

## D. Snoqualmie Valley/NE King County Community Needs List

### Legend

**Budget ID:** Budget identification number. This number is referenced in budget documentation if the budget request is responsive to a request on the community needs list.

**Category:** Overarching request category. A category may contain multiple requests from community.

**Department:** Lead King County Executive Branch department responsible for implementing a solution to the request.

**Type:** Type of request. Potential Service, Program, Capital Investment, or Standard Operation (only if additional funding is needed to meet service level requested by community).

**Anticipated Implementation Timeline:** To Be Determined (TBD, funding needed in order to develop a plan), Current Biennium, 2023-2024 Biennium, 2025+, Ongoing, or Not Applicable (N/A) because it is not planned.

**Priority:** Priority is determined by community and the King County Council. Low, Medium, or High.

**Strengthens Community Vision:** Yes, No, Possibly, or To Be Determined (TBD) if County is unaware of a specific community vision.

**Request:** One or more requests from community that fall within the overarching request category.

**Potential Partners:** Potential partner types that could lead or collaborate in developing a solution to the requests from community. List of partner types, Not Applicable (N/A), or To Be Determined (TBD).

For source information, please contact the Department of Local Services at [AskLocalServices@kingcounty.gov](mailto:AskLocalServices@kingcounty.gov).

The Community Needs List is sorted by category.

**BUDGET ID:** SNVC.001

**Category:** Affordable Housing

**Type:** Standard Operations

**Priority:** High

**Request:** More affordable housing for seniors.

**Potential Partners:** Nonprofit developers

**Lead Department:** DCHS

**Anticipated Implementation Timeline:** Ongoing

**Strengthens Community Vision:** TBD

**BUDGET ID:** SNVC.002

**Category:** Bike Lanes

**Type:** Potential CIP

**Priority:** Medium

**Request:** Add bike lanes and/or improve shoulders:

- Connecting the towns in the Valley.
- Issaquah-Fall City Rd.
- Fall City-Preston Rd.
- 124th.
- Fall City from Spring Glen.
- On both sides of Bog Rock Rd.
- Preston green bridge.
- Fall City Rd.

**Potential Partners:** N/A

**Lead Department:** DLS

**Anticipated Implementation Timeline:** TBD

**Strengthens Community Vision:** TBD

**BUDGET ID:** SNVC.003

**Category:** Digital Equity

**Type:** Potential CIP

**Priority:** High

**Lead Department:** KCIT

**Anticipated Implementation Timeline:** TBD

**Strengthens Community Vision:** TBD

**Request:** Improve internet access in these areas:

- North Bend (toward Moon Valley).
- Stoessel.
- Entire 98019 zip code.
- Areas outside Duvall.
- Areas outside Carnation.
- Ames Lake, where Wave broadband is the only option and is unreliable.
- Cherry Valley.
- Lake Margaret.
- Lake Marcel.
- SE Middle Fork Road.
- Near 32102 NE 136th St.

**Potential Partners:** Internet service providers

**BUDGET ID:** SNVC.004

**Category:** Digital Equity

**Type:** Potential CIP

**Priority:** Low

**Lead Department:** KCIT

**Anticipated Implementation Timeline:** TBD

**Strengthens Community Vision:** TBD

**Request:** Provide free internet hot spots for people without access; libraries are a start.

**Potential Partners:** Internet service providers

**BUDGET ID:** SNVC.005

**Category:** Fall City - Dog Park

**Type:** Potential CIP

**Priority:** Medium

**Lead Department:** DNRP

**Anticipated Implementation Timeline:** TBD

**Strengthens Community Vision:** TBD

**Request:** Create dog park for Fall City:

- Near 33344 SE Redmond Fall City Rd.
- Near 3924 Fall City Carnation Rd SE.

**Potential Partners:** SODA

**BUDGET ID:** SNVC.006

**Category:** Fall City - Park Improvements

**Type:** Potential CIP

**Priority:** Low

**Lead Department:** DNRP

**Anticipated Implementation Timeline:** TBD

**Strengthens Community Vision:** TBD

**Request:** Provide one or more covered park shelters with picnic benches in Fall City.

**Potential Partners:** Fall City Community Association, Fall City Metropolitan Park District

**BUDGET ID:** SNVC.007

**Category:** Fall City - Park Infrastructure

**Type:** Potential CIP

**Priority:** Low

**Lead Department:** DNRP

**Anticipated Implementation Timeline:** TBD

**Strengthens Community Vision:** TBD

**Request:** Provide a rock climbing wall similar to the one in North Bend at Torguson Park near 4105 Fall City/Carnation Rd SE.

**Potential Partners:** Fall City Community Association, Fall City Metropolitan Park District

**BUDGET ID:** SNVC.008

**Category:** Fall City - Park Maintenance

**Lead Department:** DNRP

**Type:** Potential CIP

**Anticipated Implementation Timeline:** TBD

**Priority:** Low

**Strengthens Community Vision:** TBD

**Request:** Cover the arena for winter riding and community events.

**Potential Partners:** Fall City Metropolitan Park District, Equestrian User Groups

**BUDGET ID:** SNVC.009

**Category:** Fall City - Playground

**Lead Department:** DNRP

**Type:** Potential CIP

**Anticipated Implementation Timeline:** TBD

**Priority:** High

**Strengthens Community Vision:** TBD

**Request:** Playground near 4105 Fall City Carnation Rd SE.

**Potential Partners:** Fall City Community Association, Fall City Metropolitan Park District

**BUDGET ID:** SNVC.029

**Category:** Human Services

**Lead Department:** DCHS

**Type:** Potential Service

**Anticipated Implementation Timeline:** TBD

**Priority:** Medium

**Strengthens Community Vision:** TBD

**Request:** Provide services for elderly people who are independent but need assistance with mobility.

**Potential Partners:** Metro, City of Seattle (AAA)

**BUDGET ID:** SNVC.010

**Category:** KC Search and Rescue

**Lead Department:** KCSO

**Type:** Standard Operations

**Anticipated Implementation Timeline:** Ongoing

**Priority:** High

**Strengthens Community Vision:** No

**Request:** Continue to invest in search and rescue operations.

**Potential Partners:** N/A

**BUDGET ID:** SNVC.011

**Category:** Mountain Biking Trails

**Lead Department:** DNRP

**Type:** Potential CIP

**Anticipated Implementation Timeline:** TBD

**Priority:** Low

**Strengthens Community Vision:** TBD

**Request:** Expand or add mountain biking trails and facilities:

- Bigger parking lots at Tiger, Raging River, and Olallie.
- New trails that connect to Tiger, Raging River, and Olallie from Exit 31 or Preston.
- Mountain bike connection from North Bend to Raging River.
- Evergreen way expansion from the pass.
- Mountain bike and gravel riding opportunities around Mt. Washington / Olallie.

**Potential Partners:** Evergreen Mountain Bike Alliance

**BUDGET ID:** SNVC.012

**Category:** Other Safety

**Lead Department:** DLS

**Type:** Potential CIP  
**Priority:** Low  
**Request:** Improve safety:

- Near 6635 Preston Fall City Rd SE and 6639 Preston Fall City Rd SE.
- Near 5710 Preston Fall City Rd SE.

**Potential Partners:** N/A

**Anticipated Implementation Timeline:** TBD  
**Strengthens Community Vision:** TBD

**BUDGET ID:** SNVC.013  
**Category:** Parking Enforcement  
**Type:** Standard Operations  
**Priority:** Medium  
**Request:** Enforce parking in these areas:

- Trailheads in the Valley.
- Ticket or tow illegally parked cars.
- 436th in North Bend on the way to Rattlesnake Lake.
- Exit 52 in the winter on Alpentel road and the adjacent freeway on-ramp.
- Snoqualmie Pass in the winter.

