provide a Spanish interpretation volunteer. The Committee also agreed to confirm members' attendance at the fair at the July 23 Committee meeting.

C. Roles/Officers

Members briefly discussed roles as outlined in the by-laws. The group concluded by expressing a desire to discuss the option to convert to a more traditional model that entails appointing a Committee chair at the July meeting.

D. Debrief on Program Presentations

Committee members generally expressed interest in recommending a public outreach liaison model to Council at two pilot projects a year. The members agreed that they still intended on reporting out to Council before the end of the year and discussed the biennial budget calendar.

6. Future Meeting Topics

- A. July 23, 2014: a) Federal Way Community Garden Foundation—Matthew coordinating; b) Angle Lake Family Resource Center Community Garden—Jean coordinating; c) City of Seattle Community Liaisons—Abdirahman coordinating; d) Back to School Fair Survey—Jean coordinating/all providing input; e) Debrief on Program Presentations
- B. August 27, 2014: a) Community Kitchen—Nibret coordinating
- C. September 24, 2014: TBD

7. Adjournment

Virginia Olsen adjourned the meeting at 7:14 p.m.

CITY OF SEATAC
COMMUNITY BUILDING COMMITTEE MEETING MINUTES
***Special Meeting* June 11, 2014**

Members present:

Nibret Aga (arrived 5:58PM), Jean Blackburn, Abdirahman Hashi, Virginia Olsen, Pat Patterson and Matthew York

Members absent:

Abdiwali Mohamed

1. Call to Order

Virginia Olsen called the meeting to order at 5:35 p.m.

2. Approval of Minutes

The committee approved the April 11, 2014, and April 23, 2014, minutes as written (Attachment A).

3. Community Conversations

Members shared their experiences and observations on the community.

4. Public Comment

Two community members in the audience made comment.

5. New Business

A. Community Connectors

Becca Meredith (Forterra), Adam Taylor (Global to Local) and Kate Kaehny (City of SeaTac) were present to discuss the community liaison model employed for outreach in both SeaTac and Tukwila. Becca opened with an overview of Forterra's efforts, complemented by Adam's explanation of Global to Local's efforts (Attachment B). Kate then provided an overview of the City of SeaTac's efforts to gain more community engagement in the Angle Lake Station Area planning effort (Attachment C). Members queried the presenters on various aspects of the program including the budget, which Kate agreed to provide following the meeting.

B. Code Enforcement Education

Joe Scorcio (City of SeaTac) and Gary Schenk (City of SeaTac) were present to discuss the City's code enforcement and compliance efforts. Joe provided an overview of all of the functions of the Community and Economic Development Department (Attachment D) and the status of code enforcement and compliance efforts (Attachment E) including the City Council Working Group that is meeting on future direction. Members queried Joe and Gary on various aspects of

the program, including the most cost-effective methods.

C. Community Calendar Updates

Members briefly reviewed the community calendar and were asked to send any additions for community events to Gwen via email for addition to the calendar (Attachment F).

6. Future Meeting Topics

- A. June 25, 2014: a) Back to School Fair Participation; b) Roles/Officers; c) Debrief on Program Presentations
- B. July 23, 2014: a) Federal Way Community Garden Foundation; b) Debrief on Program Presentations
- C. August 27, 2014: TBD
- D. September 24, 2014: TBD

7. Adjournment

Virginia Olsen adjourned the meeting at 7:13 p.m.

CITY OF SEATAC
COMMUNITY BUILDING COMMITTEE *SPECIAL* MEETING MINUTES
April 14, 2014

Members present:

Jean Blackburn, Abdirahman Hashi, Virginia Olsen, Pat Patterson, Matthew York and alternate Nibret Aga.

Members absent:

Abdiwali Mohamed and Keith Siebler.

1. Call to Order

Virginia Olsen called the meeting to order at 5:30 p.m.

2. Unfinished Business

A. Council Presentation

The group discussed the draft outline for the Council presentation, focusing on the work plan items. The committee agreed to the following order for the presentation:

1. Code enforcement
2. Educational materials in other languages
3. Public outreach liaisons
4. Community gardens
5. Photos of diverse community in city hall
6. Internships at city hall
7. Contacting organizations
8. Back to School Fair

Committee members agreed that the items are not recommendations to Council for the April 22 Council Study Session but rather issues to explore and that the intent would be to report back to Council before the end of the year after further research.

The group also agreed they wanted to have further discussion about how to promote relevant employment training with other highline cities and the community college.

3. Adjournment

Virginia Olsen adjourned the meeting at 6:22 p.m.

CITY OF SEATAC
COMMUNITY BUILDING COMMITTEE MEETING MINUTES
April 23, 2014

Members present:

Jean Blackburn, Abdirahman Hashi, Virginia Olsen, Pat Patterson and alternate Nibret Aga.

Members absent:

Abdiwali Mohamed, Keith Siebler and Matthew York.

1. Call to Order

Virginia Olsen called the meeting to order at 5:35 p.m.

2. Approval of Minutes

The committee approved the March 26, 2014, minutes with one correction to the spelling of Mr. Hashi's first name.

3. Community Conversations

Members shared their experiences and observations on the community, including on the Highline Schools Foundation's recent fund-raiser, the program for homeless families in the Highline School District, events at the SeaTac Senior Center and Project Feast.

4. Public Comment

One community member in the audience made comment.

