



City of Bothell™

MINUTES

City Council Retreat

Thursday, Friday, and Saturday

January 19-21, 2023

The Lodge at St. Edward State Park, Magnuson Room
14477 Juanita Drive, Kenmore, WA 98028

The meeting began on January 19, 2023, at 4:21 p.m.

Present: Mayor Mason Thompson, Deputy Mayor Rami Al-Kabra, Councilmember Jeanne Zornes, Councilmember Jenne Alderks, Councilmember James McNeal, Councilmember Benjamin Mahnkey, Councilmember Amanda Dodd, City Manager Kyle Stannert, Deputy City Manager Toni Call, Executive Assistant to the City Manager Catherine Jansen, and Facilitator/Consultant Tyler St. Clair.

This retreat was held to enable the Bothell City Council to identify a long-term direction for the city in the form of a Vision, Strategic Priorities, and Operating Guidelines that will enable future success.

A motion to suspend the rules recording of the 2023 Council Retreat was passed during the January 17, 2023, regular Council meeting.

At 6:30 p.m., Council recessed for dinner.

At 7:15 p.m., the retreat resumed.

At 9:11 p.m., the meeting was recessed until morning.

The meeting resumed at 8:35 a.m. on Friday, January 20, 2023.

Present: Mayor Mason Thompson, Deputy Mayor Rami Al-Kabra, Councilmember Jeanne Zornes, Councilmember Jenne Alderks, Councilmember Benjamin Mahnkey, Councilmember Amanda Dodd, City Manager Kyle Stannert, Deputy City Manager Toni Call, Executive Assistant to the City Manager Catherine Jansen, and Facilitator/Consultant Tyler St. Clair.

Absent and Excused: Councilmember James McNeal

The opportunity for Public Comment occurred at 8:40 a.m. No one from the public was in attendance, and City Manager Stannert summarized one email that was sent to the full Council by Whitney Neugebauer.

At 9:35 a.m., Council recessed for a break.

At 10:00 a.m., the meeting resumed.

At 11:10 a.m., Councilmember McNeal arrived to the meeting.

At 11:40 a.m., Deputy Mayor Al-Kabra left the meeting.

At 12:30 p.m., Council recessed for lunch.

At 1:15 p.m., meeting resumed.

At 1:25 p.m., Deputy Mayor Al-Kabra returned to the meeting.

At 4:50 p.m., the meeting was recessed until morning.

The meeting resumed at 8:36 a.m. on Saturday, January 21, 2023.

Present: Mayor Mason Thompson, Deputy Mayor Rami Al-Kabra, Councilmember Jeanne Zornes, Councilmember Jenne Alderks, Councilmember James McNeal, Councilmember Benjamin Mahnkey, Councilmember Amanda Dodd, City Manager Kyle Stannert, Deputy City Manager Toni Call, Executive Assistant to the City Manager Catherine Jansen, and Facilitator/Consultant Tyler St.Clair.

At 4:35 p.m., the meeting adjourned.

Bothell City Council Strategic Planning Retreat Report DRAFT



January 19-21, 2023
The Lodge at St. Edward Park

A Tyler St.Clair
205 Madison Street
Lynchburg, Virginia 24504
434-846-2428
ats6t@virginia.edu



