



SPECIAL CITY COUNCIL MEETING
TUESDAY, JUNE 30, 2020

MEETING MINUTES

1) [CALL TO ORDER/ROLL CALL](#)

Mayor Schneider called the remote meeting to order at 6:00 p.m. on the Zoom webinar platform.

Mayor Schneider, Deputy Mayor Nassar, and Councilmembers Carr, Deets, Hytopoulos, Medina and participated in the remote meeting. Councilmember Pollock joined the meeting at 6:15 p.m.

2) [APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE](#)

Councilmember Hytopoulos moved and Councilmember Deets seconded to approve the agenda as published. The motion was approved unanimously, 6-0, with Councilmember Pollock absent. There were no conflicts of interest disclosed.

3) [PUBLIC COMMENT](#)

3.A Instructions for Providing Public Comment in Remote Meetings - City Clerk

[Cover Page](#)

[Instructions for Providing Public Comment at Remote Meetings.docx](#)

Cynthia Bellas commented on race equity and the Planning Commission appointment.

Ashley Mathews commented on the appointment to the Planning Commission.

Scott Hamilton spoke regarding the process of appointing Planning Commissioners.

Ron Peltier spoke regarding appointments to the Planning Commission.

Savannah Rovelstad spoke regarding race equity.

Sal deRosalia spoke on the appointment to the Planning Commission.

Lisa Neal spoke on the Planning Commission appointment process.

4) [MAYOR'S REPORT](#)

There was no Mayor's Report.

5) FUTURE COUNCIL AGENDAS

5.A Future Council Agendas

[Cover Page](#)

[July 7 City Council Study Session.pdf](#)

[July 14 City Council Regular Business Meeting.pdf](#)

[July 21 City Council Study Session.pdf](#)

[July 28 City Council Regular Business Meeting.pdf](#)

City Manager Smith reviewed future Council agendas with Council. Deputy Mayor Nassar requested and Mayor Schneider seconded the addition of a discussion on noticing for special City Council meetings. Council concurred. Deputy Mayor Nassar requested and Councilmember Deets seconded to add a discussion on the process for adding items to task force or committee agendas. Council concurred. Deputy Mayor Nassar requested to add a discussion on the process for evaluating applicants to the Planning Commission, and Council concurred. Council agreed to cancel the July 21, 2020 meeting due to Council absences. Councilmember Deets noted that he is stepping down as liaison to the Race Equity Task Force.

6) NEW BUSINESS

6.A Monthly Update on 2020 Revenue and Expenses Forecasts - Executive

[Cover Page](#)

[Financial Presentation June Update for CC 06302020](#)

City Manager Smith provided a presentation with the monthly update on 2020 revenue and expense forecasts.

6.B Ordinance No. 2020-14 Relating to 2020 1st Quarter Budget and Updated Capital Improvement Plan Amendments - Finance

[Cover Page](#)

[2020 1st QTR BUA Transmittal Memo_Final.docx](#)

[ORD 2020-14 2020 1st QTR Budget and CIP Amendments.docx](#)

[Exhibit A to Ord_2020-14 - Q1_Budget_Amendments.pdf](#)

Finance Director Pitts introduced the agenda item.

MOTION: I move to forward for approval with the Consent Agenda on July 14, 2020, Ordinance No. 2020-14 and the accompanying Exhibit A, amending the City's 2020 modified budget and the related 2019-2024 update to the Capital Improvement Plan.

Nassar/Deets: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

6.C Cost Allocation Methodology Overview for Budget Preparation - Finance

[Cover Page](#)

[Cost Allocation Presentation CC 063020.pptx](#)

[Cost allocation Plan 2021 - 2022.pdf](#)

Budget Manager Dunscombe provided a presentation on cost allocation methodology and addressed Council's questions.

MOTION: I move to forward for approval with the July 14, 2020 Consent Agenda the cost allocation methodology as described in the Cost Allocation Manual as provided with this agenda item.

Deets/Carr: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

7.A Feedback on Governor's Order Related to Face Coverings - Councilmembers Hytopoulos, Pollock, Carr [MOVED]
Cover Page

Due to a technical issue with the presentation materials for Item 6.D, this item was moved up. Councilmember Hytopoulos introduced the agenda item, and Council discussed the Governor's order, valve masks, and enforcement.

6.D Resolution No. 2020-08, Updating City Financial and Budget Policies - Finance

Cover Page

Financial Policies Presentation for CC 06302020.pdf

2020 Financial and Budget Policies Memo - Summary of changes.docx

Resolution No. 2020-08 Establishing Financial and Budget Policies.docx

Resolution No. 2019-24 Updating the City's Procurement Policy Approved 100819.pdf

RES 2016-20 Adopting a Municipal Securities Disclosure Policy Approved 082316.pdf

Resolution No. 2016-18 Amending Resolution No. 2009-02 Surplus Property Approved 082316.pdf

RES 93-52 - Investment Policy.pdf

Finance Director Pitts provided a presentation on updates to the City's financial and budget policies. Council discussed the resolution and expressed a desire to retain the existing general fund reserve policy language that requires the general fund reserve be maintained at 25% of revenues.