5. New Business

A. Debrief from Council Presentation

Abdirahman Hashi began the committee conversation on the April 22 Council presentation. Members agreed that the presentation went well. They also decided that they wanted to follow up on Mayor Gregerson's advice to provide more information on suggested programs so a placeholder could be put in the budget by June if possible, or for the biennial budget adjustment if that timeframe isn't workable. The committee also agreed to focus on providing Council with a more thoroughly researched set of preliminary recommendations by December 2014.

B. Work Plan Implementation

1. Committee members spoke at length about how to proceed with items on their work plan. A summary is below: Community connectors are the committee's first priority. Staff liaison Gwen Voelpel will invite Global to Local and Community and Economic Development staff involved in the recent Angle Lake Station Area outreach effort to the May meeting. Members committed to reading the Forterra

report, “Connecting to the Future: Inclusive outreach and engagement in the City of Tukwila” before the May meeting.

2. Community gardens are the committee’s second priority. Mr. Patterson provided information on neighboring cities’ programs (Attachment A). He also shared that he spoke with Parks & Recreation Director Kit Ledbetter, who estimated the cost to construct a garden at \$50,000-\$70,000. The Director indicated to Pat that he didn’t believe the cost of water would be significant and could be absorbed by the City. Pat also found that there are many gardeners working with the Highline Botanical Garden Foundation who would be interested in aiding in the effort. The group agreed, since this was a primary priority for Mr. York, to ask Matthew to coordinate a speaker from the non-profit community garden group in Federal Way to attend the May meeting. Joe Scorcio, Community and Economic Development Director, will already be in attendance and can speak to the status of the City’s comprehensive plan policies that support community gardens.
3. Translated code enforcement public information is the third priority. As the group had already heard a request for feedback on this idea from Code Enforcement Officer Barb Canfield, the group felt comfortable in talking to Mr. Scorcio about translating the “Good Neighbor” brochure or a similar overview piece into the three main languages other than English spoken in the school district—Spanish, Somali and Punjabi. The group agreed to ask Mr. Scorcio for an estimate of the cost of publishing the brochure in those three languages at a quantity to be established by his staff at the May meeting.
4. The group agreed to put their other priority work plan items on hold: Ms. Blackburn can invite Julie Burr from the school district when the committee is ready to talk about internships. Mr. Ledbetter indicated that Lawrence Ellis from Parks & Recreation could be consulted on the photo display at City Hall to reflect the diversity of the community. The group will discuss participation in the Back to School Fair at their June meeting and decide how they want to participate. And the other work plan item that is not scheduled for discussion is contacting other organizations, although Mr. York indicated he would contact Rotary at a prior meeting.

6. **Future Meeting Topics**

- A. May 28, 2014: 1) Community Connectors; 2) Community Gardens; 3) Code Enforcement Public Education.
- B. June 25, 2014: 1) Roles (Rotation and/or Redefinition); 2) Back to School Fair Participation; 3) Other Work Plan Item Scheduling—Photo Display; Internships; Contacting Organizations.
- C. July 23, 2014: TBD

7. **Adjournment**

Virginia Olsen adjourned the meeting at 7:00 p.m.

Attachment A

City Name	Do you have a Pea Patch in your community	How many plots are in your Pea Patch	Who pays for the water	What is the cost for a space	Do you have a waiting list	Is the Pea Patch on a park site
Burien	Yes	29	City	\$25 year	No	Yes
Tukwila	Yes	24	City	\$35 year	No	Yes and one at a Church
Des Moines	Yes	25	City	\$25 year	No	Yes

Community Liaisons Program Overview

SeaTac Community Building Committee
June 11, 2014

FORTERRA



Outline

- Forterra & Global to Local
- History
- Program Vision
- Program Structure
- Examples
 - Tukwila
 - SeaTac

FORTERRA 

Forterra

Creating Great Communities & Conserving Great Lands

Forterra supports prosperous and healthy communities and conserves natural and working landscapes in Washington's central Cascades and Olympic regions



3

Forterra

List of Recent Projects

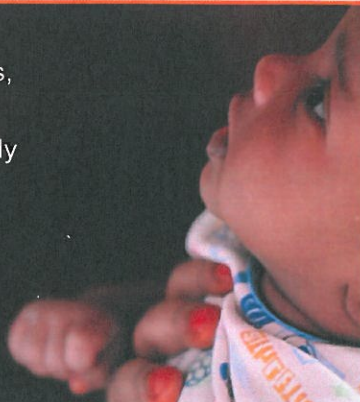
- Federal Way – Neighborhood Greenway
- Makah Tribe, Neah Bay – Walking and Biking
- Quinault Nation, Taholah – Moving the Village
- Federal Way – Access to Healthy Food
- Ocean Shores – Complete Streets
- Tukwila – Duwamish Shoreline Restoration
- Tukwila – Namaste Garden

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GLOBAL TO LOCAL TUKWILA & SEATAC

History

To utilize global health strategies, techniques, methodologies and technologies to improve the health of underserved communities locally within the United States.



