

**CITY OF ISSAQUAH
City Council Regular Meeting**

7:00 PM
April 20, 2020

Virtual Meeting

MINUTES

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Alternate Meeting Format: On March 6, 2020 the Mayor declared a civil emergency due to the outbreak of novel coronavirus (COVID-19). On March 24, 2020 the Governor issued Proclamation 20-28 prohibiting open public meetings from occurring in person. Due to these factors, the meeting was held using a remote meeting platform.

Councilmembers:
Barbara de Michele
Stacy Goodman
Zach Hall
Victoria Hunt
Tola Marts
Chris Reh
Lindsey Walsh

Administration/Staff:
Mary Lou Pauly, Mayor
Wally Bobkiewicz, City Administrator
Andrea Snyder, Deputy City Administrator
Jim Haney, City Attorney
Tina Eggers, City Clerk
Tisha Gieser, Deputy City Clerk
Gus Tiwana, IT Project Manager

CALL TO ORDER

Mayor Pauly called the meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

Mayor Pauly led the Pledge of Allegiance.

AUDIENCE COMMENTS – None.

COMMITTEE / REGIONAL REPORTS

Councilmember Walsh:
Greater Issaquah Chamber of Commerce Board - Made report.

Council President Hunt:
Lake Sammamish Kokanee Interlocal Management Committee - Made report. Announced upcoming meeting.

MAYOR'S REPORT

Mayor Pauly provided an update on the City's COVID-19 response.

INFORMATIONAL UPDATES

a) **ID 0683 - Human Services Update**

Parks & Community Services Director Jeff Watling provided an informational update on the City's human services work in response to the COVID-19 crisis.

Council President Hunt summarized comments received by email on this item.

b) **ID 0682 - Economic Development Update**

Economic Development Manager Jen Davis Hayes provided an informational update on the City's economic development work in response to the COVID-19 crisis.

Council President Hunt summarized comments received by email on this item.

c) **ID 0684 - COVID Response, Phase 1 Budget Plan**

Finance Director Beth Goldberg provided an informational update on the City's financial plan to respond to the COVID-19 crisis.

Council President Hunt summarized comments received by email on this item.

CONSENT CALENDAR

Items listed were distributed to Councilmembers in advance for study and were enacted with one motion.

IT WAS MOVED BY HUNT, SECONDED BY REH; MOTION CARRIED (7-0), TO APPROVE THE CONSENT AGENDA AS PRESENTED.

- a) **ID 0541 - Accounts: Payables and Payroll of Apr. 20, 2020, \$3,719,222.06;** Approved.
- b) **Minutes: City Council Regular Meeting, April 6, 2020;** Approved.
- c) **AB 7923 - Inmate Health Services Agreement;** Authorized the Mayor to enter into and execute the agreement with Ideal Option PLLC for inmate health services.

REGULAR BUSINESS

a) **AB 7959 - Furloughs and Salary Reductions for Non-Represented Staff**

Introduced by Mayor Pauly and presented by City Administrator Bobkiewicz.

Following Council discussion,

IT WAS MOVED BY HUNT, SECONDED BY REH, TO:

Adopt Ordinance No. 2905, authorizing the Mayor, City Administrator, or designee to implement furloughs and temporary salary reductions to address budgetary shortfalls due to the COVID-19 pandemic.

MOTION CARRIED, 7-0.

GOOD OF THE ORDER*Council President Hunt:*

Work Plan Changes - Requested more information on proposed work plan changes.

Councilmember de Michele:

Council Salary Waiver - Asked how Councilmembers should proceed if wanting to waive their salary.

Councilmember Hall:

Thank You & Community Engagement – Thanked Council for the advice and wisdom shared with him and encouraged residents to reach out to their Councilmembers.

Council President Hunt:

Staffing Changes & Recovery Task Force - Urged continuing with commitments given recent staffing changes, specifically related to public engagement and sustainability. Expressed support for formation of the Recovery Task Force.

Councilmember Walsh:

Tonight's Meeting - Thanked staff for their work and leadership addressing these challenges and suggested there would be more challenges ahead.

Councilmember de Michele:

Video Meeting & Thank You - Shared appreciation for the video component of tonight's meeting and the leadership of the City Administration on tonight's agenda issues.

Mayor Pauly:

Upcoming Council Meetings - Announced anticipated agenda items.

Staffing Changes - Expressed gratitude to those staff who will be leaving the City's employment.

EXECUTIVE SESSION - None.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 9:22 PM.

Christine Eggers, City Clerk

Mary Lou Pauly, Mayor



**CITY COUNCIL
AGENDA BILL**

City Council Regular Meeting - 04 May 2020

NEW
AB 7937 -

Consent Calendar

Board/Commission Term Extensions **Proposed Council Action:**
Confirm

DEPARTMENT OF COUNCIL LIAISON	City Clerk's Office Tina Eggers
OTHER COUNCIL MEETINGS	n/a
COMP PLAN POLICY NOS.	n/a
OTHER POLICIES	Resolution No. 2006-01; Council Policy Re Appointments (a/k/a item 6-9 of the Council Resource Manual)
EXHIBITS	None.

SUMMARY STATEMENT

This agenda bill requests City Council confirmation to extend the terms of board and commission members whose terms expire in 2020 by one year in light of the COVID-19 pandemic.

Annual Recruitment Process

The Mayor is responsible for appointing members to the City's boards and commissions. Typically, an annual recruitment occurs in January and February. In March, interview panels consisting of City staff and board/commission members conduct interviews and provide recommendations to the Mayor. The Mayor considers these recommendations, makes appointments and brings them to the City Council for confirmation in April.

COVID-19 Impact

This year, a recruitment was conducted; however, due to the City's need to focus on addressing the COVID-19 emergency priorities and due to prohibitions around gatherings and public meetings given the COVID-19 emergency, interviews were unable to be held.

Due to the inability to conduct interviews of applicants and in order to limit further delays as the City's boards and commissions begin convening again, the Mayor is extending the terms of board and commission members expiring April 30, 2020 one year, through April 30, 2021. In 2021, the remaining unexpired terms of these positions will be included in the annual recruitment.

The one-year extension is not being extended to the River & Streams Board as the board is in transition and expected to sunset. A community conversation will take place in the coming months to receive input on what a new environmental board would look like; River & Streams Board members and applicants will be invited to participate.

As Stay at Home restrictions lift, there will be an extended phased approach to the boards and commissions resuming their work, based on the nature and timing of their work plan items. The first priority will be convening the Mayor's Recovery Task Force, which will advise the City on various issues related to responding to the pandemic, and future reopening of City services and programs. The task force will also advise the City on other community initiatives that are important to Issaquah residents and businesses over the next several months. Membership on the task force will primarily consist of current members of the City's boards and commissions.

Next Steps

Upon Council confirmation of the one-year extension, City staff will reach out to board and commission members with expiring terms and ask them to consider serving for an additional year. These individuals will have the option to continue serving for an additional year or to allow their term to expire.

Additionally, any individuals who have applied to serve on a City board or commission in 2020 will be notified of the decision to forego an appointment process this year. They will be given the option to have their applications automatically considered for future openings.

If any of the City's boards and commissions have multiple vacancies due to members choosing not to continue for the extended term, the Administration may choose to conduct a mid-year appointment process. Per the City's policy, any appointments will be brought to the City Council for confirmation.

Financial Information

n/a

Administration's Recommendation

Confirm Mayor's appointments as presented; providing one-year extension of expiring terms, extending the terms from April 30, 2020 to April 30, 2021.

Update

n/a

Alternative(s)

Do not confirm the one-year extension. (Impact: Boards/commissions would have a higher number of vacancies, creating potential quorum issues until an interview process could be conducted.)

RECOMMENDATION

Administration / City Clerk's Office:

MOVE TO: Confirm Mayor's appointments as presented; providing one-year extension of expiring terms, extending the terms from April 30, 2020 to April 30, 2021.



CITY COUNCIL
AGENDA BILL

City Council Regular Meeting - 04 May 2020

NEW
AB 7961 -
Consent Calendar

Issaquah Emergency Rental Assistance Program
Reallocation

Proposed Council Action:
Authorize

DEPARTMENT OF
COUNCIL LIAISON
OTHER COUNCIL MEETINGS
COMP PLAN POLICY NOS.
OTHER POLICIES
EXHIBITS

Parks & Community Services Monica Negrila
n/a
March 23, 2020 (AB 7948)
n/a
n/a
A. Program Summary
B. Report
C. Other Rental Assistance Programs

SUMMARY STATEMENT

Introduction

This agenda bill seeks City Council authorization to reallocate undistributed funds previously authorized to provide emergency funding for rental assistance due to the COVID-19 crisis (Exhibit A). Specifically, the Administration proposes that \$20,000 originally intended to be disbursed by Hopelink, be allocated equally to Issaquah Community Services and St. Vincent de Paul.

As part of the agenda bill, an updated report of the current Emergency Rental Assistance Program (Exhibit B) is being provided. The report summarizes distribution of funds as of April 24, 2020.

Background

On March 23, 2020, the Issaquah City Council authorized \$100,000 to go towards creating an Issaquah Emergency Rental Assistance Program (Exhibit A) to help residents in need as a result of the COVID-19 crisis. The program provides up to \$500 in rental assistance, for up to three months, to Issaquah residents whose income falls at or below 80% of the Area Median Income (AMI).

Two of the three organizations - Issaquah Community Services (ICS) and St. Vincent de Paul - St. Joseph Issaquah Conference (SVdP) - were able to implement the program within a few days of the Council action. These two organizations are local volunteer-based groups that have already distributed nearly 60% of the funds as of April 24.

The third organization recommended for funding allocation, Hopelink, was ultimately not able to offer this program in a manner consistent with the adopted Issaquah Emergency Rental Assistance Program. The City Council took a proactive approach to the COVID-19 crisis. Due to the short period of time allotted for policy creation, the resulting program included similarities but also differences from Hopelink's other existing programs. Subsequent to the Council action on March 23, 2020, differences and inconsistencies between the program adopted by Council and Hopelink's existing programs were discovered.

Proposal

In order to ensure rapid distribution of funds and a consistent program for residents to access these local resources, the Administration proposes that the remaining \$20,000 of the original \$100,000 authorized by Council, currently not distributed, be reallocated to the two contracting organizations:

- Issaquah Community Services -\$10,000
St. Vincent de Paul- St. Joseph Conference Issaquah - \$10,000

This model will ensure that more residents have access to resources. These organizations have implemented the program already and contracts have been executed. Nearly 60% of the \$100,000 authorized by Council were distributed.

This recommendation is in no way a reflection on Hopelink or the City's confidence and respect for their work within Issaquah and the region. It remains the intent of city staff to continue work with Hopelink on numerous Human Services-related initiatives and programs now and into the future.

Program Report

In addition to the reallocation request, the Administration is also providing an updated report (Exhibit B) summarizing funds distributed. As of April 24, 2020, ICS and SvdP distributed \$59,952, providing assistance to 384 residents from 121 households.

A list of other rental assistance programs that are available to Issaquah residents is also included with the report (Exhibit C).

Options/Alternatives

One alternative would be to amend the program guidelines as adopted on March 23 (AB#7948), and proceed with a contract for Hopelink. Hopelink is a large regional non-profit that provides extensive human services work in cities throughout King County, including rental assistance funding. In order to distribute funds for the Issaquah Emergency Rental Assistance Program, Hopelink would need the program to align with similar services they offer. The variations between their programs and the City's are summarized below:

- Income Eligibility
 - City Program: Residents at or below 80% AMI
 - Hopelink: Residents who are at or below 50% of the Area Median Income (AMI) or 200% of the Federal Poverty Level (FPL)
- Assistance Amount
 - City Program: Up to \$500 for up to three months; issue a separate check per month of support
 - Hopelink: One-time assistance of up to \$1,400; issue one check for multiple months (up to 3) of rental support

In an effort to remain consistent in the program currently underway and for residents to efficiently benefit from the program, the Administration recommends that the remaining \$20,000 be allocated to the two organizations currently participating in the program.

Public Engagement

No formal public engagement was conducted, however the current Emergency Rental Assistance providers reported that Issaquah residents appreciate the assistance and find it helpful.

Next Steps

Should the City Council approve the reallocation of funds, the Administration will move forward with ensuring the two current contracted organizations continue the distribution of the remaining funds. A final report will be made available to Council once 100% of funds are distributed.

Financial Information

The \$20,000 proposed for reallocation is part of the \$100,000 the Council authorized for an Emergency Rental Assistance Program on March 23, 2020, to help Issaquah residents impacted by the COVID-19 crisis. As of April 24, 2020, \$59,592 was distributed towards rental assistance. Based on patterns identified in the first month of the program, it is estimated that the remaining funds will be spent in the next few weeks. The reallocation of \$20,000 can provide \$500 of rental support to 40 households.

Administration's Recommendation

Reallocate the remaining \$20,000 of the original \$100,000 authorized for the Issaquah Rental Assistance Program, currently not distributed, to Issaquah Community Services and St. Vincent de Paul - St. Joseph Issaquah Conference for distribution.

Update

n/a

Alternative(s)

Modify current Issaquah Emergency Rental Assistance Program to allow Hopelink to implement the program at 50% AMI eligibility requirements and one-time support of up to \$1,400.

RECOMMENDATION

Administration / Parks & Community Services:

MOVE TO: Reallocate the remaining \$20,000 of the original \$100,000 authorized for the Issaquah Rental Assistance Program to Issaquah Community Services and St. Vincent de Paul - St. Joseph Issaquah Conference for distribution.