

**CITY OF ISSAQUAH
City Council Regular Meeting**

7:00 PM
September 5, 2023

MINUTES

Council Chambers
135 E. Sunset Way

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers:

Barbara de Michele
Zach Hall
Victoria Hunt
Russell Joe
Tola Marts
Chris Reh (*Excused Absence*)
Lindsey Walsh

Administration/Staff:

Mary Lou Pauly, Mayor
Wally Bobkiewicz, City Administrator
Andrea Snyder, Deputy City Administrator
Rachel Bender Turpin, City Attorney
Tisha Gieser, City Clerk

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Mayor Pauly led the Pledge of Allegiance.

SPECIAL BUSINESS

a) ID 1368 - Constitution Day Proclamation

Mayor Pauly presented the proclamation to Judge Stewart and Lead Judicial Specialist Nikki Meister.

b) ID 1380 - Hispanic Heritage Month Proclamation

Mayor Pauly presented the proclamation to Alicia Spinner from local non-profit, The Circle.

c) ID 1381 - Eastside Welcoming Week Proclamation

Mayor Pauly presented the proclamation to Economic Development Coordinator Farel Otieno.

AUDIENCE COMMENTS

The following individuals provided public comment:

- Corby Casler, Executive Director of the Downtown Issaquah Association, thanked the City and community partners for coming together to plan the Issaquah Welcomes You event.
- David Waggoner, resident, announced that on Sept. 15 the Prisoners of War (POW) Missing in Action (MIA) flag will be flown beneath the US flag at City Hall and expressed concerns with installing a fence around the police parking area.

The following individuals expressed concerns with installing a fence around the police parking area due to impacts to accessing the community meals program hosted at Community Hall:

- Liz Tidyman, resident, also requested the City Council consider amending their prior action to authorize additional funding for this project.

- Tina Conforti, resident and community meals program volunteer
- Elizabeth Maupin, resident
- Marilyn Ottinger, community meals program volunteer
- Norb Ziegler, community meals program volunteer
- Jan Smith, resident and community meals program volunteer

CONSENT CALENDAR

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

Councilmember Hunt requested that AB 8692 - ARCH Trust Fund One-Time Additional Contribution (item "j") be removed from the Consent Calendar and considered under Regular Business.

IT WAS MOVED BY WALSH, SECONDED BY HALL; MOTION CARRIED (6-0), TO APPROVE THE CONSENT AGENDA WITH THE REMOVAL OF AGENDA ITEM "j".

- a) **ID 1478 - Accounts: Payables and Payroll of Sept. 5, 2023, \$12,322,076.80;** Approved.
- b) **Minutes: City Council Committee of the Whole, May 8, 2023;** Approved.
- c) **Minutes: City Council Regular Meeting, May 15, 2023;** Approved.
- d) **ID 1526 - Informational Update: Transportation Benefit District (TBD) Sales Tax Outreach Plan;** Received Report.
- e) **AB 8523 - Blackberry Park Play Area Improvements;** Accepted completion of the Blackberry Park Play Area Improvements Project and release of the retainage to the contractor.
- f) **AB 8674 - Sewer Master Plan Contract, Addendum No. 5;** Authorized the Mayor to enter into and execute Addendum No. 5 to the professional services contract with BHC Consultants to complete the Sewer Master Plan in the amount of \$67,300.
- g) **AB 8675 - East Lake Sammamish Parkway Drainage Project ST 002 Contract, Addendum No. 5;** Authorized the Mayor to enter into and execute Addendum No. 5 to the professional services contract with Osborn Consulting to complete the design for the ST 002 East Lake Sammamish Pkwy West Ditch Conveyance Improvement project in the amount of \$61,000.
- h) **AB 8676 - First Amendment to the Joint Interlocal Agreement with King County regarding the Community Development Block Grant (CDBG) Program;** Authorized the Mayor to enter into and execute the First Amendment to the Joint Interlocal Agreement with King County regarding the Community Development Block Grant (CDBG) Program.
- i) **AB 8686 - AtWork Lease Addendum (690 NW Juniper);** Authorized the Mayor to enter into and execute a lease addendum with AtWork! for the City-owned facility at 690 NW Juniper Street.

- j) **AB 8692 - ARCH Trust Fund One-Time Additional Contribution;** Removed from the Consent Calendar to be considered under Regular Business.
- k) **AB 8693 - 2022 Budget Reauthorization for Small Business Flex Fund Allocation;** Reauthorized 2022 funds in the amount of \$300,000 for a City contribution to the State Small Business Flex Fund in a subsequent 2023-24 budget amendment.

REGULAR BUSINESS

- a) **AB 8692 - ARCH Trust Fund One-Time Additional Contribution**

IT WAS MOVED BY WALSH, SECONDED BY MARTS, TO:

Authorize inclusion of a one-time allocation of \$300,000 from the State pass-through funding for affordable and supportive housing to the A Regional Coalition for Housing (ARCH) Housing Trust Fund in a subsequent 2023-24 budget amendment.

MOTION CARRIED, 6-0.

COMMITTEE / REGIONAL REPORTS

Councilmember Joe:

Lodging Tax Advisory Committee - Announced upcoming meeting.
 Cascade Water Alliance Public Affairs Committee - Announced upcoming meeting.
 Cascade Water Alliance Board - Announced upcoming meeting.

Councilmember de Michele:

Eastside Transportation Partnership - Announced upcoming meeting.
 Eastside Human Services Forum - Announced upcoming meeting.

Councilmember Hunt:

WRIA8 Salmon Recovery Council Management Committee - Made report. Announced upcoming meeting.
 Planning, Development & Environment Committee - Announced upcoming meeting.

Councilmember Marts:

Sound Cities Association Public Issues Committee - Announced upcoming meeting.
 Services, Safety & Parks Committee - Announced upcoming meeting.

Deputy Council President Hall:

Eastside Fire & Rescue Board - Announced upcoming meeting.

Council President Walsh:

Puget Sound Regional Council Growth Management Policy Board - Announced upcoming meeting.

MAYOR'S REPORT

The Mayor reported on the following topics:

- Executive Session: There are two Executive Session items listed on tonight's agenda. However, item "(b)" regarding pending/potential litigation has been delayed and is now

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scheduled for a special City Council meeting on Sept. 11 after the Committee of the Whole Council meeting. An Executive Session will be held to discuss property acquisition per RCW 42.30.110(1)(b). The item is expected to take approximately 30 minutes; no action is anticipated to follow in open session.

- Northwest Troll Project Jakob Two Trees
- Upcoming Community Events

GOOD OF THE ORDER

Councilmember de Michele:

Influence the Choice - Announced Sept. 20 event.

Deputy Council President Hall:

Farmer's Market Community Listening Session - Reminded Councilmembers to provide their preferred shift.

Mayor Pauly:

Upcoming Council Meetings - Announced anticipated agenda items.

EXECUTIVE SESSION

a) ID 1529 - Executive Session - Property Acquisition per RCW 42.30.110(1)(b)

The City Council took a five-minute break at 8:25 PM. The Council then recessed into the Executive Session for the purpose of discussing property acquisition per RCW 42.30.110(1)(b) at 8:30 PM. The item was expected to take approximately 30 minutes. The session was extended by 15 minutes.

b) ID 1532 - Executive Session - Pending/Potential Litigation per RCW 42.30.110(1)(i)

This item was delayed to a Special City Council meeting on Sept. 11, 2023.

ADJOURNMENT

The regular meeting reconvened at approximately 9:15 PM. There being no further business to come before the Council, the meeting was adjourned at 9:15 PM.

Mary Lou Pauly, Mayor

Tisha Gieser, City Clerk



CITY COUNCIL
AGENDA BILL

City Council Regular Meeting - Jan 02 2024

2024 City Council Calendar

Proposed Council Action:
Adopt Ordinance; Approve Resolution

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

City Clerk's Office Tisha Gieser
Dec. 4, 2023
n/a
n/a
~~A. Calendar~~
B. Presentation, Dec. 4
C. Proposed Resolution - Adopting Calendar (new)
D. Proposed Resolution - Council Rules (new)
E. Proposed Ordinance (new)

SUMMARY STATEMENT

Introduction

This agenda bill seeks City Council adoption of a 2024 schedule of City Council and Committee meetings by resolution. Input on the proposed Calendar is requested at the Dec. 4, 2023 City Council meeting. This agenda bill will return to the City Council at the Jan. 2, 2024 for adoption. The proposed calendar is attached as Exhibit A. For the latest information, see the Update section.

Background

Each year the City Clerk's office schedules the City Council meetings, including any Committee of the Whole and Standing Committee meetings, based on the regular meeting schedules established in the Issaquah Municipal Code and City Council Rules of Procedure. Adjustments are made for City holidays. Special meetings are scheduled as needed, typically by polling the City Councilmembers for availability.

At its regular meeting on September 6, 2022, the City Council adopted a religious and cultural holidays calendar for the remainder of 2022 and all of 2023 ([Resolution No. 2022-11](#)). As part of this calendar adoption, the City committed to avoiding scheduling City meetings on holidays that have a religious or cultural significance. This has added a certain level of complexity to scheduling as some standing meetings conflict with those holidays and have to be rescheduled. Additionally, the City Council shares meeting space with two other advisory boards, requiring coordination when regular meeting dates are shifted.

Proposal

The Administration requests the City Council adopt the proposed 2024 City Council calendar (Exhibit A). In bringing forward the proposed City Council calendar for the entire year, the Administration hopes to continue to provide a measure of predictability, especially with standing meetings that have been rescheduled, and with meetings that are outside of the normally scheduled Regular City Council, Committee of the Whole and Standing Committee meetings, i.e. Special Meetings, including Council Retreats, and Community Listening Sessions.

In scheduling around holidays, the Administration has generally tried to avoid scheduling meetings on Wednesdays and Thursdays, if possible, instead opting to reschedule meetings on the next available Mondays or Tuesdays.

Some key dates to be aware of:

Committee of the Whole (COW) Meetings: These meetings are scheduled monthly for the second Monday of the month, unless otherwise noted. There are two Committee of the Whole meetings scheduled for the months of September and October for the 2025-26 Biennial Budget presentations and deliberations.

City Council Retreats: There are three City Council retreats proposed for 2024:

- Saturday, February 3
- Saturday, May 4
- Saturday, July 27

Community Listening Sessions: In 2022 the City Council began holding Community Listening Sessions to provide more informal opportunities for the public to interact with the City Council in their neighborhoods. Two Community Listening Sessions were conducted in both 2022 and 2023, in addition to the City Council attending a Farmer's Market to engage with residents. The Administration is proposing two off-site Community Listening Sessions in 2024 as well as another Farmer's Market engagement:

- Thursday, May 16
- Saturday, September 28 (Farmer's Market)
- Thursday, October 24

City Council Meeting Breaks: The City Council's two traditional scheduled breaks are reflected on the City Council's 2024 calendar:

- Summer Break - August 11-31
- Winter Break - December 15-31

Cultural & Religious Holiday Calendar

The pilot cultural and religious holiday calendar was adopted for the fall of 2022 and all of 2023 ([Resolution No. 2022-11](#)). Following the completion of the pilot, the Administration plans to pursue formalizing an on-going cultural and religious holiday calendar. This permanent option will be brought to the Equity Board for review on Dec. 6. Based on feedback on the calendar, a few minor changes are being proposed to the Equity Board regarding the list of holidays with significant work restrictions. As a reminder these are holidays that the City is committing to not hold public meetings on:

- Exchanging the Birth of Bab and Bahu'u'llah with Naw-Ruz (March 20) and First Day of Ridvan (April 20) for the Baha'i holy days.
- Exchanging Magha Puja Day with Vesak (May 23) for the Buddhist holiday of utmost significance.
- Adding Good Friday, Easter, and Christmas Day to the utmost significance "short list."

The cultural and religious calendar is anticipated to go to the Services, Safety & Parks Committee in January. Full City Council approval is anticipated in February.

In order to proceed with 2024 planning, the Administration has adjusted City Council meeting dates that fall on holidays with significant work restrictions based on the holidays in the pilot calendar and incorporating the changes noted above. When this agenda item returns for City Council approval at the Jan. 2, 2024, City Council meeting, staff will include a summary of the Equity Board's recommendation and make any needed adjustments to the proposed 2024 City Council calendar.

Future Changes to Calendar

With adoption of the calendar, the City Council is committing to the 2024 meeting schedule. Subsequent changes will be handled as follows:

- Meetings with a lack of agenda items will be canceled.
- If special meetings are needed to address unanticipated time sensitive topics or to accommodate an excess of agenda items in any given month, the City Clerk's office will poll the City Council or Committee members for availability.

Additionally, there may be a need to reschedule planned City Council or Committee meetings due to unforeseen circumstances. If such a need arises, the Administration will consult with the City Council Leadership or Committee Chair. If it is decided to pursue an alternate date, that meeting will be canceled, and the City Council will be notified and polled for availability for a new meeting date.

Amendments to Council Rules and Issaquah Municipal Code

At the Jan. 2, 2024 City Council meeting, staff will be returning with a clean-up ordinance to amend Chapter 2.06, Council Meetings, of the Issaquah Municipal Code and a resolution to amend the City Council Rules. The purpose of these amendments will be to formally acknowledge the City Council's practice of adopting an annual calendar and to true up the current provisions regarding meeting schedules with this process.

Next Steps

Staff will begin planning for the meeting dates on the 2024 City Council calendar, including noticing them on the City's website and sending calendar invitations to the City Council. Councilmembers are requested to provide the City Clerk's office the dates of any planned 2024 travel so that these absences can be noted as excused.

Financial Information

n/a

Administration's Recommendation

The Administration recommends adopting the proposed 2024 City Council calendar and the related resolutions and ordinance at the January 2, 2024 City Council meeting.

Update

At the Dec. 4 City Council meeting, staff provided a brief overview of the draft City Council calendar. The City Council expressed a desire to further discuss Community Listening Sessions at the City Council retreat in February, 2024 and directed the Administration to remove the potential Listening Session meeting dates from the calendar until that discussion occurs. Otherwise, there was general support for the proposed calendar. The calendar has been updated to remove the Community Listening Sessions and the updated version is attached as Exhibit C.

The Equity Board considered the cultural and religious holiday calendar at their Dec. 6, 2023 meeting. The Board expressed support for making the calendar permanent. The Board was supportive of the minor changes to the list of holidays with significant work restrictions proposed by the Administration that are explained in the Summary Statement. The Board also recommended that the Chinese Lunar New Year be added to the list of holidays with significant work restrictions. The calendar has been updated to make this change (see Exhibit C); however, no scheduled City Council meetings are impacted. The Board also had input on the education aspects of the calendar, including the content in the description of the events as they appear on the website calendars, and the website pages/content related to the calendar. The cultural and religious holiday calendar will be coming to the City Council Services, Safety & Parks Committee in January for consideration.

The agenda bill has been updated to include:

- A proposed resolution adopting the annual meeting calendar (Exhibit C)
- A proposed resolution amending the City Council Rules of procedure to formalize the process of adopting an annual meeting resolution (Exhibit D).
- A proposed ordinance amending IMC 2.06 to formalize the process of adopting an annual meeting resolution (Exhibit E). The ordinance also removes the provision that Committee of the Whole (COW) meetings are canceled in months where a Community Listening Session is held. This provision was difficult to put into practice given that sometimes City business required a COW even in months when a Listening Session was held. This change is also recommended because the scheduling of Listening Sessions in 2024 is uncertain at this time. Lastly, the proposed ordinance codifies the City's commitment to provide a virtual meeting option for Regular City Council meetings and Committee of the Whole meetings.

At the Jan. 2, 2024 City Council meeting the City Council is requested to approve the proposed legislation adopting the 2024 calendar and making amendments to the IMC and City Council Rules of Procedure in order to formalize the annual meeting resolution process.

Alternative(s)

Do not adopt the proposed 2024 calendar. (Impact: This will result in less certainty and predictability with regard to scheduling around holidays and special meetings.)

Direct changes to the 2024 calendar.

RECOMMENDATION

Administration / City Clerk's Office:

MOVE TO:

Approve Resolution No. 2024-___, adopting a city council calendar for 2024; and

Approve Resolution No. 2024-___, amending sections 4.02, 5.01 and 6.01 of the city council rules of procedure regarding adoption of an annual meeting resolution; and

Adopt Ordinance No. __, amending chapter 2.06 of the Issaquah Municipal Code regarding council meetings to reflect adoption of an annual meeting resolution; providing for severability and establishing an effective date.



2024 City Council Calendar

DEC. 4, 2023 | CITY COUNCIL REGULAR MEETING
TISHA GIESER, CITY CLERK

Direction Needed

Provide direction on a proposed 2024 City Council calendar, anticipating adoption of the Calendar at the Jan. 2, 2024, City Council meeting.