

**CITY OF ISSAQUAH
City Council Special Meeting
Annual Goal Setting Retreat**

8:00 AM
May 17, 2014

Mercer Slough Environmental
Education Center
1625 118th Ave SE, Bellevue

MINUTES

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers:

Eileen Barber
Stacy Goodman
Tola Marts
Nina Milligan
Mary Lou Pauly
Joshua Schaer
Paul Winterstein

Administration/Staff:

Fred Butler, Mayor
Bob Harrison, City Administrator

(see meeting notes for complete list)

CALL TO ORDER

Mayor Butler called the annual goal setting retreat to order at 8:10 AM.

AGENDA ITEMS

Meeting notes are attached hereto and incorporated by reference.

- Welcome / Introduction
- General Fund 5-yr Forecast
- 2013 and 2014 Goal Review
- Breakout Session Instructions
- Public Comments
- Deliberation of Goals
- Councilmember Polling Results
 - Safe/Drug-Free Community
 - Enhance Olde Town Vitality
 - Mobility Master Plan
 - Affordable/Workforce Housing
 - Central Issaquah Anchor Project
- Next Steps - Goals for approval at City Council Regular Meeting of June 16, 2014

ADJOURNMENT

The meeting was adjourned at approximately 4:30 PM.

Christine Eggers, City Clerk

Fred Butler, Mayor



CITY OF
ISSAQUAH
WASHINGTON

Meeting Notes Annual Goal Setting Retreat

8:00 AM - Saturday, May 17, 2014

Mercer Slough Environmental Education Center, Douglas Fir Community Room,
1625 118th Avenue SE, Bellevue WA

Attendees:

Councilmembers	City Staff		Facilitators
Eileen Barber	Fred Butler, Mayor	Bret Heath	Christopher Wright
Stacy Goodman	Bob Harrison	Diane Marcotte	Brian Berntsen
Tola Marts	Keith Niven	Sheldon Lynne	Jen Newton
Nina Milligan	Scott Behrbaum	Autumn Monahan	Kelly Kussman
Mary Lou Pauly	Charlie Bush	Anne McGill	Ross Hoover
Joshua Schaer	David Fujimoto	Darcey Strand	Warren Kagarise
Paul Winterstein			Tim Smith

Public Present: Peter Clark; Connie Marsh

8:10 AM

Welcome (Butler / Winterstein)

Mayor Butler Intro – Mayor Butler thanked Council for the time and efforts in preparation for this year’s Goal Setting Retreat, specifically the goals questionnaire and gathering of public input. Mayor Butler would like to see a timeline and the steps laid out to achieve the 2015 goals. Council was encouraged to focus on the big picture.

Mayor Butler thanked Paul Winterstein and Stacy Goodman for preparing the goal setting retreat format, and city staff for supplying comments and information in advance. Facilitators are being used for the retreat discussion; Christopher Wright is the facilitator lead.

Paul Winterstein Intro – Paul noted the honor he feels to participate in the steering of this city’s future. Paul appreciated Administrations input, the advance work to set and reach city goals. New to a Council retreat is goal setting in breakout sessions. Stacy and Paul have been working on this format for several months. Council was encouraged to consider past goals as we move forward, to consider the hours and money associated with each goal discussed. Paul noted the obligation to consider current demands on the city when adding goals and making decisions for the future.

Introduction (Wright)

Christopher felt it is an honor to be lead Facilitator, as he respects the Council efforts in goal setting process. Christopher gave an overview of the day’s plan in reference to the agenda, and setting ground rules to keep to the schedule. Christopher kicked off the event with his take on the “Top 10 City Council Goal Fails” from past years of Council goal setting.

General Fund 5-yr Forecast (Marcotte)

Diane Marcotte presented a general financial forecast for the city. Issaquah’s unemployment is at 4.2%, we are doing better than a majority of cities in the Puget Sound region. Our revenue is largely based on consumers, sales tax and B&O tax. Diane gave examples of events that are out of our control. The forecast changes daily as information changes daily.

A budget can fall conservatively between 'optimistic, expected, and pessimistic'. Our city is just as expected, leaning toward pessimistic. We know the challenges we face, but not always the outcome. Sales tax is static, average increase is about 3% per year. We may see some shortfall over expenditures. We are not alone; a recent report stated of the top 10 issues affecting cities in the US, number one is financial stability. Long term our revenue is flat and our expenses continue to grow.

Nina asked if the Central Issaquah plan growth is included in the forecast, but Diane said there is currently not enough data to include in this in the statistics.

2013 and 2014 Goal Review (Wright)

Christopher Wright gave an overview of the 2013/2014 goals, summarized in the meeting binder. The Directors are present at today's retreat to serve as experts, providing clarification and respond to questions.

