

BOTHELL CITY COUNCIL

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

MINUTES

April 21, 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. Mayor Olsen was physically present in the Council Chambers; all other Councilmembers were present remotely.

City Manager Jennifer Phillips and City Clerk Laura Hathaway were physically present in the Council Chambers; City Attorney Paul Byrne was present remotely.

1. Meeting Agenda Approval

Deputy Mayor Jeanne Zornes pulled AB #20-051 from the Consent Agenda.

Councilmember Thompson pulled AB #'s 20-049 and 20-050 from the Consent Agenda.

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 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.

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:

Julien Loh – regarding Puget Sound Energy’s COVID-19 response to customers.

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. ~~PULLED - AB # 20-049 – Approval of the Construction Contract for the 2020 Asphalt Patching Project~~

~~Recommended Action: Approve the contract with Central Paving for 2020 Asphalt Patching project in the amount of \$243,420.~~

B. ~~PULLED - AB # 20-050 – Approval of Construction Contract for the 2020 Crack Seal Project~~

~~Recommended Action: Approve the contract with Huizenga Enterprises, LLC. for the 2020 Crack Seal project in the amount of \$118,367.60.~~

C. ~~PULLED - AB # 20-051 – Approval of Contract Supplement No. 1 with KPG for Construction Management Services~~

~~Recommended Action: Approve Contract Supplement No. 1 with KPG for construction management support services in the amount of \$350,000.~~

D. AB # 20-052 - Approval of Interlocal Agreement with Snohomish County for COVID-19 Related Supplies

Recommended Action: Approve the Interlocal Agreement with Snohomish County for COVID-19 related supplies.

MOTION: Councilmember Duerr moved approval of the consent agenda Item D, AB #20-052. Councilmember Agnew second. The motion carried unanimously 7-0.

PULLED ITEM AB # 20-049 - Approval of the Construction Contract for the 2020 Asphalt Patching Project
Recommended Action: Approve the contract with Central Paving for 2020 Asphalt Patching project in the amount of \$243,420.

Councilmember Thompson pulled this item to ask where the funds are coming from and could the project be put on hold to use the funds for the budget crisis. City Manager Phillips stated this is funded by the Safe Streets and Sidewalks Levy and funds are dedicated to projects for this program.

MOTION: Councilmember Duerr moved approval of AB #20-049. Deputy Mayor Zornes second. The motion carried unanimously 7-0.

PULLED ITEM AB #20-050 - Approval of Construction Contract for the 2020 Crack Seal Project
Recommended Action: Approve the contract with Huizenga Enterprises, LLC. for the 2020 Crack Seal project in the amount of \$118,367.60.

Councilmember Thompson pulled this item to ask the same question as he did for #20-049 and the City Manager's answer remained the same, funds are from the Safe Streets and Sidewalks Levy.

MOTION: Councilmember Thompson moved approval of AB #20-050. Councilmember Agnew second. The motion carried unanimously 7-0.

PULLED ITEM AB #20-051 - Approval of Contract Supplement No. 1 with KPG for Construction Management Services

Recommended Action: Approve Contract Supplement No. 1 with KPG for construction management support services in the amount of \$350,000.

Deputy Mayor Zornes pulled this item to ask about the funding for it. City Manager Phillips answered that this is from the capital projects approved in the 2019-2020 budget. She stated that this contract is in proactive planning for when grants come in and projects can move forward.

MOTION: Deputy Mayor Zornes moved approval of AB #20-051. Councilmember Agnew second. The motion carried unanimously 7-0.

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

- None at this time.

11. Adjourn

Mayor Olsen adjourned the meeting at 7:14 PM.

Submitted for approval on May 5, 2020

Approved as submitted on May 5, 2020