**Potential Partners:** N/A

**Lead Department:** KCSO  
**Anticipated Implementation Timeline:** N/A  
**Strengthens Community Vision:** No

**BUDGET ID:** SNVC.014  
**Category:** Parks Infrastructure  
**Type:** Potential CIP  
**Priority:** High  
**Request:** Provide artificial turf fields in the Valley, e.g. baseball fields.  
**Potential Partners:** N/A

**Lead Department:** DNRP  
**Anticipated Implementation Timeline:** 2025+  
**Strengthens Community Vision:** TBD

**BUDGET ID:** SNVC.031  
**Category:** Pathway/Sidewalk  
**Type:** Potential CIP  
**Priority:** TBD  
**Request:** Develop a trail connection between the west side of the SR 203 marked crossing and the equestrian parking area for Fall City Park.  
**Potential Partners:** PSE, King County Roads

**Lead Department:** DNRP  
**Anticipated Implementation Timeline:** N/A  
**Strengthens Community Vision:** TBD

**BUDGET ID:** SNVC.032  
**Category:** Pedestrian Access  
**Type:** Potential CIP  
**Priority:** Low  
**Request:** Pedestrian access to the Snoqualmie River from Downtown Fall City through the Fall City Floodplain Restoration (Barfuse) Project being developed by King County.  
**Potential Partners:** TBD

**Lead Department:** DNRP  
**Anticipated Implementation Timeline:** TBD  
**Strengthens Community Vision:** TBD

**BUDGET ID:** SNVC.015  
**Category:** Pedestrian Crossings  
**Type:** Potential CIP  
**Priority:** Low

**Lead Department:** DLS  
**Anticipated Implementation Timeline:** TBD  
**Strengthens Community Vision:** TBD

**Request:** Provide crosswalks, reconfigure intersections and/or warning system for pedestrian safety at:

- Preston-Fall City Trail crossing with Preston Fall City Rd.
- Intersection of 334th and 42nd.

**Potential Partners:** WSDOT

**BUDGET ID:** SNVC.016

**Category:** Road Drainage

**Lead Department:** DLS

**Type:** Potential CIP

**Anticipated Implementation Timeline:** TBD

**Priority:** High

**Strengthens Community Vision:** TBD

**Request:** Improve 124th elevation and flood resiliency.

**Potential Partners:** Flood Control District

**BUDGET ID:** SNVC.017

**Category:** Road Drainage

**Lead Department:** DLS

**Type:** Potential CIP

**Anticipated Implementation Timeline:** TBD

**Priority:** Low

**Strengthens Community Vision:** TBD

**Request:** Address flooding issues on 138th St.

**Potential Partners:** Flood Control District

**BUDGET ID:** SNVC.018

**Category:** Road drainage

**Lead Department:** DLS

**Type:** Standard Operations

**Anticipated Implementation Timeline:** TBD

**Priority:** Low

**Strengthens Community Vision:** TBD

**Request:** Provide more and better maintenance of ditch near 10101 394th PI SE.

**Potential Partners:** N/A

**BUDGET ID:** SNVC.019

**Category:** Road Maintenance

**Lead Department:** DLS

**Type:** Standard Operations

**Anticipated Implementation Timeline:** N/A

**Priority:** Medium

**Strengthens Community Vision:** TBD

**Request:** More snow plowing:

- Riverview School District (secondary roads in Duvall, Carnation, Redmond, and Woodinville).
- Wilderness Rim
- Increase de-icer, plowing, and sanding of roads during snow events.

**Potential Partners:** N/A

**BUDGET ID:** SNVC.020

**Category:** Road Pavement

**Lead Department:** DLS

**Type:** Potential CIP

**Anticipated Implementation Timeline:** TBD

**Priority:** Low

**Strengthens Community Vision:** TBD

**Request:** Resurface:

- Mountain View Rd.
- Woodinville/Duvall Rd (and address potholes).
- Ames Lake Drive.
- Lake Alice Rd.
- Heathercrest neighborhood.

- Lake Margaret.

**Potential Partners:** N/A

**BUDGET ID:** SNVC.021

**Category:** Road Pavement

**Type:** Potential CIP

**Priority:** Low

**Request:** Provide landslide protection and paving of SE David Powell Rd.

**Potential Partners:** N/A

**Lead Department:** DLS

**Anticipated Implementation Timeline:** TBD

**Strengthens Community Vision:** TBD

**BUDGET ID:** SNVC.022

**Category:** Road Pavement

**Type:** Standard Operations

**Priority:** Medium

**Request:** Grade alley in Fall City.

**Potential Partners:** N/A

**Lead Department:** DLS

**Anticipated Implementation Timeline:** N/A

**Strengthens Community Vision:** TBD

**BUDGET ID:** SNVC.023

**Category:** Road Vegetation

**Type:** Standard Operations

**Priority:** Low

**Request:** Evaluate existing trees for trimming or removal near primary and secondary roads before next wind storm season.

**Potential Partners:** N/A

**Lead Department:** DLS

**Anticipated Implementation Timeline:** N/A

**Strengthens Community Vision:** TBD

**BUDGET ID:** SNVC.029

**Category:** Sidewalks/Pathways

**Type:** Potential CIP

**Priority:** Medium

**Request:** Improve walking facilities at these locations(sidewalks, expanded shoulders, trails):

- Both sides of Bog Rock Road.
- Fall City: downtown, near schools, and from Spring Glen to Fall City.
- Near 5607 322nd Ave SE.
- 3rd between 145th and Kennedy St.
- Preston bridge on Preston Fall City Rd.
- Connecting UKC neighborhoods around North Bend to open spaces and regional trails.
- 436th between North Bend Way and Riverbend Café.
- Fay Road: expand and improve shoulders.

**Potential Partners:** N/A

**Lead Department:** DLS

**Anticipated Implementation Timeline:** TBD

**Strengthens Community Vision:** TBD

**BUDGET ID:** SNVC.024

**Category:** Traffic Congestion

**Type:** Potential CIP

**Priority:** Medium

**Request:** Ease congestion:

- Widen Novelty Hill Rd and make it safer.

**Lead Department:** DLS

**Anticipated Implementation Timeline:** N/A

**Strengthens Community Vision:** TBD

- Increase 124th Ave to four lanes.

**Potential Partners:** N/A

**BUDGET ID:** SNVC.025

**Category:** Traffic Enforcement

**Lead Department:** KCSO

**Type:** Standard Operations

**Anticipated Implementation Timeline:** N/A

**Priority:** High

**Strengthens Community Vision:** TBD

**Request:** Increase speed enforcement in these areas:

- Fall City.
- 329th Place SE in Fall City.
- Kelly Rd and Lake Joy Rd.
- Preston-Fall City Rd.

**Potential Partners:** N/A

**BUDGET ID:** SNVC.026

**Category:** Trailhead Parking

**Lead Department:** DNRP

**Type:** Potential CIP

**Anticipated Implementation Timeline:** TBD

**Priority:** Medium

**Strengthens Community Vision:** TBD

**Request:** Add more parking at popular trailheads:

- A clearly communicated overflow parking solution at the Snoqualmie Valley Trail and SE 356th Dr.
- Add overflow parking for bike riders on the Snoqualmie Valley Trail at the 356th Dr SE location.
- Add parking for the Tokul Mountain bike trail on 356th Ave near 4255 356th Dr SE.