GLOBAL TO LOCAL TUKWILA & SEATAC

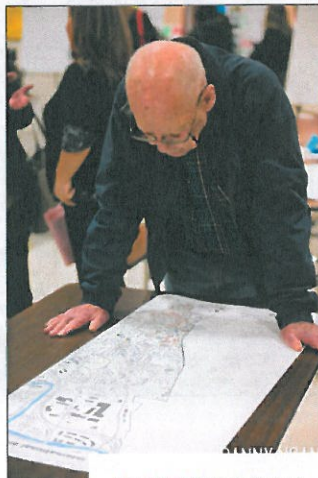
vision

- Community Health Promoters
- Community leadership
- Health + technology
- Addressing social determinants of health



History

- City of Tukwila
- Research
- Similar Programs



FORTERRA 

Vision



1. Create a Platform for relationships
2. Engage community members
3. Leadership Development
4. Social Equity

FORTERRA 

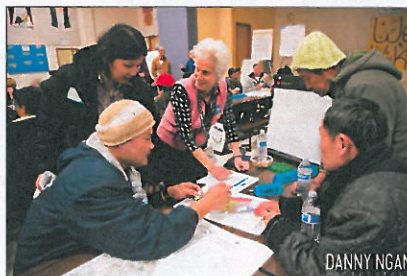
Structure & Partnership

- Program Development
- Select Pilot Project
- Trainings
- Outreach
- Community Event(s)
- Celebration & Evaluation



Tukwila Community Connectors

- Interdepartmental team
- Equity and Diversity consultants
- Selected Comprehensive Plan Project
- Training > Outreach > Event
- Evaluation



Pilot Program **Successes**

- Conducted 2 trainings
- Trained 7 leaders
- Reached 3 new communities
- Completed 194 surveys
- Hosted a community conversation: >130 guests
- Translated & interpreted in 7 languages



FORTERRA 

Tukwila Community Conversation



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SeaTac Angle Lake Light Rail



FORTERRA 

Next steps

- Begin program design
- Select another project
- Questions?

FORTERRA 

Thank You!



FORTERRA 

Angle Lake Station Area Planning Project

Global to Local's Community Liaisons




City of SeaTac
everywhere's possible

Community Building Committee
June 11, 2014

Discussion Items:

- **Why City asked G2L & Forterra to Participate in Station Area Planning Project**
- **Community Liaisons' Project Activities**
- **Initial Results of Community Liaisons' Involvement**
- **Questions**



Why G2L & Forterra?

- Project goal to have robust public involvement with input from station area's diverse communities
- G2L/Forterra successful in engaging diverse communities in Tukwila Comp Plan process
- Other SeaTac staff had positive experience with G2L's community cafes

Community Liaisons' Activities

- 1. "City 101" & Project Training:**
 - Six Community Liaisons, multiple language speakers
- 2. Station Area Questionnaires:**
 - Collected over 150
- 3. Community Conversation at Apartment Complex:**
 - Facilitated meeting, available for interpretation
- 4. Visioning Workshop:**
 - Participated in workshop, available for interpretation
- 5. Neighborhood Design Workshop:**
 - Participated in workshop, available for interpretation
- 6. Project Debrief Meeting with City & Consultant Team:**
 - Will provide feedback to City on project

Results

Station Area Questionnaires

- Each Community Liaison gathered 20+ questionnaires from different communities in station area including: Spanish, Somali, Arabic & Amharic language/communities
- Collected over 150 out of a total of approximately 220 questionnaires gathered
- *Takeaway: Enabled City to access communities not usually heard from, and gathered larger number of questionnaires than anticipated*

City of Seattle - Angle Lake Station Neighborhood Questionnaire

Do you live, work, or play within 1/2 mile of the future Angle Lake Light Rail Station (which will open in 2017) Street, near International Blvd, in late 2014? *

Do you wish there were more places in the neighborhood where you could get your errands done, have a cup of coffee, or buy fresh food? *

Your responses will inform a development plan the City is working on, and help shape what the Angle Lake Station neighborhood will be like in the future! *

Question 19
Do you live, own a business or work within 1/2



Results (cont.)

Community Conversation at Apartment Complex

- Community Liaison's facilitated at community meeting in apartment complex the City had never held a meeting at before
- CL's provided English and in-language facilitation
- *Takeaway: CL's extended staffing capabilities at meeting and provided technical assistance in language that would otherwise not have been offered*



Results (cont.)

Visioning Workshop



- Community liaisons participated as individuals and as representatives of communities they engaged with during questionnaire gathering activity
- *Takeaway: CL's participation increased diversity of opinions represented at workshop & were available for interpretation assistance as needed*

Results (cont.)

Neighborhood Design Workshop



- Community liaisons participated as individuals and as representatives of communities they engaged with during questionnaire gathering activity
- *Takeaway: CL's not only added to diversity of voices at workshop but provided input as "community experts" in project after participating in multiple project events*

Results (cont.)



Overall

- Community liaisons were **SUCCESSFUL** in:
 - Extending City's outreach to & input from communities that are traditionally difficult to reach
 - Increasing the number of participants in community engagement activities
 - Informing project from an individual perspective and as a community representative
 - Becoming community involvement experts for the City of SeaTac

Questions

Angle Lake Station Area

Planning Project | Fact Sheet

About the Project

With Sound Transit's Angle Lake light rail station opening in 2016, the City of SeaTac is identifying opportunities for new development and making the surrounding area more pedestrian friendly for residents and commuters alike.

To help guide how the area around the station grows and changes in the future, the City is preparing the Angle Lake Station Area Plan.



▶ Angle Lake Station to open in late 2016, providing service to downtown Seattle and the UW

Goals of the Planning Project

- Get feedback from residents, businesses, property owners and community organizations to help shape the plan
- Guide future changes in the neighborhood to meet the needs of local residents, businesses, and greater SeaTac community
- Encourage future redevelopment that includes a mix of office, commercial, retail, residential development, and public spaces
- Identify strategies to make the station area more walkable and improve access to surrounding neighborhood

We Want Your Ideas!

