



City of Bothell™

**BOTHELL CITY COUNCIL**

**\*\*\*VIRTUAL MEETING\*\*\***

**AGENDA**

May 11, 2021 – 6:00 PM

BOTHELL CITY HALL - 18415 101<sup>st</sup> AVE NE BOTHELL, WA 98011

Public Notice: Pursuant to Governor Inslee’s Stay Home, Stay Healthy Proclamation 20-25 extension and the extension of Proclamation 20-28 regarding open public meetings, and in an effort to curtail the spread of the COVID-19 virus, this City Council meeting will be conducted remotely through Zoom. We encourage members of the public to attend and participate in the meeting remotely, as described in more detail below:

Public testimony during public hearings and visitor comments will be accommodated through Zoom, but the public is requested to sign up for such testimony by [submitting a form HERE](#). Forms must be submitted no later than 3:00pm the day of the meeting.

For those wishing to attend by Zoom, please:

- (1) click this link: <https://us02web.zoom.us/j/83962590254>(or copy the URL and paste into a web browser)
- (2) call-in to the Zoom meeting by dialing 253-215-8782 and entering 839 6259 0254

The proceedings will also be available to view live or on the following day on the [City of Bothell YouTube Channel](#), or live on \*BCTV Cable Access Channels 21/26 (must have Frontier/Comcast Cable).

**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 & Roll Call

**Meeting Agenda Approval**

During this item, the City Council may identify agenda items to be continued, withdrawn, or added.

**1. Presentations, Reports, & Briefings**

A. Public Engagement Opportunities

- None at this time

B. Proclamations/Recognitions

- Asian American & Pacific Islander Heritage Month

- C. Special Presentations
  - City Manager Recruitment Kick-off Presentation – Heather Gantz, Novak Consulting Group
- D. Staff Briefings
  - None at this time.
- E. City Manager Reports
  - None at this time.
- F. Council Committee Reports

**2. Visitor Comment**

Those testifying or providing visitor comment will be limited to 3 minutes. Attendees will be muted and not audible to the Council except during times they are designated to speak.

If you wish to comment (either in writing or verbally) please [submit a form HERE](#) prior to 3:00PM (day of meeting). All comments will be made part of the record.

**3. Other**

Pages 7-8

- A. AB # 21-069 – Consideration of a Waiver of the City of Bothell’s Purchasing Policy to Implement the Pop-Up Retail Incubator Program  
Recommended Action: Waive the City of Bothell’s Purchasing Policy to allow direct negotiations for the purchase and installation of sheds for Bothell’s Pop-Up Retail Incubator Program.

**4. Adjourn**

CERTIFICATE:

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I hereby certify that the above agenda was posted on 5/6/2021 by 6:00 P.M., on the official website and bulletin board at Bothell City Hall, 18415 101<sup>st</sup> Avenue NE, Bothell, WA, 98011, in accordance with RCW 42.30.077, at least 24 hours in advance of the published start time of the meeting.

/s/ Laura Hathaway, City Clerk

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**SPECIAL ACCOMODATIONS:** The City of Bothell strives to provide accessible meetings for people with disabilities. If special accommodations are required, please contact the ADA Coordinator at (425) 806-6151 at least one day prior to the meeting.

Copies of agenda bills and attachments listed in this agenda may be obtained from the City Clerk's Office the Friday before the meeting.

\*Bothell City Council meetings are aired live on Bothell Community Television (BCTV) Channel 21/26 (Comcast/Frontier) (available to Comcast and Frontier Cable customers within Bothell City limits). Meetings are generally replayed according to the following schedule (subject to change): Wednesday

following the meeting at 10 a.m.; Friday, Saturday and Sunday following the meeting at 10 a.m. and 7 PM. City Council and Planning Commission meetings and the BCTV schedule are viewable online at [www.bothellwa.gov](http://www.bothellwa.gov)

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# PROCLAMATION

## Asian American and Pacific Islander Heritage Month

**WHEREAS**, Asian American and Pacific Islander Heritage Month is observed nationally in the month of May to honor and celebrate Asian and Pacific Islanders and how they have enriched our country; and

**WHEREAS**, This recognition includes all of the Asian continent, including India, and all the Pacific Islands of Melanesia, Micronesia, and Polynesia, which includes the Hawaiian Islands.