**Potential Partners:** Evergreen Mountain Bike Alliance

**BUDGET ID:** SNVC.027

**Category:** Trails

**Lead Department:** DNRP

**Type:** Potential CIP

**Anticipated Implementation Timeline:** N/A

**Priority:** Low

**Strengthens Community Vision:** TBD

**Request:** Extend the existing King County trail (Lake Alice Road to Falls overlook) in phases to eventually connect with the city of Snoqualmie.

**Potential Partners:** N/A

**BUDGET ID:** SNVC.033

**Category:** Trails

**Lead Department:** DNRP

**Type:** Potential CIP

**Anticipated Implementation Timeline:** TBD

**Priority:** High

**Strengthens Community Vision:** TBD

**Request:** Include trail in WLRD Barfuse Project.

**Potential Partners:** Fall City Metropolitan Parks District

**Budget ID:** SNVC.034

**Category:** Transit Infrastructure

**Lead Department:** Metro Transit

**Type:** Potential Service

**Anticipated Implementation Timeline:** TBD

**Priority:** Low

**Strengthens Community Vision:** TBD

**Request:** More covered bus shelters - only 4 covered shelters in the Valley.

**Potential Partners:** City, Business

**BUDGET ID:** SNVC.028

**Category:** Transit Service

**Type:** Potential Service

**Priority:** High

**Lead Department:** Metro Transit

**Anticipated Implementation Timeline:** TBD

**Strengthens Community Vision:** TBD

**Request:** More public transit (SVT, Metro) options, including:

- Bus connecting Carnation to Redmond Park & Ride.
- Expand/continue student van services around SnoVal.
- Transportation from Carnation and Fall City to Redmond or Issaquah to make it easier for seniors to get to doctors appointments.
- More transit options for seniors in the Valley.
- More accessible and affordable transportation options in the Snoqualmie Valley, especially on weekends.
- Bus to North Bend from Seattle.
- Public transportation to NE King County (Baring, Skykomish).

**Potential Partners:** SVT, Cities



Appendix: Snoqualmie Valley/NE King County Community Engagement Summary



**King County**

**SNOQUALMIE VALLEY/NE KING COUNTY COMMUNITY NEEDS LIST  
Community Engagement Appendix**

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## Introduction

King County Code (KCC) 2.16.055.C.1 requires the Department of Local Services (DLS) to develop 11 individual community needs lists (CNLs): one for each of the six rural King County community service areas (CSAs) and one for each of the County's five urban potential annexation areas (PAAs).<sup>1,2,3</sup> These 11 CNLs are the list of potential services, programs, facilities, and capital improvements identified by each community.

CNLs are one of many inputs informing King County Executive Branch departmental budget requests, along with departmental priorities, strategic plans, and priorities of the King County Executive and the King County Council. Because the CNLs list potential services, programs, facilities, and capital improvements identified by community, funding is necessary to implement them. Funding requests for CNL-related items are subject to approval through the County budget process. They are included in departmental requests recommended to the Executive and then proposed to the King County Council. Implementation of CNL requests is dependent on funding allocated in the County's adopted biennial budget.

DLS facilitated the CNL development process for all 11 areas by engaging with community members in each area and working with departments. DLS created the process steps below to meet the requirements specific in KCC for establishing the CNLs:<sup>4</sup>

- Step 1: Engage community to collect community requests
- Step 2: Gather community requests into catalogues
- Step 3: Share the catalogues with departments for review of implementation feasibility
- Step 4: Engage with community to prioritize community requests
- Step 5: Collaborate with Councilmembers who represent the area
- Step 6: Develop CNLs
- Step 7: Share CNLs with departments to inform departmental budget requests
- Step 8: Transmit CNLs to King County Council for possible adoption
- Step 9: Share lists of community requests that were not advanced to CNLs with community
- Step 10: Monitor the implementation of CNLs and report out to community

## CNL Development Process

### Step 1: Engage community to collect community requests

Community engagement related to CNLs began with DLS gathering requests to understand the needs of community members. To comply with the Governor's "Stay Home, Stay Healthy" order, DLS used online and virtual tools, offering as many submission options as possible. DLS engaged with community as described below in CNL Community Engagement Phase I – Collect requests from community.

### Step 2: Assemble requests into catalogues

DLS assembled all of the requests received from the community engagement efforts into a list including all community requests from all areas – the catalogue of community requests. DLS added multiple

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<sup>1</sup> [King County Code 2.16.055.C.1](#).

<sup>2</sup> Rural community service areas: Bear Creek/Sammamish, Four Creeks/Tiger Mountain, Greater Maple Valley/Cedar River, SE King County, Snoqualmie Valley/NE King County, and Vashon/Maury Island

<sup>3</sup> Urban potential annexation areas: East Federal Way, East Renton Highlands, Fairwood, North Highline, and Skyway/West Hill

<sup>4</sup> [King County Code 2.16.055.C.3](#).

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columns to this list, as shown in Table 1 and 2, to meet the requirements of KCC for the process.<sup>5</sup> DLS assigned each catalogue item to the Executive Branch department best suited to address the request – the lead department – and then sorted the catalogue into one catalogue per lead department. Each department catalogue included multiple requests for each rural and urban geographic area. Each column was revisited multiple times and the content in each area was refined as additional information was brought forth from subsequent community engagement activities and iterative department reviews.

**Table 1:** Catalogue headings and DLS tasks

Column Heading	Requested Action/Required Information
Area	No action needed.
Request	Consolidate similar requests together and make the language more consistent across requests while retaining community voice. For example, consolidate numerous sidewalk requests together.
Community Request Category	Label consolidated requests with an overarching category name. For example: Sidewalks
Lead Department	Enter the department that is most likely to lead the implementation of the consolidated requests. Change the department name if the initial department suggests that an alternative department is ultimately responsible.
Strengthens Community Vision	For those areas with subarea plans, note whether the request meets or strengthens the community vision and policies established in the adopted subarea plan.

**Step 3: Share the catalogues with departments for review of implementation feasibility**

For items within DLS's scope of work, DLS is the lead department.

DLS shared each department catalogue with the appropriate lead department for review. During this time, DLS moved requests to a different department catalogue if the lead department was modified, reviewed department responses, worked with departments to clarify purpose of the CNLs, etc. DLS then notified that department that it had another request to review. Departments reviewed the catalogue items assigned to them based on the criteria specified in KCC 2.16.055.C.3. and as shown in the Table 2.<sup>6</sup>

**Table 2:** Catalogue headings and lead department review tasks

Column Heading	Requested Action/Required Information
Request	Confirm that the consolidated requests from community belong together under the same assigned category. If not, split them out as needed.
Community Request Category	Confirm that the assigned category is accurate. If not, modify it.
Lead Department	Confirm that the department assigned is the lead department for the requests. If not, suggest an alternative department.
In County Scope	Select yes or no to indicate whether the requests fall within the department's scope of work.
Reason out of scope	Explain why these requests are <u>not</u> within the department's scope of work.