Over the next several months, the City will work closely with the SeaTac community to create a vision for the future of the Angle Lake Station area, and public feedback will be an important part of this process. Things to consider:

- What do you want the area around Angle Lake station to be like in 10 years?
- Are there businesses, stores or other places you want in your neighborhood?
- When you need to go somewhere, how do you most often get there?



Share Your Vision: take our online Questionnaire, which can be found here:
www.ci.seatac.wa.us/anglelakestation

You're Invited: Attend an Upcoming Public meeting:

- 5/1/14 • 6:30pm - 8pm • Visioning Workshop
Madrona, Elementary School Library
- 5/29/14 • 6:30pm - 8pm • Urban Design Framework Workshop,
Madrona Elementary School Library



Angle Lake Station Area

Planning Project | Informational Handout

Project Timeline

April 2014

Station Area
Questionnaire
(now available on
City's website)

May 2014

Community
Goals and Visioning
Workshop
and Community Urban
Design Framework
Workshop

Fall 2014

City Council
review adoption of
Angle Lake Station
Area Plan

How to get more information

Visit the project web page at: <http://www.ci.seatac.wa.us/anglelakestation> to:

- Learn the latest news on the Angle Lake Station Area Plan process and how to get involved
- Get additional information about upcoming events



► Elevated station and 1,050 parking garage for commuters, plaza, and space for future retail in the garage

► The Angle Lake Station is currently under construction and will open in 2016. 5,400 people are projected to use the new station by 2018.

Project Contact & More Info

Kate Kaehny, Senior Planner | {e} kkaehny@ci.seatac.wa.us | {p} 206.973.4750

or visit www.ci.seatac.wa.us/anglelakestation



BUILDING SEATAC'S FUTURE

- Enforces State and local codes to ensure health, safety, and property values.
- Conducts accurate building permit processing, plan review and inspections.
- Educates customers on codes and building process.



BUILDING PERMITS

- Permits required for new construction, alterations, additions, plumbing, mechanical, and electrical work.
 - Permits **not** required for sheds, playhouses, similar structures up to 200sf, painting, papering, tiling, and similar finish work.
- *Whether a permit is required or not, always contact Building Services before starting a project.

WHAT WE'RE DOING

- Seatac's Code Compliance Officer handles more than 200 cases annually.
- Common complaints include property maintenance, garbage, inoperable vehicles, foreclosures, and graffiti.
- Request for Action Forms are available online or at City Hall.



GOALS OF ECONOMIC DEVELOPMENT

- Recruit and retain businesses.
- Attract quality developers and investors.
- Augment the existing tax base.



PARTNERSHIP FOR ECONOMIC VITALITY

- Identify opportunities for development with property owners.
- Coordinates with site selection professionals to improve quality of life, add family wage jobs, and enhance the community.
- Promotes tourism by partnering with Seattle Southside Visitor Services and a range of hospitality representatives.
- Facilitates business assistance incentives and programs.



ENGINEERING REVIEW

- Reviews plans to ensure compliance with city codes and engineering practices, including: new site construction plans, modifications to an existing site, stormwater permitting, site clearing and grading, and right-of-way use permits.
- Reviews site engineering, including: site access, surface parking, and low impact development.

BEST MANAGEMENT PRACTICES

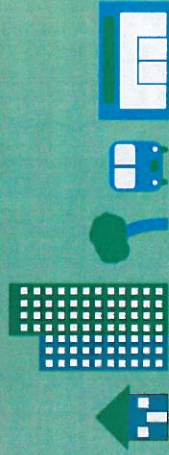
- Accomplishes code compliance:
- Flow/flood control, water quality treatment, and maintenance and operations responsibility.
 - Low impact development including rain gardens, permeable or pervious pavement, basic dispersion, and infiltration.

EVALUATES SITE CLEARING & GRADING

- Evaluates erosion sediment control, hauling permits, impact to surrounding areas, retaining walls, and under-drain systems.

TYPES OF PLANNING

- Long-range (comprehensive)
- Current planning (land use review)



ESTABLISHING LAND USE AREAS

Residential, Commercial, Parks, Transit, Industrial

Attachment D

City of Seatac

everywhere's possible

CURRENT PLANNING REVIEWS

- Land Use Applications:
- Subdivisions
 - Conditional Use Permits
 - Rezones
 - Environmental Reviews

What does Community and Economic Development provide and why?

ENSURE

Our programs and responsibilities are about safety

- Review, permit and inspect buildings, structures, fixtures, signs, and other improvements
- Review, permit and inspect site development (ingress, egress, drainage)
- Promote community-supported design of safe neighborhoods and business districts



ENABLE

Our programs and responsibilities are about approval

- Implement community-established land development standards
- Support development through planning, zoning, permitting, and other public decisions
- Encourage redevelopment, business investment, and employment opportunities
- Provide clearinghouse and referral efforts to other agencies to facilitate development and redevelopment



ENFORCE

Our programs and responsibilities are about protection

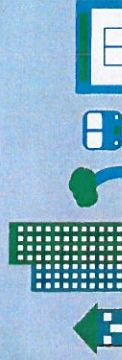
- Apply land development standards consistently
- Support property values and community integrity
- Promote clean and maintained public areas, business districts, and neighborhoods
- Protect environmental features and natural areas



ENVISION

Our programs and responsibilities are about the future

- Plan for appropriate land uses, environmental enhancement, and healthy neighborhoods
- Coordinate with other departments and organizations
- Achieve the community vision by integrating transportation, transit, recreation, and environmental issues into land use decisions



ENGAGE

Our programs and responsibilities are about public involvement

- Create opportunities for community outreach and education
- Incorporate community input in establishing community standards
- Identify and involve stakeholders in development of programs and policies
- Involve residents, business owners and employers in community discussions



Five equally important ideas that summarize what we do every day and why we do it.