MOTION: I move to forward to Unfinished Business on July 14, 2020, Resolution No. 2020-08 amending and updating the City's financial and budget policies as presented.

Medina/Deets: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

6.E Resolution No. 2020-09, Updating the City's Debt Policy - Finance

Cover Page

Resolution No. 2020-09 - Updating the City Debt Policy

RES 2008-14 - Debt Policy.pdf

Exhibit A to Resolution No. 2020-09 - COBI Debt Policy.docx

Finance Director Pitts introduced the agenda item.

MOTION: I move to forward Resolution No. 2020-09 for approval with the July 14, 2020 Consent Agenda.

Hytopoulos/Medina: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

6.F Resolution No. 2020-11, Establishing Equipment Rental and Revolving Fund Policy - Finance

[Cover Page](#)

[Resolution No 2020-11 Establishing Equipment Rental and Revolving Fund Policy.docx](#)

[Exhibit A to Resolution No 2020-11 Equipment Rental and Revolving Policy.docx](#)

[Ord_2004-20_Approved.pdf](#)

[Ordinance No. 2017-09 Equipment Rental Fund Update Approved 050917.pdf](#)

Finance Director Pitts introduced the agenda item.

MOTION: I move to forward for approval with the Consent Agenda on July 14, 2020, Resolution No. 2020-11 establishing the City's Equipment Rental and Revolving Fund Policy as presented.

Nassar/Medina: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

6.G Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act Grant Briefing and Grant Acceptance - Finance

[Cover Page](#)

[CARES Briefing Presentation for CC 06302020](#)

Finance Director Pitts provided a presentation on the CARES Act funding.

Council discussed the agenda item and approved staff's recommendation to allot \$475,000 for the City's expenditures and \$260,000 for the Park District, community partners, and business community.

MOTION: I move to accept and ratify the Federal Coronavirus Aid, Relief, and Economic Security Act grant from the Washington State Department of Commerce in the amount of \$735,600 as executed by the Acting City Manager on June 2, 2020.

Deets/Nassar: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

Mayor Schneider adjourned the meeting for a break at 8:57 p.m. and reconvened the meeting at 9:06 p.m.

7) CITY COUNCIL DISCUSSION

7.B Consideration of Revisions to the City's Code of Conduct and Ethics Program

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Redlined Copy KH Proposed Revisions to Res No. 2019-26 Updating the City's Ethics Program

Approved 112619 - For 6-30-2020 CM

Clean Copy KH Proposed Revisions to Res No. 2019-26 Updating the City's Ethics Program

Approved 112619 - For 6-30-2020 CM

Councilmember Hytopoulos introduced the agenda item, and Council discussed the revised program.

MOTION: I move that we ask the City Attorney, Deputy City Attorney to come back with a final version of what you have been presented with today with minor formatting, etc. that needs to be done.

Hytopoulos/Medina: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

7.C Appointments to the Planning Commission - Mayor Schneider

Cover Page

Planning Commission (Recommended Appointments).pdf

Blossom - Planning Commission (Redacted).pdf

Dykeman - Planning Commission (Redacted).pdf

Gardiner - Planning Commission (Redacted).pdf

Marshall - Planning Commission (Redacted).pdf

McCormick Osmond - Planning Commission (Redacted).pdf

Weise - Planning Commission (Redacted).pdf

Mayor Schneider introduced the agenda item. She announced that with the resignation of Planning Commissioner Doman, there is an additional vacancy to fill.

MOTION: I move to reappoint Kim McCormick Osmond to a new term for Position 1 of the Planning Commission and for the Council to confirm that appointment.

Schneider/Medina: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

Council discussed the Position 2 appointment.

MOTION: I move to appoint Sarah Blossom to Position 2 of the Planning Commission and for the Council to confirm that appointment.

Schneider/Hytopoulos: The motion carried, 4 – 3.

AYES: Carr, Hytopoulos, Medina, Schneider
NOES: Deets, Nassar, Pollock
ABSENT: None
ABSTAIN: None

8) **FOR THE GOOD OF THE ORDER**

Council discussed the vacant Planning Commission position.

Mayor Schneider indicated that she would be signing a letter to the City of Bremerton regarding race equity, and no Councilmembers objected to her doing so.

Councilmember Carr will replace Councilmember Deets as liaison to the Sustainable Transportation Task Force.

9) **ADJOURNMENT**

Mayor Schneider adjourned the meeting at 11:38 p.m.



Leslie Schneider, Mayor



Christine Brown, CMC, City Clerk