<sup>5</sup> [King County Code 2.16.055.C.3.](#)

<sup>6</sup> [King County Code 2.16.055.C.3.](#)

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Enough Information	Select true or false to indicate whether more information is needed to be able to respond to the requests.
In Alignment with County Priorities	Select true or false to indicate whether the requests are in alignment with adopted County plans, such as the Strategic Climate Action Plan, Equity and Social Justice Strategic Plan, the department's strategic plan, or other King County priorities.
Anticipated Implementation Timeline	Select the most likely timeline to implement a solution to the requests. <ul style="list-style-type: none"> <li>• TBD – A larger planning effort is needed before a specific timeline can be selected.</li> <li>• Current Biennium – 2021-2022 – This request is being addressed in the current biennium.</li> <li>• 2023-2024 Biennium – The request is likely to be addressed in the 2023-2024 biennium.</li> <li>• 2025+ – The request is likely to be addressed in 2025 or later.</li> <li>• Ongoing – This request is addressed by ongoing work (e.g. standard operations such as mowing road shoulders).</li> <li>• Complete – This request has already been implemented or addressed by the lead department.</li> <li>• N/A – A solution is unlikely to be implemented due to feasibility, budget constraints, resource needs, and other barriers to implementation.</li> </ul>
Potential Partnerships	Enter potential partners who could help or lead in the development and implementation of solutions to the requests. Be creative and flexible in your thinking.
Type of Request	Enter type of requests: <ul style="list-style-type: none"> <li>• Potential service</li> <li>• Potential program</li> <li>• Potential capital improvement project</li> <li>• Standard operations needing additional funding to meet requested level of service</li> <li>• Standard operations not needing additional funding to meet requested level of service</li> <li>• Existing capital improvement project</li> <li>• Policy</li> <li>• Other</li> </ul>
Comments	Add department comments, highlighting next steps, any King County priorities, and specific partnership or collaboration opportunities that build on community's strengths and assets.

#### Step 4: Engage with community to prioritize community requests

While departments were evaluating the requests, DLS engaged with community to prioritize catalogue items as high, medium, or low via an online survey and in area town hall meetings. The town hall

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meetings were hosted online due to pandemic restrictions. The specific details of this engagement phase are described below in CNL Community Engagement Phase II – Prioritize community requests.

#### Step 5: Collaborate with Councilmembers who represent each area

DLS shared catalogues with Councilmembers prior to finalizing the community's prioritization and prior to developing the 11 area CNLs. Councilmembers provided feedback and asked questions about specific items. DLS met with Councilmember staff to answer questions and invited lead department staff to participate as needed.

#### Step 6: Develop CNLs

DLS advanced requests from the department's catalogue of requests to the appropriate area CNL if the request met all of the following criteria:

- The request is within County scope.
- The request includes enough information to be actionable.
- The request is either a potential service, program, facility, or capital improvement project, or is met by standard operations (but needs additional funding to satisfy the service level requested by community).
- The request is in alignment with County priorities and strategic plans.

Requests not advanced to the CNLs were added as CNL appendices and will be shared with community and Councilmembers as described in Step 9. The appendices include information on why the request was not advanced. For requests that were not advanced because they were out of scope, DLS shared possible plans for how the request could continue to be moved forward. In many cases, DLS forwarded the request to the applicable external entity, such as the Washington State Department of Transportation or Puget Sound Energy.

#### Step 7: Share CNLs with departments to inform departmental budget requests

DLS shared the final CNLs with each department for consideration during their 2023-2024 budget development process. Along with other budget development guidance, the King County Office of Performance, Strategy, and Budget asked department finance managers to add the CNL budget identification number to departmental budget requests pertaining to CNL requests.

#### Step 8: Transmit CNLs to King County Council for possible adoption

The CNLs are included as part of the Executive Proposed 2023-2024 Biennial Budget transmittal to the King County Council.

#### Step 9: Share list of community requests that were not advanced to CNL with community

DLS will share the CNLs, along with department comments and appendices including requests not advanced to the CNL, with the six rural and five urban communities and King County Councilmembers in October 2022. DLS will meet with community-based organizations to review the CNL development process and the CNLs and their appendices. In addition to bringing printed copies to in-person community meetings, DLS will post CNLs and appendices to its website and to the community engagement hub it developed for the CNL process. Translation will be available upon request.

### Step 10: Monitor the implementation of CNLs and report out to community

DLS is accountable for providing a yearly update to community and Council on the status of the implementation of the CNLs.<sup>7</sup> DLS will report on the implementation of the CNLs annually by requesting that departments provide updates on the implementation status of funded CNL requests.

## CNL Community Engagement

In addition to the development of the CNLs, KCC directs DLS to submit an appendix to the community needs lists explaining how community engagement undertaken during the development of the CNLs meets the requirements to engage community at the “County engages in dialogue” level or higher on the County’s Continuum of Community Engagement scale and uses language access and equity impact review tools from the Office of Equity and Social Justice (OESJ).<sup>8</sup> KCC 2.16.055.C.2 specifies,

2. Each community needs list shall:

c. be developed, reviewed, prioritized, amended, adopted and implemented using tools and resources developed by the office of equity and social justice, including, but not limited to, community engagement, language access and equity impact review tools. The county shall use, at minimum, the "County engages in dialogue" and "County and community work together" levels of engagement as outlined in the office of equity and social justice's Community Engagement Guide for the development, review, amendment, adoption and implementation of the community needs list. The county shall include as an appendix to the community needs list information detailing the community engagement completed during the development of the community needs list and how the community engagement meets the requirements of this subsection C.2.c.<sup>9</sup>

This document is the appendix detailing community engagement and how it meets the requirements of KCC.

Community engagement related to CNLs occurs in two phases, as the body of work to develop community needs lists includes two discrete community engagement tasks per KCC 2.16.055.C.3:

- I. **Compile requests from community:** An initial catalogue shall be compiled that identifies all requests from the community for potential services, programs, facilities and capital improvements.
- II. **Prioritize community requests:** Review by the community through ongoing community engagement to identify, discuss, and prioritize community needs.<sup>10</sup>

### CNL Engagement Phase I – Collect requests from community

The purpose of this phase is to engage with community members to gather their requests and understand their needs. DLS then compiles the requests into a catalogue of community requests, which with further analysis as described above under [CNL Development Process](#), is refined into the CNL. The engagement phase for these CNLs took place from November 2019 – December 2021.

DLS’s Community Service Area (CSA) Liaisons developed CNL community engagement plans for each area. CSA Liaisons work with the different rural community service areas and urban potential annexation

<sup>7</sup> [KCC 2.16.055.C.3.](#)

<sup>8</sup> [Community Engagement Guide, Continuum of Community Engagement](#)

<sup>9</sup> [KCC 2.16.055.C.2.](#)

<sup>10</sup> [KCC 2.16.055.C.3.](#)

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areas.<sup>11</sup> They often connect community members with King County resources to address emergent needs. The CSA Liaisons attend local community-based organization meetings such as area councils, community development associations, homeowner’s associations, etc. They also participate in community events such as fairs and parades. Their role is to act as a familiar and accountable link for information and requests between community members and King County services.

For the development of the CNLs, DLS planned to engage with community members in the following settings to reach those who have historically not been or felt included, particularly low-income populations and populations of color, in the top languages of each community:

- At events, such as fairs or community meetings.
- At frequently visited community locations, such as grocery stores and parks.
- At specific locations to reach target populations, such as low-income housing developments, retirement communities, and places of worship.
- On the internet.

DLS also planned on providing community members with multiple ways to submit ideas in order to address physical or technological barriers: written ideas through in-person interaction or by mail, email, or website, and spoken ideas through in-person interaction or the telephone. DLS had access to both on-demand interpretation and translation services to facilitate all community engagement activities.

Due to the COVID-19 pandemic and subsequent public health guidance to avoid in-person gatherings and maintain social distancing, DLS refocused its CNL engagement efforts to use online and virtual tools, offering as many submission options as possible.<sup>12</sup> Submission options included the following:

- A unique telephone number with voicemail and language interpretation for verbal submissions.
- The physical address for King County Local Services for written requests posted by US mail.
- The [asklocalservices@kingcounty.gov](mailto:asklocalservices@kingcounty.gov) email address for written email submissions.
- A customized community engagement hub and individual survey sites for each area with a “Translate” button for over 100 languages.