**Bothell City Council Retreat Report
January 19-21, 2023
The Lodge at St. Edward Park**

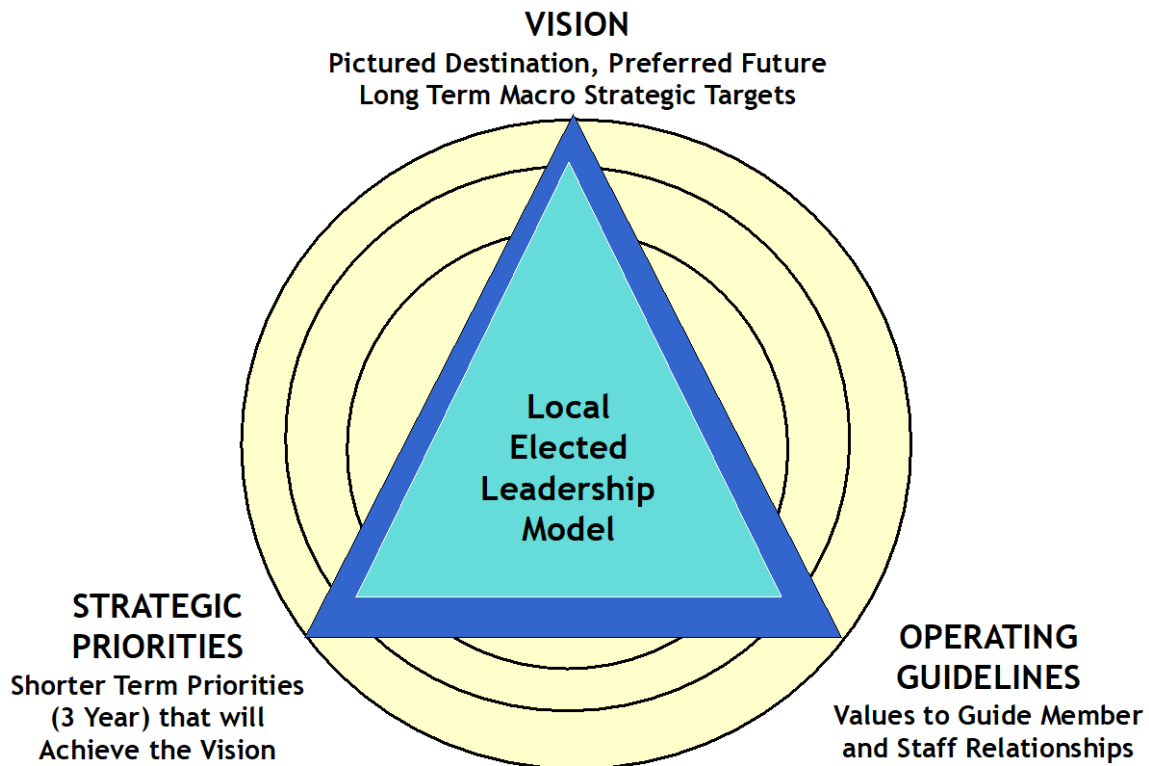
PUBLIC COMMENT

The City Council Retreat Agenda reserved time for public comment to be received in-person, or shared in writing. Whitney Neugebauer provided written comments for the Council to consider in drafting their vision and priorities. Themes shared included the importance of planning for future growth with a focus on addressing climate change, while protecting outdoor spaces and prioritizing options for recreation within the community.

STRATEGIC LEADERSHIP MODEL

Council reviewed a governance model that enables the body to provide strategic direction regarding its vision and strategic priorities for the City, along with operating guidelines and mechanisms that will enable effective Council/Council, Council/staff, and Council/public relationships.

LOCAL ELECTED LEADERSHIP MODEL





VISION ASSESSMENT: PICTURING BOTHELL'S DESIRED FUTURE

Council worked in 2 small groups to brainstorm regarding Bothell's future using these questions: Thinking about Bothell in 2040 with a possibility-oriented perspective . . .

1. *What are the qualities or characteristics that should identify Bothell in 2040 - the identity for which Bothell will be known and sought?*
2. *What do we want to **KEEP** in order to achieve our desired future? (What's right/great? Asset?)*
3. *What do we want to **CHANGE** in order to achieve our desired future?*

Yellow

Jenne Alderks, Rami Al-Kabra, James McNeal, Jeanne Zornes, Catherine Jansen, Tyler St.Clair

Qualities and Characteristics:

- Live, work, play - A climate-friendly future reducing people's commute so they can live and work in Bothell. We have so many creative, talented community members and natural amenities - it's easy to have fun in Bothell.
- A welcoming place for living and doing business
- We are celebrated for having a home town feel (We are the last of the small town feel localities on Lake Washington)
- We have open, healthy places and green spaces
- We have green spaces that are more than Wayne Park - You are able to step out and breathe fresh air and enjoy open space, walking trails, established trees, and hills. We are not a place that has been leveled and filled with concrete.
- We honor the terrain that Bothell sits on - that is how indigenous peoples lived - they adapted to nature versus opposing it
- Being a bedroom community with retail on the first floor was what we hoped for so people would want to live here (we have been slow to fill the retail)
- We don't do box stores - we want small local businesses, "Mom and Pop" corner stores
- We are a crossroads between Seattle, Bellevue, Everett, Redmond, and the mountains
- People WANT to live here and they can work from home
- It's an awesome place to work from home
- Live like when we are on vacation and we visit Paris or Venice - we are walkable, have quaint places to eat, cafes, scenic places, and you can take a break to enjoy things
- A place with walkable gathering places with what we want to have that make us feel connected; create environment for connection where different people come together (i.e. Thrasher's Corner)
- "Fun" transit - buses to get around Bothell versus just getting through it; rickshaws/tuck-tucks
- Being able to experience our historic downtown (it is preserved)
- Tell the story of the area, what has shaped Bothell and who was here (local tribes) - extend the history way back; want local tribes to feel connected
- There is room in the soil for new roots to be put in Bothell
- This area is unique in its history and terrain - build on that
- Bothell is better connected in 4 directions - Everett, Seattle, Bellevue, Redmond, and the mountains. We want a more pleasant commute + better work/life balance + services in Bothell that we must drive to get now
 - 2/3 of our households have a tech worker in them
 - We serve these communities and their transit needs - get them there quickly
 - Better connections with transit, human services and municipal services