Community Building Committee Meeting
Code Compliance/Code Enforcement Issues
Wednesday, June 11, 2014

Summary of Presentation

City Council Goal:

- The SeaTac City Council has established a specific Goal “to enhance code enforcement effectiveness within all neighborhoods and areas in the City”.

Review of Existing /Code Compliance Program:

- Code Enforcement Approach
 - Response based
 - Workload increasing
 - Recurring offenders
 - Code shortcomings impact effective resolution
- 154th Focus Area
 - Proactive based
 - Soft enforcement in addition to response based
 - Community building approach
 - Community outreach (praise - recognition)
- Code Enforcement/Code Compliance Team:
 - City has a Code Compliance Team with representatives of the city departments involved in Code-related issues. This includes Police (inc. CSOs), Public Works, Legal, Human Services, Fire and Community and Economic Development (inc. Building, Planning and Economic Development Divisions).
 - Code Compliance Team has been reviewing the entire Program, and identified opportunities to improve the coordination, communication and overall effectiveness of the existing program. The new Program Coordinator and the entire Team is now building upon this process improvement effort.
 - One of the key process improvement steps is the identification of conflicting and/or ineffective City Code provision so that amendments to can be prepared for consideration by the City Council.
 - Another important opportunity is in coordinating more effectively with neighboring cities. Conversations at staff and elected official levels have occurred with Tukwila already.

- City Council Working Group
 - City Council has a 3-member Working Group currently reviewing the options for the Code Enforcement/Code Compliance program in anticipation of the upcoming 2015-2106 budget preparation.
 - Working Group will likely deliver its recommendations on June 23rd at the Macro-budget Workshop.
 - Working Group has reviewed the broad ranges of options to implement – shown in order of increasing complexity (and usually increasing cost)
 - Code Enforcement
 - Response Only
 - Proactive – Friendly (knock and talk)
 - Proactive – Assertive (search and report)
 - Court Ordered Cleanups (assess/lien for cost recovery)
 - Code Compliance
 - Community based
 - Outreach based
 - Active clean ups (staff with existing social programs)
 - Volunteer clean ups (staff coordinator for non-groups)
 - Organized clean ups (staff coordinator for groups/adopt-a programs)

Community Building Committee Event Calendar
February 11, 2014

~ January 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's Day	2	3	4
5 Guru Gobind Singh Birthday (Sikh)	6	7 Cambodian Victory Day Ethiopian Christmas	8	9	10	11
12	13 Mghi-Lohri (Sikh) Milad un Nabi (Islamic)	14	15	16	17	18 Milad un Nabi (Shia) (Sikh)
19	20 Martin Luther King Jr. Birthday	21	22	23	24	25
26	27	28 Tet Holiday	29 Tet Holiday	30 Vietnamese New Year's Eve	31 Chinese New Year Vietnamese New Year's Eve Guru Har Rai Birthday (Sikh)	Notes:

**Community Building Committee Event Calendar
February 11, 2014**

~ February 2014 ~						
◀ Jan 2014						Mar 2014 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 Groundhog Day	3	4	5	6	7	8
9	10	11	12 Lincoln's Birthday	13 Refugee and Immigrant Lobbying Day in Olympia	14 Valentine's Day Susan B. Anthony's Birthday	15
16	17 Presidents' Day/Washington's Birthday	18	19	20	21	22
23	24	25	26	27	28	Notes:

**Community Building Committee Event Calendar
February 11, 2014**

~ March 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 Victory at Adway Day (Ethiopia)	3 Read Across America Day	4	5 Ash Wednesday	6	7	8
9	10	11	12	13	14	15
16	17 St. Patrick's Day Hola Mohalla (Sikh)	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Notes: Mention of International Women's Day but don't have a date				

Community Building Committee Event Calendar
February 11, 2014

~ April 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9 King's Commemoration Day Day of Valor (Philippines)	10	11	12
13 Thomas Jefferson's Birthday Palm Sunday	14 Khmer New Year Vaisakhi (Sikh)	15 Passover (first day) Khmer New Year	16 Khmer New Year	17	18 Good Friday Guru Tegh Bahadur Birthday (Sikh)	19 Easter Sunday
20	21	22 Passover (last day)	23	24	25	26
27	28	29	30 Labor Day/Reunification Day	Notes:		

Community Building Committee Event Calendar
February 11, 2014

~ May 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Law Day Somali/Cambodian/Ethiopian/Philippines/ International Labor Day	2 Guru Arjan Dev Birthday (Sikh)	3
4	5	6	7	8	9	10
11 Mothers' Day	12	13 King Sihamoni's Birthday	14 King Sihamoni's Birthday	15 Peace Officers Memorial Day King Sihamoni's Birthday	16	17
18	19	20	21	22	23 Guru Amar Das Birthday (Sikh)	24
25	26 Memorial Day	27 Lailat al Miraj (Islamic)	28 Derg Downfall Day (Ethiopian National Day)	29	30	31