DLS developed the unincorporated King County (UKC) CNL community engagement hub and individual survey websites for each of the rural and urban areas using PublicInput.<sup>13</sup> PublicInput is a community engagement software platform for governments. It provides a simple online interface that community members can use to engage with government at their convenience. King County has an enterprise subscription to this service, which is used by several other departments. Department project hubs and subsites can also easily be featured on the King County Engagement Hub hosted by PublicInput.<sup>14</sup>

Each PublicInput website includes a “translate” button, which allows the user to select from over 100 languages. This translation feature is powered by Google Translate. Google Translate uses a machine learning system that compares texts from a broad range of sources so that the context of the words on the screen is considered in the translation. The online engagement hub and individual area survey

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<sup>11</sup> DLS has one rural community service area liaison and one urban potential annexation area liaison. These two positions are supplemented with DLS Director’s Office staff, specifically the DLS Director and the DLS External Relations Manager.

<sup>12</sup> [Public Health news and blog](#), 3/10/2020

<sup>13</sup> <https://PublicInput.com>

<sup>14</sup> <https://PublicInput.com/kingcounty>



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websites that DLS launched were available from January to December 2021, allowing individuals to enter written requests specific to their area in the language of their choice. To reduce barriers to participation, DLS did not seek demographic information from participants. Community members had the option to enter their email addresses if they wished to do so.

### CNL Community Outreach and Engagement Activities

DLS formed an informal UKC community advisory group in 2019 to help increase its community engagement reach and to inform its work. This group of 45 community members represented all of the UKC rural CSAs and urban PAAs. The following organizations were represented by the members from Snoqualmie Valley/NE King County.

- Agriculture Commission
- Fall City Community Association
- Snoqualmie Valley Alliance
- Snoqualmie Valley Police Department
- Snoqualmie Valley Community Network

Prior to the onset of the global COVID-19 pandemic when DLS had to modify its outreach approach, DLS hosted a four-hour, in-person, workshop at the King County International Airport on November 16, 2019, to identify the priorities and needs of each area in collaboration with this informal advisory group. The meeting was attended by 62 advisory group members. The CSA Liaisons prepared for the meeting by developing a draft list of community priorities based on community concerns that they had heard through earlier community engagement activities. Participants discussed the draft lists prepared for their individual area groups, adding detail and additional information or issues. Participants identified and discussed themes shared between rural and urban areas, despite the difference demographics such as ethnicity or income. These common themes included a desire for increased public transportation frequency, routes, and options; wider arterial roads; additional sidewalks and bike paths; faster police response and more deputies visible in community; and more park amenities.

Community needs were revisited in each of the following advisory group meetings, of which the first two were in-person workshops and the last two were held virtually.

- 5/1/2020, 2pm to 3pm
- 2/11/2021, 4:30pm to 6:30pm
- 4/30/2021, 3:30pm to 5pm
- 8/20/2021, 2pm to 3:30pm

The in-person workshops were attended by 44 and 32 members respectively. The virtual meetings were attended by 35 and 27 members respectively.

The last two meeting discussions shifted from the previously discussed community priorities towards each community's COVID-19 pandemic response needs. In order to meet the pandemic response needs across the County during this time, much of DLS's and community-based organizations' (CBOs) time and

## Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

efforts were redirected to COVID-19 response efforts in UKC.<sup>15</sup> The CSA Liaisons were instrumental in supporting UKC community members and CBOs with this information and these materials.

During this phase, all written CNL outreach materials were geared towards encouraging community members to submit requests for their areas using the online CNL survey website specific to their area, telephone, email, or mail. An example of these communications is included in Appendix A. See Table 3 for specific information.

**Table 3:** Phase I Written Community Outreach Materials

DATE	Outreach	Outreach Format	Audience
1/5/2021	Updated DLS website to include CNL information and submission options	Website	UKC residents
1/29/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
1/29/2021	Share information about the CNLs and submission options.	Instagram	1,000 DLS Instagram followers
2/1/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
2/9/2021	Share information about the CNLs and submission options.	Facebook post*	8,700 Facebook users
2/17/2021	Request to forward and share information about the CNLs and submission options.	Email	13,635 UA News subscribers
2/17/2021	Request to forward and share information about the CNLs and submission options.	Facebook post* and ad	1,925 DLS Facebook followers; 10,631 Facebook users
2/17/2021	Reminder about CNL survey sites and reminder.	Instagram and Facebook ad	1,000 DLS Instagram followers; 10,631 Facebook users.
2/17/2021	Share information about the CNLs and submission options.	Facebook ad	8,714 Facebook users
2/17/2021	What are your priorities for your community?	<a href="#">Instagram post</a>	1,000 DLS Instagram followers
2/19/2021	DLS asks residents and businesses of unincorporated King County: What are your priorities for your community?	<a href="#">News release</a>	General news audience
3/1/2021	District 3 Newsletter sharing information about the CNLs, purpose, and a link to the publicinput.com site.	Councilmember newsletter	District 3 residents

\*Facebook posts can be viewed by going to <https://facebook.com/kingcountylocalservices>

<sup>15</sup> DLS staff were mobilized to distribute masks and hand sanitizer to UKC residents, CBOs, and businesses. Staff were reallocated to launching and implementing the County's COVID-19 small business UKC economic recovery grant program. Staff were mobilized to contact businesses and distribute educational materials on COVID-19 mask wearing, social distancing, and hand sanitizing. CBOs held community information sessions, hosted by DLS, with guest speakers from Public Health - Seattle & King County to share information about the pandemic and recommendations on how to prevent infection.

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No requests were received via telephone, email, or mail. DLS received 466 requests through the PublicInput survey site for Snoqualmie Valley/NE King County between February-December 2021.

### CNL Engagement Phase II – Prioritize community requests

Phase 2 prioritized community requests in consultation with community members. Because community input is foundational to the CNL development process, community’s prioritization is the primary and principal driver used to prioritize every request as high, medium, or low. Once community has conducted its prioritization work, the priorities are shared with King County Councilmembers and their staff for additional input. The CNL prioritization phase, including review and discussion with Councilmember offices, took place between February – June 2022.

To engage community members in this task and leverage their experience with PublicInput during Phase I, DLS developed a survey website for each area using the same platform for prioritization.<sup>16</sup> DLS also used the same survey website addresses as in Phase I, so that community members with previous CNL information/links would be able to participate in the most current phase of the CNL development process.

DLS organized the community requests into broader categories to facilitate community prioritization of similar individual requests. These categories were selected because they represented the most community requests in Snoqualmie Valley/NE King County: Community and Economic Development, Human Services, Land Use and Code Enforcement, Natural Resources and Parks, Public Safety, and Roads and Transportation. Each category contained between two to nine individual community requests for prioritization. The CSA Liaisons reviewed these categories to verify that, based on their community engagement experience, no important community request category was inadvertently left out. The survey websites were open to community participation during February and March 2022.

### Phase II CNL Community Outreach and Engagement Activities

DLS held 11 town hall meetings online via Zoom in March 2022 to engage community in prioritizing community requests. For each town hall, Spanish language interpretation was available. Spanish was selected because it is the most frequently spoken language other than English in each UKC area. Additional language interpreters were available upon request.

The Snoqualmie Valley/NE King County town hall was held on March 24, 2022. The area’s Councilmember, Councilmember Sarah Perry, and DLS Director John Taylor were the hosts. While community members were filling in the Zoom prioritization surveys during the town hall, the Councilmember and DLS Director discussed the interim results from the area’s PublicInput survey for all to hear. As the Zoom survey results appeared on the screen, they transitioned to summarizing the results from the town hall survey. The town hall was attended by 51 community members.

One-hundred and eleven PublicInput survey participants and 21 town hall participants prioritized the requests in Snoqualmie Valley/NE King County. In most cases, the identified high priority items were the same whether individuals gave feedback via the PublicInput or town hall survey. The CSA Liaison for the area combined the individual prioritizations from the surveys and the town hall to generate the final community-level prioritization (high, medium, low) for each request.

Table 4 lists the written outreach efforts that were completed to encourage people to prioritize community requests via PublicInput or the town hall meeting.

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<sup>16</sup> [UKC Community Needs List Hub](#)

**Table 4:** Phase II Written Community Outreach Materials

Date	Outreach	Outreach Format	Audience
2/1/2022	Created “Town Halls” pulldown menu on the DLS website, which serves as the anchor for outreach.	Website	General public
2/18/2022	King County Local Services virtual Town Halls are returning in March!	<a href="#">Facebook post and ad</a>	2,000 DLS Facebook followers, 23,200 Facebook users
2/18/2022	King County Local Services virtual Town Halls are returning in March!	<a href="#">Instagram post</a>	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	<a href="#">Facebook post</a>	2,000 DLS Facebook followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	<a href="#">Instagram post</a>	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual town halls for the unincorporated areas return in March!	<a href="#">DLS blog</a>	General public
3/9-3/20/2022	Placed ads in five separate community Sound Publishing newspapers that service UKC	Newspaper ads	Print newspaper readers
3/9-3/28/2022	Placed one two-week ad on Seattletimes.com	Online ad	Seattle Times online readers
3/8 and 3/21/2022	Placed two one-week digital ads on MyNorthwest.com/KIRO	Online ad	MyNorthwest.com online readers
3/2022	Mailed a one-page flyer to all households in UKC. It included information about CNL prioritization, town halls, and participatory budgeting	Mailer*	250,000 households <sup>17</sup>
3/2022	Shared town hall schedule and CNL prioritization hub site	UA Newsletter	13,100 subscribers

\*The mailer included text in the top nine UKC languages (Amharic, Arabic, Chinese, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese) stating, “To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206-477-3800.”

## Utilization of Office of Equity and Social Justice Tools for CNL Development

The CNL program is an important approach for ensuring that UKC community voices are heard and have an opportunity to inform King County services, programs, and capital improvements. Per KCC 2.16.055.A.3, DLS is responsible for developing and implementing programs and strategies that improve

<sup>17</sup> Addresses are purchased by zip code or city, neither of which align neatly with CSA and PAA boundaries. DLS purchased addresses by zip code.

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community partnerships and the delivery, responsiveness, and quality of local services.<sup>18</sup> It is also responsible for developing and implementing programs and services to promote successful public engagement and “help all residents of unincorporated King County be more knowledgeable of, better served by and heard by King County departments and agencies.”<sup>19</sup>

The Office of Equity and Social Justice (OESJ) developed tools to guide the development of new initiatives and community engagement efforts because intentional and meaningful community engagement and co-creation are foundational to being pro-equity and anti-racist.<sup>20,21</sup> The tools developed by OESJ include the Community Engagement Guide (CEG), which includes the Community Engagement Continuum, the Equity Impact Review (EIR) process, and language access resources.<sup>22,23,24</sup>

### **Community Engagement Guide**

The Community Engagement Guide includes the Community Engagement Continuum, which provides details, characteristics, and strategies for five levels of community engagement. The Continuum helps King County evaluate which community engagement level is appropriate given factors such as program goals, time constraints, County and community readiness, and capacity and resources.<sup>25</sup>

### **Equity Impact Review (EIR) Process**

The EIR process helps to ensure that equity impacts are rigorously and holistically considered and advanced in the design and implementation of a proposed plan, policy, program, or capital improvement by providing a checklist of items to consider.<sup>26</sup>

### **Language Access Resources**

Language access resources include the 2021 Written Translation Manual, Top 10 Language Dashboard, Top Six Language Maps, and King County’s language access requirements. These resources provide the information for determining which languages should be available during community engagement efforts and for creating documents that can easily and clearly be translated.<sup>27</sup>

As described in the sections below, DLS used these tools to develop and carry out the community engagement plans for the CNL development initiative. A basic requirement for using the tools is understanding the demographics of the initiative’s area and who will be impacted by the initiative.

### **Snoqualmie Valley/NE King County Demographics**

As shown in Table 5, Snoqualmie Valley/NE King County is less diverse with 14 percent Black, Indigenous, and People of Color (BIPOC) than unincorporated King County (UKC), which is 32 percent BIPOC. It is less diverse than the County in total (40 percent BIPOC). Close to 26,000 residents are living in Snoqualmie Valley/NE King County, just under 11 percent of the UKC population. Their median household income of \$124,000 is 120 percent of the King County median household income and 151

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<sup>18</sup> [KCC 2.16.055.A.3.](#)

<sup>19</sup> [KCC 2.16.055.D.1.](#)

<sup>20</sup> [Community Engagement & Co-Creation](#)

<sup>21</sup> [Racism as a Public Health Crisis in King County](#)

<sup>22</sup> [Community Engagement Guide, Continuum of Community Engagement](#)

<sup>23</sup> [2015 Equity Impact Review Process Overview](#)

<sup>24</sup> [Language and Communication Guidance and Resources for County Employees](#)

<sup>25</sup> [Community Engagement Guide, Continuum of Community Engagement](#)

<sup>26</sup> [2015 Equity Impact Review Process Overview](#)

<sup>27</sup> [Language and Communication Guidance and Resources for County Employees](#)

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percent of the UKC median. Eighty-eight percent of Snoqualmie Valley/NE King County residents own their home, compared to 56 percent of King County residents.<sup>28</sup>

**Table 5: Snoqualmie Valley/NE King County Demographics**

General Information	King County	Unincorporated Areas	Snoqualmie Valley/NE King County
Population	2,225,000	244,000	26,000
Average household size	2.4	2.7	3
Median age	37	36	43
Percent male	50%	50%	51%
Percent female	50%	50%	49%
Percent youth (under 18 years old)	21%	23%	23%
Percent elder (over 65 years old)	14%	16%	13%

Race and Ethnicity	King County	Unincorporated Areas	Snoqualmie Valley/NE King County
White	60%	68%	86%
Hispanic or Latinx	10%	9%	5%
Asian	18%	13%	5%
Native Hawaiian Pacific Islander	1%	1%	0%
African American	7%	5%	0%
Native American	0.6%	1%	1%
Two or more races		5%	3%
Limited English-speaking population		5%	2%

Income and Poverty	King County	Unincorporated Areas	Snoqualmie Valley/NE King County
Median household income	\$103,000	\$82,000	\$124,000
Households below poverty line	17%	7%	3%

Housing	King County	Unincorporated areas	Snoqualmie Valley/NE King County
Owner-occupied households	56%	79%	88%
Renter-occupied households	44%	21%	12%
% Rent-burdened households	34%	47%	36%

### Who will be impacted by the CNLs?

All members of the community are impacted by the CNL initiative because the services, programs, and facilities that are provided by or influenced by County government affect the environment in which community members live. As such, all members of the community are decision-makers in the CNL

<sup>28</sup> U.S. Census Bureau. (2022). 2015-2020 American Community Survey 5-year Estimates.

process. They provide input on which potential services, programs, and capital improvement projects should be added to the CNL. They then prioritize the requests.

### The Community Engagement Guide

Throughout the community needs list development process, KCC directs the County to use at least the "County engages in dialogue" and "County and community work together" levels on the Community Engagement Continuum in the Community Engagement Guide.<sup>29</sup> These levels are the second and third highest levels on the continuum and are shown on Figure 1.<sup>30</sup>

**Figure 1: KCC-specified Levels of Engagement for the CNL Development Process**

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> <li>Primarily one-way channel of communication</li> <li>One interaction</li> <li>Term-limited to event</li> <li>Addresses immediate need of county and community</li> </ul>	<ul style="list-style-type: none"> <li>Primarily one-way channel of communication</li> <li>One to multiple interactions</li> <li>Short to medium-term</li> <li>Shapes and informs county programs</li> </ul>	<ul style="list-style-type: none"> <li>Two-way channel of communication</li> <li>Multiple interactions</li> <li>Medium to long-term</li> <li>Advancement of solutions to complex problems</li> </ul>	<ul style="list-style-type: none"> <li>Two-way channel of communication</li> <li>Multiple interactions</li> <li>Medium to long-term</li> <li>Advancement of solutions to complex problems</li> </ul>	<ul style="list-style-type: none"> <li>Two-way channel of communication</li> <li>Multiple interactions</li> <li>Medium to long-term</li> <li>Advancement of solutions to complex problems</li> </ul>
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

The King County Community Engagement Guide states that [underline added]:

“As a project develops, the level of community engagement may need to change to meet changing needs and objectives. The level of engagement will depend on various factors, including program goals, time constraints, level of program and community readiness, and capacity and resources. There is no one right level of engagement, but considering the range of engagement and its implications on your work is a key step in promoting community participation and building community trust.”<sup>31</sup>

With the advent of the COVID-19 pandemic in early 2020, DLS reviewed the engagement guidance and concluded that the approach to CNLs would be more likely to succeed if engagement efforts were adjusted to land somewhere between “County consults” and “County engages in dialogue” on the Continuum of Community Engagement.<sup>32</sup> Per the guidance identified above, the following factors were considered:

- **Program goals:** The program goal was to develop CNLs that are reflective of an entire community’s needs, particularly those who have historically not been or felt included, such as low-income populations and populations of color.

<sup>29</sup> [KCC 2.16.055.C.2.](#)

<sup>30</sup> [Community Engagement Guide, Continuum of Community Engagement](#)

<sup>31</sup> [Community Engagement Guide, Continuum of Community Engagement](#)

<sup>32</sup> [Community Engagement Guide, Continuum of Community Engagement](#)



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- **Time constraints:** Due to the COVID-19 pandemic, DLS staff were redeployed to pandemic response duties. Thus, staff capacity to plan and execute the pre-COVID envisioned CNL engagement was limited.
- **Level of program and community readiness:** CNL development is an iterative process repeated every two years. Readiness for the CNL process was impacted by the pandemic as people adjusted to COVID-19 precautions.
- **Capacity and resources:** As across King County government, departmental staff were redirected to pandemic response efforts. Many community-based organizations were also engaged in pandemic response efforts.<sup>33</sup>

DLS also reviewed the characteristics of engagement for each engagement level as listed on the Community Engagement Continuum, as shown on Figure 2, and compared them to the CNL development process characteristics as shown on Table 4. This was done to verify that “County consults” and “County engages in dialogue” would be sufficient levels of engagement to develop CNLs.<sup>34</sup>

**Figure 2:** Characteristics of Engagement for Each Level on the Community Engagement Continuum.

Levels of Engagement				
<b>County Informs</b> King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action.	<b>County Consults</b> King County gathers information from the community to inform county-led interventions.	<b>County engages in dialogue</b> King County engages community members to shape county priorities and plans.	<b>County and community work together</b> Community and King County share in decision-making to co-create solutions together.	<b>Community directs action</b> Community initiates and directs strategy and action with participation and technical assistance from King County.
<b>Characteristics of Engagement</b> <ul style="list-style-type: none"> <li>• Primarily one-way channel of communication</li> <li>• One interaction</li> <li>• Term-limited to event</li> <li>• Addresses immediate need of county and community</li> </ul>	<ul style="list-style-type: none"> <li>• Primarily one-way channel of communication</li> <li>• One to multiple interactions</li> <li>• Short to medium-term</li> <li>• Shapes and informs county programs</li> </ul>	<ul style="list-style-type: none"> <li>• Two-way channel of communication</li> <li>• Multiple interactions</li> <li>• Medium to long-term</li> <li>• Advancement of solutions to complex problems</li> </ul>	<ul style="list-style-type: none"> <li>• Two-way channel of communication</li> <li>• Multiple interactions</li> <li>• Medium to long-term</li> <li>• Advancement of solutions to complex problems</li> </ul>	<ul style="list-style-type: none"> <li>• Two-way channel of communication</li> <li>• Multiple interactions</li> <li>• Medium to long-term</li> <li>• Advancement of solutions to complex problems</li> </ul>
<b>Strategies</b> Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media.	Focus groups, interviews, community surveys.	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events.	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony.	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony.

**Table 6:** Characteristics of Engagement of the CNL development process:

Characteristics of engagement	CNL development process
Two-way channel of communication	Communication flows to and from community in order to prioritize requests.
Multiple interactions	Community members interact with the development process multiple times, from submitting ideas to prioritizing them.
Short- to medium-term	At a minimum, an updated CNL needs to be submitted to Council every two years, “concurrent with the executive's biennial budget transmittal.” <sup>35</sup>

<sup>33</sup> [King County Mask/Face Covering Distribution Program - King County](#)

<sup>34</sup> [Community Engagement Guide, Continuum of Community Engagement](#)

<sup>35</sup> [KCC 2.16.055.C.5.b.](#)



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Shapes and informs County programs	CNL is one of many inputs used by departments to inform their budgets.
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Based on this analysis, DLS concluded that “County consults” and “County engages in dialogue” levels of engagement would allow the CNLs to be successfully developed.

DLS used four of the nine corresponding strategies listed on the Continuum of Community Engagement for these two levels of engagement as shown in Figure 3.<sup>36</sup> These strategies are described above in the Phase I and Phase II community engagement sections of this document.

**Figure 3:** Strategies Used to Develop the CNLs.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> <li>Primarily one-way channel of communication</li> <li>One interaction</li> <li>Term-limited to event</li> <li>Addresses immediate need of county and community</li> </ul>	<ul style="list-style-type: none"> <li>Primarily one-way channel of communication</li> <li>One to multiple interactions</li> <li>Short to medium-term</li> <li>Shapes and informs county programs</li> </ul>	<ul style="list-style-type: none"> <li>Two-way channel of communication</li> <li>Multiple interactions</li> <li>Medium to long-term</li> <li>Advancement of solutions to complex problems</li> </ul>	<ul style="list-style-type: none"> <li>Two-way channel of communication</li> <li>Multiple interactions</li> <li>Medium to long-term</li> <li>Advancement of solutions to complex problems</li> </ul>	<ul style="list-style-type: none"> <li>Two-way channel of communication</li> <li>Multiple interactions</li> <li>Medium to long-term</li> <li>Advancement of solutions to complex problems</li> </ul>
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

### Equity Impact Review Process

As outlined by OESJ, the Equity Impact Review (EIR) Process identifies three equity frameworks which should be considered during the development and implementation of a proposed action.<sup>37,38</sup> These equity frameworks are:

- **Distributional Equity:** Fair and just distribution of benefits and burdens to all parties.
- **Process Equity:** Inclusive, open, and fair process with meaningful opportunities for input.
- **Cross-generational Equity:** Consideration of effects of current actions on future generations.

This brief review seeks to identify, evaluate, and communicate potential impacts – both positive and negative – associated with the community engagement and development of the CNL by DLS and the potential implementation of CNL requests by departments. This review is organized into five phases of analysis, as follows:

- Phase 1: Scope. Identify who will be affected.
- Phase 2: Assess equity and community context.
- Phase 3: Analysis and decision process.