- Work collaboratively with neighboring communities for services and amenities
- Sales tax/revenue generators in different locations; we have centers that people can easily access that serve as economic engines; follow the Urban 3 recommendations
- Remembering the past, including the true diversity of our community; learn from where we were in the past
- We make things happen in a balanced way
- Affordability is important but to get it we have to think outside the box; examples:
 - Development outside the urban growth areas but on the transit lines
 - Special overlays around transit locations
- Have transit-oriented development so people are better connected and can get from home to work easily and access amenities - no getting in the car to get a gallon of milk

Keep:

- Urban forests, including in pocket locations (i.e. Shelton View, North Creek, West Hill)
- Honor our small town feel
- Honor our terrain
- Downtown
- Sense of community
- Our city government values - the ones that are on everything
- Community spaces/gathering spaces (i.e. active fields, basketball courts, pools)
- Our history
- Fostering intergenerational connections, especially things that engage youth with seniors
- Fresh air - the vibe and feel of fresh air; it feels good to breath it - “smells like the mountains”
- Fact that we can easily walk to a bus stop and commute
- Connecting while on walks - bonding
- Controlled growth; keeping our hometown feel; make sure that we recognize and manage growth
- Working regionally, especially on growth issues; keep our voice at the table
- Our focus on the Slew - keep our river in good health
- Community service options; we have excellent leaders who have allowed the public to contribute to having better services (i.e. Whale Scouts)
- People identifying with their neighbors
- Community’s desire to have healthy neighborhoods with their own identities
 - People naturally build community with the people around them
 - Watch out so City code changes do not cause conflict and put people at odds
- Sense of community working together on a common goal with no line between the counties - “One Bothell” with no difference based on which county you live in
- Regional trails
- Manufactured home parks - affordability, lack of stigma
- Principle of maximizing our existing affordable housing
- Kyle and staff - build a good team of staff so that the machine keeps rolling no matter the dynamics of Council
- 4th of July parade; Summer Nights events; summer and cultural events
- Performing Arts Center
- RADAR; crisis response

Change:

- Have a regional youth center - a thriving community center for sports, leadership development, programs, and academics
- Regional courthouse in Bothell or a neighboring community
- Regional mental health center that addresses multiple needs to benefit Bothell
- Transit that connects Bothell - a circulator to get around, not just through
- Complete/implement the Bike Plan

- Comprehensive sidewalks throughout City beyond current priorities; consider plan where residents can work in tandem with the City to get them (public/private partnerships)
- More public private partnerships
- Consider lowering City-wide speed limit to 20 mph
- Find good tools for calming traffic in every neighborhood
- Parking enforcement downtown
- Odd year elections to even year elections initiative
- Think about developing a comprehensive Community Plan versus seeing all these plans
 - Be able to look at the big picture - how one thing affects another
 - Be more aware of impacts, consequences, and relationships
- Cleaner and cooler stormwater; change the temperature of our waterways
- Reduce our climate impacts
- Have a climate action plan
- Electrify city vehicles
- Enhance performing arts space - have a community theater (this could be regional)
- Build affordable commercial space
- Create environment/opportunities for business incubators; consider public/private partnerships
- Build relationships with tribes so they can tell their story and tribal history; this is perfunctory now and could be more complete
- Reimagine neighborhood signage and community boards
- Tree preservation - update/enhance codes regarding trees
- Walkable downtown shopping areas to generate revenue
- Accessible income-generating centers
- Fully enhance community engagement
- Improve transit connections to other cities and amenities - light rail, improved connections to Redmond
- Splash pads in city parks (at least 2)
- Add back our parks and recreation programming

Purple

Mason Thompson, Ben Mahnkey, Amanda Dodd, Kyle Stannert, Toni Call

Qualities and Characteristics:

- Welcoming
- Our kids have the same opportunities
- A city in which working class people can afford a life. A wonderful community in which to build a family, to preserve the what over the how
- Small town feel of Bothell
- Community that gathers
- More ways to have events and places to connect and gather
- Connecting community/gathering
- Bothell is split into quadrants - business, upper left hand, single family houses, Canyon Park - how can we see it all connected as one community?
- Kids playing outside - affordable, safe
- Love to see us build a public park - make it inclusive with kids playing with others
- Build more parks; be opportunistic
- Let's not make barriers to entry (e.g. housing costs)
- Neighborhood parks - be more inclusive
- Need to make public space for kids, teens, family; have ample, busy public spaces
- Vibrant business and retail
 - Affordable space for small businesses to do cool things
 - Ample small businesses that are busy and thriving