Community Building Committee Event Calendar
February 11, 2014

~ June 2014 ~						
◀ May 2014						Jul 2014 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Samoan Independence Day	2 Samoan Independence Day	3 Samoan Independence Day	4	5	6	7
8	9	10	11	12 Philippines Independence Day	13	14 Flag Day Lailat al Bara'ah (Islamic)
15 Fathers' Day	16 Guru Arjan Dev Martyrdom (Sikh)	17	18	19	20	21
22	23	24	25	26 North Somali Independence Day from UK	27	28
29 Ramadan Starts (or 28 th ?)	30	Notes:				

Community Building Committee Event Calendar
February 11, 2014

~ July 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Independence Day/Union of North and South Somalia	2	3	4 United States Independence Day	5 Guru Hargobind Birthday (Sikh)
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Guru Har Krishan Birthday (Sikh) Laylat al Kadr (Islamic)	24	25	26
27 Ramadan Ends (or 28 th ?)	28	29	30	31	Notes:	

Community Building Committee Event Calendar
February 11, 2014

~ August 2014 ~						
◀ Jul 2014						Sep 2014 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 Back to School Fair Valley Ridge Park 9AM-2PM	15 Assumption of Mary	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Community Building Committee Event Calendar
February 11, 2014

~ September 2014 ~						
◀ Aug 2014						Oct 2014 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 United States Labor Day	2 Vietnamese Independence Day	3	4	5	6
7	8	9	10	11 Patriot Day	12	13
14	15	16	17	18	19	20
21	22	23	24 Rosh Hashana	25	26	27
28	29	30	Notes:			

Community Building Committee Event Calendar
February 11, 2014

~ October 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Waqf al Arafa-Hajj (Islamic)	4 Yom Kippur Eid al-Adha (Islamic)
5 Eid al-Adha	6	7	8	9 First Day of Sukkot Guru Ram Das Birthday (Sikh)	10	11
12	13 Columbus Day Luto a Tamiti (Samoan)	14	15	16	17	18
19	20 Vietnamese Women's Day	21	22	23 Diwali (Sikh)	24	25 Hijra – Islamic New Year
26	27	28	29	30	31 Halloween	Notes:

**Community Building Committee Event Calendar
February 11, 2014**

~ November 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 All Saints' Day
2 Election Day	3 Day of Ashura (Islamic)	4	5	6 Guru Nanak Birthday (Sikh)	7	8
9	10	11 Veterans Day	12	13	14	15
16	17	18	19	20	21	22
23	24 Guru Tegh Bahadur Martyrdom (Sikh)	25	26	27 Thanksgiving	28	29
30 First Sunday of Advent Bonifacio Day (Philippines)	Notes:					

More Calendars from WinCalendar: [2013 Calendar](#), [2014 Calendar](#), [Reference Calendar](#)

**Community Building Committee Event Calendar
February 11, 2014**

◀ Nov 2014							~ December 2014 ~							Jan 2015 ▶						
Sun		Mon		Tue		Wed		Thu		Fri		Sat								
		1			2			3			4			5			6			
7	Pearl Harbor Remembrance Day		8			9			10			11			12			13		
14			15			16			17	Chanukah (first day)		18			19			20		
21			22			23			24	Last Day of Chanukah Christmas Eve		25	Christmas Day		26	Washington's Birthday Kwanza (until January 1)		27		
28			29			30			31	New Year's Eve		Notes: Need to add Holiday of Hope.								

Angle Lake Station Area Planning Project: Community Liaison Budget & Scope of Work**BUDGET****Background:**

- The City's Station Area Planning Project consultant initially hired Global to Local to do limited outreach and meeting facilitation. Global to Local applied for and received a Growing Transit Communities Grant, which was awarded and administered by Forterra, to supplement station area planning community engagement activities. In addition to grant administration, Forterra provided limited project assistance.

Total Global to Local/Community Liaison Budget: \$7,480

- City Project Amount: \$2,480
- Growing Transit Communities (GTC) Grant: \$5,000

SCOPE OF WORK**COMMUNITY LIAISON RECRUITMENT**

- G2L staff (program manager and Community Health Promoters) recruits six Community Liaisons for Latino, Somali, Arabic speaking East African communities

CITY & PROJECT TRAINING

- G2L staff develops a "City 101" & project training, including materials, for community liaisons and G2L staff
- G2L staff conducts training for Community Liaisons (with food and childcare provided)

QUESTIONNAIRE GATHERING

- G2L staff and Community Liaisons review and comment on City's draft questionnaire
- G2L staff translates questionnaire into Spanish
- Community Liaisons gather 15-20 questionnaires and translate findings as needed
- G2L staff creates report synthesizing questionnaire findings

OUTREACH & MEETING FACILITATION

- G2L staff assists with and develops meeting notification materials (including translation assistance)
- Community Liaisons conduct outreach, provide facilitation, interpretation and child care support for community conversation with station area community members

VISIONING & NEIGHBORHOOD DESIGN WORKSHOP PARTICIPATION

- G2L staff and Community Liaisons participate in Visioning and Neighborhood Urban workshops

PROJECT WRAP UP & DEBRIEFING

- G2L staff and Community Liaisons participate in a project wrap up to discuss outreach interactions and lessons learned and identify next steps

G2L STAFF PARTICIPATE IN 1-2 EQUITY NETWORK MEETINGS (*GTC Grant requirement)

June 23, 2014

FORTERRA
CREATING GREAT COMMUNITIES
and CONSERVING GREAT LANDS



Dear SeaTac Community Building Committee,

Thank you again for the opportunity to present about the Community Liaisons Program on June 11th. As mentioned at the meeting, Forterra and Global to Local believe this liaison program has enormous potential to improve community engagement and establish genuine and sustainable relationships between cities around the region and the diverse populations they serve. A central part of our vision is that the program achieves four inter-connected goals:

1. Create a platform for authentic and on-going conversations between cities and the diverse communities they serve.
2. Engage community members on pertinent projects and plans through surveys, one-on-one conversations and events.
3. Develop organizational capacity to engage equitably with community members, and change the systems of community engagement and decision-making to better include community voices.
4. Provide a supported ladder of leadership development opportunities for community members – including peer support and mentorship.

