

**CITY OF ISSAQUAH  
City Council Special Meeting – Legislative Breakfast**

7:30 AM  
December 11, 2018

**MINUTES**

Tibbetts Creek Manor  
750 17th Ave. NW

**COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT**

*Councilmembers:*

Mariah Bettise  
Stacy Goodman  
Victoria Hunt  
Tola Marts  
Chris Reh  
Paul Winterstein (*Excused Absence*)

*Administration/Staff:*

Mary Lou Pauly, Mayor  
Emily Moon, City Administrator  
Tisha Gieser, Deputy City Clerk  
Beth Goldberg, Interim Finance Director  
David Fujimoto, Sustainability Director  
Sheldon Lynne, Public Works Engineering Director  
Jeff Watling, Parks and Recreation Director  
Jen Davis Hayes, Permit Center Manager  
Gene Paul, Management Analyst  
Liesl Olson, Management Analyst  
Autumn Monahan, Assistant to the City Administrator  
Shelly Helder, Lobbyist

**WASHINGTON STATE LEGISLATIVE REPRESENTATION**

Mark Mullet, 5<sup>th</sup> District Senator  
Lisa Wellman, 41<sup>st</sup> District Senator  
Lisa Callan, 5<sup>th</sup> District Representative-elect  
Bill Ramos, 5<sup>th</sup> District Representative-elect

**OTHERS PRESENT**

Jeff Clark, Eastside Fire & Rescue  
Bob Warren, State Dept. of Ecology  
Kristi Tripple, Rowley Properties

**CALL TO ORDER**

Mayor Pauly called the meeting to order at 7:30 AM.

**AGENDA**

- a) Mayor Pauly's Welcome and Introductions
- b) Mayor Pauly's Opening Remarks
- c) Presentation of Issaquah's Legislative Priorities & Policy Stances
  - **2019-21 Operating Budget Request**  
Department of Ecology effort to characterize and design a pilot remediation of per- and polyfluorinated alkyl substances (PFAS) impacting water supply  
*Sheldon Lynne, Public Works Engineering Director*

- **2019-21 Transportation Budget Request**  
Support funding for implementation of I-90 Front Street Interchange Justification Report (IJR)  
*Sheldon Lynne, Public Works Engineering Director*
- **2019-21 Capital Budget Request**  
Support funding for Issaquah Opportunity Center to provide integrated behavioral, medical, and dental services in transit-oriented development  
*Jen Davis Hayes, Permit Center & Project Oversight Manager*

d) Mayor Pauly's Closing Remarks

e) Hearing from You - Legislators' thoughts on the upcoming session and information on bills, budget items, initiatives they hope to advance. Also 'next steps' items and information needed by legislators, etc.

## ADJOURNMENT

There being no further business, the special meeting was adjourned at approximately 8:55 AM.

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Tisha Gieser, Deputy City Clerk

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Mary Lou Pauly, Mayor



**CITY COUNCIL  
AGENDA BILL**  
City Council Regular Meeting - 07 Jan 2019

UPDATED  
AB 7542 -  
Consent  
Calendar

**Influence the Choice (ITC) Drug Free Communities Grant** | **Proposed Council Action: Accept Grant**

|                               |   |
|-------------------------------|---|
| <b>DEPARTMENT OF</b>          | Finance Department, Ruth Riddle   |
| <b>COUNCIL LIAISON</b>        | n/a   |
| <b>OTHER COUNCIL MEETINGS</b> | Feb. 5, 2018  |
| <b>COMP PLAN POLICY NOS.</b>  | Human Services Element: Goals A, C, Policy D1                                 |
| <b>OTHER POLICIES</b>         | n/a   |
| <b>EXHIBITS</b>               | A. Memorandum of Understanding<br>B. Community Report<br>C. Grant Award (new) |

**SUMMARY STATEMENT**

This agenda bill requests authorization to submit the Drug Free Communities (DFC) Support Program Grant application through the U.S. Department of Health & Human Services, Substance Abuse and Mental Health Services Administration and approve a related Memorandum of Understanding with Influence the Choice - Drug Prevention Alliance for Youth (ITC) (Exhibit A).

In 2013, the City and Influence the Choice - Drug Prevention Alliance for Youth (ITC) were awarded a DFC grant of \$125,000 per year for five years with a term expiring Sept. 30, 2018. This is a pass-through grant with the City serving as the fiscal agent and reporting the grant in the City's financial records. The purpose of the grant was to address two major goals:

1. Establish and strengthen collaboration among communities, public and private non-profit agencies, and Federal, State, local and Tribal governments to support the efforts of the community coalition; and
2. Reduce substance use among youth, and over time, among adults.