Autumn Monahan walked us through the 2014 goals. Council and staff evaluated each current goal, providing a percentage of completion and initial data collection. Discussion on current goals:

- Paul Q - Regarding the Goal Summary chart: How do we interpret 10% complete? How did the Team evaluate where we are with each goal and what is the difference between unknown and N/A?
R-Staff came up with the percentages as they reviewed progress on goals.
- Nina Q - What is the implication of the grayed out areas on the chart?
R-It doesn't mean there hasn't been anything done on that goal, but that the work isn't measureable.
- Joshua Q - In the summary page Green Infrastructure plan states 'check-in in with Council in May'?
R-David stated that is for this year and the Sustainability group is working on that.
- Tola - Tola would like council to consider the budget when discussing these goals today.
R-Bob commented that some council goals are easier to identify with a budget number.
- Paul - To have a greater understanding of the burden of the existing goals. As a tool, the hope is the aggregate of the goals jump out. Minimally we'll understand the budget implications of the support for goals.
- Fred – Revisit the 2013 & 2014 goals to look for shared accomplishments of existing goals. Are these goals still important goals? City has only so much capability to work on initiatives that are important to the Council. There are goals little has been accomplished. What should the emphasis be in 2015? Consider what is on our plate and shift council concern. What are the priorities for the city in the coming year? In the future? Focus accomplishing what is priority on the council's mind. As we leave today we have to understand that the dollar amount for the goals – the bucket of money has to agree with what is allocated in the budget.
- Bob – As we talk about goals, look at them broadly. A plan is definitive, but the implementation is the course of time. Language we use today – potential for costs, the plan may be no cost, but then implementation is an added cost. The challenge is the money needed to get the work done. An example is Neighborhood engagement strategy – may be no cost until you start implementing the requests.
- Stacy – Asking for definition and clarity of 2014 goal status, are they completed? Stacy asked that these discussions be included in today's breakout sessions. Is a project now a part of the work program, so it no longer needs to be on the goal list? Challenges that evasive goals present? Goals that are too broad? Continue to work for a clear definition. We can look at a goal and know the end point to define when the goal is completed. Dependent on how far you want to go down the road with it.
- David – Completion is a relative term. Depends on the end goal and the expectation of that goal.
- Bob - A mutual understanding of what the Council wants is how we'll know the project is completed. We need to achieve understanding and outcome for council goals.
- Paul – As a group, we could decide to remove a goal from the list, or go the other direction to re-affirm some 2014 goals. Sponsors of past goals clarify if you want to continue or take it off the table. Resource requirements need to be defined as best they can.
- Nina – Add restructure or different types of outcomes. If the measurements are unclear... give a goal a clear outcome so we know if it should stay on the list. Goals that are near completion, can we re-define those goals and get them to completion.
- Paul - Common understanding of the goal, but we may not have enough time today, let's follow up for the reaffirmed past goals.

- Christopher Wright summarized the structure for Breakout session. Focus on the new goals and then follow-up with an overview of the past three year goals...looking at the status and how to move forward.
- Stacy asked Fred where we are at with our 5* city goal. Fred said to remove the 5* City goal as we are at 87% or more with that 2013 goal. The cost is minor, but it's the foundation of Fred's administrative philosophy. Fred gave examples of how that looks for each department. Its' time to celebrate successes.

Breakout Session Instructions (Wright)

NOTE: Comments from the breakout sessions are attached.

Council members will be in at least two breakout sessions/groups. Facilitators know the guidelines. The goals must be achievable measures. What does the goal look like and how will we know when we achieve the goal and it's complete.

Questions to ask in the process: How do we know multiple year standards? Benchmarks or steps to clarify? How do we know when we succeed? Some are longer term, you can discuss that, but the major goal is that a roadmap is laid out.

PUBLIC COMMENTS

Connie Marsh, Issaquah Business Owner

Connie thanked the Council for the opportunity to speak. Her topics:

1. Innovation in Transportation referred to the Infrastructure Committee. Use the website for great ideas from the community and refer them to the proper committee.
2. Green Infrastructure – have a map showing where all the green locations are in our city.
3. Neighborhood engagement – When we make neighbors cranky they have been involved. Can we get them involved in our community? Karen Donovan with DIA got 300 people out to work it the neighborhood. Can we encourage a Community creating projects? Community reclaiming and taking care of where we live.
4. In regards to the Art promotion - Slide show digital art on buildings. Google it?
5. Drug Problem in our community – Deal with addiction problems without getting those involved authority averse. Don't talk down. Hear the kid's voices, dialogue with the kids on the streets.
6. State Park – This project is difficult, don't really want change at the State Park. Significant changes will be difficult. We need to fund a part time person working at the state level, but not that easy. Help a group fund a part time support.
7. Old Towne vitality/improvements – we need the business owners to own their part in the improvements. To embrace changes. More second story restaurants on Sunset Way.
8. Connie hears the comment that public input costs money, citizens give you all the money. People will give you their hearts but not to be shot down when they present ideas. Every time it's shot down, we lose their involvement. We need to harness their energy and give them ownership of town.
9. Transportation Strategy plan needed. Create a priority plan that focuses work, grant funding applications and conservative spending.