Cities wishing to launch a community liaison project can consider the following criteria and best practice elements:

1. All projects include both external (liaison outreach) and internal work. A key element of community engagement is that the agency requesting community outreach or input must be able to accept and act on the community's feedback. We would work with your team to ensure this is possible.
2. Groups wishing to engage liaisons should have clarity around project scope, timeline, and budget. We will discuss these at an initial project scoping conversation.
3. Project timelines typically run from four to twelve months – no less than three months.
4. We are particularly interested in working with cities that are planning to make a long-term commitment to communities.

Per your request, we have prepared budget scenarios with a brief description of the deliverables for each. Our recommendation is that you begin with the research and development phase (~\$8,425) to design a program for the City of SeaTac, and follow or accompany that with a pilot of that program (~\$8,425-\$11,530). These budgets are a starting place and will likely be adjusted depending on City needs, the communities being served and the nature of specific projects. The budgets assume that Forterra and Global to Local play a significant role in planning and implementation. The City could also hire liaisons directly. We do not have estimates for what it would cost for the City to run its own program, but we estimate that it would take 10 – 15 hours per week for a lead City employee, plus the same consulting costs to develop the program, provide equity and diversity training and hire liaisons.

We hope this is helpful in your process. Please let us know if we can provide you with any additional information.

Sincerely,

Becca Meredith and Alma Villegas

Develop and Prepare for a Citywide Community Liaison Program (Timeline: 6 months)

Developing a Community Liaison Program for the City of SeaTac involves reviewing potential program components, meeting with departments to understand the needs, interests and potential projects and hiring an equity and diversity consultant to provide training(s) for City employees. Creating a City-wide program for SeaTac is an essential step to ensure project-specific outreach to underrepresented communities is connected to a larger effort to build strong and authentic relationships between the City and all SeaTac communities.

For Forterra, there is budget for one employee: Becca Meredith, Project Associate

For Global to Local there is budget for three categories:

- Alma Villegas, Program Manager
- Community Health Promoters (CHPs) – Global to Local employees who provide input on the project and guidance and support for Community Leaders (liaisons).
- Community Leaders (Liaisons) – Community members who are emerging leaders and are not currently employed by Global to Local. The liaisons are paid with stipends.

FORTERRA	
Activity / Deliverable	Cost
Coordinate with City staff and Global to Local (30 hours, travel, meetings and prep time)	\$1800
Meet with City Departments (18 hours, travel, and prep)	\$1140
Support City in hiring equity and diversity consultant (11 hours)	\$650
Draft program recommendations (11 hours)	\$610
Forterra Total	\$4,200
GLOBAL TO LOCAL	
Provide input on program development (8 hrs for Program Manager; attending two meetings, document review and travel)	\$400
Host one meeting to gather liaisons feedback (5 hours for Program Manager; time for CHPs; leader incentives; meeting supplies)	\$825
Global to Local Total	\$1225
EQUITY AND DIVERSITY CONSULTANTS	
Consultation and Training (Hours dependent on City requests.)	
Equity and Diversity Consultant Total	\$2000 - \$5000
Total Project Cost for Design	\$8,425 *Includes \$3,000 equity&diversity consultant

Pilot SeaTac Community Liaisons Program with specific project

Piloting the City's Liaison Program is the way to test the various recommendations offered during the design phase, evaluate success and make additional changes for future implementation. The first budget offered below is based on a 3-month project we discussed with the Police Department. It can be adjusted based on the number of liaisons and communities engaged, the number of trainings and size and/or number of the community events. However, we recommend that you engage a minimum of one liaison per community, with staffing/mentoring support. The second budget is an initial estimate for a liaison project around the comprehensive plan updates. With the larger program pilot, there would also be additional City staff time required.

Small Program Pilot (Timeline: 3 months; 6 liaisons; event for 30 people)

FORTERRA	
Activity / Deliverable	Cost
Coordinate with City staff and Global to Local (18 hours, travel, meetings and prep time)	\$960
Prepare for and facilitate a liaison training (8 hours, travel, prep and training)	\$450
Host and facilitate a community event for ~ 30 people (17 hours, travel, prep and event)	\$950
Host evaluation meeting and coordinate project wrap-up (9 hours, wrap-up and evaluation)	\$500
Forterra Total	\$2,860
GLOBAL TO LOCAL	
Coordinate liaisons and project (30 hrs - planning, project supervision, reporting and debrief)	\$1,200
Mentorship for six community liaisons (Latino, Somali, East African) (15 hours each for CHPs for meetings and leader support)	\$1,125
Training costs	Total \$300
Supplies	\$250
Child care	\$50
Provide community leader outreach incentives (liaison stipends) (2 leaders per community for 3 communities)	Total \$1,740
Training	\$540
Surveys (20 per community)	\$1,200
Event and evaluation costs [per event]	Total \$900
Supplies	\$400
Childcare	\$200
Leader Incentives	\$300
Global to Local Total	\$5,265
Total Project Cost for Small Pilot	\$8,265

Large Program Pilot (Timeline: 6 months; 6 liaisons; event for 100 people)

This second budget is an initial estimate for a liaison project around the comprehensive plan updates. For a larger event you may need additional budget for event translation and interpretation that cannot be covered by the community liaisons.