- Bothell to be people-focused - live, enjoy, shop - don't have to leave Bothell to do this
- Corner stores with easy access; more corner stores in walking distance
- Accessory commercial units
- A variety of small businesses everywhere
- Proximity - close by/want cool things next to us
- Variety of options right next to each other without spending time in a car; conveniences within a 5 minute drive or a 15 minute walk
- Live/work community
- Traditional community with room to fail
- "Main Street" as the vision with an ability to recreate, eat and access small stores - have that all over Bothell
- Thriving higher education
 - Town and Gown relations
 - Connect campus to downtown
- A safe and healthy community - feel safe, not just say "is safe"
- Knowing your neighbors
 - Watch out for each other; help each other
 - Build a community
 - Families connected; kids playing
- Community that cares for the people in need
 - Parks and Recreation, Navigator, treatment services
 - Programs for all - seniors, disabled, others
- Community that meets people where they are
- Welcome and celebrate people of different incomes, races, religions, physical and emotional abilities, along with who they love
- Rethink the big parking lot model - it is not working for us
- Need a housing strategy
 - Options for "roofs over heads"
 - More opportunistic
 - Overall collective vision for housing
- Whistler Village - Make Bothell look like this model
- Partnerships to build the future so as to attain the vision
- Meaningful ways to address the issues of the day
- We don't need to do it all - How do we partner? What can the City bring to the table to connect with partners? As a city government, we offer partnership to achieve solutions in the City.
- Thriving corporate energy that is connected to the City; corporate citizenship
- Kids playing in tree-lined streets - safe, have the right infrastructure, and are a healthy city
- Frequent transit that serves 75% of city
- Accessible, convenient mobility - a spectrum of mobility (i.e. cars, walk, bikes, scooters, etc.)
- Community where people are heard
 - Get the voices at the table
 - Go to where the people are
 - Education - help people understand issues and options
- Tight-knit community
- City that values and recognizes that we are a part of a bigger whole and we want to help get there - climate/environment
- Celebrate differing cultures

Keep:

- Connection and opportunity to know each other - businesses know each other and even though not perfect, we do connect
- Authentic relationships with neighborhoods and neighbors

- Small business
- Bio-tech
- Variety of businesses; diverse business environments
- Thriving higher education
- Investment in rapid transit
- Work with legislature to deliver on shared goals for our community
- A willingness to evolve (e.g. Downtown)
- Accepting and kind police/public safety; exceptional police/public safety response and medical and safety response
- Train system and public activation space
- All rowing in the same direction

Change:

- How can we communicate and be able to sell the big ideas?
 - We are not changing just for the sake of change
 - If the idea is a good one, we should be able to articulate it easily
- How we get around
 - Our transportation system currently requires 20% paving and \$10K a year to access the system
 - Options: Car sharing, cars on demand, circulators, strategies to impact congestion
 - We should not rely on private entities to alleviate transportation
- Quality types of housing
- Inventory of parks and their distribution
- Plan for parks - be more forward-thinking and opportunistic
- Neighborhood parks - not every park needs to do everything
- Give staff direction/ability to develop more events (i.e. Summer Nights, pop up dog parks)
- Do more with parks with what we have
- Change our small town thinking mindset to ask “What can we do?”
- Lower barriers to entry to live, work, play, and learn
- Need idea people to execute - start-ups
- Market Hall concept
- Move Pop Shops to have plumbing
- Change Council/staff dynamic to empower staff to bring ideas to accomplish big picture goals
- Change value proposition of what city offers (8-5 time investment) through such strategies as:
 - Staff doing a SWOT analysis
 - Councilmembers out in the community
 - City Manager out in the community
- Have staff and Council collaborate more
- Change the way Council Agenda is written
 - Eliminate the Council Request Form - eliminate and break the cycle
 - Way topics are added and brought forward
 - How we think about framing issues
 - Build a system built on trust
 - Keep a list of ideas to keep in a bike rack
- More welcoming environment for public comments
- Use technology to help create more accessibility
- When speakers come in, stop and focus on the speaker
- Wayfinding to help connect different areas of the city
- How we share information and identity across the city (AKA Signboards 2.0)

DEVELOPING THE BOTHELL CITY COUNCIL 2040 VISION

Council used the assessment brainstorm to identify elements that might be included in a Core Vision or Preamble, along with Strategic Focus Areas to form the Vision's Desired Future States.

Bothell City Council 2040 Core Vision Elements Brainstorm

- In 2040, Bothell will be a welcoming city where people of all family compositions, incomes, creeds, nationalities and abilities can grow up, put down roots, create a family, have a career, downsize, and retire
- It is a community that gathers and celebrates together in neighborhoods with quiet, tree-lined streets that are full of children playing
- A place for everyone - individuals in all phases of life; seniors and youth
- Acknowledge different family compositions
- Remember our past while moving into our future in a balanced way
- Honor our past while looking forward to our future
- Celebrate history - our past, present, and future; share and learn from our community history
- Honor and celebrate the past and present history (indigenous, settlers, immigrants, etc.)
- Value community building and authentic relationships
- Cute, quaint inviting retail
- Live, work, play, and learn
- Beloved Bothell community
- Hometown; hometown feel
- Historic downtown
- Environmentally friendly; celebrate our environment; stewards of the land
- Safe, kind, and neighborly
- Inter-connected, diverse, welcoming place to live, work, and do business
- Safe and healthy community
- People feel heard; we meet community members where they are
- Innovate, partner, and act regionally
- Foster a healthy physical and mental environment

Bothell City Council 2040 Initial Strategic Focus Areas

Council identified 7 Strategic Focus Areas that will become part of the Vision to be aligned with a core Vision. These areas were later formed into Desired Future States with new titles (pages 9-10.)

- ❖ MOVEMENT IN AND THROUGH BOTHELL
- ❖ RECREATION AND AMENITIES
- ❖ ECONOMIC DEVELOPMENT
- ❖ COMMUNITY PLANNING - HOUSING, INFRASTRUCTURE, LAND USE, BUSINESS SPACES
- ❖ BUILDING THE BELOVED COMMUNITY
- ❖ HEALTHY PUBLIC ENGAGEMENT
- ❖ ENVIRONMENTAL SUSTAINABILITY

Council's draft Vision appears on the next 2 pages. The draft requires further editing and consensus.

BOTHELL CITY COUNCIL DRAFT 2040 VISION

January 21, 2023

Council worked in small groups to develop its draft 2040 Vision. Council did not have opportunity to edit the Vision as a body, but has general agreement regarding its direction and content. The Vision will be further edited and brought back to the Council for review and adoption.

BOTHELL 2040

For a day or a lifetime, no matter who you are or where you've come from, Bothell is everyone's hometown. We welcome new neighbors while respecting our history and those who have laid the foundation before us. From a time before incorporation, the indigenous caretakers of our land set a high standard for environmental stewardship and we honor that today. We care for each other, we respect each other, and we work together to ensure everyone feels safe and welcome. We grow and learn together to meet today's needs with an eye toward the future.

Connected Neighborhoods, One City

Bothell is a community with housing available at all income levels. Our neighborhoods are connected by sidewalks, transit, trails, and roads that allow us to gather for fun and enrichment. Our neighborhoods retain their identities while working and volunteering together. Our land use allows flexibility for residents to build families and economic futures, from singlehood to retirement and from startups to Fortune 500. We have town squares north and south and walkable access to grocery, retail, and healthcare. Bothell is a place to live, work, play, learn, and rest, where we respect each other and leave room for ingenuity.

Economic Vitality

Bothell's economic engines power the city and empower Bothell's residents and workers to enjoy the economic security they want for themselves and their posterity. Rising entrepreneurs enjoy a smooth path to starting a new business. A variety of businesses contribute to a thriving downtown and walkable and accessible neighborhood retailers. Diverse revenue streams turn the economic success of our community into amenities that enrich the lives of all who come to Bothell. Our vibrant business community attracts employers who provide living wage jobs for all Bothell workers. Through partnerships and economic initiatives, the Bothell community bands together to address gaps in opportunity and rally around each other in times of difficulty. Students of all ages can access a variety of learning experiences - from our elementary schools to graduate schools - so they can contribute their skills and talents to bless and strengthen the wider community. Our economic spirit flourishes when local businesses flourish too.

A Community of Trust and Respect

Bothell is a city where all residents are our neighbors and all neighbors are welcome. No matter whether our neighbors were born near or far, whether they are new friends or old, we intentionally seek their diverse opinions. Bothell has a responsive government where feedback is sought through multiple channels with respect to the spectrum of abilities and beliefs of our neighbors. We purposefully build trust by listening, incorporating feedback, and fostering a participation-minded community. Our city recognizes and celebrates all that makes us unique, including our rich tapestry of religious beliefs, gender identities, sexual orientations, nationalities, neurodiversity, and life experiences. All are heard and respected here.

A Joyful and Healthy Way of Life

Celebration is a way of life in Bothell. We experience community daily in spaces we have intentionally created both inside and outside as we continue to relax, recreate, and welcome new community members. Bothellites of all ages celebrate together in a variety of spaces, activities, amenities, and events, from our neighborhood streets where children play, to seeking solitude in nature, or playing in parks and community centers. People from all over the region join residents in Bothell for arts and culture at our performing arts facilities and cultural events. Through holistic planning, everyone in Bothell experiences opportunities for adventure, joy, and good health.