Following the Breakout session, the Council reconvened to deliberate goals.

Deliberation of Goals (Sponsoring Council members)

- Tola - We have 10 goals in front of us...how will we or will we come down to 5?
- Nina – Goal decisions we will revisit the 2013/14 goals after the breakout sessions.
- Mary Lou – How will we decide if we have the resources for 2013/14 goals when we mix it with the 2015 goals? Vet out how many we have total?

Transportation Master Plan (Winterstein, Goodman)

Transportation – Situations change, new information arises.

Action oriented, all-encompassing ~ develop funding strategies

- Circulation plan of Olde Towne (crowding, pollution etc.)

- Re-examination of projects
- Renewed dedication to reconsideration
- Overcrossing project
- Public participation now rather than later
- Understanding legislative options.

A recipe for projects - Proactive useful documentation, absorb

1. Financials – Increasing Transit – Rideshare options Identify develop strategies by fall 2015 and what exists to improve ride-share, local transit type of options, and agreement with other jurisdictions. Fund in fall 2015 budget cycle.

Transportation Master Plan (Winterstein, Goodman)

To share with the public the funding per project. How to identify the standards for actionable funding and goals? Strategies for funding and consideration for other options. Best ways to develop a real transportation solution.

Comments:

Nina – Loves the proactive part of this, and the idea of having a master plan. Charting out something that is cost effective.

Tola – Transportation is number one concern in our community. Big ticket item.

Mary Lou – Number one goal

Eileen – Supports the goal

Stacy – Supportive

Joshua – Plan rather than act. He would prefer short term action rather than a plan. In the interim we need action now.

Central Issaquah Anchor (Goodman)

Recreating energy, character, opportunity to set the tone in that area, rather than allowing development to set it.

Talked about attracting people to the area. This project would go to EVC.

Measures of success, creating a wow factor or sense of place. Report out by end of 2015. Clear measure for what and how to do this.

Something built something tangible.

Signature project to set the tone. City driver rather than private development. We need to generate the right project to get there. Cost \$10,000 – Staff time; hire a consultant to assist in the process.

Success – Develop in 2015 / Implement in 2016

Olde Town (CBD) Vitality (Marts)

We want to enhance old town vitality. Commission to look at Changes we can do to streetscape, vitality of our businesses. Look at the old town plan to update it and the design standards.

Resources – Metric – FTE hours days weeks or months (months)

Find an economical project we can do quickly in 2015, to start downtown vitality. Economical, expedite, and increasing vitality. Is this a Purchase or Program? Includes the Way-finding project and the flower baskets.

Arts Promotion (Schaer)

Promoting the Arts – Referred to Art Commission, with an eye toward launching in 2016 or 2017. Visual Arts or expanding to include performance arts. Event community based to bring people in. Offer reward to get artists in? Bring in the community; see what Art has to offer. Work with chamber, DIA etc. Is there some kind of competitive event...over a period of time. Bring in the community to be involved.

Comments:

Tola – Art separates us from other communities. If well executed could be great marques for the city.

Eileen - Where will funding come from? Level of detail, not certain on the Staff time

Bob – Promote the Arts push to the Arts Commission. What are we voting on?

Nina – Can't we support the Arts without the city getting involved?

Eileen – Community events enhance the arts, saving dollars for a big project. The Arts Commission has a plan for their 2015 budget.

Stacy – Has difficulty with the plan - Love the idea, can we accomplish this without it being a goal? Is there another process to support Arts Commission?

Paul – Nina gave a good example of supporting the arts without needing to be the sole supporter. Achieve objectives without it being a goal. See the Highlands examples.

Tola – Art Commission has a process, we can't tell them how to spend their money.

Green Building Innovation (Schaer)

Green Building - Promote the kind of development we want to see. How can we go beyond our current standards and amend strategies. More green building, putting \$25,000 toward Consultant/Development of strategies, this is just a piece of a much longer strategy.

Comments:

Paul – Paul is currently satisfied with our current plan.

Eileen and Mary Lou – No comment

Nina – Agree

Tola – No comment

Emergency Management (Schaer)

High value – link HMP to CIP (this is important)

Go to Services in 2015 (hours)

Joshua would like to insert this information in the Comp plan, which is already in the works.

Comments:

Josh - What do we need to do link the HMP with the CIP, are those things being addressed? Is our EMR disjointed? The public needs to know what our city will do.

Nina – This is a function only the city can do, not community based.

Tola – HMP is going through a revision now, will be included in the CIP next year.

Mary Lou, Eileen, Stacy – No comment

Drug Free and Safe Community (Barber)

- Long term – Larger regional and city efforts.
 - a. Partner up – Drug free coalition is successful, we need to support and be key contributor.
- Near term – Look into what other cities are doing, can we combine resources. Should resources be elsewhere? Can we revise or do something with Ordinances or laws regarding our city policy. (FTE – Months)

We need to immediately do something about safety in our community. We need to take action downtown, we need a full time officer...something to make our downtown corridor safe!