Additional information on Influence the Choice - Drug Prevention Alliance for Youth (ITC) is attached as Exhibit B.

The City and ITC would like to reapply for the grant for \$125,000 annually for another five-year period to allow Influence the Choice (ITC) to continue their activities within the community. As part of the grant application, it is requested that the City enter into a Memorandum of Understanding with Influence the Choice for the grant period of Sept. 30, 2018-2023.

The current grant period required an 100% in-kind match from community contributions and volunteer services. The match requirement increases to 150% for the grant period Sept. 30, 2018-2023. Influence the Choice is responsible to ensure that the required in-kind match requirement has been met. This is done primarily through tracking volunteer and in-kind donations. In the last three years, ITC has received matches between 125% to 140% each year and is confident they can meet the match of 150%.

The application deadline is Feb. 20, 2018. It is anticipated that the City will be notified of the award in August 2018. If the grant is awarded, this agenda bill would be updated and return to Council for award acceptance. Also, if awarded, the City and IFC will have received the grant for the maximum of ten years, and will not be eligible for future DFC grants.

**Financial Information:**

This is a pass through grant to the sub-recipient, ITC. The City serves as the fiscal agent and reports the grant in the City's financial records. Per the Memorandum of Understanding between the City and ITC, the City charges a 3% processing fee on all invoices paid from Drug Free Community grant funds, cash donations and other grants.

**Administration's Recommendation:**

~~The Administration recommends authorizing submittal of the Influence the Choice (ITC) - Drug Free Community Grant application and execution of the Memorandum of Understanding contingent on future grant award.~~

The Administration recommends acceptance of Drug Free Communities (DFC) Support Program grant award.

**Update:**

This updated agenda bill returns to Council for formal acceptance of a pass-through grant in partnership with ITC.

Following Council authorization on Feb. 5, 2018, the City submitted the DFC grant application and executed the Memorandum of Understanding with ITC.

The City received Notice of Award, dated Aug. 29, 2018 (Exhibit C). The award amounts are anticipated to be \$125,000 per year, over a five year period (Sept. 30, 2018 - Sept. 29, 2023.)

**Alternative(s):**

~~Do not authorize submittal. [Impact: No grant application submittal would reduce funding to Influence the Choice and their activities.]~~

Do not accept the grant award. [Impact: The subrecipient, Influence the Choice - Drug Prevention Alliance for Youth (ITC), would lose \$125,000 annually from 2019-2023.]

**RECOMMENDATION**

*Administration / Finance Department:*

MOVE TO:

~~Authorize submittal of the Drug Free Communities (DFC) Support Program Grant application; and authorize the Mayor to enter into and execute the Memorandum of Understanding with Influence the Choice - Drug Prevention Alliance for Youth (ITC);~~

MOVE TO: Authorize acceptance of the Drug Free Communities (DFC) Support Program award in the amount of \$125,000 annually for the period Sept. 30, 2018 - Sept. 29, 2023, to be passed through to the sub-recipient, Influence the Choice - Drug Prevention Alliance for Youth (ITC).

### Memorandum of Understanding

- 1- This agreement between *Issaquah Influence the Choice – Drug Prevention Alliance for Youth* and *The City of Issaquah* shall be from *September 30, 2018* until *September 29, 2023*, or upon completion of the federal Drug Free Community grant funding.

### RESPONSIBILITIES

- 2- *Issaquah Influence the Choice – Drug Prevention Alliance for Youth* shall be responsible to:
- a. Set policy for its own programs.
  - b. Formulate goals and objectives in compliance with *Drug Free Community grant Terms and Conditions*.
  - c. Oversee operation of the coalition's activities and programs.
  - d. Create, approve, and follow its budget in compliance with *Drug Free Community grant* requirements.
  - e. Provide *the City of Issaquah* copies of all required documentation, such as grant proposals, by-laws, meeting minutes, goals and objectives, budgets, and personnel and program policies.
  - f. Reimburse *the City of Issaquah* for any indirect or direct expenses incurred by *the City of Issaquah* on behalf of *Issaquah Influence the Choice – Drug Prevention Alliance for Youth* with prior approval of the *Alliance*.
  - g. Be solely responsible for liabilities arising out of its program and its interaction with program participants, and specifically indemnifies *the City of Issaquah* against claims arising from actions of *Issaquah Influence the Choice – Drug Prevention Alliance for Youth*.
  - h. Maintain a physical mailing address (not a Post Office Box).
  - i. Initiate all invoices as approved by the *Issaquah Influence the Choice – Drug Prevention Alliance for Youth* executive board and chair.
  - j. Pay *the City of Issaquah* a 3% processing fee on all invoices paid from Drug Free Community grant funds, cash donations and other grants.
- 3- *The City of Issaquah* shall be responsible to:
- a. Compile *Issaquah Influence the Choice – Drug Prevention Alliance for Youth* financial reports on a mutually agreed upon schedule.
  - b. Maintain all records pertaining to costs and expenses to properly reflect all direct costs of labor, materials, equipment, supplies, services, and other costs and expenses when reimbursement is claimed or payment is made.

Memorandum of Understanding  
City of Issaquah-Issaquah Influence the Choice – Drug Prevention Alliance for Youth  
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**EQUAL OPPORTUNITY**

4- *The City of Issaquah* and *the Issaquah Influence the Choice – Drug Prevention Alliance for Youth* mutually agree to abide by all applicable Federal and State anti-discrimination statutes, regulations, policies, and procedures.

This agreement shall be subject to all applicable provisions of State and Federal law and regulations related to the delivery and funding of social service.

\_\_\_\_\_  
(Signed) Jerry Blackburn, Chair  
Issaquah Influence the Choice – Drug Prevention  
Alliance for Youth  
Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
(Signed) The Honorable Mary Lou Pauly  
Mayor, City of Issaquah  
Date \_\_\_/\_\_\_/\_\_\_

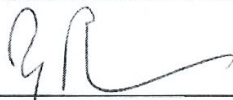
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(Signed) Andie Adee, Project Coordinator  
Issaquah Influence the Choice – Drug Prevention  
Alliance for Youth  
Date:\_\_\_/\_\_\_/\_\_\_


Memorandum of Understanding  
City of Issaquah-Issaquah Influence the Choice – Drug Prevention Alliance for Youth  
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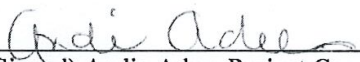
**EQUAL OPPORTUNITY**

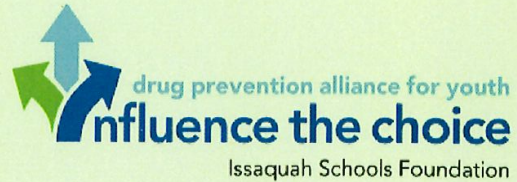
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This agreement shall be subject to all applicable provisions of State and Federal law and regulations related to the delivery and funding of social service.

  
\_\_\_\_\_  
(Signed) Jerry Blackburn, Chair  
Issaquah Influence the Choice – Drug Prevention  
Alliance for Youth  
Date: 2/17/18

  
\_\_\_\_\_  
(Signed) The Honorable Mary Lou Pauly  
Mayor, City of Issaquah  
Date 2/17/18

  
\_\_\_\_\_  
(Signed) Andie Adee, Project Coordinator  
Issaquah Influence the Choice – Drug Prevention  
Alliance for Youth  
Date: 2/17/18



## Influence the Choice — Seven Years of Progress

The first meeting of Influence the Choice (originally the Issaquah Drug-Free Community Coalition) was held in September 2011.

In 2013, the Alliance was awarded a federal Drug-Free Community (DFC) grant of \$125,000 per year for five years through the Office of Drug Control Policy and SAMSHA (Substance Abuse and Mental Health Administration). The City of Issaquah serves as the fiscal agent for the grant. The group changed its name to Influence the Choice — Drug Prevention Alliance for Youth, to signify its mission of helping youth make healthy life choices.

In the fall of 2014, the Alliance merged with the Issaquah Schools Foundation's newly formed Healthy Youth Initiative (HYI) to promote the prevention of youth substance abuse.

Now in its 7th year, Influence the Choice is in the process of obtaining its own non-profit status, and preparing to apply for a 5-year continuation of its Drug Free Community grant.

### Vision and Mission

Our stated vision is: Caring for Youth. Inspiring Hope. Empowering Change. Influence the Choice - Drug Prevention Alliance for Youth's mission is preventing and reducing youth substance abuse within the Issaquah School District service area.

### Our Strategic Frame

Through community partnerships and the implementation of environmental strategies, such as Positive Community Norms, the Alliance promotes and supports positive cultural changes that allow youths to live healthy, drug-free lives.

### The Alliance

**The Alliance** is governed by an Executive Committee, Sector Representatives, Associate Members and Staff. A minimum of 12 community sectors are represented: youth, parents, schools, media, business, organizations serving youth, civic or volunteer organizations, faith-based organizations, medical professionals, law enforcement, organizations working to prevent drug abuse, and other government agencies addressing alcohol and drug abuse.

**YODA (Youth Opposed to Drug Abuse)** is the youth coalition affiliate of the Alliance. Student members gain critical leadership knowledge and skills to become change agents in their communities through their involvement in conducting community assessments, making prevention presentations to their peers, initiating and implementing advocacy and community service projects.