Building Bothell's Beloved Community

Inspired by Rev. Dr. Martin Luther King Jr.'s vision for the Beloved Community, everyone in Bothell immediately experiences a sense of safety, belovedness, and belonging. Our community is strong because of how we care for each other. From the strength of our compassionate and gentle police officers and crisis responders to our knowledgeable and resourceful firefighters, Bothell residents rest in the knowledge that they are protected and can depend on accessing the help they need and deserve to enjoy healthy and secure lives. Our human service partners are easily accessible so times of crisis are quickly met with supportive services that help individuals and families get on the road to recovery. Our challenges may vary, yet Bothell's beloved community means that each person can access what they need to thrive. Bothell is a city where all its people can depend on experiencing a sense of wellbeing and security on every street, in each gathering area, neighborhood, and home.

Environmental Stewardship

Bothell's beauty lies not only in the peoples of our community but also the natural landscapes and wildlife of our environment and eco-systems. Wildlife and the people of Bothell alike enjoy and thrive in our vibrant urban forests, lush green neighborhoods with tree-lined streets and along our extensive trail system and healthy rivers and streams. Our community is healthier mentally and physically because we value and protect our abundant ecological resources. We work closely with indigenous peoples, regional partners, and community volunteers to nurture verdant habitats and keep our streams cool and pristine for native wildlife, especially our thriving salmon population. We honor the terrain on which Bothell sits with sustainably-built structures that preserve habitats and provide stormwater filtration in stable and effective ways. We celebrate clean air and stable temperatures. We partner effectively to mitigate the effects of climate change to provide a stable environmental legacy for future generations.

Moving In and Around Bothell

Bothell is a safe, easy, reliable, and convenient community to navigate using any mode choice. We embrace new ideas and methods of moving people in and around Bothell with a focus on minimizing environmental impact. Our affordable transportation options lower the cost of living in Bothell. We have achieved Vision Zero through targeted investments in safe infrastructure. There are ample transit and trail connections with other communities in the region as a result of our involvement and advocacy with regional partners.

BOTHELL CITY COUNCIL DRAFT 3-YEAR STRATEGIC PRIORITIES
January 21, 2023

Connected Neighborhoods, One City

1	Develop a housing strategy incorporating opportunities for a variety of housing types to serve all income levels
2a	Conduct an assessment to identify our neighborhoods and inventory their assets and gaps
2b	Using the (2a) assessment, develop a plan to address needs including infrastructure, housing, transportation, parks, and community spaces

Economic Vitality

1	<p>Create an economic vitality plan to enhance business growth including:</p> <ul style="list-style-type: none"> • A commercial facility inventory to identify needs for new commercial space/buildout • Strategies to attract and retain Bothell-resident owned businesses • Identify neighborhoods with potential economic generators • Strategies that will bring us abundant small commercial spaces in every neighborhood • Strategies to attract and retain large and medium employers • Identify code amendments and rezoning to encourage walkable retail
2	Working with Cascadia College and the University of Washington - Bothell, collaborate to develop strategies and programs that contribute to economic and cultural vitality
3	Develop a long range financial plan for budget stabilization

A Community of Trust and Respect

1	<p>Develop a Communication Plan with tools that maximize communication and engagement within the community</p> <ul style="list-style-type: none"> • “City Hall to the People” plan to include meetings in districts/neighborhoods • Public forums • Clear strategies to educate the public on issues • Proactive PR strategies that get ahead of issues and foster positive impressions • Include neighborhood signage/message boards strategy
2	<p>Develop a phased plan to implement DEI efforts in the City</p> <ul style="list-style-type: none"> • Evaluate consultant’s DEI recommendations and determine what/how to implement • Consider a “Welcoming Plan” so people feel welcome in Bothell • Consider a board of community members to advise Council on actions to enhance DEI
3	<p>Implement improvements to Council meetings and the meeting agenda that result in enhanced communication and greater public engagement (Staff to bring back potential options/changes for Council’s consideration/adoption)</p>
4	<p>Develop a strategy to actively monitor the demographic makeup of our community and ensure that results are meeting our intended goals</p>

A Joyful and Healthy Way of Life

1	Consider a voter-approved parks levy to fund the PROS Plan, including prioritization and a determination of what we are going to ask the community to fund
2	Join existing efforts to build a pool and youth community center, including identification of needs and required commitments
3	Initiate construction on the Park at Bothell Landing
4	Assess opportunities to enhance City-wide cultural events and celebrations that could occur throughout the year
5	Assess needs/opportunities and implement City-wide sports and recreation programs

Building Bothell's Beloved Community

1	Work with the King Center on implementing a strategy to use its principles to bring people together, enhance civil dialogue, and care for others
2	Develop program design ideas that would support the development of community and/or neighborhood coalitions that can have dialogue regarding needs, concerns, and action
3	Develop a human services plan

Environmental Stewardship

1	Develop a strategy to preserve Shelton View forest to maintain open space for recreation
2	Utilize the Storm and Surface Water Master Plan to ensure we have systems that adequately cool and filter stormwater to protect native habitats
3	Develop and implement a strategy to preserve and enhance our trees <ul style="list-style-type: none"> • Include heritage tree preservation • Include strategy to plant trees where we lack public right-of-way street trees
4	Develop public education that promotes the use of existing trails and provides education about the natural habitat
5	Develop and begin implementing a climate action plan <ul style="list-style-type: none"> • Include a strategy to purchase long-term infrastructure that does not contribute to fossil fuel pollution
6	Foster relationships and partner with indigenous people native to Bothell

Moving In and Around Bothell

1	Draft and develop a plan to achieve zero traffic deaths through safe streets infrastructure <ul style="list-style-type: none"> • Consider lowering residential speed limits to 20 mph • Consider traffic calming strategies in neighborhoods
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2	Develop strategies to better manage parking in order to enhance parking availability and bring back to Council for consideration <ul style="list-style-type: none">• Pursue increased parking enforcement in Downtown, where we have 2-hour parking, and permit-only parking• Determine the cost of solutions; Council would be receptive to charging for parking
3	Evaluate feasibility of a Bothell circulator bus to connect residents to retail and regional transit
4	Create a micro-mobility strategy



**BOTHELL CITY COUNCIL OPERATING MECHANISMS:
Opportunities to Enhance Communication within Council and with the Community
Discussion on January 19, 2023**

Study Sessions

The Council provided the following ideas and feedback about what Members would like to achieve or consider to enhance study sessions:

- Be in a space where we can see other's faces so as to have fuller communication
- Less formal and more collaborative
- More back and forth conversation
- Be able to ask questions of other Councilmembers
- We hear someone's opinion but often don't understand why they see it that way
- When someone says something and it intrigues me, I want to make sure I understand
- Find a way to indicate that we want to ask something of the person who just spoke
- Evolve the conversation more so we are able to build on what others say, get clarifying information from them, and learn from each other
- Structure the rules of engagement differently
- Not one at a time where you go over all your points and questions as we do now
- In a past setting, we had round tables with paper cards that we could stand up when we wanted to say something

Council Meetings in the Community

The Council provided the following ideas and feedback about what Members would like to achieve or consider regarding meetings in the community:

- Consider holding meetings in the community but still be within the parameters of the Open Public Meetings Act (OPMA)
- Structure what the rules of engagement would be for this type of meeting
- This is about having the community be more a part of the conversation

Develop Public Communication/Engagement Strategy

The Council provided the following ideas and feedback about what Members would like to achieve or consider in improving outreach and developing a public engagement strategy :

- On big hot topics, can we have a public meeting or a public forum where we are talking to people?
- We hear people complain about the slow speed of government and things not moving fast, but there are some things that shouldn't move fast. This is true in cases where there is a greater need for public comment. This includes things that are a "one way door" - we can't go back once we've made the decision. We need to have a way to slow these issues and decisions down and take public comment on them.
- We need to have a communication strategy for public engagement
- We all have ideas about public engagement and are looking to staff to help us with it
- Find a way to have sessions in town hall settings and collect information from individuals who come to them. If we have those meetings, we will be better able to get information out to the community and also hear from them.
- There is a lot of information we can get and bring it back to council so it can become part of the public record

Conversations with the Public before the Meeting

The Council provided the following ideas and feedback about what Members would like to achieve or consider to provide more opportunity for public dialogue:

- Once a month, come an hour early, eat dinner quickly, and come to the meeting and talk about whatever is on our minds
- We have big controversial issues on which people want to be heard. What if the first part of the meeting we just had a half hour where we have conversations in the outside hall?
- Consider a reception with the public before council meeting and look into the idea of combining it with access to child care
- We might be able to have a child care provider with children in the side room or use the Police Department Community Room

Community Message Boards

The Council provided the following ideas and feedback about what Members would like to achieve or consider to enhance the use of community message boards:

- Our signs/public meetings boards are not good; we need a makeover for them
- Are message boards the right form for communicating with the public?
- We do need them because there are people who don't have social media
- I like boards because they flag my attention to go do more
- We need to make them attractive; consider having them include public art
- They are one of our strategies for communicating; we need to have different avenues
- Could we combine the public notice boards with the neighborhood signs and also include a place for the neighborhood to post things? They might even include public art.
- Places to have communication: Bothell Library, City Hall, and something in the North
- Would be great to have an outpost
- Have a community room at the Operations Center

Social Media

The Council provided the following ideas and feedback about what Members would like to achieve or consider to enhance the use of social media:

- Have events to which people can RSVP on Facebook
- We have our website along with boards that put notices regarding things that are coming. A lot of people use on-line bill pay. Can we message in connection with on-line payment and mail payment so as to meet people where they are?
- Ensure that our core messaging is consistent across communication avenues (i.e. social media, website, print, etc.)