FORTERRA	
Activity / Deliverable	Cost
Coordinate with City staff and Global to Local (30 hours for two staff, travel, meetings and prep time)	\$1,520
Prepare for and facilitate one liaison training (10 hours for one staff, travel, prep and training)	\$550
Host and facilitate a community event for ~ 100 people (20 hours for two staff, travel, prep and event)	\$1,170
Host evaluation meeting and coordinate project wrap-up (9 hours for one staff, wrap-up and evaluation)	\$500
Forterra Total	\$3,740
GLOBAL TO LOCAL	
Coordinate liaisons and project (40 hrs - planning, project supervision, reporting and debrief)	\$1,600
Support six community liaisons (2 per community: Latino, Somali, East African) (30 hours each for CHPs for meetings and leader support)	\$2,250
Training costs	Total \$300
Supplies	\$250
Child care	\$50
Pay community leader outreach incentives (liaison stipends) (2 leaders per community for 3 communities)	Total \$1,740
Training	\$540
Surveys (20 per community)	\$1,200
Event and evaluation costs [per event]	Total \$1900
Outreach/Translation (Translating materials, community specific outreach)	\$1000
Supplies	\$400
Childcare	\$200
Leader Incentives	\$300
Global to Local Total	\$7,790
Total Project Cost for Large Pilot	\$11,530

Cost Estimates for Community Liaison Program Options

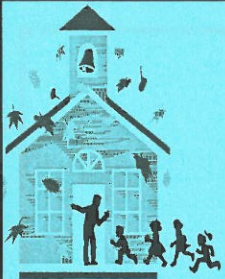
Reference: "Connecting to the Future" Inclusive Outreach and Engagement in the City of Tukwila,
January 28, 2013

Community Liaison Scenarios (not including City staff/program administration)

		Program	Program
	Pilot Scenario	Scenario A	Scenario B
	One-year pilot with 2 liaisons	Annual program with 5 liaisons	Annual program with 10 liaisons
Liaisons			
	# of liaisons	2	5
	Stipend / Cost per liaison	\$5,000	\$5,000
	Project expenses (food, meeting space, etc.)	\$500	\$1,250
	Liaison Expenses	\$10,500	\$26,250
Administration			
	Form, material development	\$2,000	\$500
	Contract, as 15% of liaison expense	\$1,575	\$3,938
	Administration Expenses	\$3,575	\$8,375
City Personnel			
	Equity and inclusion training	\$500	\$2,000
	Hrs/wk	5.00	8.00
	Wages, benefits	\$75,000	\$75,000
	City Personnel Expenses	\$9,875	\$20,750
	TOTAL Program Expenses	\$23,950	\$47,688
			\$81,625

City Staff Program Administration Scenarios

	Quarter Time	Half Time	Full Time
Staff Salary & Benefits	\$32,434.18	\$64,868.36	\$129,736.72



SAVE THE DATE

BACK TO SCHOOL Resource Fair

for SeaTac schools & Valley View

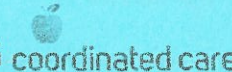
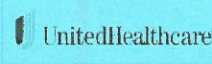
Thurs, Aug 14, 2014
10:00 a.m.-2:00 p.m.

VALLEY RIDGE PARK
4644 So. 188th St., SeaTac
(next to Tye Educational
Complex)
206-816-3241

*There will also be an opportunity to
sign up for the free and reduced
lunch program.*

*In consideration for the privilege to distribute
the attached materials, the Highline School
District shall be held harmless from any cause
of action, claim or petition filed in any court or
administrative tribunal arising out of the distri-
bution of these materials, including all costs,
attorney's fees, and judgments or awards.*

An event sponsored by community organizations, businesses, programs, and individuals.
Major sponsors include:



Fadlan nagala soo qaybgal

KEYDSO TAARIKHD

Ku noqoshada Iskulka

Bandhigaa Qalabka Waxarashada ee

qoysaska Iskullada SeaTac

Khamis Aagast 14 2014, 10:00am-2:00pm
Valley Ridge Park 4644 S. 188th St. SeaTac

*Waarbixin iyo Waaxhelid lacagla*aana*
Timo Jarid, Qalabka wax lagu barto ee Iskulka, cunto,
Abaalgud, Barnaamijyada Iskulka kabaxa & Waaxy-
aalaha ay jaaliyaddu quabato Iyo waxyaalo
kale oo aad u bgi doonto

Feria de Recursos

Regreso a la Escuela

para familias de SeaTac

Jueves, 14 de agosto de 2014, 10:00-2:00

Parque Valley Ridge 4644 S. 188th St., SeaTac

GRÁTIS

Corte de pelo, Útiles escolares, Comida, Carta de Identificación para niños, Revisión dental, Información y Recursos de la comunidad... ¡y mucha diversión!

In consideration for the privilege to distribute these materials, the Highline School District shall be held harmless from any cause of action, claim, or petition filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards.