

BOTHELL CITY COUNCIL

*****VIRTUAL MEETING*****

DRAFT MINUTES

May 5, 2020

BOTHELL CITY HALL

18415 101st AVE NE

BOTHELL, WA 98011

MEMBERS OF THE CITY COUNCIL

Mayor Liam Olsen

Deputy Mayor Jeanne Zornes

Councilmember Davina Duerr

Councilmember James McNeal

Councilmember Tom Agnew

Councilmember Rosemary McAuliffe

Councilmember Mason Thompson

REGULAR SESSION

Call to Order and Roll Call

Mayor Olsen called the meeting to order at 6:00 PM and reviewed the virtual meeting format.

City Clerk Laura Hathaway called roll: All members of the City Council were present, except for Councilmember McAuliffe who was absent. Mayor Olsen was physically present in the Council Chambers; all other Councilmembers were present remotely.

1. Meeting Agenda Approval

Mayor Olsen stated that only items that are routine and necessary or Covid-19 related could be added.

No items were pulled.

MOTION: Councilmember Thompson moved to add a discussion item regarding the creation of a Covid-19 Task Force to the agenda.

Discussion ensued.

Councilmember McAuliffe joined the meeting at 6:08 PM. City Attorney reiterated the item the Council was ready to vote on and stated she could vote on whether to add this item to the agenda or abstain.

VOTE: The motion to add a discussion item regarding the creation of a Covid-19 task force to the agenda passed unanimously 7-0.

2. Presentations, Reports, & Briefings

A. Public Engagement Opportunities

- None at this time.
- B. Proclamations
 - None at this time.
- C. Special Presentations
 - None at this time.
- D. Staff Briefings
 - None at this time.
- E. City Manager Reports
 - Update on City's COVID-19 Response

City Manager Jennifer Phillips and Economic Development Manager Jeanie Ashe gave an update on the City's Covid-19 response and financial status, including the following:

- The Emergency Communications Center (ECC) continues to work ordering supplies and documenting response costs for potential reimbursement
- Zero employees have tested positive for the COVID-19 virus.
- Recap of 2019 year end-budget status
- Review of revenue losses in 2020 due to reduction in sales tax from the Construction, Hospitality, Food & Beverage, and Retail Industries.
- Other revenue loss impacts include Development Services, Rentals & Program Income
- Reduction of Real Estate Excise Tax causing shortage for City Hall Lease payments
- Projected 2020 Operating Deficit of 5.4 Million
- Executive Leadership Team and Non-represented employees taking a 10% furlough and discussions have started with unions.
- Identified Non-represented and AFSCME positions for layoffs, will discuss with Police and Fire unions regarding other ways to cut costs
- Initiated a travel & training freeze, hiring freeze (except essential positions), and overtime freeze (some minor exceptions are being monitored closely)
- Preservation of services to the best of our ability to keep staff the community safe is a top priority, along with the care of the infrastructure and Council's Goals. These decisions have been made on these values and responsibilities.
- Cancelled all events and recreation programs until the Governor's order on gathering of groups is lifted.
- Launching the preparation of the 2021-2022 Budget. Will be re-forecasting revenue and expense projections for the first draft to come before Council in June. A budget amendment for 2020 will also come forward in June.
- Hosted virtual all-staff meetings to inform the staff of the impacts, messaging went out to the community, article collaboration with the Bothell-Kenmore Reporter and upcoming presentation to the Chamber of Commerce.
- June will be the opportunity for the community to hear more about where we are in the 2020 budget as well as preparations for the 2021-2022 Budget.

City Manager Phillips stated she wished she had better news and that we are not alone in this. All cities and states are experiencing this loss of revenue. It's important we focus on the health of our community

and together we will make good decisions for our community and figure out how to balance the 2020 budget and upcoming 2021-2022 budget.

Councilmember McAuliffe left the meeting at 6:33 PM.

City Manager Jennifer Phillips and City Attorney Paul Byrne entertained Council questions.

- F. Council Committee Reports
 - None at this time.

3. Visitor Comment

The City Clerk reported that one visitor comment was received in writing via email, and was forwarded to Council to be part of the record:

Julie Rodwell – regarding Lot D.

4. Consent Agenda

All items under this section will be passed with a single motion and vote. These items are of a routine nature. Prior to approval, City Council may request items be withdrawn from the consent agenda for separate discussion. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with the staff recommendation.

- A. Approval of April 7, 2020 and April 21, 2020 Meeting Minutes
Recommended Action: Approve the meeting minutes as presented.
- B. AB #20-053 – Approval of Vouchers
Recommended Action: Approve vouchers for March 2020 totaling \$4,030,745.79.
- C. AB #20-054 – Approval of Payroll and Benefit Transactions
Recommended Action: Approve payroll and benefit transactions for March 1 – 31, 2020.
- D. AB # 20-055 – Approval of Change Order 1 with Thomco Construction Incl. for Water Main replacement.
Recommended Action: Approve Change Order 1 with Thomco Construction for AC Water Main Replacement in the amount of \$293,590.55.

MOTION: Councilmember Duerr moved approval of the consent agenda. Councilmember Agnew second. The motion carried unanimously 6-0, with Councilmember McAuliffe absent.

ADDED AGENDA ITEM: Creation of a Covid-19 Task Force

Councilmember Thompson discussed creating a task-force made up of local leaders such as the Chamber, City Staff, City Council along with local business leaders to vet ideas in dealing with the Covid-19 response going forward.

Discussion ensued.

The consensus was to think on it for a week and bring this topic back up for discussion.

5. Public Hearings

- None at this time.

6. Ordinances & Resolutions

- None at this time.

7. Contracts and Agreements

- None at this time.

8. Other Items

- None at this time.

9. Study Session/Update/Discussion Items

- None at this time

10. Executive Session/Closed Session

Mayor Olsen stated this as a remote executive session and Council would need to log off of the public meeting and log into the executive session. He stated Council will take a 10 minute break to allow for that switch. The executive session is anticipated to last one hour with no action expected.

Council recessed from 7:15 PM to 7:25 PM.

Council adjourned to Executive Session at 7:25 PM to discuss labor negotiations related to Covid-19 pursuant to RCW. 42.30.140 4(a), anticipated to last one hour with no action expected.

At 8:25 PM, Mayor Olsen announced an additional 20 minutes was needed and extended the executive session to 8:45 PM.

At 8:45 PM Mayor Olsen announced an additional 15 minutes was needed and extended the executive session to 9:00 PM.

No action was taken.

11. Adjourn

Mayor Olsen adjourned the meeting at 9:00 PM.

Submitted for approval on July 7, 2020

Approved as Submitted on July 7, 2020