

**CITY COUNCIL AGENDA**  
**7:00 p.m. June 11, 2020**

**MEETING TO BE HELD REMOTELY**  
**VIA TELEPHONE: 1-774-777-4255**  
**CONFERENCE ID No.: 589-8786**

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**CALL TO ORDER:**

Mayor Sexton  
Council Members: Aslett, Chaplin, J. DeGloria, R. DeGloria, Green, Loving, and Stavig  
Staff: Blaine, Burwash, Dempsey, Erickson, Hampton, Hawes, B. Johnson, L. Johnson, Jongsma,  
Luvera, Morrison, Moser, Pulst, Rabenstein, Schwetz, Stewart, Toth, Ward, and Young.

**MINUTES:**

[City Council Meeting May 28, 2020](#)

**AUDIT OF BILLS:**

**PUBLIC COMMENTS:**

**COUNCIL COMMENTS:**

**MAYOR'S UPDATE:**

**PROCLAMATION:**

**SPECIAL PRESENTATION:**

**COMMITTEE & BOARD REPORTS:**

**OFFICERS REPORTS:** TBD

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**UNFINISHED BUSINESS:**

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**CONSENT AGENDA:**

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**NEW BUSINESS:**

- 1) [Budget Amendment 1 \(Pre-COVID\)](#)
- 2) [Budget Amendment 2 \(Post-COVID\)](#)
- 3) [Bid and Contract Award – 2020 Overlay Project](#)

**FUTURE WORKSHOP:**

COVID-19 Budget Impacts

Thursday **June 18, 2020** 6:00 p.m.  
MEETING TO BE HELD REMOTELY  
VIA TELEPHONE: 1-774-777-4255  
CONFERENCE ID No.: 589-8786

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**EXECUTIVE SESSION:**

**ADJOURNMENT:**

**MEETINGS:**

- 1) **AUDIT & FINANCE COMMITTEE:**

Thursday **June 11, 2020** 4:00 p.m.  
MEETING TO BE HELD REMOTELY  
VIA TELEPHONE: 1-774-777-4255  
CONFERENCE ID No.: 589-8786

**DUE TO THE COVID-19 PANDEMIC, AS OF MARCH 20, 2020, ALL OTHER COUNCIL COMMITTEE MEETINGS ARE SUSPENDED UNTIL EMERGENCY PROCLAMATION 2020-03 HAS BEEN RESCINDED, OR UNTIL FURTHER NOTICE.**

# June 2020

June 2020							July 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 31 - Jun 6	May 31	Jun 1	2	3	4	5	6
			5:30pm SUSPENDED: Parks Board (Parks & Rec Dept) 6:00pm SUSPENDED: Library Board (Library)		6:00 pm Council Workshop (Telephonic Meeting)		
Jun 7 - 13	7	8	9	10	11	12	13
			4:00pm SUSPENDED: Public Safety Committee (Public Safety Building)		4:00pm Audit & Finance Committee (Telephonic) 7:00pm Council Meeting (Telephonic)		
Jun 14 - 20	14	15	16	17	18	19	20
			4:00pm SUSPENDED: Public Works Committee (Engineering Conf Room)	1:00pm SUSPENDED: SKAT Board (Burlington City Hall) 5:30pm 7:00pm SUSPENDED: Planning Commissio	6:00pm Council Workshop (Telephonic Meeting)		
Jun 21 - 27	21	22	23	24	25	26	27
				9:00am 10:00am SUSPENDED: Downtown Burlington Association (Visitor Information Center/	4:00pm Audit & Finance (Telephonic) 7:00pm Council Meeting (Telephonic)		
Jun 28 - Jul 4	28	29	30	Jul 1	2	3	4

# July 2020

July 2020							August 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>Jun 28</b>	<b>29</b>	<b>30</b>	<b>Jul 1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Jun 28 - Jul 4							
	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
Jul 5 - 11			5:30pm SUSPENDED: Parks Board (Parks & Rec Dept) 6:00pm SUSPENDED: Library Board (Library)		4:00pm Audit & Finance Committee (Telephonic Meeting) 7:00pm Council Meeting (Telephonic Meeting)		
	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
Jul 12 - 18			2:00pm 3:00pm Historical Preservation Board ( 4:00pm SUSPENDED: Public Safety Committee (Public	1:00pm SUSPENDED: SKAT Board (Burlington City Hall) 5:30pm 7:00pm SUSPENDED: Planning Commissio			
	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
Jul 19 - 25			4:00pm SUSPENDED: Public Works Committee (Engineering Conf Room)	9:00am 10:00am SUSPENDED: Downtown Burlington Association (Visitor Information Center/	4:00pm Audit & Finance (Telephonic Meeting) 7:00pm Council Meeting (Telephonic Meetin		
	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Aug 1</b>
Jul 26 - Aug 1							



ITEM #: 1

CHECK ONE:

NEW BUS. X

OLD BUS. \_\_\_\_\_

## AGENDA ITEM

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Council Date: June 11, 2020 Subject: [Budget Amendment 1 \(Pre-COVID\)](#)

Submitted By: Joe Stewart, Finance Director

Attachments: Proposed Ordinance Public Hearing Required: YES ( ) NO ( **x** )

2020 Adopted Budget vs Revised Expenses

2020 Adopted Budget vs Revised Revenues

### **HISTORY AND SUMMARY**

The City Council adopted the 2020 budget in December of 2019 through Ordinance No. 1883 given the best information that was available at the time. The salary and wage information in the adopted budget contained the 2019 budgeted amounts rolled forward for each department. It also included a “plug” number that a projection of the total cost increases that would result from negotiations. Beginning fund balances and revenues were also based on projections. Expenses have been updated to reflect the results of negotiations. Beginning fund balances have been adjusted to reflect projected 2019 ending fund balances. An additional analysis of revenues was performed and revenue projections were updated.

### **ALTERNATIVES CONSIDERED**

No mid-year or periodic budget amendments is necessary unless additional capacity is needed. This is an option but the City Administrator prefers periodic budget amendments that update budget projections/expectations as new information comes available.

### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

As stated in attached amendment.

### **LEGAL ASPECTS – LEGAL REVIEW**

N/A

**STAFF RECOMMENDATION**

Recommend approving the attached amendment and updating the beginning fund balance, revenue, expenditure and ending fund balance amounts with updated projections.

**SUGGESTED COUNCIL MOTION LANGUAGE**

“I move to approve budget amendment number 1 (Pre-COVID) revising the 2020 budget with updated fund balance, revenue and expenditure projections”



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS. \_\_\_\_\_

## AGENDA ITEM

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Council Date: June 11, 2020 Subject: [Budget Amendment 2 \(Post-COVID\)](#)

Submitted By: Joe Stewart, Finance Director

Attachments: Proposed Ordinance Public Hearing Required: YES ( ) NO ( **x** )

Post COVID Support

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### **HISTORY AND SUMMARY**

The City Council adopted the 2020 budget in December of 2019 through Ordinance No. 1883.

Budget amendment number 1 revised the adopted beginning fund balances, revenues, expenditures and ending fund balances based on updated pre-COVID projections. Budget amendment number 2 reduces departmental expenditures and adjusts revenues in response to the COVID-19 pandemic and resulting revenue shortfalls. This is the first phase of reductions that were made as an immediate response to the expected shortfalls. We expect additional budget reductions as more information becomes available.

### **ALTERNATIVES CONSIDERED**

No mid-year or periodic budget amendments is necessary unless additional capacity is needed. This is an option but the City Administrator prefers periodic budget amendments that update budget projections/expectations as new information comes available.

### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

As stated in attached amendment.

### **LEGAL ASPECTS – LEGAL REVIEW**

N/A

**STAFF RECOMMENDATION**

Recommend approving the attached amendment and updating the beginning fund balance, revenue, expenditure and ending fund balance amounts with updated projections.

**SUGGESTED COUNCIL MOTION LANGUAGE**

“I move to approve budget amendment number 2 (Post-COVID) revising the 2020 budget with updated fund balance, revenue and expenditure projections”



ITEM #: 3

CHECK ONE:

NEW BUS. X

OLD BUS. \_\_\_\_\_

## AGENDA ITEM

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Council Date: June 11, 2020 Subject: [Bid and Contract Award – 2020 Overlay Project](#)

Submitted By: Marv Pulst, Public Works Director

Attachments: Bid Summary Public Hearing Required: YES ( ) NO (X)

Agreement

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### HISTORY AND SUMMARY

Bids were opened on May 29<sup>th</sup>, 2020 for City Overlay Project. The low, responsive bidder is Lakeside Industries of Anacortes, WA, for the amount of \$190,326. The project consists of pavement overlay of Pease Road. WA State Transportation Board is funding 85% of the total project cost, including staff time to design and manage the project. The Engineer's estimate for this project was \$325,000, so bids were much less than expected.

### ALTERNATIVES CONSIDERED

Reject bids, but roadway surface is starting to fail.

### CURRENT AND FUTURE BUDGET RAMIFICATIONS

Funding will be provided by the Arterial Street Fund 102. With TIB paying for 85% of total project cost, City matching funds will be approximately \$30,000.

### LEGAL ASPECTS – LEGAL REVIEW

Sealed bids were requested in accordance with City procurement policy, chapter 2.84 procurement. No legal issues have been identified.

### STAFF RECOMMENDATION

Staff recommends award of bid to Lakeside Industries.

**SUGGESTED COUNCIL MOTION LANGUAGE**

Motion to award bid and authorize Mayor to sign agreement with Lakeside Industries for 2020 Overlay Project.