Informing/Connecting at Events

The Council provided the following ideas and feedback about what Members would like to achieve or consider by better utilizing events for communication and connection:

- When we know our projected event agenda, communicate to the public
- Be more intentional about having a City table at public events where we are talking to the community, sharing information, and listening to people

Better Managing Council Agenda and Follow Up on Concerns of the Public

The Council provided ideas and feedback on changes they would like to make in the council meeting agenda:

- We should change our agendas to say “public comment” versus “visitor comment”
- Move public comment ahead of presentations
- Could there be an agenda item that allows us to respond to public comments, with the understanding that we are not going to argue or try to defend ourselves?
- I dislike not being able to say that I care about that issue when members of the public tell us their concerns speak
- The rule about not responding to the public arose because there were issues in past years
- Do proclamations, then public comment, then council response (timed), then presentations for the public
- Put the city manager report after public comment. Then we can direct/ask the city manager to look into something and he will have options about how to best handle the concern. We can say, “City Manager, would you follow up on that or with this individual?”
- The Mayor does not want to always be the one to direct an issue to the City Manager; he is comfortable with others also suggesting this
- The Deputy City Manager can track folks down and provide them with information about who to contact or what will be done with a question or issue
- Anything we can do to make people feel heard in public comment is good
- When you do follow up, it would be good to report back to Council; explore tools for this
- Honor the people that come on their time or are our guests by placing them sooner on the agenda, and put those that are being paid to present later in the agenda
- Put a timer on the longer presentations
- When we have big study session items like middle housing and budget, can we capture questions from Council and the answers in the packet, similar to what was done for the 23-24 Budget

Relationship Building

The Council provided ideas and feedback on changes they would like to make in how they impact trust and working relationships:

- We have to work on having trust; we may not agree with each other, but we can have trust
- This is achieved by having more understanding of where each individual is coming from
- Go and talk to each other in order to better understand each other
- Some of the structure that we have for policy making is based on past problems and we might want to examine those constraints to see if it is still needed
- Look at these constraints, figure it out, and improve as needed

Miscellaneous Items

Several other comments and requests emerged during the Council retreat that are relevant to improvements in Council communication, inclusion, and decision-making:

- Make sure we are not saying “citizen” as this can exclude some members of our community; instead, say resident or neighbors
- Consider identifying “community impact” on council reports/agenda bills when this information is available
- Receive a briefing on the OPMA
- Review the OPMA for implications and revisions to ensure we meet our legal requirements as we strive to enhance our work together as a body along with public communication and engagement

Conclusions about Enhanced Communication

Following the above discussion, Council was asked to summarize the impact of the discussion and conclusions that Members could reach regarding communication and operating mechanisms:

- We have more in common than we think than we do, but have little time to find it out about those commonalities
- It is important to get to know each other
- We need more communication with each other
- If we communicated with each other, it would lead to better policy as our decisions might include improvements or desired amendments
- When we feel the voices in the community that we value and care for are not heard by our colleagues, we get more upset than when we personally feel unheard.
- We are accustomed to having community members say we don't hear them as local leaders hear that a lot, but we do need to feel like we hear each other
- It is hard to be vulnerable publicly, so we need to be comprehensive in our discussions to ensure we understand needs and issues
- We need to understand how people are different and that they get their information in different ways. That is important because this is what it takes to be inclusive.
- The purpose of this session was to develop common ground. This document is a work product of how we have been able to develop common ground.



NEXT STEPS

1. Facilitator will send the City Council Retreat Report to the City Manager
2. City Manager will distribute the Council Retreat Report to Councilmembers
3. City Manager will hold a Strategic Work Planning session with staff and refine the Plan
4. Council subgroup will work with staff to refine the Council's draft Vision, editing for grammar and flow, ensuring the content reflects Council's intent and near-consensus
5. Council will review the revised Vision draft and come back for consensus and adoption at a future meeting. (Note: This will likely be combined with Step #6)
6. Staff will develop a Vision Communication Plan for Council to review, endorse, and support
7. Staff will bring the Strategic Work Plan back to Council for review (Facilitator suggests endorsement versus adoption to enable its use as a dynamic document with flexibility.)
8. Staff will also come back to Council with potential strategies to enhance communication (see pages 14-16 of this Report) on which the Council may take action
9. Staff will implement the Strategic Work Plan and develop a system for coming back to Council with progress reports
10. Council would come back for a retreat after elections that result in changes to the Council or as circumstances suggest it would be helpful to promote collective strategic leadership