<sup>36</sup> [Community Engagement Guide, Continuum of Community Engagement](#)

<sup>37</sup> [2015 Equity Impact Review Process Overview](#)

<sup>38</sup> An action is defined by the EIR Process as “plan/policy/program development, operations modification, capital programs/projects, etc.” [2015 Equity Impact Review Process Overview](#)

### Community Needs Lists

Phase 4: Implementation. Staying connected with the community.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.<sup>39</sup>

## CNL Development EIR Summary

### **Phase 1: Scope. Identify who will be affected.**

All community members will be affected by the CNLs.

### **Phase 2: Assess equity and community context.**

Per the EIR process checklist, community priorities and concerns need to be identified to assess equity and community context. The CNL development process identifies communities' priorities and concerns. The Determinants of Equity are the social, economic, geographic, political, and physical environment conditions in which people are born, grow, live, work, and age that lead to the creation of a fair and just society.<sup>40</sup> Each of the determinants of equity are likely to be either directly or indirectly influenced by the development of the CNLs. The determinants of equity are:

- |                              |                                 |                              |
|------------------------------|---------------------------------|------------------------------|
| -Early Childhood Development | -Parks and Natural Resources    | -Neighborhoods               |
| -Education                   | -Built and Natural Environment  | -Housing                     |
| -Jobs and Job Training       | -Transportation                 | -Community and Public Safety |
| -Health and Human Services   | -Community Economic Development | -Law and Justice             |
| -Food Systems                |                                 |                              |

The development of the CNLs impacts these determinants of equity because the CNLs identify the concerns and priorities of community, which is the first step in creating solutions. The extent to which impact on each determinant is realized depends on several factors, such as: available funding resources, timelines for implementation, the scope and location of specific programs and investments, and the community members affected.

### **Phase 3: Analysis and decision process.**

The CNL development process does not identify alternative solutions to community requests, it merely identifies the requests. However, community members prioritize these requests as high, medium, or low. This prioritization is shared with the lead departments and influences budget requests.

### **Phase 4: Implement. Are you staying connected with communities and employees?**

The CNLs are transmitted to Council as part of the 2023-2024 biennial budget transmittal. Simultaneously, as the CNLs are transmitted to the Council, DLS will also share CNLs with community members. These lists will be translated per language access requirements and linked to the DLS website, posted on PublicInput, and brought to community meetings. The lists' location will be communicated through a variety of outreach activities and platforms. DLS will continue to build relationships with community members and engage on an ongoing basis to learn of their needs for potential services, programs, facilities, and capital improvements.

### **Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.**

This is the first iteration of the CNL development process. In the second half of 2022, DLS will be co-developing the process for the 2023 iteration with community members and consulting with Executive Branch and King County Council staff. DLS will start the development of the next iteration of the CNLs in 2023.

<sup>39</sup> [2015 Equity Impact Review Process Overview](#)

<sup>40</sup> [The Determinants of Equity](#)

The CNL development process takes distributional, process, and cross-generational equity into consideration by:

- Attempting to gather community needs in all areas of UKC, both rural and urban.
- Creating an inclusive, open, and fair process with meaningful opportunities for input; however, more work can be done to ensure that community members who historically were or felt excluded are welcomed into the process.
- Acknowledging and communicating to community members and King County staff that the CNLs are snapshots in time and thus need to be updated regularly to give current and future generations an opportunity to make their needs known.

### CNL Implementation EIR Summary

Should the County fund solutions to the community-identified needs on the CNL, the County and community will work together to co-create responsive services, programs, facilities, or capital improvements.

The lead department for the funded solution is responsible for using the EIR process during program development and implementation to ensure that distributional equity, process equity, and cross-generational equity are considered in the solution development and implementation process.

In Phase 2 of the EIR process checklist, the community's concerns and needs should be identified in order to evaluate community context. The CNLs will be useful in Phase 2 of the EIR process for funded solutions because they are readily available lists of community-identified needs.

### CNL Language Access Resources

DLS used the language access resources developed by OESJ to ensure that language translation and interpretation were available during both community engagement phases of the CNL development process.<sup>41</sup> The Written Translation Manual, updated in 2021, was referenced to ensure that materials, including website and mailer text, could easily and accurately be translated.<sup>42</sup>

From tools, to outreach materials, to meetings, DLS offered translation and interpretation services for the top nine most frequently spoken languages in UKC as identified by the Top 10 Languages Dashboard.<sup>43</sup> These languages are Amharic, Arabic, Chinese, English, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese.

PublicInput was selected as the community engagement platform for the CNL hub and the survey websites. Each PublicInput website includes a "Translate" button, which allows the user to select from over 100 languages. The mailer sent to every UKC household in Phase I included text in the top ten languages stating, "To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206 477 3800."

Interpretation services were offered at the town hall meetings upon request. At each meeting, Spanish interpretation was available, as Spanish is the most frequently spoken language in UKC after English. In the Snoqualmie Valley/NE King County town hall no additional language interpreters were requested.

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<sup>41</sup> [Language and Communication Guidance and Resources for County Employees](#)

<sup>42</sup> [2021 Written Translation Manual](#)

<sup>43</sup> [Top 10 Languages Dashboard](#)

## Summary & Lessons Learned

The CNLs are a snapshot in time of community needs. It is required to be updated, at a minimum, every two years.<sup>44</sup> DLS will continue to work with community, the King County Council, King County departments, and other agencies to update, prioritize, and implement the CNL requests. Before the next iteration of the CNL development process starts in 2023, DLS will co-create the process to update the CNLs and expand its engagement strategies with community. It will also adjust its messaging and community engagement materials with community input.

DLS will continue to expand its community engagement efforts with community members in ways that reach those in the community who did not participate in the development of the community needs lists or who may not realize how the community needs list may affect their daily lives. DLS will ask community members to evaluate and reaffirm their priorities with both in-person and digital engagement strategies to maximize participation. This means continuing to look for opportunities to collect and share information such as:

- Partnering with existing community organizations, such as faith-based organizations, that already work with and represent underrepresented community members such as immigrants and limited English proficiency populations.
- Engaging with residents where they already meet to be respectful of their time.
- Working with and in schools to engage students and their families as both often have time restrictions that make it hard to engage with the County.
- Considering other places where youth gather to seek input.
- Engaging with seniors at senior living communities to be respectful of their mobility and facility with technology.
- Connecting with disability service providers to reach out to their customers.
- Providing alternative meeting times for those with irregular schedules.
- Compensating participants for their engagement, respecting their time, involvement, and expertise.
- Documenting the number of participants, and if possible, their race and ethnicity to ensure participants represent the demographics of the community.

DLS will strive to obtain participant contact and demographic data, through optional demographic surveys, to assess which community members are not being reached through current in-person and online engagement efforts.

KCC requires that implementation of the CNL be reviewed and reported on annually.<sup>45</sup> DLS will gather the updates from agencies and share these reports on the DLS website and on PublicInput, where community can leave comments. In addition, the updates will be shared in community meetings and annual DLS town hall meetings. These meetings are also opportunities to inform community members about the 2023-2024 CNL update process.

Moving forward, the CNL process must remain open and transparent, affected communities or neighborhoods must be included in the decision-making, and resources must be directed where needs are the greatest.

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<sup>44</sup> [King County Code 2.16.055.C.2.](#)

<sup>45</sup> [KCC 2.16.055.C.2.](#)

## Appendix A: Example of CNL communications material

### Example of an Instagram Post



### Example of a Facebook Post