Comments:

Stacy – Could we change the title of the goal – we can't eliminate drugs.

Eileen – We could change the title...but not the concept.

Paul – Additional support and working with the Drug Coalition = Staff time (FTE)

Josh – School District to encourage avoidance, youth increased opportunities to avoid drug use. Can the school district help avoid this negative lifestyle. Are there treatment solutions? Prevention and regulation. Good goal but what are options...it's big. How can we break this down to an attainable goal?

Nina – Something about saying Drug Free makes a statement. I like the statement.

Tola – Very supportive of this goal. This is not too negative, because we have a history of being strong and ahead of the game. We have the best police department, very proactive.

Mary Lou – Set the bar high. We can see actionable steps.

CIP – Issaquah Sub-area (Goodman)*Comments:*

Stacy – Create a sense of an area where people want to be and want to come. This goal is not about creating a specific project, exploring what we could do and how we could be the driver with this particular area.

Paul – Enamored by Central Issaquah Plan. This is about bringing people together to make this downtown area. Its created in the spirit. Paul is on the fence on this one.

Josh – Transportation is separate from this. What piece do we start with first? What angle for Central Issaquah Area?

Nina – Likes this goal

Tola – Too often what we do in government is annoying...this is an opportunity to take a look at making something great that will put us on the map.

Mary Lou – Advocate of driving the process, not being in the back seat

Eileen – No comment

Olde Town (Pauly)

How do we understand Old Towne and measure success?

Comments:

Fred – Convene a group and revisit the old Subarea plan. Demonstrate our support by building in Old Towne.

Paul - Preserving and protecting old town, its character.

Tola – Many want to do both strategic planning and action in 2015.

Affordable and Workforce Housing (Pauly, Winterstein)

We need an annual report card. Look to City staff to grade our program, and review the CIP language around affordable housing. Assumption the CIP will be reviewed to see how we are doing.

Affordable and workforce (FTE / weeks)

Comments:

Mary Lou - Create a report card and look at the housing part of design. Where are we in our progress? Are we doing well?

Nina, Josh – No comment

Tola – Likes it

Eileen – Likes the report card idea.

Paul – The ambition is modest and thorough by staff.

Stacy – Yes

Transportation Innovation (Schaer)

We need to do something now to define these transportation projects, to show we can get them done in 1 to 3 years.

Pedestrian accessibility, how can we get things done NOW!

*Transportation innovation – funding for smaller projects, Identify which projects would benefit a one to four year effort.

We would like to have more flashing yellow, disability improvements. How to implement in 2016?

Comments:

Josh – Taco Time traffic was a nightmare. A reader board could make such a difference.

Nina – Public Engagement.

Eileen, Mary Lou, Tola No comment.

Paul – Define our definition of a goal. That it is adequate. Do we want to add more? Funding mechanisms.

Joshua - It is a goal because it goes beyond the transportation and goes beyond existing.

Mobility Action Steps (Increase Transit, Rideshare & Intracity Options (Schafer)

Talks with partners, there are so many opportunities, the goal is to emphasize to the community that we take this seriously and want to get them around town. A goal in that we want to get something done.

Comments:

Nina, Tola, Mary Lou, Stacy - No comment

Paul – Limitations because we are served by Metro Transit. Lack of intracity mobility options. Likes the idea. Intra city mobility.

Councilmember Polling Results:

Proposed GOAL	PW	MLP	JS	TM	EB	NM	SG
Transportation Master Plan	Yes	Yes		Yes	Yes	Yes	Yes
Transit Rideshare			Yes				
Transportation Innovation			Yes				
Affordable Housing	Yes	Yes			Yes		Yes
Olde Town Vitality	Yes	Yes		Yes	Yes	Yes	Yes
CIP Anchor Project	Yes	Yes		Yes		Yes	Yes
Safe Drug Free Community	Yes	Yes		Yes	Yes	Yes	Yes
Emergency Management			Yes		Yes	Yes	
Green Building			Yes				
Art Promotion			Yes	Yes			

Notes: 4:15 p.m.

Staff to come back to council with recommendations on goals that may be deleted or modified.

Route 200 – question about deferring to retreat. Now we need to clarify next steps. Charlie to send e-mail recap to Joshua.

Adjourn at 4:30 p.m.

