



**WATERFRONT STEERING COMMITTEE
CHARGE AND GUIDELINES
December 2, 2014**

Charge

City Council Resolution 31543 established the Waterfront Steering Committee to “advise the City on issues related to the ongoing reconstruction of the Elliott Bay Seawall, refinement of the Waterfront Concept Design, refinement of the overall funding and financing of public improvements, management and operations of new public spaces, and ensuring broad and inclusive public engagement around the overall Waterfront Program.”

The Committee acts as an independent group working directly with City staff managing the Waterfront Program. The Committee is asked to make regular reports to the Mayor and City Council via the Waterfront Steering Committee. Specifically, the resolution calls for the Committee to report at regular milestones in the future, including design milestones, completion of key project construction elements, and any future revisions to the funding and financing plan.

Ground Rules

To ensure the committee’s meetings are productive and well-run, committee members, chairs and the city staff agree to abide by the following ground rules.

- *The committee is advisory to the Mayor and Council. We are here to recommend the best approaches to the Central Waterfront, but the Mayor and Council will ultimately decide on how to respond to those recommendations.*
- *Established city policy will shape our work.* The City has established a range of principles regarding the waterfront which will serve as a foundation for our work – those are included in your binder. The Central Waterfront Guiding Principles, established by this Committee and adopted by City Council pursuant to Resolution 31264, serve as the foundation for our work.
- *Keep an open mind and consider all the facts and analysis.* City staff and consultants will provide in-depth information and analysis. We ask that you bring an open mind to genuinely consider the information brought to you, the opinions of experts, and those of other committee members in forming recommendations, in addition to your personal opinions.

Discussions and Decision-making

Discussion will be in a roundtable format. We encourage committee members to share their opinions openly with the group to improve everyone’s understanding of varying perspectives. Please keep the discussion respectful and constructive. Help us keep the discussion on topic and on track. Share observations, keep an open mind and avoid personal attacks. Listen to other committee members when they are speaking and please avoid side conversations. *Because the committee is advisory, it will not vote formally on items.* Where there are strong differences of opinion, the group will use a minority report to reflect those differences in committee work products. We will seek to resolve differences of opinion through discussion.

Membership Requirements and Term

Those serving on the committee agree to make consistent attendance at committee meetings a priority, and to actively participate in discussion. Continued absenteeism may result in a member being removed and replaced. If you feel obliged at any point to leave the committee, please inform the Co-chairs directly.

Members serve two year terms, after which members may be reappointed or replaced, except that the initial term is three years for half the members. Each member's term is listed below. Future appointments and replacements shall be made jointly by the Mayor and City Council. Members shall serve on the Steering Committee until their successors are appointed and confirmed.

Two Years	Three Years
Carol Binder	Bob Davidson
David Freiboth	Patrick Gordon
Gerry Johnson	Ed Medieros
John Nesholm	Charley Royer
Maggie Walker	Bob Donegan
Stephanie Ellis-Smith	Leonard Forsman
Tim Kerr	Andrea Riniker
Lyn Tangen	Brady Walkinshaw

Public Participation

Meetings will be open for the public to observe. There may be public open houses, hosted by the City, for soliciting public comment on all aspects of the waterfront program and the committee's work. All meeting materials will be published on the project website: www.waterfrontseattle.org and will be regularly updated. If you find materials missing from the website please inform Erin Tam.

Committee and Subcommittee Chairs

Co-chairs are selected by the committee members. Co-chairs will run the committee meetings, and help the group drive toward consensus. The chairs' role will be to set the agenda, keep discussion on track, ensure that all perspectives are heard, and that no individual voice dominates the discussion. In representing the committee to media or outside groups, the Chairs will present the ideas and recommendations of the committee as a whole. The co-chairs, along with the Director, will be responsible for briefing the Mayor and making reports to the City Council on the work of the Committee.

Informal Working Groups

The majority of the committee's work will take place in the main committee with all members present. Committee members may choose to form an informal group to tackle a particular issue. The working group should report on its work at each full committee meeting and should not operate independently of the larger group.

Minutes and Committee Materials

All committee materials, including minutes, handouts, and will continue to be made available via the project website at www.waterfrontseattle.org. Minutes will be provided within two weeks of each committee meeting.

Staffing

The Office of the Waterfront Director, Marshall Foster, and the Office Communications Manager, Erin Tam, will facilitate the committee, along with city staff and consultants from the project team. For immediate needs, you can contact Erin at etam@enviroissues.com or (206) 295-7388. Department heads from DPD, SDOT, Parks and Recreation and the Port of Seattle are ex officio committee members. They will be active participants and will inform our thinking on how the committee's work interfaces with the ongoing work of their departments.

Media Inquiries

The Co-chairs serve as primary spokespeople for the committee. To ensure that all information provided to reporters is accurate, comprehensive and complete, and that reporters have appropriate access to the best sources of information, we request that all news media inquiries are managed according to the protocol outlined below.

1. All media inquiries regarding the waterfront should be reported to Erin Tam. They will ensure that the appropriate city staff are also informed.

Erin Tam, Waterfront Seattle Communications Manager
etam@enviroissues.com
(206) 295-7388

2. If you receive an inquiry from a reporter, don't feel pressured to respond immediately. The best practice in responding to a reporter's call is to ask what publication they are calling from, what the story is about and what the deadline is; and then inform them that you or a project team member will call them back. This allows time for you to contact Erin to discuss the inquiry and decide on the best course of action.
3. If you are questioned in person by a reporter and it just isn't practical to contact Erin in advance, please remember to inform the reporter that you are providing your personal opinion and are not responding in an official capacity or on behalf of the committee or the city. Feel free to offer your own perspectives on specific issues, but please avoid speaking on behalf of the committee. Please send an email to Erin letting her know that a reporter contacted you.

Ethics Requirements

Member of this committee are subject to the City's ethics rules for advisory committees. They can be viewed at: <http://www.seattle.gov/ethics/etpub/Boards&CommissionsAdvisory.pdf>. As the committee's work moves forward, committee members must provide an annual disclosure statement to identify any potential conflicts of interest.