

**REDMOND CITY COUNCIL  
STUDY SESSION**

March 31, 2009

**Mayor**

John Marchione

**Members of the Council**

Nancy McCormick, Council President

Kim Allen (*excused absence*)

David Carson

Richard Cole

Hank Margeson

Hank Myers

Pat Vache

**Staff**

Bill Campbell, Public Works Director

Ron Grant, Deputy Public Works Director

Malisa Files, Financial Planning Manager

Marta Gronlund, Communications Program Manager

Don Cairns, Transportation Engineering Manager

Lori Peckol, Planning Manager

Terry Marpert, Principal Planner

William Ginthner, Support Recreation Leader II

Phil Grieb, Fire Captain

Sandy Yeager, Public Works Management Analyst

Michelle McGehee, CMC, City Clerk

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**MEETING SUMMARY**

Convened: 7 p.m.

Adjourned: 9:57 p.m.

**Planning Commission Interviews**

Members of the Council interviewed Mr. Robert O'Hara and Mr. Scott Biethan for appointment to the Planning Commission.

Councilmember McCormick opened the meeting and overviewed the agenda.

**Snow and Ice Control Follow-Up**

Mr. Bill Campbell, Public Works Director, provided an update to the Mayor and Members of the Council regarding the December 2008 snow storm and the operational and communications review that has taken place since that event occurred.

The presentation addressed:

- Equipment
  - Does the City have the appropriate equipment to address an extreme winter storm?
    - Staff recommendation:
      - Purchase a 8,400 gallon anti-icer storage tank rather than a 6,000 gallon tank
      - Purchase a plow and anti-icing system for installation on an existing Parks Department five yard dump truck
      - Add de-icing capability to the exiting three sanders

- Purchase a plow assembly for installation on an existing four-wheel drive vehicle
- Replace the existing gas engine drive system on the sanders with a hydraulic system
- Purchase a steel plow edge
- Review how, when, and if private contractors can be used?
  - Staff recommendation:
    - The purchase of additional equipment will improve operations on main roads. The new equipment will also provide a steel plow blade for use in only the most difficult scenarios.
    - The City should evaluate contractors in the area that may be able to perform this task. If it was determined that an emergency warranted the use of a private contractor we would then have a list to work off of. It may not be possible to assure their availability without using a retainer.
- Neighborhoods inquired about hiring private contractors to remove snow
  - Staff recommendation:
    - Neighborhood could hire a private contractor provided the public is protected
    - Neighborhood or contractor would secure an Extended Street Use Permit approved by the Public Works Director prior to work being performed
- Review how to combine and optimize use of equipment from both Parks Operations and Public Works
  - Staff recommendation:
    - Purchase a snow plow assembly and anti-icing system for use on the Parks dump truck. The additional equipment would allow a quicker response and will provide some redundancy to cover equipment and repair issues.
    - Further coordinate with Parks Department staff the types and availability of the equipment that could be used during extreme weather events.
- Ensure adequate parts for sanders, snow plows and anti-icing systems
  - Staff recommendation:
    - Develop SOP/check list for assessment of parts inventory and process to maintain inventory during winter season
    - Pre and post season inspections of vehicles and equipment
- Communications – Customer and Internal
  - Review procedures for coordinating and disseminating information to the public
    - Staff recommendation:
      - Place map on the web detailing plowing priorities throughout the City
      - Include on the website, generic information such as the types of areas that cannot be plowed due to safety issues; equipment availability and size; and issues with clearing cul de sacs, steep hills, restricted access, and private roads
      - Provide traffic camera views on the website
      - Continue to emphasize public education on emergency preparation over all City communications tools
      - Install permanent signs along major routes to tune to 1650 AM for emergency information
      - Deploy existing 1650 AM portable signs along major traffic routes

- Automatically forward 556-2800 (PW Maintenance) to a pre-recorded message to channel incoming calls, reducing the need for “human” response; this will improve the way incoming calls are handled and will also free up the maintenance dispatchers from performing this duty when they are already overloaded with their tasks
- Establish City standard operating procedures to determine how the public obtains current information
- Emails received at [pwops@redmond.gov](mailto:pwops@redmond.gov)
  - Staff recommendation:
    - Develop a generic response with instructions where to obtain information (i.e. website, RCTV, 1650 AM)
- Improve internal communications among key departments and personnel
  - Staff recommendation:
    - Designate department contact for Mayor’s Office, Police, Communications, Public Works Engineering, and Maintenance Operations Center to facilitate the compiling and dissemination of internal information.
    - Implement a new non-published phone number for internal situation reports and updates. This line will be monitored by Public Works Maintenance Operations Center staff 24/7 during events.
    - Expand the use of the Emergency Coordination Center’s situation management software (Groove) to all computers used by emergency personnel, eliminating the need for email or voice communication. This will result in more current information and eliminate errors when passing information from one person to the next.
- Get the message to City employees
  - Staff recommendation:
    - Establish City standard operating procedures for employees to obtain current work-related information: HR updates employee hotline (566-2921) or sends out citywide email or voicemail
- Highway 520
  - Staff recommendation:
    - Initiate discussions with Washington Department of Transportation regarding plowing scenarios for 520 and the on/off ramps
    - Initiate discussions related to access to emergency snow and ice clearing supplies
- Metro was unable to provide full service to Redmond
  - Staff recommendation
    - The City should appoint a liaison to Metro to coordinate activities that may impact service; evaluate snow plow routes.
- Operations
  - Extreme events require that operations be extended to 24/7. When this occurs and while this is in effect, there are a number of issues that come into play. There needs to be clear policies and procedures in place.
    - Staff recommendation:
      - Develop policies and procedures for meals and lodging during extreme events

- Clarify existing policies related to expenditures and cost tracking during an extreme event
- Train additional staff to reduce crew fatigue during prolonged events
- Evaluate scheduling options to address fatigue and work product
- The existing snow plan deals primarily with staffing, staff responsibilities, and road priorities and is reviewed/revised annually.
  - Staff recommendation:
    - Review and update the snow plan to include pre-season preparation, snow and ice response, anti-icing and de-icing, post storm clean-up, coordination and communication, staff, and public information.
- Logistics
  - During extreme weather events the City structure may erode
    - Staff recommendation:
      - Establish a process for declaring an extreme weather event
      - Establish a process to coordinate release and use of City staff when shifting from routine operations to essential operations
      - Prior to the event, identify and train “essential” personnel and make the information available to all departments
      - Determine how to assure that essential personnel are able to get to work
      - Establish a process for purchasing and expense tracking during emergencies that works when Purchasing Department/Finance isn’t staffed
  - Emergency Coordination Center (ECC)
    - Staff recommendation:
      - Evaluate lowering the threshold for fully activating the ECC to maximize opportunities to exercise/test emergency procedures
      - Human Resources and Finance need representation in the ECC
- Citizen Preparedness
  - During the storm event, the City received calls and emails regarding the need to get to appointments, work, grocery stores, and medical facilities.
    - Staff recommendation:
      - Be prepared to shelter in place
      - Stay informed
      - Dress warmly if you go out
      - Do have tire chains for your vehicles
      - Beware of carbon monoxide
      - Report downed power lines and broken gas lines to Puget Sound Energy
      - Check on others
      - Keep sidewalks clear
      - Avoid overexertion

Mayor Marchione and Members of the Council thanked staff for their follow-up analysis and for all their hard work during the winter storm.

Members of the Council asked that citizens who contacted the City during the storm be supplied with an email link to the snow report.

## **Sound Transit East Link Project**

Mr. Terry Marpert, Principal Planner, and Sound Transit representatives reported regarding:

- the purpose of the study session, to conclude the City Council's review of the proposed East Link Project alignment alternatives, and to submit the City's preferred alignment to the Sound Transit Board;
- having a single light rail alignment through Redmond Overlake (either D2/NE 24<sup>th</sup> Street or D5/Safeway north); and
- having a preferred vicinity for the terminus station in Downtown Redmond for the E2/Marymoor alignment.

Councilmember McCormick stated that she would like to include a statement in a letter to be sent by the Council to the Sound Transit Board with Redmond's desire to do everything possible to get to the end of the of the project during Phase II.

Councilmember Cole stated that he would like to see the work completed to at least 51<sup>st</sup> if at all possible in Phase II.

Majority of the Council supported keeping the line elevated to 151<sup>st</sup> or 152<sup>nd</sup> and to ask the Sound Transit Board to evaluate this proposal, and then to have the line fall back to grade on the D2 alignment on the North and West side. Support for a Leary Way station was also heard.

## **2022 Transportation Facilities Plan Update**

Mr. Don Cairns, Public Works Engineering Manager, provided a report to the Mayor and Members of the Council regarding an update of the 2022 Transportation Facilities Plan. Mr. Cairns overviewed the projects, estimated costs of the projects, and priority order of the projects as currently established.

Councilmember Cole spoke regarding the complete streets ordinance and requirements to place sidewalks on both sides of the street with regard to 151<sup>st</sup> Avenue NE. He noted difficulties with placement of a sidewalk on the west side of Red/Wood Road, and also at 132<sup>nd</sup> Street to 148<sup>th</sup> Avenue on Redmond Way.

Members of the Council voiced support for Councilmember McCormick's request to hold a meeting with Redmond, Woodinville, any other jurisdictions affected, and King County regarding the north/south corridor within the year.

Councilmember Cole stated that he would like to see Item No. 80 taken off the list, Item No. 79 moved up, and to remove Item Nos. 66 and 67 from the plan.

Councilmember Margeson stated that he would move Item No. 80 into the medium category and move Item No. 79 to the higher priority category.

Councilmember McCormick queried SR 520 improvements covered in the TFP/TMP. Mr. Cairns responded that in the next two years, staff would be updating the TMP and extending

it out to 2030. He opined that it would be appropriate to have a conversation regarding SR 520 improvements in the plan at that time.

### **Council Talk Time**

Councilmember McCormick spoke regarding the Council Retreat report and asked members for any follow-up/feedback that they may have about the retreat.

Councilmember Vache referenced the “Social and Health Indicators” report containing King County statistics and stated that he had extra copies of the report if any of the members were interested.

Mayor Marchione spoke regarding House and Senate Transportation bills that would require a high rate of return for I-90 to pay for road work under the Montlake Bridge; the concern is that the Sound Transit Board’s plan will be delayed as a result of diminished funding.