PREPARED BY:

Darcey Strand

Support Services & Systems Manager

Attached: Breakout Notes

BREAKOUT GROUP NOTES (Easel Board Notes Taken at Meeting)**EMERGENCY MANAGEMENT (Schaer)**

- 1) Link HMP to CIP (Paper) FTE Hours
- 2) Services in 2015
- 3) Comp Plan Inclusion?
- 4) Update the Comp Plan? Value or Make it work
- 5) Comprehensive Goal?
- 6) Alignment with CFP's, CERT, HMP, COMP (Unification public announcement) Information
- 7) Updates to HMP-Relates to CIP

Success

- 1) Unification / Alignment with other plans
- 2) Public Education
- 3) Capital

AFFORDABLE /WORKFORCE HOUSING (Pauly / Winterstein)

- 1) (Paper) FTE Weeks
- 2) Create Annual Report Card
- 3) Review CIP Language in 2015
- 4) Status – Where we are – an annual report card
- 5) Measurable Progress – Redefine with clear definitions the progress
- 6) 2015 CIP Language – Review CIP 15

DRUG FREE & SAFE COMMUNITY (Barber)

- 1) (Paper/Project) FTE
- 2) Short Term (14-15)
 - Research Data / Ordinances / Similar City strategy/ Resource allocation
 - Community conversations
 - Metrics for progress
- 3) Work with and support Drug Free Community Coalition to develop long and short term solutions
- 4) Long Term (5 year)
 - o Visual examples in the city by a few
 - o What to do? Set action steps towards the ultimate goal
 - o Community Involvement / Education
 - o Out of town use of our current services
 - o Where do we draw the line?
 - o Costs – high for city staff to clean parks (20+ hours per week)
 - o The problem moves around to other areas
 - o We need to use outside resources
 - o Regional problem, let's have regional conversations
 - o Consolidation of efforts within the region
 - o Location of issues
 - o Treatment programs
 - o Economical
 - o Consistent message from businesses
 - o Can the city be aggressive in our stance on drug use?
 - o City vs. court system message
 - o Partnerships – order of magnitude / school district engagement
 - o Deliberate cautious message to the public
 - o Initial conversations are starting with June 2014
 - What's the end picture?

- Follow up – What will we commit to?
 - Topic for Legislative Lobbyist
 - DFCC Funding and Resources
 - Is this city-wide or downtown? Downtown more visible and more complaints reported
- 5) Start Emphasis on the Downtown area
- 6) Action plan for the community
- 7) Are there City Ordinances available? (research)
- 8) More visible police presence in the area
- 9) Drug return program
- 10) Community watch programs

OLDE TOWN STREETSCAPE (Goodman/Barber) (Pauly – Olde Town)

Short Term

- 1) Streetscapes
 - Trees, benches, lighting, sidewalks
 - Consistency in the look
 - Sidewalks, light posts, landscape items
- 2) Coordination in City departments and the tourism plan
- 3) Landscape Items that work
- 4) Color Scheme (freshen it up)
- 5) Design Guidelines
- 6) Appointed Commission (Mayor)
- 7) Streetscape / Design (Both sides)
- 8) Additional Street uses and public spaces
- 9) Way Finding – Prioritized Olde Town Plan
- 10) Weather protection on building fronts

Longer Term

- 1) Regulation review
- 2) Pocket Park Plan

UPDATE THE SUB-AREA PLAN (Barber)

Longer Term

- 1) Flexibility of Plan (Post Bypass)
- 2) Barriers / Review
 - Parking
 - Building Setbacks / Height
- 3) Guideline Enforcement vs. Intent
- 4) Stormwater Regulations upgrade
- 5) Incentivize development
- 6) Mix of tenant / Use

ENHANCE OLDE TOWN VITALITY (Marts)

- 1) Mayoral Commission: Short/Mid/Long Term
- 2) Review / Update: Old Town Plan / Design Statements
- 3) Report from Commission
- 4) FTE months

Short Term

- 1) Way Finding (Small Scale)
- 2) Inexpensive projects Fast, Quick
- 3) Demonstrates Commitment to Old Town.

PROMOTING THE ARTS – SUCCESS (Schaer)

(Financial Implications - \$3,000 - \$30,000)

- 1) Arts Commission takes the lead
- 2) Competition that engages the community
- 3) Develop in 2015; launch in 2016
- 4) Incorporate concept into acquiring high quality piece of art

Promoting The Arts

- 1) Enhance arts visibility and economic vitality
- 2) Promote location as arts destination
- 3) Fun competition

Promoting The Arts

- 1) Engage participants / stakeholders
- 2) Shape event in 2015; launch in 2016
- 3) Engaging, community-based event
- 4) What kind of art? Visual? Performing?
- 5) Arts Festival
- 6) Incentive for artists to get involved
- 7) Current activity / investment is okay
- 8) Arts Commission could take the lead

CENTRAL ISSAQUAH ANCHOR PROJECT (Goodman)

- 1) Create energy, identity, character
- 2) Opportunity to set the tone
- 3) Attracts people
- 4) Proactive way to establish what we want

Central Issaquah Anchor Project

- 1) Community-building catalyst
- 2) Signature project to set the bar
- 3) City is the driver in creating identity
- 4) Process for exploring this project
- 5) Assessment of potential projects and how we get there
- 6) Identify the right project
- 7) Define if contractors own the project or the city
- 8) Private development with a vision