**WHEREAS**, Bothell is home to a diverse community with a large percentage of our population identifying as Asian and Pacific Islander, composed of diverse and varied ethnicities, languages, and cultures that have contributed and continue to contribute to our country's progress, success, and vibrancy; and

**WHEREAS**, Their contributions are vast in the areas of science and technology, culture and the arts, and so many professions, such as business, law, medicine, education, politics, and economics.

**WHEREAS**, Many have selected Bothell as the home for their small business or restaurant, enriching our community with their shared culture, food and traditions; and

**WHEREAS**, While we celebrate the many contributions of our Asian and Pacific Islander community, we must also acknowledge and address a documented regional and nationwide trend of increased discrimination, hate and violence against Asian Americans, exacerbated by false narratives and xenophobia around the coronavirus; and

**WHEREAS**, Acknowledging the challenges this community faces makes their accomplishments, character and legacies even more inspirational, reinforcing that education, celebration and public awareness of Asian and Pacific Islanders is vital to our community health; and

**NOW THEREFORE**, I, Liam Olsen, Mayor of Bothell, and on behalf of the City Council, do hereby proclaim May 2021 as "Asian and Pacific Islander Heritage Month" in the City of Bothell. The City makes this proclamation to celebrate our Asian and Pacific Islander community and affirms the City's commitment to protect and serve, all Asian and Pacific Islander residents, employees, students, business owners, and visitors, without hesitation or discrimination, with dignity, compassion, equality and mutual respect.

Signed this \_\_\_\_ day of May, 2021

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Liam Olsen, Mayor

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# City of Bothell™

**TO:** Mayor Olsen and Members of the Bothell City Council

**FROM:** Erin Leonhart, Interim City Manager  
Jeanie L. Ashe, Economic Development Manager (Presenter)

**DATE:** May 11, 2021

**SUBJECT:** Consideration of a waiver of the City of Bothell’s Purchasing Policy to implement the Pop-Up Retail Incubator program

**POLICY CONSIDERATION:** This item asks the City Council to consider if the City should waive the City of Bothell’s Purchasing Policy to allow direct negotiations for the purchase and installation of sheds for Bothell’s Pop-Up Retail Incubator program.

If approved, the Economic Development Manager will not seek competitive bids for the purchase and installation of four sheds and will negotiate directly with a vendor.

**HISTORY:**

DATE	ACTION
MARCH 16, 2021	City Council approved the Pop-Up Retail Incubator program and authorized the Interim City Manager to sign the Port of Seattle Economic Development Partnership Grant in the amount of \$29,730.00 and the Marcy Corps Northwest PSA in the amount of \$15,000.00.

**DISCUSSION:** Bothell’s Pop-Up Retail program will consist of pre-fab sheds converted into useable retail space to promote a walkable downtown subarea. To support creation of new retail in the “sheds”, the City will remove some of the barriers to starting a small business.

To build the infrastructure for the incubator program, sheds will be designed and built to house a small retail incubator. Due to increased demand for lumber and supply chain complications caused by COVID, shed manufacturers require a 15-week lead-time accommodate material orders and construction. Should staff negotiate directly with a vendor, the goal of launching the “retail village” by Labor Day will be met. Following the City of Bothell’s Purchasing Policy to secure bids will add an additional 30 – 60 days to the timeline as either a formal

competitive bidding process would be required or five quotes would need to be obtained through the small works roster.

**FISCAL IMPACTS:** The exact costs associated with this item are not known as of the date of this presentation, however, the upper limit cost estimates of approximately \$40,000 can be initially funded with the Economic Development budget. The Port of Seattle is expected to reimburse the City \$25,000 - \$30,000 of the program costs through its Economic Development Grant Program. Staff will bring a budget amendment to the City Council to recognize the grant revenue and offsetting expenditures during the mid-biennial budget amendment process. The aforementioned costs are considered one-time; ongoing operating costs associated with this item are expected to be minimal and Economic Development has sufficient budget in the 2021-2022 Adopted Budget to fund the ongoing costs.

**ATTACHMENTS:** N/A

**RECOMMENDED ACTION:** Waive the City of Bothell's Purchasing Policy to allow direct negotiations for the purchase and installation of sheds for Bothell's Pop-Up Retail Incubator program.