Central Issaquah Anchor Project – Success

(Financial Implications up to \$10,000)

- 1) Exploration of what city could accomplish
- 2) WOW Factor / Sense of place
- 3) Report by end of 2015
- 4) A clear vision for a successful space
- 5) Define what we want to achieve
- 6) Deciding what we want to achieve
- 7) Deciding what the city's incentive is
- 8) Something being built / tangible
- 9) Left Brain

FOCUS ON GREEN BUILDING INNOVATION (Schaer)

- 1) Attract and promote right kind of development
- 2) Budgeting for that
- 3) Set us apart from other cities
- 4) How to provide incentives to developers
- 5) Conversation about what we're willing to provide
- 6) Regulatory Options

- 7) What are the benefits for the end user?
- 8) Existing and new homeowners
- 9) Build upon our legacy in low-cost ways

FOCUS ON GREEN BUILDING (Schaer)

Innovation-Success

(Financial Impacts - \$25,000 in the short-term)

- 1) Follow staff recommendations at outlined in the goal
- 2) More green building, no new regulations
- 3) Menu of strategies

Focus On Green Building Innovation

- 1) Promote the kind of development that we want to see
- 2) How can we do more to continue leadership

TRANSPORTATION

TRANSPORTATION MASTER PLAN (Goodman/Winterstein)

- 1) Action oriented implementation plan
- 2) All encompassing
- 3) Projects prioritized
- 4) Funding strategies / opportunities

East Sunset Way (Milligan)

- 1) Support Olde Town revitalization – gateway
- 2) Window of opportunity / urgency

Circulation Plan – Olde Town (Barber)

- 1) RE-examine projects in the Olde Town plan
- 2) Renewed commitment to implementation

Transportation Innovation (Schaer)

- 1) Smaller projects to improve mobility
- 2) Citizen priority
- 3) Flashing arrows/reader boards/crosswalk improvements

Mobility Action Steps Now (Schaer)

- 1) Public participation (IJR Overcrossing)
- 2) Design options
- 3) Legislative options
- 4) Discuss with property owners

CONSOLIDATION (financial implications \$250K - \$500 K) (\$600 K would include circulation piece consolidation)

TRANSPORTATION MASTER PLAN (Goodman/Winterstein)

- 1) Proactive
- 2) Useful document for planning projects
- 3) Recipe manual for Projects/links to action oriented plans
- 4) Funding strategy
- 5) Implementation strategy
- 6) Active component
- 7) Flexible, nimble

Innovative means of contracting for projects

Innovation: (Financial implications – Staff time FTE)

- 1) Brainstorm & develop ideas to improve mobility / safety beyond existing options at staff and committee level.
- 2) Short-term
- 3) Within 2015

Increase Transit, Rideshare & Intracity Options

(Financial implications – Staff time FTE)

- 1) Interlocal agreement for shared costs/service for transit
- 2) Ridesharing
- 3) Innovative solutions
- 4) Identifying and developing strategies for these options by Fall 2015
- 5) Funding alternatives

CBD VITALITY (Marts)

Anchor Destination Tenants

- Relationships
- Attract
- Maintain
- Engage public

Coordinate efforts with Drug Free and Safe? (NO)



**CITY COUNCIL
AGENDA BILL**
City Council Regular Meeting - 16 Jun 2014

UPDATED
AB 6824 -
Consent
Calendar

Sprint Telecommunications Facilities Lease Agreement	Proposed Council Action: Approve
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DEPARTMENT OF	Parks & Recreation, Anne McGill
COUNCIL COMMITTEE LIAISON	Councilmember Barber
OTHER COUNCIL MEETINGS	May 19, 2014
EXHIBITS	A. Lease for Telecommunications Facilities

POLICY & BUDGET INFO		Expenditure Required
Comp Plan Policy Nos.	n/a	\$ n/a
Consistent:	n/a	Amount Budgeted
Other Policies	n/a	\$ n/a

SUMMARY STATEMENT

Sprint Spectrum L.P. is requesting a Facilities Lease for Telecommunications Facilities (Lease Agreement) for the telecommunications facilities located at Timberlake Park.

The facilities are already located at Timberlake Park. The utility company had a lease agreement that expired when the park was transferred from King County to the City in April of 2007. To rectify the situation, Sprint Spectrum L.P. is requesting a lease agreement with the City for this telecommunications facility.

The rental fee of \$17,500 per year is retroactive to April 6, 2007 when Timberlake Park was transferred from King County to the City. This Fee increases by 4% over the previous year as charted below.

Current rents to date are as follows:

- 4/6/2007 – 4/8/2007 = \$ 17,500
- 4/6/2008 – 4/6/2009 = \$ 18,200
- 4/6/2009 – 4/6/2010 = \$ 18,928
- 4/6/2010 – 4/6/2011 = \$ 19,685
- 4/6/2011 – 4/6/2012 = \$ 20,472
- 4/6/2012 – 4/6/2013 = \$ 21,291
- 4/6/2013 – 4/6/2014 = \$ 22,143

Total = \$138,219

The rights granted under this Lease shall have an initial term of five (5) years. The Lessee shall be entitled to five (5) additional and successive five (5) year renewal terms. This Lease shall automatically renew for each successive term unless the Lessee notify the City in writing of the Lessee's intention not to renew this Lease at least ninety (90) days prior to the expiration of the then current term.

This process has been delayed due to extenuating circumstances; including loss of staff, review of process and legal review.

Consistency With Comprehensive Plan:

n/a

Administration's Recommendation:

Authorize the Mayor to enter into and execute the Sprint Spectrum L.P. Facilities Lease for Telecommunications Facilities at Timberlake Park.

Update:

On June 5, 2014 the Council Services & Safety Committee met to discuss AB 6824. Following discussion, the Committee recommended approval under the consent calendar at the June 16, 2014 meeting.

Alternative(s):

- 1) Approve as presented without referral to committee.
- 2) Refer to the Council Infrastructure Committee on June 19, 2014 and return to Council on July 7, 2014 [Impact: Process would be slowed significantly.]
- 3) Do not approve the Sprint Spectrum L.P. lease agreement. [Impact: Loss of revenue.]

RECOMMENDATION

Council Services & Safety Commission / Eileen Barber, Chair:

MOVE TO:

~~Refer AB 6824 to the June 5, 2014 Council Services & Safety Committee for review and recommendation, returning to the full Council on June 16, 2014.~~

MOVE TO: Authorize the Mayor to enter into and execute the Sprint Spectrum L.P. Facilities Lease for Telecommunications Facilities at Timberlake Park.

Sprint/Nextel Site ID: SE36XC012

FACILITIES LEASE FOR
TELECOMMUNICATIONS FACILITIES

This Lease Agreement (“Lease”) dated as of the latter of the signature dates below (“**Effective Date**”) by between Sprint Spectrum L.P., a Delaware limited partnership (“Lessee”), and the City of Issaquah, a Washington municipal corporation (“Lessor” or “City”). For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

Section 1. Location of Facilities. Lessee is hereby authorized to install wireless telecommunications facilities at Timberlake Park (“Site”) for the purpose of providing a wireless telecommunications system. Lessor is the owner of the parcel of land (the “Land”) and a pole where the Site is located in the City of Issaquah, County of King, State of Washington, commonly known as Timberlake Park, 18350 West Lake Sammamish Parkway SE, Issaquah, WA, with tax account number 1824069021, and the Land is more particularly described by its legal description as Exhibit “A,” which is attached hereto and incorporated by this reference. The specific portion of the Site leased to Lessee (the “Facility”) is depicted in Exhibit “B,” attached hereto and incorporated by this reference. Lessee is permitted to do any work necessary to install, modify, or otherwise relocate the Lessee’s Equipment (defined below) on the Facility, as more fully described in Exhibit B.

Section 2. Use.

A. The Facility may be used by Lessee for constructing, operating, repairing, replacing and maintaining telecommunications facilities including, but not limited to, antennas and microwave dishes, air conditioned equipment shelters and/or base station equipment, cable, wiring, power sources (including permanent generators and fuel storage tanks), related equipment and structures, but excluding a monopole or other antenna support structure (“Lessee’s Facilities”).

B. In the future, without the payment of additional Rent (as that term is hereinafter defined) and at a location mutually acceptable to Lessor and Lessee, Lessor agrees that Lessee may add, modify and/or replace equipment in order to be in compliance with any current or future federal, state or local mandated application, including but not limited to emergency 911 communication services.

C. Lessee is authorized to install all necessary supporting improvements, subject to Lessee obtaining required development permits and authorizations from the City. Subject to minor, non-substantive changes resulting from the development review process, supporting improvements shall be substantially in compliance with the written descriptions and illustrations contained in the approved Land Use Permit. No substantive additions to, or modifications of, any of the described improvements shall be permitted without first having received prior authorization from the City through an amendment to this Lease; provided however, that Lessee shall be permitted to engage in routine maintenance and repair of its equipment and facilities and

Sprint/Nextel Site ID: SE36XC012-D

to replace the same with substantially similar equipment or make modifications within the interior of any shelters or base station equipment without the prior consent of City. Written determination by the City granting or denying any proposed amendment to this Lease or any proposed modification to Lessee's facilities shall not be unreasonably withheld, conditioned or delayed.

D. Lessee shall not be permitted to allow collocation of additional wireless communication facilities owned, operated, or controlled by Non-Affiliates (defined below) upon the Facility solely through an amendment or assignment of this Lease. Such collocations by Non-Affiliates shall require a separate ground lease between the City and the entity proposing to collocate upon the Facility. "Non-Affiliate" means any party other than: (a) any party controlling, controlled by or under common control with Lessee; (b) any affiliated party acquiring substantially all of the assets of Lessee.

E. Lessee shall have the right at any time following the full execution of this Lease to enter upon the Site for the purpose of making appropriate engineering and boundary surveys, inspections, soil test borings, other reasonably necessary tests and constructing Lessee's facilities. Upon Lessee's request, Lessor agrees to provide promptly to Lessee copies of all plans, specifications, surveys for the Site at Lessee's sole cost and expense, if Lessor has such plans, specifications and surveys in its possession, unless otherwise prohibited by law.

Section 3. Rights Granted. Nothing contained within this Lease shall infringe upon the City's right to use the Facility upon which Lessee's equipment and improvements are installed, provided that such use does not unreasonably interfere with Lessee's use of the Facility. Further, nothing contained herein shall convey any right, title, or interest in the Facility. This Lease merely authorizes Lessee to use and occupy the Facility for the limited purposes stated herein. Finally, this Lease shall not be deemed to constitute any warranty of title.

Section 4. Installation and Removal of Property. All improvements installed by Lessee, excluding antenna support structures, telecommunications equipment and buildings but including landscaping shall become the property of the City upon installation. Provided, however, that the City may require Lessee to remove the same at its sole cost and expense at the termination of this Lease. In the event the City requires Lessee to remove any such improvements, the same shall be accomplished within 90 days after notice from the City to Lessee of the requirement of removal. Lessee shall only be required to remove underground utilities and any foundation to a depth of two feet below grade. During installation and removal of its telecommunications equipment and other improvements, Lessee shall comply with all noise suppression requirements of the City, recognizing that the installation may be adjacent to a residential area. Prior to the commencement of construction, Lessee will obtain approval of its landscaping and construction plans from the City, which approval shall not be unreasonably withheld, conditioned or delayed.

Section 5. Access. Lessee shall have at all times the right of ingress and egress to and from the Facility, over and across the City's property adjacent to the Facility; provided however, that such right will not in any manner interfere with the City's use of the Site, and this right of ingress and egress shall terminate concurrently with the termination of this Lease. Except as specified in Section 6, Lessee shall give advance notice to the City prior to entry upon the Facility. For major maintenance or repair activities, 5 days' advance written notice shall be provided to the

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Parks and Recreation Director. For minor maintenance or repair, or any other reason, 1 days' advance notice shall be provided, by telephoning the Parks and Recreation Director during normal business hours at (425) 837-3300; or the Issaquah Police Department during non-business hours and on weekends and holidays at (425) 837-3200.

Section 6. Emergency Work. In the event of any emergency in which any of Lessee's telecommunications facilities located in, above, or under any public way or City-owned property is damaged or malfunctions, or if Lessee's construction area is otherwise in such a condition as to immediately endanger the property, life, health, or safety of any individual, Lessee shall immediately take the proper emergency measures to repair its facilities, to cure or remedy the dangerous conditions for the protection of property, life, health, or safety of individuals without first applying for and obtaining any permit or other authorization as required by this Lease. However, this shall not relieve Lessee from the requirement of notifying the City of the emergency work and obtaining any permits necessary for this purpose after the emergency work. Lessee shall notify the City by telephone immediately upon learning of the emergency at (425) 837-3200 and shall apply for all required permits not later than the second succeeding day during which the Issaquah City Hall is open for business.

Section 7. Dangerous Conditions, Authority for City to Abate. Whenever construction, installation, or excavation of telecommunications facilities authorized by this Lease has caused or contributed to a condition that appears to substantially impair the lateral support of the adjoining public way, structure, street, or public place, or endangers the public, street utilities, or City-owned property, the City Engineer and Parks and Recreation Director may direct Lessee, at Lessee's own expense, to take reasonable action to protect the public, adjacent public places, City-owned property, streets, utilities, and public ways. Such action may include compliance within a prescribed time.

In the event that Lessee fails or refuses to promptly take the actions directed by the City, or fails to fully comply with such directions, or if emergency conditions exist which require immediate action, the City may enter upon the property and take such actions as are reasonably necessary to protect the public, the adjacent streets, utilities, structure, property, public ways, to maintain the lateral support thereof, or actions regarded as necessary safety precautions; and Lessee shall be liable to the City for the costs thereof. Immediately following such entry and action by City, City must notify Lessee orally and followed promptly by written notice, that Lessee entered the Site and describe the actions taken by Owner at the Site due to the emergency. The provisions of this Section shall survive the expiration, revocation, or termination by other means of this Lease.

Section 8. Consideration.

For the purpose of this Lease, the "Commencement Date" shall be April 6, 2007.

A. The annual rental fee for the facilities covered by this Lease shall be Seventeen Thousand Five Hundred and 00/100 Dollars (\$17,500.00) per year ("Rent"), partial years to be pro-rated, except as modified below. After the first full year, the annual rental charges shall be increased by four percent (4%). The annual adjustment shall become effective on each anniversary of the Commencement Date (as defined below).